

Crawley Borough Council

Minutes of Cabinet

Wednesday 30 November 2016 at 7.30pm

Present:

Councillors

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|-------------|---|
| P K Lamb | (Chair of Cabinet and Leader of the Council) |
| M G Jones | (Cabinet Member for Public Protection and Community Engagement) |
| C J Mullins | (Cabinet Member for Wellbeing) |
| A C Skudder | (Cabinet Member for Resources) |
| P C Smith | (Cabinet Member for Planning and Economic Development) |
| G Thomas | (Cabinet Member for Environmental Services and Sustainability) |

Also in Attendance:

Councillor D Crow

Officers Present:

| | |
|-----------------|---------------------------------------|
| Ann-Maria Brown | Head of Legal and Democratic Services |
| Peter Browning | Deputy Head Chief Executive |
| Lee Harris | Chief Executive |
| Karen Hayes | Head of Finance, Revenue and Benefits |
| Chris Pedlow | Democratic Services Manager |

Apologies for Absence:

Councillor S J Joyce

27. Members' Disclosure of Interests

No declarations of interests were made.

28. Minutes

The minutes of the meeting of the Cabinet held on [5 October 2016](#) were approved as a correct record and signed by the Chair.

29. Public Question Time

There were no questions from the public.

30. Matters Referred to the Cabinet

It was confirmed that no matters had been referred to the Cabinet for further consideration.

31. Report from the Chair of the Overview and Scrutiny Commission

The comments from the Overview and Scrutiny Commission had been circulated to all Cabinet Members. Details of those comments are provided under the minute to which the comments refer.

32. Treasury Management Mid-Year Review 2016/2017

The Leader presented report [FIN/396](#) of the Head of Finance, Revenues and Benefits highlighting that the Council was required to consider a Treasury Management report on a twice yearly basis to ensure Members were able to monitor the council's finances and to review how they were being invested.

It was noted that there were no grounds for concerns, but there were two elements of which Members needed to be aware. The first of which was the need to amend the Council's Annual Investment Strategy to include two new types of investments namely, Repurchase Agreement and loans to Housing Associations. The second issue related to a slight breach of the investment time limits, as a result of which measures had now been put in place to ensure that the Council would not go beyond such limits in the future.

The Cabinet noted the Overview and Scrutiny Commission's comments on the report before them, following the Commission's consideration of the matter at its meeting on 28 November 2016.

RESOLVED

That the Cabinet:

- 1) notes the report and the treasury activity for the first two quarters of 2016/2017;
- 2) notes the breach of investment limits (see section 7.3 of report [FIN/396](#))
- 3) recommends to Full Council the approval of an amendment to the Council's Annual Investment Strategy to include additional investment types to the investment strategy (Sections 5.2 – 5.4 of report [FIN/396](#) refers)

Reason for Decision

The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (Treasury Management Strategy Statement, annual and midyear reports). This report, therefore, ensures this Council is implementing best practice in accordance with the Code.

33. Review of the Council Tax Reduction Scheme

The Leader presented report [FIN/399](#) of the Head of Finance, Revenues and Benefits to the Cabinet, which informed Members of the requirement on the Council to have a Council Tax Reduction Scheme in place, that identified which residents would be exempted from paying Council Tax and those that would qualify for a reduction on their Council Tax. It was noted that the Council had a significant amount of discretion on the

criteria for the reduction scheme and that the current scheme had not been updated since 2013.

The report contained 5 criteria options for the Cabinet to consider, as identified in paragraph 4.7 of the report, which had been out for consultation. In presenting the options the Leader proposed the following options should form the criteria that the Cabinet should recommend to Full Council for their approval.

- Option 2 (*To remove a Work Related Activity Component in the calculation for new ESA (Employment Support Allowance) applicants*),
- Option 4 (*Where someone is already paid Universal Credit (carer's element) to look after someone with a disability, to remove entitlement to the Severe Disability premium*) and
- Option 5 c (*Increase the allowance by the same as the default scheme (costing £84,000 and can be met from within the existing budget) – i.e. by the September CPI going back to when the scheme started in April 2013, this would make the scheme easier to administer*)

The Cabinet considered the comments from the Overview and Scrutiny Commission from its meeting on 28 November 2016, which the Commission had noted the report and supported the principal concept to support those options that had a less negative impact on those most vulnerable.

