



# DECISION RECORD

# Gloucester City Council

Publication Date

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

6

**Title**

Partnership Working with Gloucestershire County Council

**Report Of**

Cabinet Member for Performance and Resources

**Report Author**

Martin Shields, Corporate Director of Services and Neighbourhoods

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

**RESOLVED:**

1. That the High Level Implementation Plan in Appendix 1, which considers services which may be delivered by Gloucestershire County Council on behalf of the Council and those services which may be commissioned by Gloucestershire County Council from the Council, be approved.
2. That the action plan in Appendix 3 be approved and authorisation be given to Director of Services & Neighbourhoods to adjust the dates as appropriate in consultation with the Cabinet Member for Performance & Resources.
3. That further reports be submitted to Cabinet in respect of each service, on a case by case basis, for consideration and approval as appropriate.

**REASON FOR DECISION:**

As can be seen from the appended documents there is much to be gained from working in partnership with other councils and organisations. GCC has a track record of innovative working and regularly reviews the best delivery method for its services. The recent stock transfer to Gloucester City Homes and the outsourcing of street care and leisure services to a private contractor and Leisure & Cultural Trust are further evidence that no 'one size fits all' approach is viable in today's world.

The exploration of partnership working across back office services is a natural continuation of this approach and the inclusion of front line customer services allows GCC to showcase its strength in customer engagement and community involvement which should see services and resources being directed through the City Council into our communities.

**ALTERNATIVE OPTIONS CONSIDERED:**

1. Members could decide to 'do nothing' and continue operating in isolation of other Councils or partnerships. However, GCC has already entered into a number of successful partnerships that have proven to be cost effective, more efficient and

provide better outcomes for customers. Examples include One Legal, Civica and the forthcoming shared Building Control service with Stroud.

2. As per the Memorandum of Understanding (MoU) at Appendix 2, GCC and GlosCC have committed to working together to improve service delivery. However, the MoU has been worded to allow both organisations to consider other suitable partnerships if collaboration with different organisations would be for the good of that Council.

**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: 24 June 2015

**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:** 17 June 2015

**Proper Officer:**

Martin Shield  
Corporate Director of Services and  
Neighbourhoods



**Date:** 17 June 2015



# DECISION RECORD

# Gloucester City Council

Publication Date

18 June 2015

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	17 June 2015	<b>Item No.</b>	7
<b>Title</b>	Shared HR Service between Gloucester City Council and Gloucestershire County Council		
<b>Report Of</b>	Cabinet Member for Performance and Resources		
<b>Report Author</b>	Martin Shields, Corporate Director of Services and Neighbourhoods		
<b>Wards Affected</b>	All Wards	<b>Key Decision</b>	Yes

## DECISION:

### RESOLVED:

1. That the GCC's HR team be joined with GlosCC's HR team.
2. That GCC's HR service staff be transferred to GlosCC under the principles of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) on 1st September 2015 or other date as agreed between both parties.
3. That GCC's HR functions be delegated to GlosCC, as host authority, in accordance with section 101 (1) of the Local Government Act 1972 and under Part 1A Chapter 2 section 9EA of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.
4. That authority be delegated to the Head of Paid Service in consultation with the Cabinet Member for Performance and Resources and the s151 Officer, to enter into the s101 agreement and any other legal documentation and to take all necessary steps to implement the above mentioned resolutions.

## REASON FOR DECISION:

The proposals provide resilience to a small team and will improve efficiency and cost effectiveness.

## ALTERNATIVE OPTIONS CONSIDERED:

Consideration was given to replacing the Head of HR post on a like for like basis but the option of joining with the County Council arose when the County offered to provide interim support.

