



## **CABINET**

### **MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 18TH MARCH 2015 AT 2.00 P.M.**

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#### **PRESENT:**

Councillor K.V. Reynolds - Chair

#### **Councillors:**

Mrs C. Forehead (HR and Governance/Business Manager), G. Jones (Deputy Leader and Cabinet Member for Housing), D.T. Hardacre (Performance and Asset Management), Mrs B.A. Jones (Deputy Leader and Cabinet Member for Corporate Services), K. James (Regeneration, Planning and Sustainable Development), Mrs R. Passmore (Education and Lifelong Learning), D.V. Poole (Community and Leisure Services), T.J. Williams (Highways, Transportation and Engineering), R. Woodyatt (Social Services).

#### **Together with:**

C. Burns (Interim Chief Executive), S. Aspinall (Acting Deputy Chief Executive), N. Scammell (Acting Director of Corporate Services and S.151 Officer), D. Street (Corporate Director Social Services).

#### **Also in Attendance:**

C. Jones (Head of Performance and Property Services), R. Hartshorn (Head of Public Protection), S. Couzens (Chief Housing Officer), P. Smythe (Housing Repair Operations Manager), S.M. Kauczok (Committee Services Officer).

#### **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **2. DECLARATIONS OF INTEREST**

Councillor Mrs B. Jones declared an interest in agenda items 9 and 10 in that she is a Council tenant.

#### **3. SPECIAL CABINET – 25TH FEBRUARY 2015**

RESOLVED that the minutes of the special meeting held on 25<sup>th</sup> February 2015 (minute nos. 1-3) be approved and signed as a correct record.

**4. CABINET – 4TH MARCH 2015**

RESOLVED that the minutes of the meeting held on 4<sup>th</sup> March 2015 (minute nos. 1-5) be approved and signed as a correct record.

**MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED**

**5. LAND AT HENDREDENNY, CAERPHILLY**

The report sought Cabinet's view on the sale of land at Hendredenny for access purposes.

Following consideration and discussion, it was moved and seconded that the report be deferred for a site visit by Cabinet. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons given at the meeting, the report be deferred for a site visit by Cabinet.

**6. FORMER CAERPHILLY LIBRARY, MORGAN JONES PARK**

The report sought approval of the Asset Management Group's (AMG) recommendation for the preferred end use of the former Caerphilly Library, Morgan Jones Park, Caerphilly, following consideration of all business proposals submitted. The former library site was declared surplus to the requirements of the holding service in December 2013 and no ongoing operational use has been identified.

On 4<sup>th</sup> June 2014 Cabinet resolved to adopt Option 2, to offer the opportunity for interested parties to submit detailed proposals and business case for consideration of the preferred future use proposal. Of the 19 initial expressions of interest received, 5 full applications were submitted which have been fully assessed. The findings were presented to the AMG on 17<sup>th</sup> February 2015, who agreed unanimously to recommend supporting a community café proposal.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved subject to it being made clear in the recommendations that this relates to the community café proposal with focus on family and youth facilities and future community room as described in paragraph 4.6(b). By a show of hands this was unanimously approved.

RESOLVED that for the reasons set out in the officer's report: -

1. In line with the previous decision of Cabinet in approving Option 2, the recommendation of the Asset Management Group for the preferred end use i.e. the community café proposal with family and youth focus, as set out in paragraph 4.6(b) of the report, be approved.
2. The decision regarding the detailed terms of the sale or lease be delegated to the Head of Performance and Property and Cabinet Member for Performance, Property and Asset Management.

**7. GWENT TRADING STANDARDS PROJECT**

The report which, presented a Business Case for the establishment of a Regional Trading Standards Service across the five Gwent Local Authorities, was considered by the Regeneration and Environment Scrutiny Committee on 17<sup>th</sup> February 2015. The views of the Scrutiny Committee were reported to Cabinet.

It was noted that the Business Case had been developed on the basis of a number of assumptions relating to financial and funding considerations but that for various reasons, these had not been fulfilled. Following these developments an analysis of the situation produced three options which were outlined to Members.

