

<b>CABINET</b>	<i>Gloucestershire County Council</i>
<b>22 September 2021</b>	
<b>Minutes</b>	

**PRESENT  
MEMBERSHIP:**

Cllr Mark Hawthorne MBE - Leader of Council  
Cllr Lynden Stowe – Deputy Leader & Cabinet Member for Finance and Change  
Cllr Stephen Davies – Cabinet Member for Childrens Safeguarding and Early Years  
Cllr Carole Allaway Martin – Cabinet Member for Adult Social Care Commissioning  
Cllr Dave Norman – Cabinet Member for Public Protection, Parking and Libraries  
Cllr Phil Robinson – Cabinet Member for Economy, Education and Skills  
Cllr Tim Harman – Cabinet Member for Public Health and Communities  
Cllr David Gray – Cabinet Member for Environment and Planning

**Apologies:**

**1. Apologies**

Cllr Vernon Smith – Cabinet Member for Highways and Flood  
Cllr Kathy Williams – Cabinet Member for Adult Social Care Delivery

**2. Minutes**

The minutes of the meeting on 21 July 2021 were agreed as a correct record.

**3. Declarations of Interest**

No declarations of interest were made at the meeting.

**4. Questions at Cabinet Meetings**

A total of 2 public questions were asked at the meeting.

A total of 24 member questions were asked at the meeting.

**5. Recommissioning of a Move-on and Enablement Service for Young People with Disabilities in Stroud**

Cllr Carole Allaway Martin, Cabinet Member for Adult Social Care Commissioning, sought Cabinet approval of commissioning plans that will allow for the continued provision of a move-on and enablement support service for young people with learning disabilities in Stroud from April 2022.

This was a recommissioning exercise (via an open tender process) to ensure continuity of a long-standing and successful provision of service, and provide contract longevity and security. This had started as a pilot scheme and looking to expand throughout Gloucestershire. The Service would be for young people aged 16-25 with mild to moderate learning disabilities who have the potential to live independently, free from long-term paid social care support, but require a period of intense, accommodation-based enablement (for up to 2 years) to achieve this level of independence.

The service would support individuals to achieve their full potential by providing a high-quality enablement service which engaged with community partners i.e. education providers, employers/employment facilitators, housing providers, local authority, VCS organisations, to ensure the best possible outcomes are achieved for the individuals accessing the service.

Individuals would have eligible social care needs upon entry to the scheme. Analysis from the current provision (Appendix 2 of Cabinet report) shows 82% of individuals who have moved-on from the current scheme within the past 6 years have done so to independent housing with no requirement for ongoing long-term paid social care support.

Having considered all of the information. Cabinet noted the report and

**RESOLVED to:**

Delegate authority to the Executive Director of Adult Social Care and Public Health in consultation with the Cabinet Member for Adult Social Care Commissioning to:

a) Conduct a compliant tender process for the award of a three year (with provision for an optional two-year extension) move-on and enablement service for young people with mild/moderate learning disabilities (LD) in the Stroud locality.

b) Upon conclusion of the tender process, award and enter into contract with the provider who has been evaluated as achieving the highest requisite score against the relevant evaluation criteria, as set by the Council.

c) Determine whether to exercise the option to extend the contract for a further period of not more than two years on expiry of the initial three

year term.

**6. Re-commissioning of an Expert by Experience (EBE) led Quality Assurance (QA) Programme for health & social care commissioned services for people with disabilities..**

Cllr Carole Allaway Martin, Cabinet Member for Adult Social Care Commissioning, sought Cabinet approval of commissioning plans that will allow for the continued provision of an Expert by Experience (EBE) led Quality Assurance service for health and social care services provided for people with disabilities from April 2022.

This was a re-commissioning exercise (via an open tender process) to ensure continuity of an Expert by Experience (EBE) led Quality Assurance (QA) service for commissioned health and social care services. The recommendations in the report outlined that this was for the provision of an all-disabilities (bringing together the existing 3 separate contracts for learning disabilities, physical disabilities, autism and mental health) service that would be responsible for providing QA across all service types including residential care, supported living, domiciliary care, Assessment and Treatment Units (ATUs), day opportunities and respite care.

