

## **CABINET: MINUTES**

**Date:** 13<sup>th</sup> July 2004

**Time:** 10.00 am – 11.35 am

**Present:** Councillor J K Walters (Chairman)

Councillors: S F Johnstone, V H Lucas, A K Melton L J Oliver, D R Pegram J A Powley, F H Yeulett and R Wilkinson

### **Also in Attendance**

Councillors C M Ballard A C Kent, S J E King, A R Mair and P L Stroude

**Apologies for Absence:** None received

## **514. MINUTES**

It was resolved:

That the minutes of the meeting held on 15<sup>th</sup> June 2004 be confirmed as a correct record and signed by the Chairman.

## **515. DECLARATIONS OF INTEREST**

Councillor S Johnstone declared a personal interest in respect of Minute 210 under paragraph 8 of the Code of Conduct by reason of being a non-Executive Director of Addenbrooke's Hospital.

Councillor R Pegram declared a personal interest in respect of Minute 210 under paragraph 8 of the Code of Conduct by reason of being a non-Executive Director of Papworth Hospital.

Councillor A Melton declared a personal interest in respect of Minute 220 under paragraph 8 of the Code of Conduct by reason of being a local Member.

Councillor F Yeulett declared a personal interest in respect of Minute 220 under paragraph 8 of the Code of Conduct by reason of being a local Member.

## **516. ISSUES ARISING FROM SCRUTINY COMMITTEES**

There were no matters from Scrutiny Committees to report.

## **517. LOCAL TRANSPORT PLAN ANNUAL PROGRESS REPORT 2003/04**

Cabinet received a draft report setting out the Local Transport Plan (LTP) Annual Progress Report (APR) which is the mechanism used by the Government to allocate transport capital funds on a year by year basis. It was reported that the County Council spent more than £24 million (m) on transport last year and increased the amount spent on safer routes to school, road safety measures and bridge strengthening. The APR also contained a supplementary bid for A14 traffic calming in a further 8 villages.

The Council's transport programme includes measures to promote integrated transport and schemes for road, footway maintenance and street lighting

The County Council's performance against its agreed performance targets has again been good. The key points being:

- The County Council was 'on track' for 14 of our 18 headline indicators. Overall we have met over 80% of all our targets.
- During the year the County Council achieved the lowest number of killed and seriously injured people ever seen on Cambridgeshire's roads;
- There was a countywide increase in bus use of 3.7% compared to 2002/03.
- The County Council's Public Service Agreement (PSA) targets had been exceeded with regard to the condition of the principal road network (Best Value Performance Indicator (BVP) I96) and the percentage of principal roads with zero residual life, two years early.

As a successful transport authority, the APR submission last year secured funding of £22.404m (£11.814m for integrated transport and £10.226m for road maintenance and bridges). In addition, government funding was to be made available for the Cambridgeshire Guided Bus-way and a further £2m allocated to the A14 traffic calming measures identified through the Cambridge to Huntingdon Multi Model Study (CHUMMs).

The point was made by a Member that the emphasis on future improvements were mainly in the southern part of the County and that more emphasis needed to be given to the road network from the north to the south of the County. In response, it was reported that this would be addressed in terms of the transport strategy for market towns.

It was resolved:

- (i) Recommend that the Council approves the Local Transport Plan Annual Progress Report 2003/04 Prospects (Corporate Plan) and Policy Framework for 2004-08.
- (ii) To authorise the Environment and Transport Portfolio Holder in consultation with the Director for Environment and Transport to make any detailed changes necessary to the above document prior to its submission to Council for approval on 27<sup>th</sup> July and to the Government.

**518. SECTION 31 PARTNERSHIP AGREEMENT – INTEGRATED COMMUNITY EQUIPMENT SERVICES (ICES)**

All local authorities and Health primary care trusts (PCTs) are required to establish section 31 agreements for the provision of community equipment services to children, vulnerable elderly and disabled people in order to fulfil the conditions of the Government's Access and Systems Capacity Grant. The proposed agreement would result in the Council taking the lead for the strategic commissioning and performance management of the community equipment services on behalf of its partners, the primary care trusts. The Council would also act as the host of the pooled budget and take responsibility for the monitoring of income and expenditure.

