



Rutland County Council

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RECORD OF DECISION AT A MEETING OF THE CABINET

Tuesday, 19th September, 2017 at 9.30 am

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Decisions published on 21 September 2017

Decisions will be implemented on 29 September 2017 unless the Call-in Procedure as outlined in Procedure Rule 206 is invoked.

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PRESENT: Mr T Mathias
Mr R Clifton
Mr D Wilby
Mr O Hemsley
Mr A Walters

APOLOGIES: Mr R Foster

OFFICERS PRESENT: Mrs H Briggs Chief Executive
Mr S Della Rocca Assistant Director - Finance
Dr T O'Neill Director for People and Deputy Chief Executive
Mr D Brown Director for Places
Mrs D Mogg Director for Resources
Mr M Andrews Deputy Director for People
Mr A Edwards Head of Property Services (for part of the meeting)
Miss S Bingham Acting Corporate Support Coordinator

270 ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE

The Chief Executive, Mrs Briggs informed the meeting that the Council has been awarded £25,000 for the One Public Estate Expression of Interest. The council had been encouraged to progress to the next stage of the bidding process.

271 DECLARATIONS OF INTEREST

No declarations of interest were received.

272 RECORD OF DECISIONS

The Record of Decisions made by Cabinet on 15 August 2017, copies of which had been previously circulated were confirmed by Cabinet.

273 ITEMS RAISED BY SCRUTINY

The Chairman had not been formally notified of any items raised by Scrutiny.

274 CORPORATE PLAN REVIEW

(KEY DECISION)

Report No. 170/2017 from the Chief Executive was received.

The Chief Executive, Mrs Briggs, introduced the report, the purpose of which was to provide a revised Corporate Plan for the period 2016/2020 for consideration. The Rutland County Council Corporate Plan 2016 to 2020 was adopted by Council on the 12th September 2016 based on a recommendation from Cabinet. In addition to approving the Plan it was agreed that an annual review of the Plan would be produced and presented to Cabinet and Council.

During discussion the following points were raised:

- i. This was a 'light touch' annual review of the Corporate Plan.
- ii. The Chairman informed Cabinet that a fellow Councillor had made the following comments:
 - Not enough mention of education
 - No definition of sustainability
- iii. Cabinet agreed there was no requirement for further changes to be made to the Corporate Plan at this time. The Plan referred to other documents that held greater detail on specific subjects, for example, education.
- iv. It was confirmed that that the definition of sustainability appeared twice within the reviewed Corporate Plan document.
- v. At the next annual review consideration would be given to:
 - Information regarding sustainability and the environment to be added
 - Potential change of wording to page 23, point 2 under the sub heading People, as concern was raised regarding the interpretation of the word 'Create'.
- vi. The current work being undertaken regarding the closure of St George's Barracks and the Local Plan Review would help to provide clarification regarding sustainability within Rutland.

DECISION

1. Cabinet **RECOMMENDED TO COUNCIL** approval of the revised Rutland County Council Corporate Plan 2016 to 2020.

Reason for Decision

1. *The revised Plan would set the strategic direction for Rutland County Council for the remaining life of this Council.*

275 FUTURE PROVISION OF BUILDING CONTROL SERVICES

(KEY DECISION)

Report No. 171/2017 from the Director for Places was received.

The Portfolio Holder, Mr Hemsley, introduced the report, the purpose of which was to ensure that the Council had in place the necessary capacity and capability to deliver the building control function required by statute. The approvals requested would ensure that the contract could be placed with the minimum of delays.

During discussion the following points were raised:

- i. Concern was raised that the decision recommendations were too complicated, and that final agreement would be under delegated authority.
- ii. Members were advised that the building control function was a statutory service that the Council had to provide and that work had already taken place in preparation for the future provision of the service.
- iii. The Chief Executive, Mrs Briggs, clarified that no building could be occupied without building control sign off. Council buildings used for social care purposes were required to adhere to additional regulations with regard to emergency planning; these controls were checked by the Care Quality Commission (CQC).
- iv. The Portfolio Holder, Mr Hemsley, confirmed that if the recommendations were approved he would refer any issues back to Cabinet, for a decision if he felt it was necessary.

DECISION

1. Cabinet **AUTHORISED** the Head of Property Services in consultation with the Portfolio Holder for Growth, Trading Standards and Resources, the Director for Resources and Peterborough Legal Services to agree and finalise terms in respect of either a joint service provision (Option 3) or delegation of responsibility to another authority (Option 4) subject to the development of a viable business case.
2. Cabinet **AUTHORISED** the Head of Property Services in consultation with the Portfolio Holder for Growth, Trading Standards and Resources, the Director for Resources and Peterborough Legal Services to agree and finalise the selection criteria for a new service provider and run a tender process to choose a preferred supplier, subject to acceptable tenders (Option 5). This option would only be pursued if Options 3 and 4 were not viable but given timescales would run concurrent with other activities.
3. Cabinet **AUTHORISED** the Head of Property Services in consultation with the Portfolio Holder for Growth, Trading Standards and Resources, the Director for Resources and Peterborough Legal Services the authority to extend the existing contract (Option 2) for up to three years if Options 3,4 or 5 were not viable or had not been finalised within the necessary timeframe.
4. Cabinet **AUTHORISED** the Head of Property Services in consultation with the Portfolio Holder for Growth, Trading Standards and Resources, the Director for Resources and Peterborough Legal Services to enter into a contract to pursue whichever option ultimately provided the best value for money for the Council.

