

DECISION SHEET

MEETING NO 11 OF THE CABINET HELD ON 5 APRIL 2005

1. EXCLUSION OF PUBLIC

CABINET DECISION

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1, 7 and 8 of Part I of Schedule 12(A) of the said Act.

2. LEISURE MANAGEMENT CONTRACT – PREFERRED BIDDER

*Sport and Healthy Living and Heritage, Arts and Tourism Portfolio Holders
Overview and Scrutiny Committee (Community Services)*

The Chairman advised that the above report had been withdrawn from the agenda by the Portfolio Holders in view of the decision of the Overview and Scrutiny Committee (Community Services) at their special meeting on 24 March 2005 to refer the matter to Council on 13 April 2005. It was deemed inappropriate for Cabinet to take a decision on this matter before the views of the Council had been considered.

3. OLD TOWN HALL, ST ALBANS – BUSINESS PLAN

*Heritage, Arts and Tourism Portfolio Holder
Overview and Scrutiny Committee (Community Services)*

CABINET DECISION

- (i) That the report be noted.
- (ii) That the Business Plan and scale of fees and charges appended to the report be approved, subject to consultation.

4. REPLACEMENT FINANCIAL MANAGEMENT SYSTEMS

*Resources Portfolio Holder
Overview and Scrutiny Committee (Corporate Services)*

CABINET DECISION

- (i) That action be taken as set out in Part II to this decision notice.
- (ii) That the report be forwarded for information and noting to the Chair of the Overview and Scrutiny (Corporate Services) Committee in accordance with the Contracts Procedure Rules.

5. **PERSONNEL MATTER**
Overview and Scrutiny Committee (Corporate Services)

The Chairman advised that it had not been possible to submit a written report to this meeting as had been intended. However he expected that this report would now be completed in the next few days and given the need to resolve this matter as soon as possible he was likely to call a special meeting of Cabinet to take place at 5.30pm on Wednesday 13 April to consider it as detailed in Part II to this decision sheet.

6. **INFORMATION TECHNOLOGY – REPORT**
Resources Portfolio Holder
Overview and Scrutiny Committee (Corporate Services)

CABINET DECISION

- (i) That Cabinet note the report outlining progress to date as well as future intentions.
- (ii) That a report be submitted to the Cabinet meeting on 10 May on the telephone system functionality rollout plan.

NOTE: The meeting resumed in Part 1 on the conclusion of the above item following a short recess.

7. **ITEM REFERRED FROM THE PUBLIC CONVENIENCES CLEANSING CONTRACT WORKING PARTY – EXTENSION OF PRESENT CONTRACT AND PROPOSALS FOR A NEW CONTRACT**
Environment, Health and Communications Portfolio Holder
Overview and Scrutiny Committee (Community Services)

CABINET DECISION

- (i) That the 5 year contract with MRS (St Albans) Ltd for the cleansing of public conveniences in the District, which had expired on 3 December 2004 and had been extended until May 2005, be further extended until April 2006 to enable the new contract to be finalised.
- (ii) That following consultation with Wheathampstead Parish Council the public conveniences at Nomansland Common be permanently closed and that all signs referring to the conveniences be removed.
- (iii) That the following details be included in a new public conveniences cleansing contract:
 - a) That, with the exception of the items identified in b) to d) below, the current opening and closing times of public conveniences generally in the District be continued, ie 8.00am and 6.00pm respectively, 7 days a week.

- b) That on New Year's Day, the only public conveniences to be opened in the District will be the Town Hall basement, Drovers Way, Spicer Street and the Civic Centre, with opening times of 9.00am to 6pm.
- c) That on Market days the public conveniences in the Town Hall basement and at Drovers Way be opened earlier at 6.30am for the benefit of stallholders.
- d) That subject to discussions with the Head of Leisure arrangements be made within the new grounds maintenance contract for the public conveniences in Clarence Park to be closed in line with the closing time of the park.
- e) That toilet attendants no longer be employed at the Verulamium changing rooms, St Michaels Car Park conveniences which are presently manned during the summer months.
- f) That the levels of cleanliness of public conveniences be checked on a daily basis (as a minimum) throughout the District and far more frequently in St Albans City Centre, with appropriate documentation to be completed at each inspection.
- g) That the removal of soiled nappies and sanitary towels from all public conveniences be undertaken by the cleansing contractor on a daily basis.
- h) That the length of the cleansing contract be set at 5 years, with an options to extend it for a further period of 2 years.

