



DECISIONS

Committee:	CABINET
Date of Meeting:	Monday, 21 October 2013

Date of Publication:	29 October 2013
Call-In Expiry:	4 November 2013

This document lists the decisions that have been taken by the Cabinet at its meeting held on Monday, 21 October 2013, which require publication in accordance with the Local Government Act 2000. The list specifies those decisions, which are eligible for call-in and the date by which they must be called-in.

Those decisions that are listed as being “recommended to the Council...”, or request the Chairman of the Council to waive the call-in, are not eligible for call-in.

The wording used might not necessarily reflect the actual wording that will appear in the minutes, which will take precedence as the minutes are the official record of the meeting.

If you have any queries about the matters referred to in this decision sheet then please contact:

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Call-In Procedure

If you wish to call-in any of the eligible decisions taken at this meeting you should complete the call-in form and return it to Democratic Services before the expiry of five working days following the publication date. You should include reference to the item title. Further background to decisions can be found by viewing the agenda document for this meeting at: www.eppingforestdc.gov.uk/local_democracy

Decision No:

3. MINUTES

Decision:

Resolved:

- (1) That the minutes of the meeting held on 9 September 2013 be taken as read and signed by the Chairman as a correct record.

7. TRANSFER OF FLOOD RISK ASSETS FROM THE ENVIRONMENT AGENCY TO THE COUNCIL

Decision:

- (1) That the transfer of the responsibility for management and monitoring of Thornhill (North Weald) and Thornwood Common flood alleviation schemes from the Environment Agency back to the Council be noted;
- (2) That ownership by the Council of the recently upgraded and enhanced flood warning telemetry systems installed by the Environment Agency at these sites be accepted; and
- (3) That a report be submitted to a future meeting of the Cabinet regarding the possible transfer of responsibility for additional storm grilles located on main rivers at various locations across the District.

8. PLANNED MAINTENANCE PROGRAMME 2014/15 TO 2017/18 - CIVIC OFFICES, COMMERCIAL PROPERTY AND OTHER OPERATIONAL BUILDINGS

Decision:

- (1) That the five-year Planned Maintenance Programme 2014-2018 for operational and Commercial Properties be approved;
- (2) That, as outlined in Appendix 1 of the report, progress with the capital and revenue works approved for 2013/14 be noted;
- (3) That, as outlined in appendix 2 of the report, the following levels of expenditure be approved for 2014/15:
 - (a) Capital expenditure in the sum of £962,000, which represented an increase of £5,000;
 - (b) District Development Fund expenditure in the sum of £160,000, which represented an increase of £111,000;
 - (c) Continuing Services Budget expenditure in the sum of £118,000, as previously agreed; and
 - (d) Housing Revenue Account expenditure in the sum of £6,500, as previously agreed;
- (4) That, as outlined in Appendix 3 of the report, the current projected levels of expenditure during the period 2015/16 to 2017/18 be noted;
- (5) That, as outlined in Appendices 4 and 5 of the report, the Capital and Revenue spending profiles during the five-year period 2013/14 to 2017/18 be noted;
- (6) That a bid for District Development Funding in the sum of £20,000 be made for 2014/15 to use as a contingency for emergency works on unappropriated land;
- (7) That, in relation to the capital costs of works to the Industrial Units at Oakwood Hill, authority be delegated to the Asset Management & Economic Development Portfolio Holder to investigate alternative costs for the roofing and determine, in consultation with the Leader of the Council, the contribution the tenants should make

to the cost incurred by the Council for complete roof renewal;

(8) That the Asset Management & Economic Development Cabinet Committee be requested to investigate the establishment of 'Sink Funds' for commercial properties, to be funded via the Annual Service Charge to commercial tenants, and report back to the Cabinet on their findings; and

(9) That a detailed feasibility study into the installation of Solar Panels at the Civic Offices be conducted during 2013/14, with a detailed report on the outcome submitted to a future meeting of the Cabinet to determine whether the project should be implemented during 2014/15.

9. 94/94A LAWTON LANE, LOUGHTON

Decision:

(1) That the release of the restrictive covenants and right of pre-emption in Paragraphs (a), (b) and (c) of the Third Schedule of a Conveyance dated 6 January 1955 in respect of 94/94a Lawton Road, Loughton for the consideration of £127,500 be recommended to the Council for approval.

10. ICT STRATEGY

Decision:

(1) That the proposed ICT Strategy for the period 2013 – 2018 be approved.

11. ICT CAPITAL REQUIREMENTS

Decision:

(1) That the following ICT projects be scheduled for progress in 2014/15 and a sum of £373,000 be included in the Capital Programme for 2014/15:

- (a) replacement of Host Servers;
- (b) Core Switch replacement;
- (c) air conditioning provision for critical network riser cabinets; and
- (d) other projects identified from the ICT Strategy to improve productivity, efficiency or maintain service.

12. CIVIC OFFICES - COMMITTEE ROOM TABLES

Decision:

(1) That a District Development Fund bid of £10,000 be made for 2014/15 to replace the meeting tables in Committee Rooms 1 and 2; and

(2) That an inspection of the tables currently in the Committee Rooms be undertaken prior to the procurement process being commenced.

13. ADDITIONAL STAFFING RESOURCE FOR ESTATES AND VALUATION SECTION

Decision:

- (1) That a Valuation and Development Surveyor be appointed to assist the Chief Estates Officer in progressing existing and future development opportunities in the District; and
- (2) That a revenue supplementary estimate in the sum of £12,681 plus on costs, subject to Job Evaluation, be recommended to the Council for approval to enable the appointment to be made during 2013/14.

