

**Democratic Services**

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**Date:** 5<sup>th</sup> November 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 Katie Hall	Cabinet Member for Community Integration
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, 13th November, 2013**

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 13th November, 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, 13th November, 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 PREVIOUS CABINET MEETING (Pages 7 - 14)

*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. Councillor Sally Davis, Chair of the Early Years, Children and Youth PDS Panel, will be asked to introduce to Cabinet the Panel's recommendations relating to the Restructuring of Early Years, Children's Centres and Early Help Service (Item 13 on the agenda).*

11. SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING (Pages 15 - 16)

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

12. CAPITAL ALLOCATION OF THE DEPARTMENT FOR EDUCATION GRANT PROVIDED FOR EARLY LEARNING FOR TWO YEAR OLDS (Pages 17 - 24)

*From September 2014 up to 40% of 2 year old children will access a free early learning place. The DfE provide a revenue grant within the Dedicated Schools Grant (DSG) to pay for places. A small capital grant has been provided to expand provision where additional provision is required. Cabinet will be asked to approve the expenditure.*

13. RE-STRUCTURING OF THE EARLY YEARS, CHILDREN'S CENTRE AND EARLY HELP (0 - 11 YEARS) SERVICES 2014 - 2016 (Pages 25 - 62)

*Cabinet will consider the recommendations of the EYCY Task & Finish Group following their review of Early Years, Children's Centre and Early Help Services.*

14. STANDARDS AND GENERAL CONDITIONS TO BE ATTACHED TO HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES (Pages 63 - 146)

*This report seeks to provide a policy on hackney carriages and private hire licensing standards and amends the general conditions for drivers, vehicles and private hire operators*

15. REVIEW OF B&NES LOCAL DEVELOPMENT SCHEME (Pages 147 - 188)

*Cabinet will be asked to agree updates to the Council's programme for the preparation of planning policy documents (the Local Development Scheme).*

16. REVENUE AND CAPITAL BUDGET MONITORING, CASH LIMITS AND VIREMENTS - APRIL 2013 TO SEPTEMBER 2013 (Pages 189 - 214)

*This report presents the second monitoring information for the Authority as a whole for the financial year 2013/14 to the end of September 2013. The report also includes a number of budget transfer requests for both revenue and capital*

17. TREASURY MANAGEMENT MONITORING REPORT TO 30TH SEPTEMBER 2013  
(Pages 215 - 226)

*This report gives details of performance against the Council's Treasury Management Strategy and Annual Investment Plan 2013/14 for the first 6 months of 2013/14*

18. LEARNING PARTNERSHIP WEST (Pages 227 - 234)

*The four West of England Local Authorities currently control the Learning Partnership West Company which has provided Information, Advice and Guidance services for young people. All four authorities have already or have plans to withdraw funding for this activity and therefore it is proposed to remove the local authorities from the Board of LPW and allow the company to become a Staff Mutual Community Interest Company.*

*This report outlines the steps necessary to secure the interests of the local authorities and enable Learning Partnership West to continue to flourish as a company separate from the four local authorities.*

*Note: Cabinet will be asked to agree that the report is exempt from publication because it contains material relating the financial or business affairs of an individual.*

# Protocol for Decision-making

## Guidance for Members when making decisions

When making decisions, the Cabinet/Committee must ensure it has regard only to relevant considerations and disregards those that are not material.

The Cabinet/Committee must ensure that it bears in mind the following legal duties when making its decisions:

- Equalities considerations
- Risk Management considerations
- Crime and Disorder considerations
- Sustainability considerations
- Natural Environment considerations
- Planning Act 2008 considerations
- Human Rights Act 1998 considerations
- Children Act 2004 considerations
- Public Health & Inequalities considerations

Whilst it is the responsibility of the report author and the Council's Monitoring Officer and Chief Financial Officer to assess the applicability of the legal requirements, decision makers should ensure they are satisfied that the information presented to them is consistent with and takes due regard of them.