Members in considering the report and its criteria, agreed with the options proposed by the Leader, as they felt those were the options that would have the least negative impact on our most vulnerable residents.

RESOLVED

That the Cabinet:

- 1) considered the options set out in Appendix 1 of report [FIN/399](#) together with the results of the analysis of the consultation exercise undertaken in respect of the options and the findings of the second stage Equalities Impact Assessment (EQIA) shown in Appendix 2 of the report.
- 2) endorses that the following options be included within the proposed Council's Council Tax Reduction Scheme 2017/2018 from 1 April 2017.
 - Option 2 (*To remove a Work Related Activity Component in the calculation for new ESA (Employment Support Allowance) applicants*),
 - Option 4 (*Where someone is already paid Universal Credit (carer's element) to look after someone with a disability, to remove entitlement to the Severe Disability premium*) and
 - Option 5 c (*Increase the allowance by the same as the default scheme (costing £84,000 and can be met from within the existing budget) – i.e. by the September CPI going back to when the scheme started in April 2013, this would make the scheme easier to administer*)

- 3) recommends to Full Council that it approves the revised Council's Council Tax Reduction Scheme 2017/2018 with Options 2, 4 and 5c forming its criteria, from 1 April 2017, having had due regard to report [FIN/399](#), of the Head of Finance, Revenues and Benefits that includes the results of the analysis of the consultation exercise undertaken and the findings of the second stage Equalities Impact Assessment (EQIA) shown in Appendix 2 of the report.

Reason for Decision

The Council needs to decide whether it wishes to make any changes to its Local Council Tax Reduction Scheme (LCTRS).

34. Review of Statement of Licensing Policy Gambling Act 2005

The Cabinet Member for Environmental Services and Sustainability presented report [PES/222](#) of the Head of Economic and Environmental Services, which detailed the outcomes of the statutory consultation on the proposed revision of the Council's Statement of Licensing Policy. The Council had received three responses including from West Sussex County Council, and as a result of the views received a number of amendments to the draft policy had been identified in Appendix C to the report. It was noted that as the Council was the Licensing Authority it was required under the Gambling Act 2005 to approve, following consultation, a Statement of its Licensing policy under the Gambling Act 2005 every three years.

The Cabinet noted the Overview and Scrutiny Commission's support for the recommendations from their meeting on 28 November 2016, as detailed in the Commission's comments to Cabinet.

RESOLVED

That the Cabinet:

- 1) have reviewed the representations received following the consultation and approves the incorporation of those comments into a revised Statement of Licensing Policy (Gambling Act 2005), and,
- 2) requests that Full Council approves and adopts the Council's revised Statement Licensing (Gambling Act 2005) Policy.

Reason for Decision

It is a statutory requirement under the Gambling Act 2005 for a Licensing Authority to review and publish a Statement of its Licensing Policy every three years.

35. Safeguarding Children, Young People and Adults at Risk Policy 2016

The Leader of the Cabinet informed Members that this item had been deferred with his prior agreement, to enable the amended policy to be further reviewed. It will be resubmitted to the Cabinet in early 2017.

36. 2016/2017 Budget Monitoring - Quarter 2

The Leader presented report [FIN/395](#) of the Head of Finance, Revenues and Benefits. The report which provided a summary of the Council's actual revenue and capital spending up to the second quarter ending September 2016. It identified the main variations from the approved spending levels and any potential impact on future budgets. It was noted that the report requested the approval for an allocation of £1.1m from the Town Centre capital programme fund to extend the environmental improvement scheme, as part of the next phase of the Town Centre Regeneration Programme.

RESOLVED

That the Cabinet:

- 1) notes the projected outturn for the year 2016/2017 as summarised within the report.
- 2) approves an allocation of £1.1m from the £3.91m capital programme sum allocated for the Town Centre to extend the environmental improvement scheme in Queens Square along Queensway, The Pavement and Kingsgate, as part of the next phase of the Town Centre Regeneration Programme as outlined in paragraph 8.9 of the report.

Reason for Decision

To report to Members on the projected outturn for the year compared to the approved budget.

37. Supporting Business through Crawley Small Business Grant Scheme

The Cabinet Member for Planning and Economic Development presented report [PES/226](#) of the Head of Economic and Environmental Services and the Cabinet Member for Planning and Economic Development. The report provided the background behind why the Council was receiving funding from the West Sussex Pooled Business Rates Fund. It also detailed how the Council proposed to administer its allocation, via the Crawley Small Business Grant Scheme. It was noted the funding was to be used for allocation of grants to new and existing small businesses for apprenticeship grants and business support. The Cabinet Member also stated that the Council had already received a significant amount of interest from local businesses interested in applying for the proposed Small Business Grant Scheme.