14. VARIATION OF CONTRACTS - GROVE COURT HALL, WALTHAM ABBEY

Decision:

- (1) That the contract for the conversion and refurbishment works at Grove Court Hall, Waltham Abbey exceeded the Contract Sum by £9,803.41 (18%) be noted, in accordance with Financial Regulations (Appendix B Clause 2.62).

16. OUT OF HOURS CALL HANDLING SERVICE

Decision:

- (1) That the provision of the Council's Out of Hours Call Handling Service, including the receipt of emergency calls for all Council services and the provision of a service for Council tenants to report any non-emergency repairs out of hours, be included as part of the current Repairs Management Contract with Mears Limited as a "Key Deliverable", with effect from 1 April 2014, and delivered through Mears Ltd's subsidiary, Mears 24/7;
- (2) That the negotiated cost of £35,729 per annum, plus any additional costs as a result of any staff transferring under the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations, be noted and be increased annually by the Consumer Prices Index (CPI) for the month immediately preceding the anniversary of the introduction of service;
- (3) That Contract Standing Orders C1 and C5 be waived to allow the inclusion of the non-housing elements of the Out of Hours Service within the Repairs Management Contract, without undertaking a competitive exercise, due to the fact that only Mears Ltd could provide the required non-emergency repairs reporting facility and the monetary value of the non-housing elements did not make it cost effective to procure a separate contract solely for these elements;
- (4) That the comments received in response to the formal staff consultation exercise from three of the Council's four Standby Officers and the GMB and Unison trade unions on the proposals and recommendations within this report be noted;
- (5) That the cost of the Out of Hours Service provided by Mears Ltd be allocated to the Housing Revenue Account (HRA) and General Fund each year based on actual usage;
- (6) That, following individual consultation with the staff concerned, the Council's Standby Officers either be transferred to Mears Ltd (or Mears 24/7) under the TUPE Regulations or be placed "at risk" of redundancy, depending on their circumstances;

(7) That any staff placed “at risk” be sought to be re-deployed through the ring fencing of vacant posts, but that if re-deployment was not successful, they be made redundant with effect from 1 April 2014;

(8) That any redundancies and other one-off costs be funded from the District Development Fund (for General Fund costs) and HRA Balances (for HRA costs), and that appropriate provision be made within the District Development Fund accordingly;

(9) That responsibility for the provision of the Out of Hours Call Handling Service through the contract be transferred from the Corporate Support Services Directorate to the new Directorate responsible for the Housing Service with effect from 1 April 2014.

17. EXCLUSION OF PUBLIC AND PRESS

Decision:

Resolved:

(1) That, in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12(A) of the Act indicated and the exemption was considered to outweigh the potential public interest in disclosing the information:

<u>Agenda Item No</u>	<u>Subject</u>	<u>Paragraph Number</u>
19	Management of the Civic Offices – Out of Hours Mitigation Plan	7
20	Waste Management Contract – Outcome of the first stage of Competitive Dialogue	3
21	Second Floor, Bridgeman House, Waltham Abbey	3

18. MANAGEMENT OF THE CIVIC OFFICES - OUT OF HOURS MITIGATION PLAN

Decision:

(1) That, following the transfer of the out-of-hours call handling service to Mears Ltd, a contract be let to maintain an on-site presence for the out-of-hours management of the Civic Offices complex (option 3) at an anticipated cost of £50,000 per annum; and

(2) That the anticipated annual savings of approximately £26,000 per annum be noted.

19. WASTE MANAGEMENT CONTRACT - OUTCOME OF THE FIRST STAGE OF COMPETITIVE DIALOGUE

Decision:

(1) That, after assessment of the received tenders, the following five contractors be approved to progress to the second stage of Competitive Dialogue (Invitation to Submit Detailed Solutions - ISDS):

- (i) Amey / Enterprise;
 - (ii) Biffa;
 - (iii) Serco;
 - (iv) Sita; and
 - (v) Urbaser;
- (2) That, for the purposes of ISDS, the remaining contractors be informed that:
- (a) the collection of dry recyclables through the use of an additional wheeled bin was, in principle, an acceptable variation to the existing service;
 - (b) the collection of food and garden waste as separate streams was not an acceptable variation to the existing service;
 - (c) the collection of waste through extended hours and Saturday working was, in principle, an acceptable variation to the existing service; and
 - (d) in respect of income generated from recyclables, exposure to financial risk be mitigated through an income gain/loss sharing arrangement, details of which to be discussed as part of the next phase of Competitive Dialogue;
- (3) That, following the assessment of contractor bids, Lot 2 (Grounds Maintenance) services be excluded from the next stage of competitive dialogue;
- (4) That Lot 3 (Fleet Operations) services also be excluded from the next stage of competitive dialogue;
- (5) That the contractor options for the provision of a depot (or depots) for the delivery of the services be noted and, as a result of decision (3) above, the remaining contractors be informed the Oakwood Hill site would no longer be available as a potential depot location for core waste services; and
- (6) That the current assessment model of 60% price and 40% quality be retained for the next stage of Competitive Dialogue.

20. SECOND FLOOR, BRIDGEMAN HOUSE, WALTHAM ABBEY

Decision:

- (1) That a supplementary capital estimate in the sum of £654,000 for the purchase of the long leasehold interest in the second floor of Bridgeman House, Waltham Abbey, and any refurbishment work if required, be recommended to the Council for approval.