Community equipment includes the small pieces of equipment required for assistance by children, elderly or disabled people to be provided/fitted in their homes to help them perform essential activities of daily living to maintain their health and independence and to help live as full life as possible. They do not include major equipment items such lifts, showers or extensions which are still the responsibility of district councils but do include items such as mobility equipment, telescopic ramps, mattress raisers, kitchen trolleys, grab rails and free standing monkey poles.

The governance arrangements will be undertaken by the newly formed Cambridgeshire Care Partnership, which includes Member representation from the County Council and non-executive directors drawn from the partner PCTs.

It was resolved:

- (i) To recommend that the Council agrees to the establishment of a section 31 agreement for integrated Community services.
- (ii) To delegate authority to approve and sign the final Section 31 Agreement to the Cabinet member for Social Services in consultation with the Director of Social Services.

**519. FINANCIAL OUTTURN FOR 2003/04.**

Cabinet received a report outlining the 2003-04 draft financial results for revenue, capital and trading units and the reported position on balances, carry forwards and reserves.

The approved Council budget for the year of £445.934 million was reduced by transfers to reserves of carry-forwards of £21,000 making a total budget of £445.913m. A further £8.166m of schools carry-forwards was available for use.

Cabinet was asked to agree to unfreeze the Equipment Replacement Fund which had previously been frozen as a contingency in the Social Services Financial Framework. Given the improved financial position, it was

recommended that the fund should now be now be returned to its original use for Trading and other Units requiring replacement equipment to remain viable.

Cabinet noted that actual spending for Services (excluding Education Self managing Institutions) was £265.6m against a budget of £260.2m resulting in an overspend of £5.4m representing 2% of the budget. Cabinet were pleased to note that the final overspend had reduced by £0.5m compared to the March year-end overspend estimate. Details of each service block's expenditure was set out in Appendix 1 and 2 and sections 2 and 3 of the Cabinet report.

In respect of the Cambridgeshire Learning Disability Partnership Section 28 joint finance scheme (paragraph 3.14 of the officers' report) an update provided for the Cabinet meeting reported that at the request of the primary care trusts auditors, it was recommended that there should be an adjustment to this section of the accounts involving £1.8m on the basis that it would reduce the value of the debtors and creditors within the balance sheet, while having no impact on the overall financial position of the Council, as the changes would balance each other out.

It was noted that debt and interest charges remained below the budgeted level, confirming interest savings in the year. It was reported that the receipt of a late Supplementary Credit Approval (SCA) of £2.2m as a contribution to the repair of drought-damaged roads could not be taken into account in the allocation of revenue support grant for 2004/05 or in the debt charges budget. As utilising this SCA would create an unfounded pressure of around £50,000 against the 2004/05 budget it was being recommended that £50,000 of the 2003/04 debt charges underspend was rolled forward to fund this pressure in 2004/05.

Cabinet noted that the spend on Capital has been lower than the original budget and Cabinet's attention has been drawn to specific issues as set out in paragraph 4.2 of the officers' report. Of these, Cabinet noted that £400,000 of capital finance made available to Social Services as part of the finance framework was no longer required as a result of the improved year-end position. It was recommended that the £400,000 should be vired to Policy to allow capitalisation of Information and Communication (ICT expenditure) and allow the release of funding to cover the Financial Services Income and Payments deficit. This deficit was reported under the Trading Unit's performance section of the report.

It was noted that under the Self Managing Institutions section, Schools' reserves had increased significantly from previous years, particularly in the Primary and Secondary phases. However, it was also the case that the 2004/05 year was expected to be a difficult one and this had the effect of encouraging caution on the part of schools over discretionary spending in the second half of the year.