The Cabinet were informed that the grant figure identified within the report was the anticipated Crawley Borough Council's allocation of the Pooled Business Rates Fund. However further communication since the publication of the report, had identified that the expected allocation for the Council was likely to be closer to £70,000.

RESOLVED

That the Cabinet:

- 1) notes the establishment of a Crawley Small Business Grant Scheme for new and existing small businesses, as set out in section 5 of the report, supported by Crawley Borough Council's allocation of the Pooled Business Rates Fund;

- 2) delegates authority to the Head of Economic and Environmental Services and Head of Finance, Revenues and Benefits in consultation with the Portfolio Holder for Planning and Economic Development to set the criteria and subsequently approve grants under the scheme.
- 3) requests that Full Council approve the amendments to the Functions of the Grants Appeals Panel as set out in Appendix A to these Minutes.

Reason for Decision

This report seeks the approval of Cabinet for the establishment of the Small Business Grant Scheme within Crawley and to delegate approval for the administration of the process, so that the scheme can be launched on Small Business Saturday (3rd December 2016), in line with other West Sussex authorities, and grants can be administered.

38. Town Centre Working Group: Change of Name and Terms of Reference

The Cabinet Member for Planning and Economic Development introduced this item to Cabinet reminding them that the Town Centre Working Group was originally set up to consider regeneration issues solely relating to the Town Centre. However, in addition to the Town Centre, economic regeneration initiatives were increasingly taking place across the Borough and as such it is proposed to change the name of the Working Group and widen its remit to reflect this.

RESOLVED

That Cabinet approves:

- 1) The change of the name of the Town Centre Working Group to the Economic Regeneration Working Group, and;
 - 2) The revised Terms of Reference of the Economic Regeneration Working Group as set out below
 - I). to receive and consider updates on economic regeneration initiatives and actions across the Borough, including delivery of the Town Centre Regeneration programme, the delivery of individual economic regeneration schemes and partnership activities within the Manor Royal Business District;
 - II). to receive and consider reports on economic regeneration activities in Crawley and to make recommendations, as necessary, to the Cabinet on the:-
 - proposals to regenerate sites identified in the Local Plan, the Town Centre Supplementary Planning Document and the Manor Royal Supplementary Planning Document & Design Guide.
 - identification and promotion of other economic regeneration opportunities to enhance the physical appearance and social, economic and educational attributes communications with all interested parties to maintain confidence in the wider economic regeneration of Crawley

Reason for Decision

With increasing economic regeneration initiatives occurring across the Borough it was considered desirable to change the name and remit of the Working Group, to reflect broader approach.

39. Closure of Meeting

With the business of the Cabinet concluded, the Chair declared the meeting closed at 8.00pm.

P K LAMB
Chair

Additional wording is shown as underlined

RESPONSIBILITY FOR COUNCIL FUNCTIONS GRANTS APPEALS PANEL

The powers and duties of the Council relating to the functions set out below are delegated to the Grants Appeals Panel. As far as possible, the functions of the Grants Appeals Panel will be carried out by a politically balanced panel of 5 Members drawn from the membership of that panel.

Membership: Councillors: M L Ayling, T G Belben, C A Cheshire, C R Eade, R S Fiveash, I T Irvine, K L Jaggard, M G Jones, S J Joyce, P K Lamb, T Lunnon, C J Mullins, D M Peck, M Pickett, C Portal Castro, B J Quinn, T Rana, R Sharma, A C Skudder, B A Smith, P C Smith, J Stanley, K Sudan, J Tarrant, G Thomas and L Vitler

(The Cabinet Member for Public Protection and Community Engagement to attend in an advisory and non-voting capacity for grants appeals for functions 1 and 2 below)

(The Cabinet Member for Planning and Economic Development to attend in an advisory and non-voting capacity for grants appeals for functions 3 below)

Functions of the Grants Appeals Panel

Delegation of Functions (concurrently with the Grants Appeals Panel)

- (1) To determine appeals by voluntary organisations in respect of grant applications received for the financial year
- (2) To determine appeals against the refusal of applications for discretionary business rate relief
- (3) To determine appeals against the refusal of applications for small business grant scheme