



DECISION RECORD

Gloucester City Council

Publication Date

11 December
2014

Decision Of

Cabinet

Date of Decision

10 December 2014

Item No.

6

Title

Draft Money Plan 2015-20 and Budget Proposals for Consultation 2015/16

Report Of

Cabinet Member for Performance and Resources

Report Author

Jon Topping, Head of Finance

Wards Affected

All

Key Decision

No

DECISION:

RESOLVED:

1. That the assumptions contained in the Council's Draft Money Plan from 2015/16 to 2019/20 and revisions to the current year's revenue budget be approved.
2. That the uncertainties regarding future incomes, as shown in this report and Appendix 1, and the need to update the Draft Money Plan when there is more certainty regarding Central Government financing be noted.

REASON FOR DECISION:

Not applicable

ALTERNATIVE OPTIONS CONSIDERED:

The Council must set a budget in time to start collecting Council tax by 1st April 2015. Alternative proposals put forward for budget savings will be considered as part of this process.

OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

CONFLICTS OF INTEREST (including any dispensations granted):

None

SCRUTINY (including details of call-in procedure where applicable):

This decision will come into force at the expiry of 5 working days from the date of the publication of the decision.

Call-in Deadline: 17 December 2014

CONFIRMED AS A TRUE RECORD:

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 and is a true and accurate record of that decision:

Decision Maker:

Councillor Paul James
Leader of the Council



Date: 10 December 2014

Proper Officer:

Martin Shield
Corporate Director of Services and
Neighbourhoods



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Item No.

7

Title

Allotment Strategy

Report Of

Cabinet Member for the Environment

Report Author

Meyrick Brentnall, Environmental Planning Manager

Wards Affected

All

Key Decision

No

DECISION:

RESOLVED:

The Allotment Strategy as attached at Appendix 1 is adopted for purpose of managing allotments in Gloucester City.

REASON FOR DECISION:

The strategy is a high level document that will allow the City Council and Allotment Associations/holders more certainty around the service. It will put in place context for self management if Associations wish to go down that route and assist forward planning by putting in a train a series of allotment site management plans.

ALTERNATIVE OPTIONS CONSIDERED:

1. The authority does not have to produce a strategy. It could carry on with the status quo.
2. Self management could be imposed upon allotment associations – It is likely that this would result in friction between the associations and the city council. Some would inevitably refuse to take it up.

OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

CONFLICTS OF INTEREST (including any dispensations granted):

None

SCRUTINY (including details of call-in procedure where applicable):

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DECISION RECORD

Gloucester City Council

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Decision Of	Cabinet		
Date of Decision	10 December 2014	Item No.	8
Title	City Centre Trade Waste Collection Policy		
Report Of	Cabinet Member for Environment		
Report Author	Lloyd Griffiths, Environmental Services Manager		
Wards Affected	All	Key Decision	No

DECISION:
RESOLVED

- 1) The contents of this report be noted.
- 2) The City Centre Trade Waste Collection Policy at Appendix 1 be approved for implementation as of 1st January 2015

REASON FOR DECISION:

1. Implementation of this policy will provide City Centre businesses with a clear and consistent message to assist them in complying with the law in respect of trade waste.
2. The policy will support Officers in undertaking investigations of trade waste issues as it provides them with a clear statement of what is expected of businesses in respect of the presentation and collection of trade waste.
3. The policy supports the Council's objectives contained within its Council Plan 2014 – 2017 including supporting the night-time economy, encouraging inward investment and promoting growth.

ALTERNATIVE OPTIONS CONSIDERED:

1. The consultation process has resulted in a number of comments being raised, some of which propose changes to the policy, particularly around the time restriction for being able to place trade waste out for collection.
2. These proposals would not resolve the issues that the policy has been developed to tackle which is trade waste being present in and around our prime shopping and visitor areas during times of high footfall.

OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

CONFLICTS OF INTEREST (including any dispensations granted):

None

SCRUTINY (including details of call-in procedure where applicable):

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Decision Of

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10 December 2014

Item No.

9

Title

Growing Gloucester's Visitor Economy

Report Of

Cabinet Member for Regeneration and Culture

Report Author

Lucy Wright, Visitor Services Manager
Jason Smith, Chief Executive, Marketing Gloucester
Liz Barnwell, Destination Marketing Manager, Marketing Gloucester

Wards Affected

All

Key Decision

No

DECISION:

RESOLVED

1. That the Growing Gloucester's Visitor Economy strategy be adopted.
2. That the Action Plan forms the basis of a work programme over the next 5 years.
3. That the relevant officers be instructed to work with Marketing Gloucester to implement the Action Plan, identifying the necessary resources and allocating ownership for delivery.
4. That the Growing Gloucester's Visitor Economy strategy be reviewed annually.

REASON FOR DECISION:

Gloucester is a city where activity is progressing at such a pace that it needs to be actively co-ordinated, with clear objectives and a structure that Gloucester City Council, Marketing Gloucester and other city partners can work towards with one clear plan.