It was resolved:

- (i) To note the revenue expenditure of Services in 2003-04 (set out in sections 2 and 3 and Appendices 1 & 2 of the officers report) and to recommend to Council the use of

£50k of debt charges underspend to fund costs in 2004-05

- (ii) To note the report on capital spending and financing in 2003-04, and to recommend to Council the Virement of £400,000 from Social Services to Policy
- (iii) To note the report on trading units' performance (Section 5 and Appendix 3 of the officers report), and approve the funding of the Income and Payments deficit.
- (iv) To Approve the reserves and carry forwards (Sections 6,7,8, and Appendix 4 of the officers report), and approve the unfreezing of the equipment replacement reserves.
- (v) To note the report on treasury management activities.
- (vi) To note the reports on efficiency savings, debt management, prompt payment and
- (vii) To agree to adjust the accounts by £1.8 m in respect of the section 28 scheme for Cambridgeshire Learning Disability Partnership to reduce the value of the debtors and creditors within the balance sheet.

## **520. STATEMENT OF ACCOUNTS 2003/04.**

Cabinet received the formal Statement of Accounts for 2003/04, which included for approval the Statement Of Internal Control and the separate Pension Fund Accounts. The Accounts and Audit Regulations 2003 require full Council to approve the accounts.

It was noted that the Statement of Internal Control outlined the internal controls and risk management frameworks and procedures in place, as well as providing a commentary of their effectiveness.

Cabinet's attention was drawn to the requirements New Accounts and Audit Regulations that will require Statements of Accounts to be approved by Full Council or by a committee of the Council by 31<sup>st</sup> July 2005 and 30<sup>th</sup> June 2006 a demanding change to the present timetable that was being addressed by the officers. Tribute was paid to the Audit and Finance officers for the production of the current accounts, which had been produced a month earlier than currently required, and two months earlier than the previous year.

It was resolved:

- (i) To recommend approval of the 2003-04 Statement of Accounts, including the Statement of Internal Control, to the County Council Meeting on 27<sup>th</sup> July 2004.
- (ii) To authorise the Leader of the Council and Director of Resources to make any amendments arising from initial audit work, if this information is available prior to the Council meeting.

## **521. RESHAPING THE ORGANISATION - INITIAL PROPOSALS**

Cabinet received a report seeking approval to the Chief Executive commencing the process of formal consultation on the initial proposals for the restructuring of the organisation. Cabinet supported the need for re-structuring the County Council, as there has not been a significant managerial and organisational restructuring since 1997. Following the end of the consultation period on 24<sup>th</sup> August, the Chief Executive intended to draw up detailed proposals taking into account the further comments received to the Cabinet meeting in September for recommendation on to the October Council meeting for final approval.

It was noted that the County Council faced a period of significant change, including the need to respond to the following:

- The proposals in the Children's Bill, for the integration of services offered to children and their families.
- The requirements for growth included in the County Structure Plan and the creation of the Infrastructure Partnership,
- Adult Social Care Services being transferred to the Primary Care Trusts.

The report set out the work that has currently been undertaken and provided details of the extensive informal consultation exercise already undertaken with staff, management, partners and elected Members as well as providing a summary of the feedback received.

The proposals detail the intended structure of the top three levels of management. The structure of the next tier of management, Heads of Service, is not included in the proposals. Although some ideas for the particular composition of these posts would be developed during the formal consultation period, the newly appointed Assistant Chief Executives and Directors would be expected to lead the design and implementation of the new Heads of Service structure once they were in post.

The proposals for further consultation recommended that the Council's functions should in future be distributed between three Offices, each led by an Assistant Chief Executive as follows:

- Office of Children's Services
- Office of Community and Environment Services
- Office of Corporate Services

A small Chief Executive's Department would support the Chief Executive and be responsible for corporate policy, internal and external communications and Scrutiny. The proposed structure includes three Assistant Chief Executives and 19 Directors, whereas the current structure includes four Directors and 30 Assistant Directors.