## 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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Martin Shield  
Corporate Director of Services and  
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# DECISION RECORD

# Gloucester City Council

Publication Date

18 June 2015

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	17 June 2015	<b>Item No.</b>	8
<b>Title</b>	2014-15 Financial Outturn Report		
<b>Report Of</b>	Cabinet Member for Performance and Resources		
<b>Report Author</b>	Jon Topping, Head of Finance		
<b>Wards Affected</b>	All Wards	<b>Key Decision</b>	No

## DECISION:

### RESOLVED:

1. That it be NOTED that:

- (i) The savings achieved in year total £1.010m.
- (ii) That the year-end position for the financial year 2014/15 is to increase the Council's General Fund balance by £63k.
- (iii) The increase in the general fund balance from £1.869m to £1.932m at the end of 2014/15.
- (iv) The closure of the Housing Revenue Account as a result of the successful stock transfer to Gloucester City Homes. (Paragraph 8.11 details proposed transfers to earmarked reserves for HRA balances).
- (v) The Council has been required to make a deficit payment to the Gloucestershire Business Rates Pool as a result of losses at Tewkesbury Borough Council, as detailed in Section 7.

2. That the transfers to and from earmarked reserves as below and detailed in sections 8 and 9 of this report be approved.

- £1million to Environmental Liability Reserve
- £400k to Major Repairs Reserve
- £275k to Pension Liability reserve
- £5k to Three Choirs Reserve
- £14k to Members Allocation Reserve

- £10k from Historic Buildings Reserve
- £12.5k to Portfolio Reserve
- £313k to Regeneration Reserve

**REASON FOR DECISION:**

It is best practice for members to approve any transfers of Council funds into earmarked reserves.

**ALTERNATIVE OPTIONS CONSIDERED:**

Not applicable.

**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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**Date:** 17 June 2015

**Proper Officer:**

Martin Shield  
Corporate Director of Services and  
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**Date:** 17 June 2015



# DECISION RECORD

# Gloucester City Council

Publication Date

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

9

**Title**

Treasury Management Update - Quarter 4 Report 2014/15

**Report Of**

Cabinet Member for Performance and Resources

**Report Author**

Jon Topping, Head of Finance

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

RESOLVED:

That the report be noted and note that no changes are required to the prudential indicators.

**REASON FOR DECISION:**

Not applicable

**ALTERNATIVE OPTIONS CONSIDERED:**

Not applicable

**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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**Date:** 17 June 2015



**Proper Officer:**  
Martin Shield  
Corporate Director of Services and  
Neighbourhoods

**Date:** 17 June 2015

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# DECISION RECORD

# Gloucester City Council

Publication Date

18 June 2015

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	17 June 2015	<b>Item No.</b>	10
<b>Title</b>	Proposal for a new Financial System and a Shared Service Agreement		
<b>Report Of</b>	Cabinet Member for Performance and Resources		
<b>Report Author</b>	Jon Topping, Head of Finance		
<b>Wards Affected</b>	All Wards	<b>Key Decision</b>	No

**DECISION:**

**RESOLVED:**

1. That the proposed shared working arrangement with Malvern Hills District Council and associated financial system to enable further improvement and resilience in the financial management of the Council be approved; and
2. That authority be delegated to the Section 151 Officer in consultation with the Cabinet Member for Performance and Resources to negotiate on further shared working arrangements and procurement with Malvern Hills District Council on financial systems, administration and transaction processing.
3. That authority be delegated to the S151 Officer in consultation with the Cabinet Member for Performance and Resources, in entering into the required legal agreement and to take all the necessary steps to implement the above mentioned resolutions.

**REASON FOR DECISION:**

The recommendations in this report will contribute to the financial savings the Council needs to make and will also provide much need resilience and structure to the Council's financial systems team and system.

The proposed shared working arrangement with MHDC allows the remaining finance function to focus on the corporate and strategic needs of GCC. Although this element could potentially be run by the County Council it is felt that the specific financial management, budgeting, reporting and monitoring needs of GCC as a district council are best served by maintaining the small remaining finance function.

**ALTERNATIVE OPTIONS CONSIDERED:**

1. There is also an option to implement CIVICA Financials as a standalone database. However, this is ruled out in that it will not deliver the resilience and expertise

required for the Council going forward.

2. The option to utilise the SAP system operated by the County Council has also been discounted. SAP is a large complex database designed for multi-national companies, not a small district council. It is likely that GCC would not have the autonomy and control to change/develop the system for its own needs.
3. The option to join with alternative districts was discounted as the proposed arrangement enables the Council to join an already well-established shared service with a proven track record in delivery of quality service, whilst improving resilience and delivering savings.

