

**MINUTES OF CABINET**

**MEETING DATE** Wednesday, 5 August 2020

**MEMBERS PRESENT:** Councillors Paul Foster (Chair), Michael Titherington (Vice-Chair), Aniela Bylinski Gelder, Bill Evans, Susan Jones and Matthew Tomlinson

**OFFICERS:** Chris Sinnott (Deputy Chief Executive), Jonathan Noad (Director of Planning and Property), Paul Hussey (Director of Customer and Digital), Jennifer Mullin (Director of Neighbourhoods and Development), James Thomson (Deputy Director of Finance), Dave Whelan (Shared Services Lead - Legal & Deputy Monitoring Officer), Neil Anderson (Assistant Director of Projects and Development), Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services), Rebecca Heap (Senior Community Works Officer), Coral Astbury (Democratic and Member Services Officer) and Clare Gornall (Democratic and Member Services Officer)

**OTHER MEMBERS AND OFFICERS:** Councillor Will Adams, Councillor Damian Bretherton, Councillor Colin Clark, Councillor James Flannery, Councillor Michael Green, Councillor Chris Lomax, Councillor Alan Ogilvie, Councillor Colin Sharples, Councillor Margaret Smith (Leader of the Opposition and Leader of the Conservative Group) and Councillor Phil Smith

**PUBLIC:** 0

**112 Apologies for Absence**

There were none.

**113 Declarations of Interest**

Councillor Foster declared an interest in item 7, Business Support COVID-19 Member Working Group, as a South Ribble business owner who had received a business support grant.

**114 Minutes of the Last Meeting**

The minutes of the last meeting held on Wednesday, 24 June 2020 were agreed.

**115 Cabinet Forward Plan**

The Leader presented the twelve month Cabinet forward plan from 1 July 2020 – 30 June 2021.

Confirmation was provided that the licensing policy items on the forward plan would be presented to the next Full Council meeting.

The phase 2 of the Business and Conference Centre project would be added to the forward plan when the necessary approvals were required.

**Decision made (Unanimously):**

That the Cabinet forward plan be noted.

**116 South Ribble Local Prevention Zone Framework**

The Leader presented a report of the Director of Neighbourhoods and Development seeking approval for the South Ribble Local Prevention Zone Framework.

The Framework sets out how the Council will work with partners, businesses and the public at a local level to prevent, contain and manage COVID-19 outbreaks.

Cabinet thanked officers for their work on the framework and responding to the pandemic. It was suggested that regular updates on the pandemic continue to be provided to Members.

**Decision made (Unanimously):**

1. Cabinet approves the South Ribble Local Prevention Zone Framework.
2. Cabinet notes that the document is dynamic, and will be amended on a frequent basis in line with the risk based response.

**Reason(s) for the decision:**

The framework provides local management to help break the chains of COVID-19 transmission to enable people to return to and maintain a more normal way of life.

**Alternative options considered and rejected:**

The alternative option was to continue with the status quo. If the status quo was maintained it is likely that the Council would not have an agreed framework to clarify responsibilities and empower the Council to take preventative action and make strong decisions locally.

**117 South Ribble Together Community Hub**

The Leader presented a report of the Director of Neighbourhoods and Development updating the Cabinet on the work of the South Ribble Together Community Hub.

The South Ribble Together Community Hub was set up in March this year as a direct response to the COVID-19 pandemic. Staff from across the Council were brought together to engage with and support vulnerable residents. The feedback from residents had been extremely positive and had lead to positive outcomes for South Ribble communities.

The work of the Community Hub would continue through partnership working to ensure the model is sustainable in the future.

Cabinet raised the impact of mental health as a result of the pandemic as a concern with the Council working to support this important issue with its partners.

**Decision made: (Unanimously)**

1. Cabinet acknowledges the work of the South Ribble Together Community Hub.
2. Cabinet notes plans to sustain COVID19 related community support moving forwards.
3. Cabinet agrees to investigate the impact of COVID19 on Mental Health within the South Ribble area and how this is being responded to.

**Reason(s) for the decision:**

To ensure Cabinet are updated on the work of the Community Hub and its future sustainability.

**Alternative options considered and rejected:**

None.

**118 Business Support COVID19 Member Working Group**

*Councillor Foster left the meeting for this item due to his declaration of interest. Councillor Mick Titherington took the Chair for this item.*

The Cabinet Member for Planning, Regeneration and City Deal presented a report of the Director of Planning and Property summarising the activities and key issues address by the recently formed Business Support COVID-19 Member Working Group.

As Chair of the Member Working Group, Councillor James Flannery updated Cabinet on the work of the group in engaging with businesses and providing an overview of the extensive support available to businesses in South Ribble following the pandemic.