8. **FRAMEWORK FOR FUTURE JOINT WORKING, ST ALBANS CITY AND DISTRICT COUNCIL AND ST ALBANS AND HARPENDEN PRIMARY CARE TRUST**

Various Portfolio Holders

Overview and Scrutiny Committee (NHS Joint)

CABINET DECISION

- (i) That the principle of joint partnership working with the Primary Care Trust and in particular the joint appointment of a health promotion officer funded by both the Council and the PCT be endorsed.
- (ii) That the creation of the post of Joint Health Promotion Officer be subject to the procedure for deletion of post within service areas, in accordance with Staffing Protocol.
- (iii) That the list of initial joint working projects attached at Appendix 1 to this decision notice be agreed.

9. **ITEM REFERRED FROM THE OVERVIEW AND SCRUTINY COMMITTEE (COMMUNITY SERVICES) – SMOKING IN PUBLIC PLACES**

All Portfolio Holders

Overview and Scrutiny Committees (Joint NHS) and (Community Services)

CABINET DECISION

- (i) That the recommendations of the Overview and Scrutiny Committee (Community Services) together with the evidence considered or Committee view, as set out in the report, be noted.
- (ii) That, having considered the recommendations of the Overview and Scrutiny Committee, Cabinet agree that the Portfolio Holder should consider these ideas with the Primary Care Trust with a view to reporting back to Cabinet with specific recommendations in July 2005.

10. **ITEM REFERRED FROM THE LICENSING AND GENERAL PURPOSES COMMITTEE – LICENSING ACT 2003 – LEGAL REPRESENTATION AT HEARINGS**

*Environment, Health and Communications and Resources Portfolio Holders
Overview and Scrutiny Committee (Corporate Services)*

CABINET DECISION

- (i) That the recommendation of the Licensing and General Purposes Committee as set out in Paragraph 4 of the report be noted.
- (ii) That the action proposed by the Head of Legal and Democratic Services as set out in paragraphs 5.1 and 5.2 of the report be endorsed.

11. **LEISURE MANAGEMENT CONTRACT – CONDITION SURVEY**

*Sport and Healthy Living and Heritage, Arts and Tourism Portfolio Holders
Overview and Scrutiny Committee (Community Services)*

CABINET DECISION

- (i) That the Head of Leisure in consultation with the Head of Enterprise and Development and the Portfolio Holder for Heritage, Arts and Tourism be authorised to approve the volume and value of work to be undertaken by Leisure Connection Ltd at the Town Hall.
- (ii) That the Head of Leisure, on the advice of the Head of Enterprise and Development and in consultation with the Portfolio Holder for Sport and Healthy Living and the Portfolio Holder for Heritage, Arts and Tourism be authorised to:

- review and amend the content of the work within the condition surveys for the other sites within the Leisure Management Contract, and
- agree the value of these works and the level of financial contribution attributable to Leisure Connection Ltd.

12. **INCREASED BUDGETARY PROVISION FOR 2005-2008 TREE MAINTENANCE CONTRACT**

Sustainability, Roads and Transport Portfolio Holder

Overview and Scrutiny Committee (Enterprise and Civic Environment)

CABINET DECISION

That Cabinet note the contents of the report and the letter dated 18 March 2005 from Hertfordshire Highways tabled at the meeting confirming an additional £40,000 as a one-off provision in the 2005/06 budget to cover the additional contractual costs and a commitment to review the need for additional budgetary provision in subsequent years.