Having considered all of the information. Cabinet noted the report and

**RESOLVED to:**

Delegate authority to the Executive Director of Adult Social Care and Public Health, in consultation with the Cabinet Member for Adult Social Care Commissioning to:

- a) Conduct a competitive procurement process in respect of a contract for the supply of Expert by Experience (EBE) led quality checking service for health and social care commissioned support for people with disabilities (learning disabilities, physical disabilities, mental health and autism) for an initial period of three years and include an option to extend its term for a further period of up to two years;
- b) Upon conclusion of the tender process award and enter into contract arrangements with the preferred tenderer; and
- c) Determine whether to exercise the option to extend the contract for a further period of not more than two years on the expiry of the initial three-year term.

**7. Community Meals – Re-Procurement**

Cllr Carole Allaway Martin, Cabinet Member for Adult Social Care Commissioning, sought Cabinet approval to consider options for the community meals service going forward, including approval to procure a new three year community meals service contract for Gloucestershire which includes two extension options each 12 months in length. In addition to request the continued delivery of the community meals contract's term (due to expire on the 31<sup>st</sup> October 2021) to cover the period whilst the procurement exercise was undertaken and new contractual arrangements were put in place. The report also provided information on work being undertaken to refine the criteria for allocating Community Meals and how this links into alternative community-based options that support people to help themselves whilst linking with their local community, in line with Gloucestershire County Council's Looking to the Future Strategy 2019-2022.

The report detailed the history and background and provided an outline on how to move the service forward. The requirements document, specification and evaluation questions to procure the service were currently being developed. These would need to be finalised once the Cabinet decision has been made.

The Cabinet Member highlighted the extensive work from officers and consultees on the paper.

Having considered all of the information. Cabinet noted the report and

**RESOLVED to:**

1. Approve the procurement of a council commissioned, partially subsidised, community meals service in Gloucestershire which supports vulnerable individuals by helping them cope with daily living and which also provides short term help supported by comprehensive advice and information to ensure they regain their confidence and independence and therefore delegates authority to the Executive Director of Adult Social Care & Public Health in consultation with the Cabinet Member for Adult Social Care Commissioning to:

(a) conduct a competitive tender process in respect of a contract for the provision of community meals services in Gloucestershire (the "Community Meals Contract"). The proposed contract shall continue for an initial period of 3 years and include two extension options each 12 months in length.

(b) award such contract to the preferred tenderer.

(c) apply an inflationary uplift each year in line with other commissioned community based services.

(d) determine whether to exercise each of the two contract extension options under the Community Meals Contract (each 12 months in length) on the third and fourth anniversaries thereof respectively.

2. Continue with existing contract delivery arrangements whilst undertaking the proposed procurement exercise.

**8. The procurement of highway services and construction phase works in connection with the delivery of Blakeney West Geotechnical Stabilisation Scheme**

Cllr Mark Hawthorne on behalf of Cllr Vernon Smith, Cabinet Member for Highways and Flood asked Cabinet to delegate authority to the Head of Highway Authority (in consultation with the Cabinet Member for Highways and Flood) for the purpose of procuring highway services and construction phase works, through competitive tender, in relation to Blakeney West Geotechnical Stabilisation Scheme and awarding contracts for the provision of such services and works.

In addition, it would be necessary to make further ancillary orders in order to successfully implement the Project and authority was sought to enable GCC to make legal orders (such as temporary traffic regulation orders (TTROs for speed limits etc.)) during the construction phase of the Project.

The new Road in Blakeney was one of the primary link roads between the A48 and the centre of the Forest of Dean. In February 2020 a section of the slope supporting New Road underwent movement, which resulted in partial failure of the westbound lane. A road closure was subsequently installed which remained in place.

The carriageway closure had increased traffic on the local lanes as some road users have disregarded the official diversion route. This had resulted in concern from local residents and political pressure to reopen the carriageway as soon as possible.

A ground investigation was completed in November 2020, this indicated that the carriageway was underlain by up to 3.5m of Made Ground (primarily quarry waste) with Unweathered Brownstone Formation (weathered mudstone and sandstone) below. The slope required stabilisation for a length of approximately 50m, in association with full road reconstruction and installation of a new drainage system to effectively manage surface water.

Cabinet authorisation would enable the Council to engage with suppliers to secure a Construction Phase works contract, which would provide the best opportunity to meet the required timescales.