During debate, questions were raised about the possible need to have a fourth separate office for Environment arising from concerns about the co-

ordination of the necessary infrastructure required to deliver the Structure Plan as well as retaining Highways and Environment and waste regulation within an inclusive grouping. Questions were also raised regarding the possible additional need for a further assistant director post in the proposed Office of Children's Services, in addition to the six already proposed. The Chief Executive indicated his willingness to consider any detailed proposals submitted during the consultation period in respect of other options. As the consultation progressed and the likely structure of Children's Services became clearer, the Children's Task Group would make proposals to the Children's and Adult Member Working Party.

Cabinet also requested that a detailed business plan should to be produced for the September meeting setting out the savings and value/effectiveness that was expected from the final restructure proposals.

It was resolved:

That the Chief Executive be mandated to begin a process of formal consultation, and to draw up final proposals to present to Cabinet in September for recommendation to Council in October.

## **522. ADULT SERVICES STRATEGIC PLAN**

The Adult Services Strategic Plan (ASSP) has been drawn up in order to improve health, housing and social care for vulnerable adults in Cambridgeshire. It aims to provide a more timely and responsive service promoting inclusion, independence and well-being through well co-ordinated and multi-agency planning and services, focussing on sustaining and improving quality of life with agencies working together to identify people at risk, helping prevent loss of independence and intervening early when people start to become dependent, offering care package choices appropriate to their needs and supporting them through crises.

The ASSP will be one of the fundamental documents along with the Joint Review Action Plan, against which the Cambridgeshire Care Partnership and Cabinet will assess the progress on the modernisation and improvement of adult services. The overall objective of the plan is to improve the quality of life of Cambridgeshire citizens, enabling as many vulnerable adults as possible to live in their own homes and the community. Even in circumstances where vulnerable adults cannot be effectively supported in a home of their own, the aim will be to enable them to live as independently as possible.

The ASSP brings together the strategic priorities for all vulnerable adults, and provides the overall context for determining investments, sets out the key improvement targets that are to be delivered, and co-ordinates the activities of all the agencies who need to work together to improve the effectiveness of services for vulnerable adults and carers. The core of the ASSP are four service statements for the main adult client groups: older people, adults with physical disability/sensory impairment, adults with learning disabilities and adults with mental health problems. These summarise commissioning intentions for the authority and its partners in relation to social care.

Attention was drawn to the risks of the new partnership working arrangements and attention was drawn to recent problems with the Cambridgeshire and Peterborough Mental Health Trust who were taking measures to avoid a budget deficit.

Assurances were provided that The Director of Social Services and the Assistant Director of Resources (Social Services) SS were monitoring the pooled budgets on a monthly basis.

It was resolved:

To agree the Adult Services Strategic Plan.

**523. PROPOSED IMPROVEMENTS TO THE A10 OFF AND ON SLIP ROADS TO A14 MILTON COMPULSORY PURCHASE ORDER (CPO)**

Cabinet received a report requesting approval to making a Compulsory Purchase Order (CPO) to obtain three parcels of land totalling approximately 0.36 hectares required for improvements to the A14/A10 slip roads at Milton. The improvements in respect of the A14/A10 capacity project involved the construction of a dedicated free flowing left hand lane from Milton Road carriageway onto the A14 westbound and other west bound improvements. The improvements were required to enable development within the Cambridge Northern Fringe East area. The cost of the improvements was to be funded from the Government's Growth Area Delivery Grant.

The construction works required a Section 6 Agreement (Highways Act 1980) between the Highways Agency and the County Council and this can only be entered into if CPO powers are used to acquire the land in order to extinguish all ancient rights. Cabinet noted that the landowners had signalled their in-principle agreement and as such, were unlikely to object although the CPO process would still provide them with the opportunity.

Cabinet received representations from the local Councillor who, while supporting the specific scheme, believed that further improvement work would be necessary in future as the development continues and the weight of traffic increased. Additionally, Cabinet noted her request that at the appropriate time, officers should consider providing direct access on to the A14 from the Northern Fringe Development.

It was resolved:

To agree to make the Compulsory Purchase Order (CPO) for the improvements to the A14/A10 slip roads at Milton.