13. **CIVIL CONTINGENCIES ACT IMPLEMENTATION AND RESOURCING**

Community Development Portfolio Holder

Overview and Scrutiny Committee (Community Services)

CABINET DECISION

- (i) That the Officers be requested to pursue the possibility of either of the options detailed at paragraphs 9.2 and 9.3 of the report (ie sharing staffing resources with a neighbouring authority or directly employing a full time Emergency Planning Officer for the City and District Council) with a view to a decision being taken on which option to adopt at the Cabinet meeting on 10 May 2005.
- (ii) That a report be submitted to the meeting on 10 May detailing a job description and appointment package for the post bearing in mind both options 9.2 and 9.3 referred to in (i) above.
- (iii) That timescales be included in the report referred to in (ii) above.

14. **DRAFT LOCAL COMPACT**

Community Development Portfolio Holder

Overview and Scrutiny Committee (Corporate Services)

CABINET DECISION

That the draft Local Compact be approved prior to public consultation.

15. **CASH INCENTIVE SCHEME**

Housing Portfolio Holder

Overview and Scrutiny Committee (Community Services)

CABINET DECISION

(i) That the following eligibility criteria for applicants for the Council's house purchase Cash Incentive Scheme be approved:

- Must have been a secure tenant of St Albans District Council for at least two years (not in temporary accommodation)
- The rent account must have been clear for a period of 12 months prior to application
- Must be able to demonstrate an income sufficient to support a mortgage and associated costs of homebuying and home ownership
- Must be unable to buy a property without cash assistance

(ii) That the following grant payments be approved:

- For qualifying tenants with 2-5 years tenancy the grant will be £15,000
- For tenants of over five years the grant will be based on the size of property that is being given up as set out below:

1 bedroom – grant £15,000

2 bedrooms – grant £25,000

3 or more bedrooms – grant £30,000

16. **GENERAL FUND CAPITAL PROGRAMME 2005/06**

All Portfolio Holders

All Overview and Scrutiny Committees

CABINET DECISION

(i) That, subject to notification of the award of grant to cover recycling schemes EH25B/C/D, the sums listed in the column Phase 1 of Appendix 2 attached to this decision sheet be approved to proceed.

(ii) That a further report be produced in due course when further monies have become available.

17. **FORWARD PLAN MAY TO JULY 2005**

All Portfolio Holders

All Overview and Scrutiny Committees

CABINET DECISION

That the Forward Plan May to July 2005 be approved as amended as follows:

10 May 2005 additional items:

- Progress re Access to Customer Services
- Civil Contingencies Act
- Corporate Capital Strategy
- Leisure Management Contract
- Cleaner and Greener St Albans

19 July additional items:

- IT back-up progress report
- Smoking in public places
- Cultural Sector review

18. **STATEMENT OF EFFICIENCY GAINS 2005/06**

Resources Portfolio Holder

Overview and Scrutiny Committee (Corporate Services)

CABINET DECISION

- (i) That the Statement of Efficiency Gains for 2005/06 be approved by the Strategic Director Corporate Services in conjunction with the Portfolio Holder prior to submission to the ODPM by 15 April 2005.
- (ii) That the Head of Finance, in consultation with the Strategic Director Corporate Services and the Resources Portfolio Holder be authorised to submit a Statement of Efficiency Gains made in 2004/05 to the ODPM in June 2005.

19. **REVIEW OF BACKUP PROCEDURES – PROGRESS REPORT**

Resources Portfolio Holder

Overview and Scrutiny Committee (Corporate Services)

CABINET DECISION

- (i) That the actions taken so far to implement more robust IT recovery procedures and the anticipated outcomes of the backup systems project as set out in the report be noted.
- (ii) That further progress reports including financial implications be submitted to a later meeting of the Cabinet but in any event by July 2005.

20. **EXCLUSION OF PUBLIC**

CABINET DECISION

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act.

21. **BUSINESS CONTINUITY/RISK MANAGEMENT – REPORT OF INTERNAL AUDIT**

Resources Portfolio Holder

Overview and Scrutiny Committee (Corporate Services)

CABINET DECISION

- (i) That Cabinet notes the summary and conclusions of the Internal Audit as in Section 3 of the report.
- (ii) That the Director of Corporate Services be asked to produce a detailed business plan to address the issues brought to Cabinet's attention on the basis of the Audit report and the action plan.
- (iii) That the business plan is brought to the meeting of Cabinet in June and thereafter to the Overview and Scrutiny Committee (Corporate Services).
- (iv) That Cabinet request the Head of Paid Service to ensure that Business Continuity is properly addressed at Corporate Management Team meetings and that evidence of this be brought back to Cabinet.
- (v) That the Audit report be reported to the next appropriate meeting of the Overview and Scrutiny Committee (Corporate Services).
- (vi) That Cabinet appreciates the considerable efforts that have been made by Directors, staff and consultants to resolve the wider IT problems which have become evident since October 2004.