Having considered all of the information. Cabinet noted the report and

**RESOLVED to:**

Delegates authority to the Head of Highway Authority (in consultation with the Cabinet Member for Highways and Flood) to:

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1. conduct a competitive procurement process(es) for the supply of highway services and construction phase works in relation to the Blakeney West Geotechnical Stabilisation Scheme and awarding contracts for the provision of such services and works and
2. make any other ancillary traffic regulation orders that might be required in order to successfully implement the Project (such as temporary traffic regulation orders (TTROs for speed limits etc.)) during the construction phase of the Project.

## **9. Highways Major Project Framework Contract**

Cllr Mark Hawthorne on behalf of Cllr Vernon Smith, Cabinet Member for Highways and Flood sought Cabinet approval for the Executive Director of Economy, Environment & Infrastructure to be authorised to procure a highways framework agreement for a term of four years with an estimated value of £60 million over its term. The proposed framework agreement would be set up under two lots; one for Highways Schemes and the other for Structures and Geotechnical Schemes.

The decision would allow engagement with potential suppliers in relation to the framework agreement and would ensure best value for money and best opportunity to meet the timescales set out in funding contributions for the delivery of Major Projects As well as being more efficient would also allowed for us to get into contract more quickly which was useful when responding to externally provided time limited funding to deliver a piece of work.

The proposed decision would also allow the Council the best opportunity to deliver objectives linked to Council Strategy and the Local Transport Plan, providing the infrastructure needed to support sustainable growth; delivering major active travel schemes and helping businesses grow and thrive through investment in the public highway.

The Highways Major Projects Framework would in part be assessed against social value and environmental criteria to ensure suppliers fully comply with the Councils requirements

One member welcomed the investment in Cheltenham Transport scheme.

Having considered all of the information. Cabinet noted the report and

### **RESOLVED to:**

Delegate authority to the Executive Director of Economy, Environment & Infrastructure (in consultation with the Cabinet Member for Highways and Flood) to:

1. Conduct a competitive procurement process in respect of a four year Framework Agreement for the supply of highway construction services required by the council

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in relation to Highways Major Projects. Such framework agreement shall comprise two lots; one for Highways Schemes and the other for Structures and Geotechnical Schemes. No more than eight preferred tenderers shall be appointed to each lot. Preferred tenderers will be selected based on quality, financial and social value criteria.

2. Appoint each of the preferred tenderers to the relevant Lot under such Framework Agreement.

## **10. Procurement of Physical Book Stock for Gloucestershire Libraries**

Cllr Dave Norman, Cabinet Member for Public Protection, Parking and Libraries sought Cabinet approval for Gloucestershire Libraries & Information to work with the Consortium for United Stock Purchase (CUSP) to undertake a procurement for the supply of physical adult and children's books for a period of 5 years.

There were 4 elements to the approval being sought as detailed within the report. The Council was not committed to spend the full value but the value was set to maintain current annual revenue levels for the supply of physical book stock, as well as enabling the purchase of stock if additional funding sources are secured during the life of the contract. The availability of stock represented one of the core service elements of the public library service, meeting the 1964 Libraries and Museums Act.

Having considered all of the information. Cabinet noted the report and

### **RESOLVED to:**

Delegate authority to the Executive Director for Economy, Environment and Infrastructure in consultation with the Cabinet Member for Public Protection, Parking and Libraries to:

- 1) Approve the continued membership of the CUSP consortium arrangement
- 2) Procure as a member of CUSP, led by Somerset County Council, for the supply of Adults and Children's books to combine our budget with other public bodies to leverage better value for money
- 3) Conduct a compliant procurement process in accordance with the arrangements with CUSP and using the 376F Library Stock ESPO Framework Agreement for the supply of physical stock:
  - a. to do a direct award for Adult book stock under Lot 1 to Askews & Holts Library Services Ltd, which is a single supplier lot.
  - b. to use ESPO Framework Lot 2 to undertake a mini competition for the supply of Children's and Teen stock

4) Award one or more Call-Off Contracts under the ESPO Framework Agreement whose combined aggregate value shall not exceed £2million and for a term of up to five years.

## **11. Parking ICT Contracts**

Cllr Dave Norman, Cabinet Member for Public Protection, Parking and Libraries sought Cabinet approval for the procurement of a parking and enforcement related ICT service contracts, divided into three separate lots, to replace the council's existing parking and enforcement related ICT services contracts.