Cabinet expressed its appreciation to the Member Working Group for their work and the support provided to business by the Council and Government.

A discussion took place on maximising the grants provided to businesses and it was suggested to remove the grant closure date from the recommendation at point 3 in the report.

**Decision made: (Unanimously)**

1. That Cabinet approves the Terms of Reference for the Member Working Group as outlined in paragraph 13 of the report.
2. Cabinet notes and agrees to the following requests of the Member Working Group:
  - a) Ensure that all business grant payments are maximised before the grant scheme closes and that the amount of unused funds is either nil or minimised
  - b) Prioritise support for businesses and employees with regards to mental health support as part of the South Ribble Together Community Hub
  - c) Ensure funding is directed to our high streets, borough wide to support local businesses, market the centres, provide advice to businesses and increase footfall
  - d) Consider measures to address concerns raised surrounding business cash flow beyond the current regimes – a dedicated financial response to support local businesses needs to be established
  - e) Approve in principal, a temporary increase of resource in the Investment and Skills team to provide a focused period of business support for the next 18 months
  - f) Recognises the support provided by the Council and Government
3. Cabinet agrees to lobby the Lancashire Economic Partnership, the local MP's and relevant Government departments for funding to provide longer term support for businesses in the borough, especially in the context of the economic impact not yet being fully felt.

**Reason(s) for the Decision:**

The Member Working Group was formed as a response to the COVID-19 pandemic with a request to feedback to the Cabinet on its activities.

**Alternative options considered and rejected:**

None.

*Councillor Foster returned to the Chair at this point.*

**119 Budget Outturn 2019-20**

The Cabinet Member for Finance, Property and Assets presented a report of the Deputy Director of Finance (Section 151 Officer) outlining the overall financial position at the end of the 2019/2020 financial year on 31 March 2020.

The overall revenue outturn was a net budget surplus of £1,400,000. This included a £270,000 surplus ring-fenced income and £166,000 relating to budget that will be utilised in 2020/2021, leaving a net surplus of £964,000. This surplus would be used to increase earmarked reserves.

The report had been considered by the Scrutiny Budget and Performance Panel on

Monday, 3 August 2020 with the recommendations from the meeting issued to Cabinet.

Following an enquiry about the definition of section 31 payments, a briefing note would be provided to all Members. An explanation would also be provided for the underspend on Disability Facilities Grants.

**Decision made: (Unanimously)**

1. Cabinet notes, reviews and comments on the contents of this report.
2. Cabinet approves the following transfers to reserves from the surplus in 2019/20:
  - a) Transfer £160,000 to the Borough Elections reserve
  - b) Transfer £173,000 to the Restructure Costs reserve
  - c) Transfer £270,000 to the 'Other Reserve' in relation to unspent grant income
  - d) Transfer £166,000 to the 'Other Reserve' in relation to unspent expenditure budgets and surplus income that are needed in 2020/21
  - e) Transfer the remaining surplus of £631,000 to the Business Rates Retention Scheme
3. Cabinet approves the re-profiled budgets for the capital programme, including underspends to be carried forward, as detailed in Appendix B.
4. Cabinet accepts the recommendations from the Scrutiny Budget and Performance Panel meeting held, Monday 3 August 2020.

**Reason for Decision:**

To ensure Cabinet is aware of the overall financial position for 2019/2020 and to agree to the necessary transfers to reserves.

**Alternative options considered and rejected:**

None.

**120 Stock Condition Survey**

The Cabinet Member for Finance, Property and Assets presented a report of the Assistant Director of Projects and Development bringing forward proposals to commission a stock condition survey of all council owned property assets. It was reported that this would include a thorough survey of the fabric of the buildings and the condition of the mechanical and electrical services for the buildings.

The condition survey will support the Council's wider asset management review, providing accurate and consistent property information to ensure effective implementation of the Council's Asset Management Plan. The survey will enable repairs and maintenance works to be identified, priced, prioritised and form the basis

for the developing of a planned maintenance programme over a five-year life cycle period.

**Decision made: (Unanimously)**

1. Cabinet approves the commissioning of a Stock Condition Survey of the Council's estate using money approved as part of the Council's revenue budget for 2020/21.
2. Cabinet approves the commencing of an open tender process to appoint a suitable contractor to carry out the Stock Condition Survey of the Council's estate.

**Reason(s) for decision:**

To allow the Council to develop an investment plan to ensure sustainability of the estate and long-term compliance avoiding the reactive approach to repair and maintenance issues.

**Alternative options considered and rejected:**

The is the option of not carrying out a condition survey. This has been rejected because of the need to understand the condition of the Council's estate in terms of compliance and future priorities around investment.

**121 Land at Four Oaks Road, Walton Summit**

This item was deferred.

Chair

Date