



Crawley Borough Council

Notification of Decisions

To: All Councillors

The decisions of the **Cabinet** held on **6 July 2022** are attached.

The Call-In period ends at noon on the 5th day following publication, namely noon on the Tuesday 12 July 2022.

The Call-In form is attached for your use if required. For further information please refer to the relevant sections of the [Constitution](#).

Yours faithfully

A handwritten signature in black ink, appearing to be "G. Paul", written over a horizontal line.

Head of Governance, People & Performance.

Published on 7 July 2022

Item No.	Title	Decision
6.	Public Spaces Protection Order - Keep your dog on a lead in Tilgate Park	<p>RESOLVED</p> <ol style="list-style-type: none"> 1. That the Cabinet approves the level for Fixed Penalty Notices which may be issued for a breach of the PSPO (in the event that Full Council makes the PSPO with regarding Dogs on Leads in Tilgate Park) to be set at £100. 2. That Full Council be requested to consider all the options set out in the report HCS/41, together with Option X as set out in report HCS/41a and whether a further public consultation is required, before make a decision over making a PSPO regarding Dogs on Leads in Tilgate Park. <p>Reasons for the Recommendations</p> <p>A PSPO would provide a practical enforcement solution for the rules as stated on the Council’s website regarding dogs at Tilgate Park and seek to deter anti-social behaviour relating to dogs off lead in other areas of the park.</p>
7.	Treasury Management Outturn 2021 – 2022	<p>RESOLVED</p> <p>That the Cabinet approves the actual 2021/22 Prudential and Treasury Indicators as set out in report FIN/575 and notes the Annual Treasury Management Report for 2021/22.</p> <p>Reasons for the Recommendations</p> <p>The Council’s financial regulations, in accordance with the CIPFA Code of Practice for Treasury Management, requires an annual review following the end of the year describing the activity compared to the Strategy. This report complies with these requirements.</p>
8.	Financial Outturn 2021-2022 (Quarter 4)	<p>RESOLVED</p> <ol style="list-style-type: none"> 1. That the Cabinet: <ol style="list-style-type: none"> a) notes the outturn for the financial year 2021/22 as summarised in report FIN/572. b) notes that this has been an exceptional year where it has been very difficult to do accurate financial projections. c) approves that £97,000 be added to the Capital programme, funded from Government Grant for

		<p>Changing Places Toilets as outlined in Section 9.10 of report FIN/572.</p> <p>2. That Full Council be recommended to approve to the transfers of reserves as outlined in section 10 of report FIN/572.</p> <p>Reasons for the Recommendations</p> <p>To report to Members on the projected outturn for the year compared to the approved budget.</p>
<p>9.</p>	<p>Forward Programme of Key Procurements (July - December 2022)</p>	<p>RESOLVED</p> <p>That the Cabinet:</p> <p>a) endorses the procurement forward programme July – December 2022 as set out as appendix A in report FIN/571.</p> <p>b) delegates authority to the Leader of the Council in consultation with the relevant Cabinet Member, relevant Head of Service, and Head of Governance, People & Performance to approve the award of the contract following an appropriate procurement process, with the exception of following procurements which will be subject to separate Cabinet reports during this period; Waste and Recycling; Metcalf Way Depot; Crawley Innovation Centre (Travel House).</p> <p>c) delegates the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the relevant Head of Service, Head of Governance, People & Performance, Head of Corporate Finance, in consultation with the appropriate Cabinet Member.</p> <p><i>(Generic Delegations 2 & 3 will be used to enact this recommendation)</i></p> <p>Reasons for the Recommendations</p> <p>By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.</p> <p>The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded giving the Council the ability to reduce the time required to complete a procurement process.</p>

