

<b>Minutes of</b>	<b>Cabinet</b>
<b>Meeting date</b>	<b>Wednesday, 13 December 2023</b>
<b>Committee members present:</b>	Councillors Paul Foster (Chair), Aniela Bylinski Gelder (Vice-Chair), Jacky Alty, Deborah Ashton, James Flannery, Matthew Tomlinson and Ian Watkinson
<b>Officers present:</b>	Chris Sinnott (Chief Executive), Kim Rennie (Interim Deputy Chief Executive), Chris Moister (Director of Governance), Asim Khan (Director of Customer and Digital) and Coral Astbury (Democratic and Member Services Officer)
<b>Other attendees:</b>	Councillors Will Adams, James Gleeson, Lou Jackson, Emma Stevens and Kath Unsworth and Damian Bretherton, Lesley Pritchard, Phil Smith, Caleb Tomlinson and Karen Walton (attended virtually)
<b>Public:</b>	0

A video recording of the public session of this meeting is available to view on [YouTube here](#)

#### **48 Apologies for Absence**

Apologies were received from Councillor Clare Hunter.

#### **49 Declarations of Interest**

There were no declarations of interest.

#### **50 Minutes of meeting Wednesday, 15 November 2023 of Cabinet**

##### **Resolved: (Unanimously)**

That the minutes of the last meeting are agreed as a correct record for signing by the Leader.

#### **51 Cabinet Forward Plan**

##### **Resolved: (Unanimously)**

The forward plan was noted.

#### **52 Payment Strategy**

The Cabinet Member (Customer and Digital) Councillor Ian Watkinson presented a report that sought approval for the Payment Strategy to be implemented.

Councillor Watkinson explained the strategy would give customers more choice and options to pay. After meeting with the Cabinet Member (Community Wealth Building, Social Justice, Equality and Diversity) the payment strategy had been amended.

Councillor Watkinson advised the changes as follows:

*Section 4.1 Objectives*

*Was “no longer accept cheque payments through support and encourage the customer to use alternative methods.*

*For reasons of security and transit costs the councils will phase out cash payments to the Council’s customer service departments. Cash payments will be accepted through partner outlets”.*

*Changed to “**provide guidance and support to customers wishing to pay via cash and cheque to use payment outlets within the local community.**”*

*Section 6.4 Cash and Cheque Payments*

*Was “divert customers visiting the council offices to the nearest AllPay outlet”.*

*Changed to “provide guidance to customers visiting the council offices about payment within the community at AllPay outlets.”*

**Resolved: (Unanimously)**

Cabinet approves the Payment Strategy to be implemented, with the changes in wording to sections 4.1 and 6.4.

**Reasons for decision:**

To ensure that the payment methods used to transact with those using Council services are up to date and “on demand” to meet the expectations of customers.

**Other options considered and rejected:**

The Council could continue to operate without a payment strategy, but this would result in being unable to meet the needs and expectations of those customers who prefer to use “on demand” payment methods.

**53 Print Strategy**

The Cabinet Member (Customer and Digital) Councillor Ian Watkinson presented a report that sought approval to implement the print strategy.

Councillor Watkinson advised the strategy would set parameters for printing and posting to minimise the environmental impact and maximise efficiency. Print quotas would be introduced for all councillors and officers and there would be a lead by example approach. Officers had met with the Cabinet Member (Community Wealth Building, Social Justice, Equality and Diversity) to ensure the strategy would be adaptable.

Members noted the cost of printing in 2022-23 was £22,500 and the cost of mail was £167,624 as only 4.8% of annual bulls were sent electronically. The target would be to reduce print volumes by 20% per annum over the next three years.

**Resolved: (Unanimously)**

Cabinet approves the Print Strategy to be implemented.

**Reasons for decision:**

To ensure that the Council is leading by example in the delivery of the green agenda.

To ensure that communications from the Council are delivered in real time and using a digital first approach.

**Other options considered and rejected:**

The Council could continue to operate without a Print Strategy, however, if the Councils are going to encourage residents to adopt a digital first approach to reduce waste, then it is important for the Council to lead by example and follow these principles.

**54 Exclusion of Press and Public**

**Resolved: (Unanimously)**

That the press and public be excluded for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972.

**55 Shared Building Control Service**

The Leader of the Council and Cabinet Member (Strategy and Reform), Councillor Paul Foster presented a confidential report that sought approvals for the implementation of a shared building control service.

Members were advised the report had already been to Shared Services Joint Committee (SSJC) and the structure had been updated to reflect comments made during the consultation period.

Councillor Foster explained that a shared service would bring resilience and provide more development opportunities for staff.

**Resolved: (Unanimously)**

Cabinet approve the proposals for implementation of the shared service, as set out in the report.

**Reasons for decision:**

The shared service will help to deliver resilience for the Council's building control function.

**Other options considered and rejected:**

An alternative structure was presented to the Shared Services Joint Committee and Executive Member Decision prior to formal consultation with staff. This structure had only one Senior Building Control Surveyor Post instead of the two roles identified within the proposed structure. This option was rejected as it would provide less capacity and resilience for the service.

**56 Contract Award - Lead Design Consultant Penwortham Masterplan (RIBA Stage 3-4)**

The Cabinet Member (Planning, Business Support and Economic Development) Councillor James Flannery presented a report that sought approval to award the Lead Design Consultant for the Penwortham Masterplan (RIBA Stage 3-4) contract and to agree next steps to appoint the wider design team.

Members welcomed the report and discussed what the masterplan would bring to Penwortham.

The Leader of the Council encouraged all Penwortham Councillors to get involved with the design of the masterplan as local knowledge would be important to the project.

**Resolved: (Unanimously)**

1. Cabinet award the Lead Design Consultant for the Penwortham Masterplan (RIBA Stage 3-4) contract to WSP UK Ltd (formerly GL Heam) following the successful completion of the procurement process.
2. Cabinet approve the procurement of supporting design disciplines and all necessary surveys to support in the further development of the masterplan design.
3. Cabinet agree to delegate further consultant contract awards to the Cabinet Member (Planning, Business Support and Economic Development) and contract execution to the Director of Governance.
4. Approval to utilise the UK Shared Prosperity Fund (UKSPF) funding to cover design and survey fees.
5. To note once the RIBA Stage 4 design has been completed and costed a further report will be presented to Council regarding the delivery programme and funding.

**Reasons for decision:**

The Penwortham Masterplan has been through a thorough multiple stage consultation with significant support for the proposals within it. It is now crucial it is adopted and plans for its delivery are progressed.

**Other options considered and rejected:**

Doing nothing would not deliver the Council's corporate objectives.

Chair

Date