



MINUTES OF

EXECUTIVE CABINET

MEETING DATE

Thursday, 14 February 2019

MEMBERS PRESENT:

Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Jane Fitzsimons, Paul Walmsley and Adrian Lowe

OFFICERS:

Gary Hall (Chief Executive), Chris Sinnott (Director (Early Intervention and Support)), Asim Khan (Director (Customer and Digital)), Rebecca Huddleston (Director (Policy and Governance)), Chris Moister (Head of Legal, Democratic & HR Services), Philippa Braithwaite (Democratic and Member Services Officer) and Rebecca Aziz-Brook (Transformation Programme Coordinator)

OTHER MEMBERS:

Councillors Aaron Beaver, Eric Bell, Gordon France, Danny Gee, Tom Gray, Yvonne Hargreaves, Marion Lowe and Alistair Morwood

19.EC.91 Minutes of meeting Thursday, 17 January 2019 of Executive Cabinet

Decision: That the minutes of the Executive Cabinet meeting held on 17 January 2019 be confirmed as a correct record for signature by the Executive Leader.

19.EC.92 Declarations of Any Interests

There were no declarations of interests.

19.EC.93 Public Questions

There were no public questions received.

19.EC.94 Chorley Council Performance Monitoring – Third Quarter 2018/19

Councillor Peter Wilson, Executive Member (Resources), presented the report of the Director (Policy and Governance) which sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2018/19, 1 October – 31 December 2018.

Overall, performance of key projects is good, with nine (75%) of the projects rated as green or complete and three (25%) projects currently rated amber. Performance of the Corporate Strategy indicators and key service delivery measures is also good, with

89% of Corporate Strategy measures performing on or above target or within the 5% threshold, and 89% of key service delivery measures are performing on or above target or within the 5% threshold. Those indicators performing below target have action plans outlined with measures to improve performance.

In response to a Member's query about Primrose Gardens, Councillor Jane Fitzsimons confirmed 40 provisional offers had been sent out with more places to be offered as the building opened. With regard to the levels of sickness absence, Councillor Wilson advised that the figures were skewed from long term sickness absences and that there was no single reason or department responsible.

Decision:

That the report be noted.

Reasons for Recommendation(s):

To facilitate the on-going analysis and management of the Council's performance in delivering the Corporate Strategy.

Alternative options considered and rejected:

None.

19.EC.95 Revenue & Capital Budget Monitoring 2018/19 Report 3

Councillor Peter Wilson, Executive Member (Resources), presented the report of the Chief Finance Officer which sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2018/19.

Decision:

1. Note the full year forecast position for the 2018/19 revenue budget and capital investment programme.
2. Note the forecast position on the Council's reserves.
3. Request Council approval for the contribution of £100,000 from in-year revenue underspends to finance the next phase of CCTV infrastructure in the capital programme.
4. Request Council approval for the contribution of £60,000 from in-year revenue underspends to the Income Generation Reserve.
5. Request Council approval for the contribution of £210,000 from in-year revenue underspends to create a Council Tax Costs Bad Debt Provision.
6. Request Executive Cabinet approval for the contribution of £40,000 from in-year revenue underspends to the Market Walk income equalisation reserve.
7. Request Council note the capital programme to be delivered in 2018/19 to 2020/21.
8. Request Council approve the budget changes to the capital programme outlined in paragraph 50.

Reasons for Recommendation(s):

To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected:

None.

19.EC.96 Housing Strategy

Councillor Jane Fitzsimons, Executive Member (Homes and Housing), presented the report of the Director (Early Intervention and Support) which sets out the draft housing strategy for consideration and approval to consult with stakeholders. The strategy is a live document covering the period 2019 to 2024, with an action plan for the first 12 months that will be reviewed and refreshed each year.

Decision:

That the draft housing strategy be accepted for consultation and presentation to Council for approval.

Reasons for Recommendation(s):

The housing strategy provides an opportunity to set out in a single document the range and depth of work undertaken by the council in relation to housing. Consulting on the strategy provides the opportunity for partners and other stakeholders to provide feedback and work with the council.