Published on **Friday 8 April 2005**

The decisions will come into force on, and may be implemented on the expiry of, 5 working days after the publication of the decision (ie on Monday 18 April 2005) unless a request for call-in is made.

Framework for Future St Albans District Council & Primary care Trust Partnership Working

	St Albans and Harpenden PCT	St Albans City & DC			
Work Area	Officer	Officer	Political Lead	Joint Projects	Progress
Local Strategic Partnership	John Bennett Robin Trevillion	Steve Welch	Brian Peyton	Community Strategy	
Health Housing and Social Care LSP					
1. Healthy Lifestyles and Inequalities	Kate Mackay	Carlton Lomax Mike Ridley	Robert Donald Brian Peyton		
a) Physical Activity	Robin Trevillion Jackie Hughes	Kevin Tighe	Sheila Burton	a) Falls prevention – Stay on Your Feet; Staff discount leisure activity; Healthy walks programme	
b) Tobacco	Robin Trevillion Kazminder Fox	Heather Johnson	Robert Donald	b) Smoke Free St Albans Group; Smoking cessation clinics; signposting for Council staff; Smoke Free Herts Group; Training for School Nurses and Businesses, No Smoking day; Licensing Policy	
c) Drugs and Alcohol	Steve Laitner	Carlton Lomax	Robert Donald	c) Hazard Alley; Global Rock; Drugs on line website	
d) Sexual Health	Rosie Gagnon	Carlton Lomax	Robert Donald	d) Body Zone	
e) Health Promotion	Kate Mackay Robin Trevillion	Carlton Lomax	Robert Donald	e) Child Poverty Profiles; Joint Health Promotion post, London Colney Youth Project – The Base; Joint Market Place Stall; Ward Based Health Needs Assessment	

	St Albans and Harpenden PCT	St Albans City & DC			
Work Area	Officer	Officer	Political Lead	Joint Projects	Progress
f) Nutrition	Robin Trevillion Kate Mackay Lynne Elliot	Carlton Lomax	Robert Donald	f) Packed lunches; School meals; 5 a day; School children	
2. Housing	Robin Trevillion Kate Mackay	Karen Dragovic	Aislinn Lee	2. Homeless, Elderly People	
Responsible Authorities Group LSP	Jacqueline Clark Kate Mackay	Steve Welch	Brian Peyton	Community Safety Strategy; Information Sharing Protocols; Alcohol free city centre; Annual Action Plan	
Public involvement and awareness	Ian Britain Wendy Lloyd	Jane Ratford	Robert Donald Brian Peyton	Joint press releases Joint mailings PCT Conference SACH Joint local newspaper 4 page wrap around advert	
Emergency Planning	Justin Spencer	Mike Ridley	Brian Peyton	Civil Contingency Training	
Use of Estates	Justin Spencer	Andrew Wearmouth	Chris Oxley Jenny Stroud Sheila Burton	St Albans City Hospital redesign	