**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 Deadline: 24 June 2015

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**Date:** 17 June 2015

**Proper Officer:**

Martin Shield  
Corporate Director of Services and  
Neighbourhoods



**Date:** 17 June 2015



# DECISION RECORD

# Gloucester City Council

**Publication Date**

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

11

**Title**

Council Advertising Network

**Report Of**

Cabinet Member for Performance and Resources

**Report Author**

Wendy Jones, Contact Centre and Customer Services Manager

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

RESOLVED:

1. That the proposal to work with the CapacityGrid for a minimum of 1 year to pilot income-generating advertising on the Council's website be approved.
2. That the project be monitored on a regular basis with a report produced after 1 year with findings and proposals for the future.

**REASON FOR DECISION:**

To ensure Council services operate efficiently and intelligently; achieving better value for money for local residents, and assisting the Council in obtaining another revenue stream while ensuring no impact on targets outlined for budget savings.

**ALTERNATIVE OPTIONS CONSIDERED:**

The following options were considered, as laid out in the report:

1. Build in house
2. Use other advertising suppliers

**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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Leader of the Council



**Date:** 17 June 2015

**Proper Officer:**

Martin Shield  
Corporate Director of Services and  
Neighbourhoods



**Date:** 17 June 2015



# DECISION RECORD

# Gloucester City Council

Publication Date

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

12

**Title**

An update on Asset Based Community Development and Public Health in Gloucester

**Report Of**

Cabinet Member for Communities and Neighbourhoods

**Report Author**

Gareth Hooper, Senior Engagement and Partnerships Officer

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

RESOLVED:

1. That the contents of the report be noted.
2. That the progress made against the Council Plan to implement the Asset Based approach be noted.

**REASON FOR DECISION:**

To update Cabinet on the implementation of ABCD in line with the Council Plan.

**ALTERNATIVE OPTIONS CONSIDERED:**

The alternatives are not to implement the principles of ABCD or another model. ABCD has already been implemented and appears in the Council Plan. Therefore, this report is not whether we should implement ABCD but to report on progress.

Other models for community involvement exist, but ABCD has significant evidence that it does support communities well. Other organisations, such as the CCG, Police and Barnwood Trust, are also implementing ABCD and therefore any other option would be different to what other organisations are doing.

**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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**Date:** 17 June 2015



# DECISION RECORD

# Gloucester City Council

**Publication Date**

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

13

**Title**

Affordable Housing Partnership and the selection of preferred Registered Providers to deliver affordable housing across the Joint Core Strategy strategic sites

**Report Of**

Cabinet Member for Housing and Planning

**Report Author**

Helen Chard, Housing Strategy & Enabling Service Manager

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

**RESOLVED:**

1. That an Affordable Housing Partnership with Cheltenham Borough Council and Tewkesbury Borough Council to oversee the delivery of affordable homes across the Strategic Allocation Sites within the Joint Core Strategy area over the JCS Plan Period be approved.
2. That authority be given to the City Council to establish a list of preferred providers of affordable housing for a period of up to 5 years across the Strategic Allocation Sites within the Joint Core Strategy Area jointly with Cheltenham Borough Council and Tewkesbury Borough Council.
3. That authority be delegated to the Housing Strategy & Enabling Service Manager to evaluate and select Preferred Providers for the delivery and/or management of new affordable housing on the Strategic Allocation Sites, noting that the selection will be carried out jointly with Cheltenham Borough Council and Tewkesbury Borough Councils and that the Councils will enter into a memorandum of understanding with the Preferred Providers.

**REASON FOR DECISION:**

Detailed reasons as laid out in the report.

**ALTERNATIVE OPTIONS CONSIDERED:**

The following options were considered as laid out in the report:

1. Leave it to the open market to decide
2. Select one RP/Consortium for the whole JCS area

**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 Deadline: 24 June 2015

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Corporate Director of Services and  
Neighbourhoods



**Date:** 17 June 2015





# DECISION RECORD

# Gloucester City Council

Publication Date

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

14

**Title**

Changes to the Fit To Rent Accreditation Scheme for Privately Rented Properties

**Report Of**

Cabinet Member for Housing and Planning

**Report Author**

Julie Wight, Private Sector Housing Service Manager

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

**RESOLVED:**

1. That the existing Fit to Rent scheme is adapted to become an accreditation scheme for student accommodation.
2. That landlords who wish to accredit their private rented properties for use as student accommodation be required to pay a Fit to Rent registration fee of £70.00 every three years to the Council. The fee will apply to all property sizes.