Following consideration and discussion, it was moved and seconded that Option 3 – explore other opportunities for collaboration, be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the officer's report: -

1. Options 1 and 2 be not supported and therefore the proposals set out in the Business Case to establish a Trading Standards Service across the five Gwent Authorities, be not pursued.
2. Cabinet endorsed Option 3 i.e. other opportunities for collaboration be explored.

## **8. GWENT SUBSTANCE MISUSE AREA PLANNING BOARD – MEMORANDUM OF UNDERSTANDING**

The report informed Cabinet of the need for the Authority to enter into a Memorandum of Understanding on the planning, commissioning and delivery of Welsh Government funded substance misuse services as a member of the Gwent Area Planning Board.

Welsh Government's Substance Misuse Action Fund (SMAF) supports substance misuse bases, service provider contracts and programmes across the Authority. Changes were initiated in August 2012 following guidance, that pre-existing Area Planning Boards would deliver SMAF services on a regional basis. Over 2014/15 administration of the fund and the fund itself transferred to Newport City Council who act as the regional banker for the Area Planning Board.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons set out in the officer's report, the Authority enter into the Gwent Area Planning Board Memorandum of Understanding subject to the Interim Head of Legal Services approving the final terms of the document.

## **9. RESPONSE REPAIRS POLICY**

Councillor Mrs B. Jones declared an interest in this item in that she is a Council tenant.

The report, which proposes to introduce a Response Repairs Policy document to replace the former 2004 policy statement, was considered by the Caerphilly Homes Task Group on 11<sup>th</sup> December 2014 and the Policy and Resources Scrutiny Committee on 3<sup>rd</sup> March 2015. The views of the Task Group and the Scrutiny Committee were reported to Cabinet.

The policy describes the activities and responsibilities involved in delivering a response repairs service to all Council properties by the in-house Housing Repair Operations Team. The overall aim of the policy is to contribute to the efficient and effective maintenance of the Council's housing stock. The policy will be accessible on the website and is supported by detailed internal procedures and agreed practices applied uniformly across the Housing Service. The policy will be reviewed every 3 years unless there is an earlier change in legislation.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons set out in the officer's report, the introduction of a Response Repairs Policy be endorsed.

## 10. RECHARGEABLE REPAIRS POLICY

Councillor Mrs B. Jones declared an interest and left the meeting during consideration of this item.

The report which was considered by the Policy and Resources Scrutiny Committee on 3rd March 2015, proposed to introduce a Housing Services Rechargeable Repairs Policy to complement the Recharge Procedure which has been in place for many years and which provides guidance to staff when recharging for repairs. The views of the Scrutiny Committee were reported to Cabinet.

The policy, attached at Appendix 1 to the report, provides information on the circumstances when a recharge will be made, the cost and how a tenant can request a review if they disagree with the recharge being made. The overall aim of the policy is to contribute to the efficient and effective maintenance of the Council's housing stock. The policy will be accessible on the website and is supported by detailed internal procedures and agreed practices to be applied uniformly across the Housing Service.

Following consideration and discussion, it was moved and seconded that the recommendations referred from the Policy and Resources Scrutiny Committee be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the officer's report: -

1. The Rechargeable Repairs Policy be adopted subject to an amendment to paragraph 7.4 to reflect that the cost of the repair undertaken will depend on the damage that has been undertaken and receipt of a 'Declaration of Truth' form and to paragraph 7.6 being amended to reflect that if the Council fails to attend an appointment at the agreed time, compensation to the tenant will be considered.
2. Subject to the addition of a Member in its membership, the establishment of a Review and Appeals Panel be supported.
3. A discount of 25% be introduced when current tenants make payment within 35 days from the date of the invoice for both rechargeable repairs and end of tenancy repairs;
4. The introduction of a discount be the subject of a review within 6-12 months (or at the earliest opportunity) in order to establish its success in respect of improving the amount of income received for the HRA.

The meeting closed at 2.48 pm.

Approved and signed as a correct record subject to any corrections made at the meeting held on 1<sup>st</sup> April 2015.

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CHAIR