<p>10.</p>	<p>Whistleblowing Policy</p>	<p>RESOLVED</p> <p>That the Cabinet:</p> <ul style="list-style-type: none"> a) approves the Whistleblowing Policy (Appendix A of report FIN/574) for adoption and subsequent publication. b) delegates authority to the Head of Corporate Finance, in consultation with the Leader, of the Council to review and make minor amendments to the Whistleblowing Policy as further changes to legislation and statutory guidance are introduced. <p><i>(Generic Delegation 7 will be used to enact this recommendation).</i></p> <p>Reasons for the Recommendations</p> <p>To fulfil the Council’s duty to review and publish a policy regarding the Whistleblowing and the Public Interest Disclosure Act 1998.</p>
<p>11.</p>	<p>Anti-Fraud and Corruption Policy</p>	<p>RESOLVED</p> <p>That the Cabinet:</p> <ul style="list-style-type: none"> a) approves the Anti-Fraud and Corruption Policy (Appendix A of report FIN/576) for adoption and subsequent publication. b) delegates authority to the Head of Corporate Finance, in consultation with the Leader of the Council, to review and make minor amendments to the Anti-Fraud and Corruption Policy as further changes to legislation and statutory guidance are introduced. <p><i>(Generic Delegation 7 will be used to enact this recommendation).</i></p> <p>Reasons for the Recommendations</p> <p>To fulfil the Council’s duty to review and publish updated guidance relating to Anti-Fraud and Corruption.</p>
<p>12.</p>	<p>Council's Representative on Business Improvement Districts - Local Authority Director</p>	<p>RESOLVED:</p> <p>That the Cabinet endorses Councillor A Nawaz, the current Cabinet Member for Planning and Economic Development as the Council’s representative to both the Town Centre BID Board via the Town Centre Partnership, and the Manor Royal Business Improvement District BID Board (“Local Authority Director”).</p>

14.

Online Benefits

Exempt Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

RESOLVED

That the Cabinet:

- a) approves that the Council to begin a tender process through the DAS Framework to engage with selected suppliers to provide a Document Management System to replace Civica W2 for Benefits and Council Tax for a period of 5 years from September 2022 (with option to extend for 2 years).
- b) approves that the Council to begin a tender process through the DAS Framework to engage with selected suppliers who are on the Crown Contract to provide an online Portal and forms package for self-service benefits. This will be for the period of 5 years from late 2022 (with option to extend for 2 years).
- c) delegates authority to the Leader of the Council in consultation with the relevant Cabinet Member, relevant Head of Service, and Head of Governance, People and Performance to approve the award of the contract following an appropriate procurement process, as identified in report [FIN/571](#).
- d) delegates the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts, to the relevant head of service, Head of Governance, People and Performance, and Head of Corporate Finance, in consultation with the appropriate Cabinet member, as identified in report [FIN/571](#).

(Generic Delegations 2 & 3 will be used to enact this recommendation)

Reasons for the Recommendations

The Benefits self-service Project was formed to look at moving benefits such as Housing Benefit and Council Tax Reduction online for customers and automating processes. It quickly became apparent that our current DMS, W2 which has been in place since 2004 used for storing the documents for Housing Benefits, Council Tax and Business Rates was out of date and would not support newer technologies.

The current document management system, version W2, is now being de-supported by the vendor Civica from August 2022 as they have moved to their new product version W3. To achieve the best value for money and meet our

		<p>requirements Crawley Borough Council would then go out to the market and tender for a new DMS for Benefits and Council Tax. This would be a cloud-based solution, meeting the Council's strategy for cloud first for software.</p> <p>The Council will simultaneously go out to competitive tender from selected software providers who have experience in the Revenue and Benefits sphere to provide an online portal and forms builder, that will integrate with the current Northgate Revenue and Benefits system. This will create self-service where claimants can make claims, report changes, access information and respond to communications online, via a secure portal which will be available 24/7.</p> <p>This is part of the Council's commitment to deliver channel shift by moving services online, as customers are guided through a process to claim benefits and ensure that the correct information is received to make a claim. This is expected to produce increases of processing speeds of up to 50%.</p>
15.	Telford Place Land Proposal	<p>Exempt Paragraph 3 <i>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</i></p> <p>RESOLVED</p> <p>That the Cabinet is recommended to</p> <ul style="list-style-type: none"> a) approves the proposed Telford Place procurement strategy towards achieving the objective of a policy-compliant residential development as detailed in Sections 5 and 6 of report SHAP/86. b) approves the proposed Telford Place land strategy as the preferred procurement option to meet the Council's objectives of delivering a viable residential development as detailed in Sections 5 and 6 of report SHAP/86. c) approves the proposed Telford Place planning strategy, along with any procurement requirements to deliver this strategy as detailed in Sections 5 and 6 of report SHAP/86, in the event of Recommendation 2.2 b) not being approved or not proceeding into contract. d) delegates authority to the Head of Strategic Housing Services, the Head of Crawley Homes, the Head of Corporate Finance, and the Head of Governance, People & Performance, in consultation with the Leader of the Council and the Cabinet Member for Housing, to enter into the necessary contracts, and complete all

