

**Democratic Services**

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**Date:** 4 June 2013  
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**To: All Members of the Cabinet**

Councillor Paul Crossley	Leader of the Council
Councillor David Dixon	Deputy Leader and Cabinet Member for Neighbourhoods
Councillor Simon Allen	Cabinet Member for Wellbeing
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Caroline Roberts	Cabinet Member for Transport
Councillor Dine Romero	Cabinet Member for Early Years, Children and Youth
Councillor Ben Stevens	Cabinet Member for Sustainable Development

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Cabinet: Wednesday, 12th June, 2013**

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 12th June, 2013** at **6.30 pm** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Col Spring  
for Chief Executive

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The decisions taken at this meeting of the Cabinet are subject to the Council's call-in procedures. Within 5 clear working days of publication of decisions, at least 10 Councillors may signify in writing to the Chief Executive their wish for a decision to be called-in for review. If a decision is not called-in, it will be implemented after the expiry of the 5 clear working day period.

**If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.**

This Agenda and all accompanying reports are printed on recycled paper

## NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Col Spring who is available by telephoning Bath 01225 394942 or by calling at the Riverside Offices Keynsham (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays, notice must normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward).

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Col Spring as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Col Spring as above.

Appendices to reports are available for inspection as follows:-

**Public Access points** - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

**For Councillors and Officers** papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

- 7. Officer Support to the Cabinet**  
Cabinet meetings will be supported by the Senior Management Team.
- 8. Recorded votes**  
A recorded vote will be taken only when requested by a member of Cabinet.

**Cabinet - Wednesday, 12th June, 2013  
in the Council Chamber - Guildhall, Bath**

**A G E N D A**

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

*The Chair will draw attention to the emergency evacuation procedure as set out under Note 6*

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

*At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:*

*(a) The agenda item number in which they have an interest to declare.*

*(b) The nature of their interest.*

*(c) Whether their interest is **a disclosable pecuniary interest** or **an other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)*

*Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.*

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

6. QUESTIONS FROM PUBLIC AND COUNCILLORS

*Questions submitted before the deadline will receive a reply from an appropriate Cabinet member or a promise to respond within 5 days of the meeting. Councillors may ask one supplementary question for each question they submitted, up to a maximum of two per Councillor.*

7. STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

*Councillors and members of the public may register their intention to make a statement if they notify the subject matter of their statement before the deadline. Statements are limited to 3 minutes each. The speaker may then be asked by Cabinet members to answer factual questions arising out of their statement.*

8. MINUTES OF TWO PREVIOUS CABINET MEETINGS (Pages 7 - 20)

*The Minutes of the Cabinet meeting of 8<sup>th</sup> May and the Special Cabinet meeting of 20<sup>th</sup> May are both to be confirmed as a correct record and signed by the Chair*

9. CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

*This is a standard agenda item, to cover any reports originally placed on the Weekly list for single Member decision making, which have subsequently been the subject of a Cabinet Member requisition to the full Cabinet, under the Council's procedural rules*

10. MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

*This is a standing agenda item (Constitution rule 14, part 4D – Executive Procedure Rules) for matters referred by Policy Development and Scrutiny bodies. The Chair of the relevant PDS Panel will have the right to attend and to introduce the Panel's recommendations to Cabinet.*

11. SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING (Pages 21 - 22)

*This report lists the Cabinet Single Member decisions taken and published since the last Cabinet meeting.*

12. HOUSES IN MULTIPLE OCCUPATION IN BATH: ARTICLE 4 DIRECTION & SUPPLEMENTARY PLANNING DOCUMENT (Pages 23 - 164)

*A decision is sought about whether to confirm a city-wide Article 4 Direction for houses in multiple occupation, and adopt a Supplementary Planning Document to detail how these new planning applications will be determined*

13. HOUSING IN MULTIPLE OCCUPATION: ADDITIONAL LICENSING (Pages 165 - 348)

*Cabinet previously requested that evidence be gathered to ascertain whether the legislative conditions for introducing additional licensing of houses in multiple occupation could be met, and if so, undertake a 10-week public consultation exercise. This report informs Cabinet of the results of these activities and seeks a decision on whether to designate part of Bath as an area subject to additional licensing for specified types of HMOs.*

14. GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE SITE ALLOCATIONS PLAN (PRE-SUBMISSION DRAFT) (Pages 349 - 358)

*This report provides an update on the preparation of the Gypsies, Travellers and Travelling Showpeople Site Allocations DPD and sets out the next steps*

15. PERSONAL BUDGETS: IMPLEMENTATION OF THE COMMON RESOURCE ALLOCATION SYSTEM (Pages 359 - 370)

*The report summarises work undertaken since October 2012 to move from a local system for Personal Budgets resource allocation to the National Resource Allocation System (RAS). It also sets out complementary work that is underway to adjust the focus of the current social care pathway to ensure that the new system supports the personalisation of adult social care.*

16. APPRENTICESHIPS, INTERNS, PLACEMENTS, WORK EXPERIENCE AND VOLUNTEERING POLICY (Pages 371 - 396)

*Currently there is a significant amount of un-coordinated activity supporting apprenticeships, paid and unpaid placements, work experience, internships and volunteering within individual services and Directorates. This report proposes that a coordinated approach should be followed by all Council services to ensure that*

*schemes apply the same broad principles.*

17. CHILDREN'S SERVICES CAPITAL PROGRAMME PRIORITIES 2013 -14 (Pages 397 - 400)

*Approval requested for inclusion in the 2013-2014 education capital programme of two capital schemes for extra pupil accommodation at two B&NES primary schools.*

18. WEST OF ENGLAND PARTNERSHIP BID FOR DESIGNATION AS A BETTER BUS AREA (Pages 401 - 408)

The Committee Administrator for this meeting is Col Spring who can be contacted on 01225 394942.