ALTERNATIVE OPTIONS CONSIDERED:

To not adopt the Visitor Economy Strategy, leading to no clear vision for the visitor economy in the city and to have no structured approach to co-ordinating activity, which is not recommended.

OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

CONFLICTS OF INTEREST (including any dispensations granted):

Councillor Paul James declared a personal interest in Agenda item 9 (Growing Gloucester's Visitor Economy) by virtue of his role as chair of Marketing Gloucester Limited.

SCRUTINY (including details of call-in procedure where applicable):

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Decision Of	Cabinet		
Date of Decision	10 December 201	Item No.	11
Title	Historic Environment Record (HER) Project		
Report Of	Cabinet Member for Regeneration and Culture		
Report Author	Andrew Armstrong, City Archaeologist		
Wards Affected	All	Key Decision	No

DECISION:
RESOLVED

1. The approach of linking the City HER with the County Council HER be supported;
2. Authority be delegated to the City Archaeologist to:
 - a. Produce a project design in partnership with the County Council; and
 - b. Approach English Heritage (EH) for funding for a temporary post to undertake the required data transfer.
3. Authority be delegated to the Head of Legal and Policy Development, in consultation with the Head of Planning and the City Archaeologist, to negotiate and enter into a Service Level Agreement for the joint operation of the HER

REASON FOR DECISION:

Creating a joint HER with the County Council has a number of advantages over other options, in terms of cost, practicality and functionality;

1. **Cost:** The creation of a joint HER would carry no additional cost for the City Council and would, in fact, generate limited income. The County Council currently charges for commercial HER searches (via an automated charging system). Once a joint HER was established this charge would be extended to cover Gloucester City. It is envisaged that the County Council would keep about 20% of this charge to cover their costs, leaving the City Council with income of about £100 per search. The City Council would then invoice the County Council on an annual basis. Based on previous years, this would generate a modest income for the City Council of about £1,000 per year.
2. **Functionality:** The City Archaeologist has been testing access to the County Council HER over the last year. The HER is accessed over a remote desktop connection (the same system used for SAP by Human Resources). This has worked well and has demonstrated the feasibility of the approach.

3. **Practicality:** A key advantage of creating a joint HER is that the County Council system already holds a considerable amount of data for Gloucester. This will greatly reduce the time it will take to undertake a data transfer. Also the creation of a joint HER will provide the City Archaeologist with data outside the City's immediate boundary – this is very useful when advising on planning applications on the edge of the City.

ALTERNATIVE OPTIONS CONSIDERED:

Following the audit the City Archaeologist has reviewed a number of options for improving the HER. Three main options were considered:

1. The adoption of the HBSMR system: The HBSMR (Historic Buildings, Sites and Monuments Record) system is a database system linked to GIS which has been developed by the spatial database management company Exegesis in partnership with English Heritage and ALGAO (Association of Local Government Archaeological Officers). This is the most commonly used system in England and is apparently used by approximately 75% of HERs in England. The advantage with this system is that will undoubtedly be fit for purpose and will continue to be maintained and updated for the foreseeable future. A potential draw back with this system would be running cost and licence fees. Set up costs for buying HBSMR software and training are likely to exceed £6000 with annual licence and support costs in excess of £1,500.
2. The adoption of the HER Wales system: A shareware system developed by a private programmer for the Welsh Archaeological Trusts. This system includes a full selection of database and recording options and has been developed and improved since 2005. As well as the supporting database the system incorporates its own GIS (INK GIS) which comes included. This is very similar in functional terms to Map Info and can export data to both Map Info and Arc Map (and import data from both).The system is entirely shareware, this means:
 3. There are no licence costs (so we could run more than one copy);
 4. The software could be re-written and updated in-house if so desired;
 5. We would not be tied in to any contracts or to the original developer of the software.
 6. Because the system is now used by six different organisations there is a wide community to contact for advice and assistance. Costs for setting up this software are likely to be very low – in the region of £600 and ongoing support would be charged on an as-and-when basis rather than as a flat fee. However, concerns have been raised about the use of privately developed software – these relate to the quality and the long term support and development of the product.
7. The creation of a joint HER with the County Council: This is a bespoke system developed in-house by the County Council. This is a fully developed system which has been in use for over ten years and has recently been updated.

OTHER RELEVANT MATTERS CONCERNING THE DECISION:

None

CONFLICTS OF INTEREST (including any dispensations granted):

None

SCRUTINY (including details of call-in procedure where applicable):

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CALL-IN PROCEDURE

Call-in should only be used in exceptional circumstances, such as where Members have evidence which suggests that the Cabinet did not take the decision in accordance with the principles set out in Article 13 (Decision Making) of the Council's Constitution.

Call-in of a decision must be requested within five working days of the publication of an executive decision. The request must be communicated in writing to the Corporate Director of Resources by at least five Members of the Council.

Implementation of a decision that has been called-in is suspended until such time as it has been considered by the Overview & Scrutiny Committee and re-considered by the Cabinet in light of the Overview & Scrutiny Committee's conclusions and any recommendations.

If you have any queries about the content of Decision Records please contact:

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