		<p>relevant legal documentation to achieve any of the approved recommendations above</p> <p><i>(Generic Delegation 2 and 3 will be used to enact this recommendation).</i></p> <p>Reasons for the Recommendations</p> <p>The Council acquired the Telford Place site in 2015 for the purposes of delivering this site as a policy compliant residential scheme. Following two failed attempts to procure a development partner the Council needs to consider alternative options for this site to be progressed. The options being proposed aim to safeguard the HIF funding and ensure the delivery of affordable housing on this site.</p>
<p>16.</p>	<p>Water Neutrality Off-Setting Programme</p>	<p>Exempt Paragraph 3 <i>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</i></p> <p>RESOLVED</p> <p>1. That the Cabinet:</p> <p>a) approves the required budget necessary to implement a retrofitting programme of Council-owned housing stock aimed at reducing water consumption to provide sufficient water off-set to support selected new-build affordable housing developments, as detailed in Section 5.2 of report CH/197.</p> <p>b) delegate authority to the Head of Crawley Homes, the Head of Corporate Finance, and the Head of Governance, People & Performance; in consultation with the Leader of the Council and the Cabinet Member for Housing, to enter into the necessary contracts, and complete all relevant legal documentation to achieve the above recommendation</p> <p><i>(Generic Delegation 2 and 3 will be used to enact this recommendation).</i></p> <p>2. That the Full Council is recommended to approve the transfer of £170,000 from existing capital budgets, using existing capital funding, to create a new budget for water neutrality works on Crawley Homes properties as outlined in paragraph 5.2 c) in report CH/197.</p>

		<p>Reasons for the Recommendations</p> <p>The requirement for new-build schemes to achieve water neutrality has resulted in all developments in the affected region being stalled until water savings can be found to off-set the water consumption of each respective development. This situation is unprecedented and requires bespoke measures at a significant scale to find the water savings necessary for the identified schemes to achieve water neutrality.</p> <p>This recommendation follows on from a small pilot that is currently underway with a particular water saving measure, which has the potential of being rolled-out at pace, and if successful this budget request will enable this initiative to be rolled out further to provide the necessary off-set to support the identified schemes in achieving water neutrality prior to occupation.</p> <p>In the event that the particular water saving measure that is currently being piloted does not satisfy expectations, it is then intended to pursue alternative water saving measures, with this requested budget being available to explore and implement alternative measures as may be required.</p> <p>This initiative aims to pioneer a passage through the water neutrality blockage, as a pilot approach that will provide valuable evidence of the associated costs of achieving water neutrality, both in terms of the costs for new-build schemes to achieve water consumption at c.85 L/pp/pd, as well as the costs of finding sufficient water savings to off-set this consumption, which will help to strengthen the wider strategy being developed across the affected region.</p>
<p>17.</p>	<p>Property Acquisition to Increase the Council's Portfolio of Temporary Accommodation</p>	<p>Exempt Paragraph 3 <i>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</i></p> <p>RESOLVED</p> <p>That the Cabinet delegated authority for the negotiation, approval and completion of all relevant legal documentation to complete the proposed purchase as described in Section 7 of report SHAP/85, to the Head of Strategic Housing Services, Head of Governance, People & Performance and Head of Corporate Finance, in consultation with the Leader of the Council and the Cabinet Member for Housing.</p> <p><i>(Generic Delegations 2 & 3 will be used to enact this recommendation).</i></p>