Alternative options considered and rejected:

To not consult on the strategy. This was rejected because the consultation provides an opportunity to potentially refine the strategy and to engage with partners on its delivery.

19.EC.97 Exclusion of the Public and Press

Decision: To exclude the press and public for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

19.EC.98 Provision of IT Connectivity and Equipment at Chorley Digital Office Park

Councillor Alistair Bradley, Executive Member (Economic Development & Public Service Reform), presented the confidential report of the Director (Business Development and Growth) which seeks approval to place a direct order for the ongoing connection, servicing and software solutions for the primary and back-up circuit connection installations at Chorley Digital Office Park (CDOP).

Members noted that the previous procurement exercise had failed to identify a suitable provider for the data/broadband (BB) provision. As the requirement to procure a service provider is time critical, Essensys, who were previously involved at the design stage of the project, were approached and have confirmed that they would be able to provide both data/BB services as part of a complete Digital Office Hub management solution encompassing both IT and management systems.

Gary Hall, Chief Executive, advised that although not the original plan, this outcome was preferred as Essensys offered a purpose-built software application specifically

designed for multi tenanted buildings. In addition, having one provider offered a managed service approach resulting in better day to day control.

Decision:

That authority be given to place a direct order with the supplier Essensys Ltd for the ongoing connection and software costs for the primary and back-up circuit connections at CDOP.

Reasons for Recommendation(s):

Due to a previously unsuccessful procurement exercise and the time taken to comprehensively investigate an alternative data/broadband solution for CDOP, the time period until the building opens is constrained. Approval for an advance order for a time-critical part of the installation has been secured via a procurement waiver to ensure that the CDOP opens on time and is fit for purpose from the outset.

Alternative options considered and rejected:

To re-start procurement and prepare and re-tender for broadband services. There is a lead-in time of up to 3-months for connections and this combined with the timescales for re-tendering for this procurement would significantly jeopardise the building being fully-operational for tenants opening.

19.EC.99 Approval for Procurement of Contractors to Undertake Reactive and Planned Maintenance

Councillor Peter Wilson, Executive Member (Resources), presented the confidential report of the Director (Business, Development & Growth) which seeks approval for the procurement approach including the award procedure, evaluation methodology and criteria for the engagement of contractors to undertake reactive and planned maintenance on council property assets.

Decision:

1. Approval to tender for the appointment of four contractors to undertake general building repairs, electrical works, gas/heating works and alarms system maintenance for both reactive and planned works. Each independent contract to commence on 6th May 2019 for an initial one-year period, with an option to extend for a further two years to 31st March 2022.
2. Approval for the contracts to be awarded by the Executive Member (Resources) by means of an Executive Member Decision.

Reasons for Recommendation(s):

1. The Council has statutory obligations to provide quarterly, bi annual and annual service and testing requirements to comply with health and safety and statutory requirements. The Council has a contractual obligation with its tenants to provide reactive and planned maintenance in a timely manner, providing emergency repairs as necessary. This proposed tender exercise ensures that these services will enable the Council to fulfil its obligations.
2. The Councils Contract Procurement Rules stipulate that Executive Cabinet approval is required for all contracts over £100,000. Tendering the services separately is likely to encourage smaller local enterprises to submit tenders, the prospects of which would reduce if the services were tendered as a combined package.

Alternative options considered and rejected:

1. The option of seeking a waiver to extend the existing delivery arrangements for the Reactive and Planned Maintenance services was explored but rejected on the basis that there was no reasonable justification for doing this any longer.
2. The option of bringing the services in-house was considered but ruled out due to lack of capacity within the present staffing structure to deliver the service. In addition there are concerns that insufficient skilled trade's persons could be recruited to provide adequate 24 hour cover. Also it was deemed that overhead cost would significantly inflate the delivery cost.
3. The option of tendering the services in a combined tender was also considered but rejected. The Council's research and past experience in tendering repairs and maintenance services has shown that a limited number of contractors would express an interest. Usually larger contractors are attracted which have the diverse skill base to cover all work categories. This would therefore, likely to deter local companies from expressing an interest in these tender opportunities.

Chair

Date