**524. OFSTED INSPECTION OF THE COUNTY COUNCIL AS THE LOCAL EDUCATION AUTHORITY**

Cabinet received the post OfSTED Action Plan which had been drawn up in response to the recommendations of the Office for Standards in Education (OfSTED) report published on 8<sup>th</sup> April.



The Local Education Authority had received an inspection from OfSTED in January 2004 and following the publication of the inspection report, the Council had produced an action plan responding to the 14 recommendations made. Where it had been possible to quantify the implementation costs, these were set out as part of the action plan. Cabinet noted that all costs of implementation would be met from existing resources.

It was resolved:

- (i). To approve the Post OfSTED Action Plan
- (ii). To receive monitoring reports to future Cabinet meetings.

## **525. THE YOUTH SERVICE; POST OFSTED ACTION PLAN**

The Youth Service had been the subject of inspection by the Office for Standards in Education (OfSTED) in March, with a subsequent report formally published at the end of May. The report had judged that the service was currently unsatisfactory due to a combination of management inconsistency and exceptionally low levels of resources. The report of the inspectors acknowledged that officers and elected members had a realistic view of the service's strengths and weaknesses, including the effect of low funding levels.

Cabinet's attention was drawn to the fact that it would not be possible to implement the plan to meet all OfSTED criticisms within the existing budget. To implement the plan fully to national standards, would cost annually an additional £1.7 million. The most pressing call on additional resources was the need to establish adequately resourced management arrangements. Full implementation of the action plan would depend on the outcome of budget processes for 2005/06 and the following years. Progress would be significantly affected by the Government's decision on the phasing out of the current grant settlement ceiling.

It was resolved:

To approve the proposed Youth Service Post OfSTED Action Plan to be submitted with covering documentation which makes clear that the rate and extent of implementation will be dependent on the outcome of national and local budget making processes for 2005-06 and beyond.

## **526. PERFORMANCE ON LOCAL PUBLIC SERVICE AGREEMENT (LPSA) AND KEY PERFORMANCE INDICATORS FOR 2003/04**

Cabinet received and noted a summary of the Council performance against Cambridgeshire's Public Service Agreement (LPSA) targets and other Key Performance Indicators for 2003/04. The performance on the Local Public Service Agreement showed that the Council has improved its performance, compared to the previous year 2002/03 on 19 of the 27 measures. Performance had worsened for five of the measures and stayed the same or was not yet confirmed on the remaining three.

Areas of progress noted included:

- Educational attainment in County Council schools at Key Stage 2, Level 4 Maths - Cambridgeshire is now ranked second amongst its OfSTED statistical neighbours;
- Educational attainment in County Council schools at Key Stage 2, Level 4 English where performance has risen two years in a row - an achievement made only by a few authorities nationally; and
- Educational attainment in Fenland, Key Stage 2 Maths and English, where performance is now equal to the national average for the first time.

On nine of the 27 Local Public Service Agreement measures, the 60% boundary of the stretch target had been reached. It had not been achieved in 13 cases. In five instances, data was awaited or would be the subject to particular audit checks.

It was noted that there was a typographical error in relation to BV Indicator 57 (New Indicator BV 182) "Users satisfied with help from Social Services" which reported that there was a 95% target. In fact there was no target set for this indicator and therefore the actual results of 29.8% compared well with other authorities. It was requested that the target should be removed.

In respect of target BV 1187 "the number of visits per head of population to public libraries" it was noted that the target should have been lower as a recent Audit Commission ruling during the year had ruled that insufficient consideration had been given to what constituted a visit to the library. People visiting the café in a library had to be excluded which had resulted in the target not being met.

Performance on the Local Public Service Agreement showed that between £2.4 million and £3.1 million of the Reward Grant should be received.

It was resolved:

To note current performance against Local Public Service Agreement and other headline indicators.

## **527. MONITORING OF RECOMMENDATIONS OF THE JOINT REVIEW OF SOCIAL SERVICES**

Cabinet received and noted the third quarterly update report on the progress on all areas of the action plan to June 2004 to address the recommendations of the Joint Review of Social Services.