**REASON FOR DECISION:**

The existing scheme which offers a free accreditation service for landlords focuses resources on well managed and well maintained rented properties, by limiting the scheme to student accommodation and by charging for the accreditation, the time taken to inspect these properties will be reduced and the income raised can be better directed towards dealing with the rented properties that are in the poorest condition.

**ALTERNATIVE OPTIONS CONSIDERED:**

1. Continue to offer a free service to all Landlords. This was not considered further because of the resource/cost issues for Gloucester.
2. Stop providing an accreditation scheme. This was not considered further because the scheme has been found to improve the conditions in student accommodation.

**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

**Publication Date**

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

15

**Title**

Local Government Ombudsman decisions

**Report Of**

Cabinet Member for Housing and Planning and Cabinet Member for Performance and Resources

**Report Author**

Sue Mullins, Head of Legal and Policy Development

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

RESOLVED:

1. That the contents of the report be noted;
2. That it is satisfied that steps have been taken to address the findings and consider whether any other action should be taken;
3. That authority be delegated to the Corporate Directors, in consultation with the relevant Cabinet Members, to produce a response to the Ombudsman's reports and ensure that this is sent to all Members and the Ombudsman.

**REASON FOR DECISION:**

There is a statutory requirement to respond to an Ombudsman report that identifies maladministration and a need for the Cabinet to consider what action needs to be taken as a result of the report.

Audit and Governance Committee is responsible for reviewing the Council's corporate governance arrangements and for monitoring the operation of the Council's codes and protocols and the Council's complaints process and to advise the Council on the adoption or revision of such codes. In doing so, it receives an annual report on complaints, comments and compliments made to the Council.

**ALTERNATIVE OPTIONS CONSIDERED:**

There are no alternative options relevant to this matter.

**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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# Gloucester City Council

**Publication Date**

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

17

**Title**

Civica Revenues & Benefits Contract Update Extension

**Report Of**

Cabinet Member for Performance and Resources

**Report Author**

Sarah Tilling, Senior Client Officer

**Wards Affected**

All Wards

**Key Decision**

Yes

**DECISION:**

RESOLVED:

The recommendation as laid out in the exempt report.

**REASON FOR DECISION:**

Detailed reasons as laid out in the exempt report.

**ALTERNATIVE OPTIONS CONSIDERED:**

As laid out in the exempt report.

**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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Cabinet

**Date of Decision**

17 June 2015

**Item No.**

18

**Title**

Retail- led Regeneration at Kings Quarter

**Report Of**

Cabinet Member for Regeneration and Economy

**Report Author**

Philip Ardley, Asset Management Consultant

**Wards Affected**

Westgate

**Key Decision**

No

**DECISION:**

RESOLVED:

The recommendations as laid out in the exempt report.

**REASON FOR DECISION:**

Detailed reasons as laid out in the exempt report.

**ALTERNATIVE OPTIONS CONSIDERED:**

Detailed options were considered, as laid out in the exempt report.

**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

**Publication Date**

18 June 2015

**Decision Of**

Cabinet

**Date of Decision**

17 June 2015

**Item No.**

19

**Title**

Property Searches Litigation

**Report Of**

Cabinet Member for Performance and Resources

**Report Author**

Sue Mullins, Head of Legal and Policy Development

**Wards Affected**

All Wards

**Key Decision**

No

**DECISION:**

RESOLVED:

The recommendation as laid out in the exempt report.

**REASON FOR DECISION:**

As laid out in the exempt report.

**ALTERNATIVE OPTIONS CONSIDERED:**

As laid out in the exempt report.

**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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**Proper Officer:**  
Martin Shield  
Corporate Director of Services and  
Neighbourhoods

**Date:** 17 June 2015



### **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.

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

Atika Tarajiya  
Democratic & Electoral Services Officer  
[atika.tarajiya@gloucester.gov.uk](mailto:atika.tarajiya@gloucester.gov.uk)  
01452 396127