**GENERAL FUND CAPITAL PROGRAMME
AMOUNTS APPROVED BY CABINET 5 APRIL 2005**

Ref.		Item		Corporate Aims	2005/06 Phase 1
					£
		<u>ENVIRONMENT, HEALTH AND COMM'S</u>			
		Public Conveniences			
E1	1	Refurbish to ensure access for people with disabilities (DDA)	D	5	25,000
		Ver Park River Project			
EH6	1	Improvement to Verulamium Park including lakes and river (Estimated gross cost £2m less external grants £1.6m)	D	5	10,000
		Recycling			
EH19	1	Replacement boxes for kerbside rounds	S/D	4	6,000
EH21	1	Continue glass recycling round (currently pilot)	S/D	4	9,000
EH29	1	Provision of recycling banks to flats/sheltered accommodation	S/D	4	5,000
EH31	1	Additional street litter (recycling) bins	S/D	4	5,000
		<u>HERITAGE, ARTS AND TOURISM</u>			
		Museum of St Albans			
L3	1	Architects scheme for DDA and preparatory works	D	3/1	10,000
		Museums Image Database			
L10	1B	50% match funding to meet management and access objectives. Also partial mitigation of DDA requirements	D	3	12,000
		Verulamium Museum			
L5	1	DDA improvements to public areas	D	3/1	12,000
HA10	1	Install 'Dead Man' man-safe system to allow safe working on roof	S	3	2,000
HA13	1	Improvements to intruder alarm system	D	3	4,000
		Town Hall/Tourist Information Centre			
HA15	1	Implement new in-house arrangements	D	3	50,000
		<u>RESOURCES</u>			
		Sandridge Gate Business Centre			
R42	1B	New secure doors to small units	D	5	3,000
RE19	1	Refurbish roof	S/D	5	20,000
		Corporate Property			
R45	1	Compliance with DDA requirements	S/D	1	3,000
		Information and Communication Technology			
RE28	1	Upgrade system in order to provide a robust platform upon which the organisation's systems and processes can depend	C	5	107,000
I1A	1	PC, server and printer replacements (including members)	C	5	100,000

Ref.		Item		Corporate Aims	2005/06 Phase 1
					£
R4	1	Council Offices Refurbish toilets, replace carpet tiles (staff survey), upgrade security, disabled access works (DDA) , lighting, power, ceiling tiles.	S/D	1	30,000
RE34	1	Works required to maintain security at an acceptable level	D	5	10,000
<u>SPORT AND HEALTHY LIVING</u>					
Play Areas					
L94	1	Replace/Upgrade equipment and safety surfacing with reference to the ROSPA survey and green spaces strategy	D	5	5,000
London Road Cemetery					
SH3	1	Phase 2 design and build works	S	5	50,000
Verulamium Park					
SH6	1	Toddlers' Splash Park £200,000 less £60,000 from S106 contributions - also possible HLF grant)	D	5	140,000
Leisure Buildings					
SH9A	1	Refurbishments arising from condition survey	D	2	90,000
<u>SUSTAINABILITY, ROADS AND TRANSPORT</u>					
Engineering and Technical Services					
T7/SU3	1	Building Surveyor to assist with capital programme - Fixed term contract	C	5	20,000
T2	1B	GIS terminal for essential access to Ordnance Survey and Autocad drawings	D	5	15,000
T10	1B	Disaster recovery scheme - To scan plans, paper records and drawings for storage off-site	D	2	10,000
Highways Repairs Joint Initiative					
SU1A	1	Road and pavement repairs	D	2	35,000
Highways Amenity					
T11	1B	Footpath lighting upgrade	S	2	10,000
Flood Alleviation Measures					
T18	1B	Ditches, drains, etc	D	5	3,000
St Peter's Street Western Service Road					
SU4	1	Provide service points for market, etc, in conjunction with major improvement works	D	2	50,000
TOTAL FROM GENERAL RESOURCES					851,000

Ref.		Item		Corporate Aims	2005/06 Phase 1 £
		<u>FUNDED FROM CPZ/DPE RESERVE</u>			
		Highways Repairs Joint Initiative			
T1	1B	Grasscrete and parking bays	D	2	20,000
T3	1B	Additional cycleways	D	5	10,000
		Green Travel			
SU5	1	To meet Community Strategy target	D	2	10,000
		TOTAL FROM CPZ/DPE RESERVE			40,000
		<u>FUNDED FROM DEFRA RECYCLING GRANT</u>			
EH25B		Round 2 (commenced 2004/05) - Increase from 11 to 12 months collection	S/D	4	192,000
EH25C		Round 3 (former card round - April 2005)	S/D	4	192,000
EH25D		Round 4 (new round March 2006)	S/D	4	192,000
		TOTAL FROM DEFRA RECYCLING GRANT			576,000
		TOTAL ALL ITEMS			1,467,000

CAPITAL 0506 PHASE 1
11/04/2005