Reasons for Decision

1. *The proposals set out in Report No. 171/2017 would ensure that the Council could move forward with the procurement of a building control service whilst ensuring that it was still able to pursue other options.*
2. *The proposed delegations would ensure that RCC would be able to respond effectively to opportunities as they arose ensuring that a statutory service was provided at all times.*

276 FUTURE DELIVERY OF FACILITY MANAGEMENT SERVICES

(KEY DECISION)

Report No. 172/2017 from the Director for Places was received.

The Portfolio Holder, Mr Hemsley, introduced the report, the purpose of which was to seek approval from Cabinet for the placement of one contract to provide facility management services. This approach was being proposed to build additional resilience into service delivery and also provide a service that was more effective and efficient. The approvals requested would ensure that the contract could be placed with the minimum of delays.

During discussion the following points were raised:

- i. The budget variance on page 48 of the report was due to internal staffing and recruitment issues. This had resulted in the use of private sector provision.
- ii. Concern was raised that there was no detail regarding the award criteria within the report.
- iii. Whilst staff would be transferred under TUPE regulations, concern was raised on any impact on local small companies currently supplying facilities management services to the Council. Further information regarding this was requested by Cabinet.

DECISION

1. That a further report would be received at Cabinet following consideration at Informal Cabinet.

Reasons for Decision

1. *More information was to be provided regarding award criteria.*

277 PLANNING SYSTEM PROCUREMENT

(KEY DECISION)

Report No. 163/2017 from the Director for Places was received.

The Portfolio Holder, Mr Hemsley, introduced the report, the purpose of which was to inform Cabinet of the status of the planning software system (including building control and land charges) and to seek approval to procure the provision, support, maintenance and hosting of a new software system (iDOX) through an agreement with South Kesteven District Council (SKDC).

During discussion the following points were raised:

- i. The Director for Places, Mr Brown, confirmed that the iDOX software would be used for development control, land charges and building control functions.
- ii. The proposed support and maintenance for the iDOX software by SKDC would build on the current relationship and help to deepen the partnership between the two Councils. The Council's relationship with iDOX would also be enhanced.
- iii. The Director for Places, Mr Brown, confirmed that the standard service that SKDC were offering would be the preferred option as this would meet the Councils requirements.

DECISION

1. Cabinet **APPROVED** the provision, support, maintenance and hosting of the planning software system (iDOX) by South Kesteven District Council,
2. Cabinet **AUTHORISED** the Director for Places in consultation with the Director for Resources and the Portfolio Holder for Growth, Trading Standards and Resources (excluding Finance) to agree the details and form of agreement, in accordance with Section 7 subject to confirmation of compliance with the Public Contracts Regulations by South Kesteven District Council.
3. Cabinet **APPROVED** creating a capital budget of £50k to deliver the infrastructure requirements from the project to be funded by Capital Receipts.
4. Cabinet **NOTED** that if it was not possible to agree detailed terms with South Kesteven District Council the system would be procured through Crown Commercial Services framework for Local Authority Software Applications (LASA) in accordance with contract procedure rules.

Reasons for Decision

1. *The Council was required to review the contract with Agile Solutions.*
2. *Officers had considered the alternative options and recommended working with another local authority for the provision of new software. This would build on the collaborative working arrangements with SKDC, offer increased resilience and open up opportunities for future efficiencies through joint working.*
3. *Cabinet was being asked to authorise the Director for Places in conjunction with the Director for Resources (excluding Finance) to negotiate and procure the provision, support, maintenance and hosting to the planning system (iDOX) to South Kesteven District Council (SKDC) under a Memorandum of Understanding (MoU).*

278 MAINTENANCE CONTRACT FOR THE REVENUES AND BENEFITS SYSTEM

(KEY DECISION)

Report No. 154/2017 from the Director for Resources was received.

The Assistant Director – Finance, Mr Della Rocca, introduced the report, the purpose of which was to seek approval to renew the maintenance and remote database administration contracts with Civica UK Limited (Civica) to ensure the optimum running and support of the system until 30th September 2022.

During discussion the following points were raised:

- i. A lower annual fee had been agreed, following negotiation with Civica. The current contract was to be terminated early to allow the Council to start paying the lower fee.
- ii. The Assistant Director – Finance, Mr Della Rocca, confirmed that there were two main suppliers of this type of software (Capita and Civica). A substantial amount of local authorities used the Civica software and there was a user group that the Council could use for support, if required.
- iii. The use of Civica software would not be affected by any future changes to revenues and benefits processes, for example, the introduction of Universal Credit.

DECISION

1. Cabinet **APPROVED** the renewal of the Civica Maintenance contract at a cost of £45,000 from 1st October 2017 to 30th September 2022 in accordance with Regulation 32 of the Public Sector Contract Regulations 2015.
2. Cabinet **APPROVED** the renewal of the Civica Remote Database Administration contract on an annual basis at a cost of £15,000 from 1st April 2018 to 30th September 2022 in accordance with Regulation 32 of the Public Sector Contract Regulations 2015.

Reason for Decision

1. *The Civica system was the main system for the administration of the Revenues and Benefits service area. The Council had no plans to change the system. The system required ongoing support and maintenance to optimise performance and ensure compliance with legislation changes. It was therefore recommended that the contract with Civica was renewed as they were the only supplier that could support the system.*

279 ANY ITEMS OF URGENT BUSINESS

No items of urgent business had previously been notified to the Chairman.

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The Chairman declared the meeting closed at 10.48 am.

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