Cabinet noted that a key element of the Department's work in 2004/05 on services for adults would involve developing and revising the existing Section 31 agreements and performance managing their effective implementation. On the children's side, it would involve the first steps towards more integrated services.

It was resolved:

To note the progress being made to implement the recommendations of the Joint Review.

## **528. IMPROVING FINANCIAL MANAGEMENT (IFM) – PROGRESS REPORT**

The Improving Financial Management (IFM) Programme, which received match funding from the Office of the Deputy Prime Minister under the e-Innovations Initiative, had as its overall objective, the achievement whereby Budget holders effectively managed their budgets. The programme had a number of projects including training, reports content, reports access, monthly budgetary control process and functional systems support.

It was resolved:

To note the progress made with the Improving Financial Management (IFM) Programme.

## **529. CABINET AGENDA PLAN**

It was resolved:

To note the agenda for the 7<sup>th</sup> September with the addition of a report titled “Beacon Council Application” to be added to reports to be considered under the “Other Decision” report category.

## **530. EXCLUSION OF THE PRESS AND PUBLIC**

It was resolved

That under section 100 (a) 4 of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following reports on the grounds that they were likely to involve the disclosure of exempt information under paragraph 9 of schedule 12a of the Local Government Act 1972 by virtue of:

- The reports referred to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

## **531. CAMBRIDGESHIRE DIRECT PHASE 2 BUILDING ACQUISITION**

Cabinet received a report detailing the outcome of the property search and the evaluation on 12 possible locations for the provision of a new contact centre to accommodate the service needs of Cambridgeshire Direct Phase 2.

The site chosen had been ranked the highest using the same criteria as that applied to the previous contact centre. While there was no scope to extend the existing centre further, the new development, shortly to commence at

Compass Point, had the added advantage of meeting the service preference for co-location.

It was resolved:

To authorise the Head of Property and Procurement to proceed with negotiations to purchase Amundsen House, Compass Point, St Ives.

## **532. REGISTRATION SERVICES – WISBECH/MARCH PREMISES**

Cabinet received a further report on the results of the most recent round of consultations, in respect of the proposals to relocate the Fenland Register Office from Wisbech to March and the relocate the outstation from March to Wisbech, subject to appropriate registration and marriage facilities being retained in Wisbech.

The Best Value Review Improvement Plan for Registration Services had as an action for improvement the requirement to provide appropriate Register Offices and facilities at March to replace the current inadequate premises at Wisbech. Reports received at previous Cabinet meetings brought forward proposals to relocate the Fenland Register office from Wisbech to March and the outstation from March to Wisbech. These were supported at the relevant service development group and Spokes meetings, but it was considered appropriate to undertake more extensive local consultation.

Cabinet were informed that there was now general support to the proposals from Wisbech St Mary Parish Council, Chatteris Town Council, Whittlesey Town Council and Fenland District Council. The local Wisbech Members wished to ensure that some registration facilities, including retaining marriage provision, were still provided at the proposed outstation at Wisbech. An update paper reported that these facilities would now be accommodated within the premises being negotiated for a One Stop Shop in Wisbech Town Centre by Fenland District Council. This would include providing a registration facility two or three mornings or afternoons each week. The premises would also include a marriage room on the first floor, which would be accessible via a lift.

At the invitation of the Chairman, Councillor King the local Member who had requested to speak was invited to present his views to the meeting. While Councillor King regretted the need to move the main register office facility, he was happy to note the facilities that would now be provided at the Outstation and expressed a preference for the registration facilities at Wisbech to be made available for three mornings or afternoons rather than just two. He also asked that there should be no gap in the provision of marriage services, as a result of the sale of the current premises and the new premises opening. He also requested that officers ensure that sufficient car parking spaces should be made available at the March office.

It was resolved:

- (i) To support the relocation of the Fenland Register Office from Wisbech to March and the outstation from March to

Wisbech subject to appropriate registration and marriage facilities being retained in Wisbech.

- (ii) To review in a year's time the effectiveness of the register services being provided at the new One Stop Shop in Wisbech.

Chairman