



## Cabinet

Minutes of a meeting held at County Hall, Colliton Park, Dorchester,  
Dorset, DT1 1XJ on Wednesday, 16 November 2016.

### Present:

Robert Gould (Chairman)  
Peter Finney, Robin Cook, Jill Haynes and Rebecca Knox.

### Members Attending:

Andrew Cattaway, as Chairman of the Council under Standing Order 54  
Daryl Turner, County Councillor for Marshwood Vale

### Officers Attending:

Debbie Ward (Chief Executive), Richard Bates (Chief Financial Officer), Helen Coombes (Interim Director for Adult and Community Services), Mike Harries (Director for Environment and the Economy), Jonathan Mair (Monitoring Officer), Patrick Myers (Assistant Director - Design and Development) and Lee Gallagher (Democratic Services Manager).

### For certain items, as appropriate:

James Ailward (Service Manager - ICT and Customer Services), Ken Buchan (Environmental Advice Team Leader) and David Roe (Buildings & Construction Service Manager).

- (Notes:(1) In accordance with Rule 16(b) of the Overview and Scrutiny Procedure Rules the decisions set out in these minutes will come into force and may then be implemented on the expiry of five working days after the publication date.  
Publication Date: **Tuesday, 22 November 2016.**
- (2) These minutes have been prepared by officers as a record of the meeting and of any decisions reached. They are to be considered and confirmed at the next meeting of the Cabinet to be held on **Wednesday, 14 December 2016.**)

### **Apologies for Absence**

161 Apologies for absence were received from Deborah Croney and Colin Jamieson.

### **Code of Conduct**

162 There were no declarations by members of disclosable pecuniary interests under the Code of Conduct.

### **Minutes**

163 The minutes of the meeting held on 26 October 2016 were confirmed and signed, subject to minute 156 being amended to insert the following sentence in relation to concessionary transport:  
*'Cllr Robin Cook, as a local member, raised concerns of residents in East Dorset regarding the impact of potential new concessionary travel arrangements, specifically in relation to the local start time of 9:00am instead of the 9:30am start time used elsewhere in the County.'*

### **Public Participation**

#### 164 Public Speaking

There were no public questions received at the meeting in accordance with Standing Order 21(1).

There were no public questions received at the meeting in accordance with Standing Order 21(2).

Petitions

There were no petitions received at the meeting in accordance with the County Council's Petition Scheme.

**Cabinet Forward Plan**

165 The Cabinet considered the draft Forward Plan, which identified key decisions to be taken by the Cabinet on or after the next meeting. The following changes were noted:

- That a report identified at the last meeting on 'England National Concessionary Travel Scheme: Review' would be considered by the Cabinet on 1 February 2017 instead of 14 December 2016.
- A report on Unaccompanied Asylum Seeking Children be added to the plan for 18 January 2017.
- That the item on the 'Outcome of Joint Public Health Board discussions around Public Health finance' needed to reflect the lead officer as David Phillips, Director of Public Health.
- That regular items would be considered by the Cabinet in relation to the Sustainability and Transformation Plan in due course.

Resolved

That the Forward Plan be updated to include the matters raised in the minute above.

**Dorset Coastal Connections - People and Places Portfolio Project**

166 The Cabinet considered a report by the Cabinet Member for Environment, Infrastructure and Highways regarding a stage 2 application to the Coastal Communities Fund in relation to the 'Dorset Coastal Connections – People and Places' project which covered the whole of the Dorset coast from Lyme Regis to Christchurch.

The Cabinet Member for Environment, Infrastructure and Highways introduced the report and outlined the opportunities for coastal communities, together with the potential to create 2000 jobs. Members were pleased with the record of projects completed in recent years and welcomed the prospective significant inward investment into coastal areas with a range of partners.

In relation to community engagement, and the assessed risk of adverse reputational impact if there was no active engagement, officers confirmed that the Dorset Coast Forum had a good record of consultation and engagement with communities over 20 years, and this engagement would provide the backbone to the whole project. Further engagement would be through the steering group comprised of representatives from each project within the programme and through coastal community teams. It was noted that these measures would therefore minimise and mitigate the risk in relation to engagement.

The Cabinet commended the approach, and encouraged further engagement with communities further in land which may be interested in or affected by coastal projects, and to link with corporate priorities such as Health and Wellbeing. It was noted that this would be a consideration of the Dorset Coast Forum in providing publications and promotion regarding the coast, and it was confirmed that GPs were engaged in the work of the Forum through the Natural Choices Project.

Resolved

1. That the request for Dorset County Council to submit a stage 2 application to the Coastal Communities Fund and take on the role of accountable body for this project be agreed.
2. That if successful, the Head of Legal and Democratic Services (as Monitoring Officer) be granted delegated authority to sign the Funding Agreement between BIG

Lottery and Dorset County Council as outlined in the County Council's scheme of delegation to Officers.

Reason for Decisions

This was an opportunity to make significant improvements along Dorset's Coast, to promote the County as a whole and improve infrastructure and access at a number of locations. Dorset Coastal Connections would create jobs and improve access to our natural and built environment helping Dorset County Council meet its aim of a healthy population and environment and increase economic prosperity as set out in the Corporate Plan 2016 outcome framework.

**The Reprourement of the Repairs, Maintenance, Minor and Smaller Capital Works Framework**

167 The Cabinet considered a joint report by the Cabinet Member for Organisational Development and Transformation and the Cabinet Member for Economic Growth regarding the Repairs, Maintenance, Minor and Smaller Capital Works Framework.