The Parking team managed the council's parking and enforcement activities. To support this the council utilised three key ICT systems, namely: A PCN Back office management system (including correspondence management), cashless parking system and a permit management system. The current contract with Chipside Limited expired at the end of April 2022 and the council had a requirement for new contracting arrangements for these systems after this date.

The member referred Cabinet to the report noting that the contract would be divided into three separate lots. The cost of the three contracts was outlined in the resource section and background document. The estimated cost of the contracts was £255,000 per annum, or a total contract value of £1,785,000, including extension options.

Having considered all of the information. Cabinet noted the report and

### **RESOLVED to:**

Delegate authority to the Executive Director: Economy, Environment and Infrastructure, in consultation with the Cabinet Member for Public Protection, Parking and Libraries to:

1. Conduct a competitive procurement process in respect of a contract divided into the following three lots for the purpose of replacing the council's existing parking and enforcement related ICT services contracts:

(a) Lot 1: Replacement ICT back office Penalty Charge Notice (PCN) Management system, including the council's correspondence management requirements;

(b) Lot 2: Replacement Cashless Parking system;

(c) Lot 3: Replacement Permit Management System

Such lots may be awarded to the same tenderer under a single contract or awarded to a number of separate tenderers under not more than three separate contracts, whose term(s) shall continue for an initial period of 5 years and include an option to extend such term(s) for a further period of not more than 2 years.



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2. Award such contract(s) to the preferred tenderer(s).

3. Determine whether to exercise the option to extend such contract(s) for a further period of two years on the expiry of the initial five year term

**12. Gloucestershire Fire and Rescue Service Draft Community Risk Management Plan 2022-2025**

Cllr Dave Norman, Cabinet Member for Public Protection, Parking and Libraries sought Cabinet approval for the objectives and consultation proposals relating to the Gloucestershire Fire and Rescue Service (GFRS) draft Community Risk Management Plan (CRMP) 2022-2025.

The proposed consultation would take place with the public, relevant stakeholders and partners in an 8 week period between during October 2021 and November 2021. A period of 4 weeks pre-consultation was performed in February 2021 to inform the development of the first draft. Therefore, a total of 12 weeks consultation will have been conducted.

The Fire and Rescue National Framework (2018) set out the Government's priorities and objectives for Fire and Rescue authorities in England; a key priority was for the Fire and Rescue Authority (FRA) to develop a Community Risk Management Plan (CRMP). The framework placed a legal obligation on all Fire Authorities to develop, produce and publish a Community Risk Management Plan (CRMP) at least once every 3 years.

Approval was sought on the content of the GFRS draft Community Risk Management Plan (CRMP) 2022 - 2025 prepared on the basis of 8 strategic objectives. Further to this, approval was also sought to conduct a public consultation from 1<sup>st</sup> October 2021 to 26<sup>th</sup> November 2021. This aimed to capture the views from a representative sample of the community we serve on the 8 strategic objectives within the CRMP in a Covid-19 safe manner. A detailed communications plan had been developed in support of this consultation.

Members noted the detailed background section and were aware of the consideration given by the Fire Scrutiny Committee.

One member asked how the Council could encourage individuals to engage with the consultation. In response it was explained that the Chief Fire Officer would look for every possible way to engage and the Cabinet Member encouraged all members to engage with the process.

Having considered all of the information. Cabinet noted the report and

**RESOLVED to:**

*Minutes subject to their acceptance as a correct record at the next meeting*

1. Approve the content of the GFRS draft Community Risk Management Plan (CRMP) 2022 - 2025 prepared on the basis of the 8 Objectives set out in Paragraph 1.4 of this Report; and
2. Delegate authority to the Chief Fire Officer to undertake a public consultation on the draft Community Risk Management Plan (CRMP) 2022-2025.

### **13. Financial Monitoring Report 2021/22**

Cllr Lynden Stowe, Deputy Leader and Cabinet Member for Finance and Change gave an update on the Council's forecast revenue year end position at the end of July 2021 which was a £6.743 million overspend all of which was non Covid-19 related.

The report highlighted the Covid related spend position which was balanced.

Members noted the pressures within Children and Families and the overspend in that budget.

With regards to Capital, the position was 156.719 million.