		<p>Reasons for the Recommendations</p> <p>Expanding the portfolio of Council owned temporary accommodation aims to reduce the reliance on expensive nightly paid temporary accommodation, provide a good standard of temporary accommodation, minimise the risk of the council breaching its statutory homeless duties and generate an income and property asset to the Council.</p> <p>Expanding the portfolio of Council owned temporary accommodation through the acquisition of properties will help alleviate some of these pressures.</p> <p>This particular property will make a significant contribution to improving the Council's local Temporary Accommodation offer with minimum disruption to the surrounding area as it is already in use as a large House of Multiple Occupation (HMO).</p>
<p>18.</p>	<p>Crawley Innovation Centre - Proposed Tender for works contractor</p>	<p>Exempt Paragraph 3 <i>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</i></p> <p>RESOLVED</p> <p>That the Cabinet delegates authority to:</p> <p>a) the Head of Economy and Planning to undertake a procurement exercise in accordance with the Council's Procurement Code to select a suitable works contractor to convert, subject to planning permission, the "Travel House" building into the Crawley Innovation Centre.</p> <p><i>(Generic Delegation 7 will be used to enact this recommendation).</i></p> <p>b) the Leader of the Council in consultation with the Cabinet Member for Planning and Economic Development, Head of Economy and Planning and Head of Governance, People & Performance to approve the award of the contract following the procurement exercise</p> <p>c) the Head of Economy and Planning, Head of Governance, People & Performance and Head of Corporate Finance, in consultation with the appropriate Cabinet Member for Planning and Economic Development, to negotiate, approve and complete all relevant legal documentation, following the awarding of the contract</p> <p><i>(Generic Delegations 2 & 3 will be used to enact this recommendation)</i></p>

- d) the Chief Executive in consultation with the Cabinet Member for Planning and Economic Development to approve the Crawley Innovation Centre detailed designs and to submit a planning application.

(Generic Delegation 7 will be used to enact this recommendation).

Reasons for the Recommendations

To enable the Council to progress as quickly as possible the delivery of the Crawley Innovation Centre project, following confirmation that the Getting Building Fund monies (£8.4m) and the Crawley Towns Fund monies (£2.5m) have been approved.

To ensure the Crawley Innovation Centre project remains on track to open in summer 2023, subject to planning permission and to completion of the building conversion works

FORM OF NOTIFICATION OF SUPPORT FOR CALL-IN

Any councillor of the Council calling in a decision must then obtain, within the five working days following the Call-In, the support of three other councillors.

In order to ensure that Call-In is not abused, nor causes unreasonable delay, the following requirements must be fully satisfied before a matter will be considered for Call-In:

- a) At least four councillors (one of which will be the named signatory) must request Call-In of the decision. Failure to obtain the support of three other councillors within this period will mean that the original decision will stand, on the sixth day, the decision will be implemented.
- b) The request for Call-In must specify the reason for the Call-In and provide evidence which demonstrates the alleged breach of at least one principle of decision making.
- c) The request for Call-In must be received by the Monitoring Officer by 12 noon on the fifth day following publication of the decision. The request for Call-In should either be submitted:
 - In hard copy: including the signatures of the councillor requesting the Call-In and those councillors supporting the Call-In.
 - Electronically: to democratic.services@ Crawley.gov.uk. The councillor requesting the Call-In must submit the form and each councillor supporting the Call-In must send an email in support. All emails must be sent from the councillors' individual Crawley Borough Council email addresses.
- d) The decision for which Call-In is requested must not have been subject to a prior Call-In request.
- e) Should the proposed Call-In decision have been considered by the Commission, the justification must also explain why the councillor requesting the Call-In is of the view that, either:
 - The Commission did **not fully** scrutinise the decision in advance of it being taken; or
 - The views of the Commission were **not fully** considered or addressed by the Cabinet in their decision making.

Decision being called in (including item no.)	Which provisions have been breached and how?

Signatories

1. Signature of councillor calling in the decision

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Name in capitals

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2. Signature of councillor supporting the Call-In

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Name in capitals

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3. Signature of councillor supporting the Call-In

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Name in capitals

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4. Signature of councillor supporting the Call-In

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Name in capitals

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