The Cabinet Member for Organisational Development and Transformation highlighted the arrangements for repairs, maintenance and works that were integral and key to the operation of the Council, spending approximately £20m on a range of works across 2000 buildings over 651 sites. The contract framework would improve and simplify the arrangements for contracts below the EU procurement threshold and would enable the use of the local economy to provide contracts through the Public Services (Social Value) Act 2012, as part of a clear and competitive process.

Members welcomed the proposed framework as a very positive move to encourage local trades and companies to be involved in the work of the Council which would contribute financially to the local economy, create jobs and promote community cohesion. The Director for Environment and the Economy outlined a range of community engagement events and initiatives to ensure the widest possible awareness within markets and the support provided regarding procurement processes including digital support and help with online forms.

**Resolved**

That the procurement and award of a Repairs, Maintenance, Minor and Smaller Capital Works Framework as recommended in the summary of the Business Justification Case at Appendix 1 of the report, on terms to be agreed by the Service Director - Environment after consultation with the Portfolio Holders, be approved.

Reason for Decision

To secure a compliant route to market for procurement of a diverse range of property related services and works which represented value for money for the authority. In doing so, to support delivery of all Corporate Plan outcomes and Asset Management Plan objectives on maintaining a 'safe and legally compliant' property estate.

**Southern Modular Building Framework (SMBF)**

168 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation on the use of the Southern Modular Building Framework as a more versatile range of modular building solutions and contract types than the former framework.

**Resolved**

That the signing of the Southern Modular Building Framework User Agreement be approved.

Reason for Decision

Framework contracts were a key component in the delivery of the County Council's objectives for collaborative working, which should reduce the cost and time

requirements associated with complex and costly procurement processes. A successful procurement strategy for modular buildings delivery would directly contribute to all of the corporate aims.

### **Procurement of Managed Service Provider for Temporary Agency Staff**

169 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation for retrospective approval for the procurement of an arrangement for the sourcing of temporary agency staff.

The Cabinet Member for Organisational Development and Transformation introduced the report and outlined the arrangements for a single contract provider to act as a neutral vendor to access up to 50 providers to find the right agency or temporary staff needed.

A concern was expressed in relation to the retrospective nature of the recommendation, and that further information in relation to the numbers of temporary staff and the most affected work disciplines would have provided useful context. It was clarified that the monitoring of agency and temporary staff was undertaken by the Staffing Committee. Information relating to the monitoring of agency staff by the Staffing Committee would be circulated outside of the meeting.

It was noted that there would be a continual need for agency and temporary staff in order to deliver services in the most constructive and effective way. In relation to Children's Services, as a heavy user of agency social workers, it was reported that 18 social workers had been shortlisted as a result of a recent recruitment campaign and members would be informed of the outcome of interviews in due course.

#### **Resolved**

That retrospective approval be agreed for the procurement of a managed service provider for the sourcing of the Council's temporary agency staff requirements.

#### **Reasons for Decision**

1. To ensure compliance with Dorset County Council's Contract Procedure Rules.
2. To continue an agreement with a managed service provider who has a track record with the Council of effective and value for money service delivery.

### **Microsoft licence agreement - request to extend authorised spend value**

170 The Cabinet considered a report by the Cabinet Member for Organisational Development and Transformation in relation to the spend value in respect of Microsoft licencing for the County Council. The report contained an exempt appendix which was circulated after the publication of the agenda.

The Cabinet Member for Organisational Development and Transformation explained that the Microsoft licence renewal was expected to take place at the end of the financial year, and the arrangement had already been approved. However, given a potential increase in costs by Microsoft of between 13-22% and an opportunity to purchase licences at current prices until March 2018 by a deadline of 1 December 2016, together with the potential cost increase to the previously approved spend limit, it was necessary for the Cabinet to reconsider the agreement. It was also highlighted that there was a degree of planning required in relation to the forecasted number of licences needed, but there was a potential reduction in spend on the contract if not all licences were purchased during each year of the contract.

In relation to conferencing capabilities, confirmation was provided that small groups of users could be enabled under the current arrangements, but the future licence arrangement would enable wider conferencing through the provision of 'Skype for Business' to all staff.

**Resolved**

1. That the extended spend authorisation for the new Microsoft licence agreement to a value of £1m per annum over a contract term of 3+1+1 years be approved.
2. That in accordance with the Overview and Scrutiny Procedure Rules (Part 4 of the Constitution – paragraph 16(k)) the Chairman of the Council established that the circumstances of the matter and the decision required were urgent due to the timescales required to complete the contract arrangements and to be able to action the Cabinet decision, and confirmed that the 'Call-In' procedure would not apply to the decision.

**Reasons for Decisions**

1. To ensure that the Council could award a contract for a new Microsoft licencing agreement, in time to secure the 2016 Microsoft pricing and avoiding the up to 22% price increase which would take effect from 1 January 2017.
2. To ensure sufficient headroom within the authorised spend value to allow the Council to adopt additional services from Microsoft through the life of the contract term where there was a business need to do so, and authorised through internal commissioning and governance processes.

(Note: The Director for Environment and the Economy confirmed that his brother was a Business Director for Microsoft, but as the detail regarding the agreement was not due to be discussed at this point, he would remain in the room and take part in the discussion. However, it was clarified that he would withdraw for future items if detail was discussed.)

**Questions from County Councillors**

171 No questions were asked by members under Standing Order 20.

Meeting Duration: 10.00 am - 10.45 am