Having considered all of the information. Cabinet

#### **RESOLVED to:**

1. Note the forecast revenue year end position based on July 2021 (Period 4) forecasts for the 2021/22 financial year is an overspend of £6.743 million all of which relates to non Covid-19 expenditure, as we are forecasting a balanced position in relation to Covid-19 expenditure and income.
2. Note delivery of the £5.453 million of savings against a target of £6.761 million in 2020/21 or 80.65%, a breakdown is shown at Paragraph 41.
3. Note the forecast capital year end position as at the end of June 2021 of £160.163 million against the current budget of £156.719 million.
4. Approve the £1.713 million increase to the capital programme as outlined in section C of the report.

### **14. Schedule of Proposed Disposals**

Cllr Lynden Stowe sought approval for the schedule of disposals proposed to meet the capital receipts targets. Cabinet were being asked to approve the two schedules within the exempt appendices. Appendix A had been approved in October 2020 and confirmation was required by Cabinet that those sites not yet disposed on remained surplus to requirements and Appendix B was a new schedule recommended by Property Board as being surplus to requirements.

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Prior to the discussion, members were advised that, should Cabinet wish to discuss the contents of the exempt information reported at Appendix A and Appendix B of the report, consideration would need to be given as to whether the press and public should be excluded from the meeting in accordance with Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Cabinet agreed to consider this item without having to refer to the exempt information.

Approval of both Schedules of Disposals and the declaration of those sites as surplus to requirements, would deliver future capital receipts. The Cabinet Member explained that selling land and property was the lifeblood of the capital programme.

Asset Management and Property Services were working towards a four year capital receipt target of £47 million covering the period April 2021 to March 2025.

Capital receipts received and sales agreed to date for 2021/22 currently totalled £7.807m.

Having considered all of the information, Cabinet noted the report and,

**RESOLVED to:**

1. Confirm that those sites described at Appendix A (Exempt) which have previously been declared surplus by Cabinet in March 2021 and not yet disposed of, continue to be declared surplus to requirements.
2. Declare the sites listed on the proposed Schedule of Disposals Appendix B (Exempt) surplus to the Council's land and property requirements.
3. Delegate authority to the Assistant Director – Asset Management and Property Services to dispose of these sites in consultation with the Cabinet Member for Finance and Change and Council's Chief Financial Officer.

**15. Bus Back Better - Gloucestershire's Bus Service Improvement Plan**

Cllr Philip Robinson, Cabinet Member for Economy, Education and Skills asked Cabinet to note the progress to date on developing the Gloucestershire Bus Service Improvement Plan (BSIP) and to agree the areas of focus to be included in the plan.

This was part of the national Bus Back Better scheme run by the DfT. All councils were expected to be a part of this. Future investment and funding opportunities would be directed at council's who had a BSIP and Enhanced Partnership agreement in place. It was important to make buses an attractive option and Councils were encouraged to work in partnership.

*Minutes subject to their acceptance as a correct record at the next meeting*

This was a strategy document that was phase one of a two phase process. It was meant to be high level and ambitious and serve as a lead into the Enhanced Partnership agreement which was phase two. Deadline for the BSIP to be published was 31 October 2021. Enhanced Partnership was to follow with a deadline of 31 March 2022.

All transport operators had been consulted and there was an on-going public engagement survey that has had over 1000 responses so far. The BSIP would provide the backdrop for the Enhanced Partnership agreement which would contain detailed and costed projects to achieve the aims stated in the BSIP.

The Cabinet Member outlined the areas of focus as detailed in the report, specifically around improving information to help increase confidence in public transport, infrastructure, vehicles, bus priority, ticketing and fares, marketing and engagement, multi-model integration.

The Cabinet Member would be returning to Cabinet in early 2022 with an update on the entire project and to seek approval for the Enhanced Partnership agreement prior to the deadline for submission.

Having considered all of the information. Cabinet noted the report and

**RESOLVED to:**

1. Note the update and progress to date on the Gloucestershire BSIP;
2. Approve the areas of focus in 1.8 of this report; and
3. Delegate authority to the Executive Director of Economy, Environment and Infrastructure to:
  - (a) further develop and finalise the BSIP in consultation with the Cabinet Member for Economy, Education and Skills, and
  - (b) submit this to the DfT no later than its deadline of 31 October 2021.

**Leader of Council**

Meeting concluded at 10:42