

**Democratic Services**

Riverside, Temple Street, Keynsham, Bristol BS31 1LA  
Telephone: (01225) 477000 *main switchboard*  
Direct Lines - Tel: 01225 394942 Fax: 01225 394439  
Web-site - [www.bathnes.gov.uk](http://www.bathnes.gov.uk)

**Date:** 17-Jan-14  
**E-mail:** [Democratic\\_Services@bathnes.gov.uk](mailto:Democratic_Services@bathnes.gov.uk)

**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, 12th February, 2014**

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 12th February, 2014** at **6.30 pm** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Col Spring  
for Chief Executive

---

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 February, 2014**

**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 or a member of his staff 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. 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 15 - 16)

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

12. RE-STRUCTURING OF THE EARLY YEARS, CHILDREN'S CENTRE AND EARLY HELP (0 - 11 YEARS) SERVICES 2014 - 2016 (Pages 17 - 44)

*The Early Years, Children and Youth PDS Panel was asked by Cabinet to consider proposals relating to the restructuring of the Early Years Service. The Panel at its meeting in January 2014 made recommendations which the Cabinet is now asked to consider along with other responses made during the consultation period.*

13. REVENUE AND CAPITAL BUDGET MONITORING, CASH LIMITS AND VIREMENTS - APRIL 2013 TO DECEMBER 2013 (Pages 45 - 68)

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

14. TREASURY MANAGEMENT MONITORING REPORT TO 31ST DECEMBER 2013 (Pages 69 - 80)

*This report gives details of performance against the Council's Treasury Management Strategy and Annual Investment Plan 2013/14 for the first 9 months of 2013/14*

15. TREASURY MANAGEMENT STRATEGY STATEMENT & ANNUAL INVESTMENT STRATEGY 2014/15 (Pages 81 - 106)

*The Local Government Act requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy, setting out the Council's policies for managing its investments*

16. BUDGET & COUNCIL TAX 2014/15 AND FINANCIAL PLAN 2014/15 - 2015/16 (Pages 107 - 194)

*Cabinet will be asked to agree and set the Council's medium term planning approach and to recommend the 2014/15 Council Tax and Budget to Council. Council will consider the Cabinet's recommendations on 18-Feb-14.*

17. ADVICE & INFORMATION STRATEGY 2014-17 (Pages 195 - 206)

*The Advice & Information Strategy 2014/17 was consulted on with members of the public, a wide range of agencies and service providers and was considered by the Wellbeing Policy Development & Scrutiny Panel in January 2014. Cabinet will now be*

*asked to adopt the Strategy*

18. VOLUNTARY SECTOR FUNDING APPLICATIONS FOR COMMUNITY TRANSPORT 2014/5 (Pages 207 - 218)

*Cabinet will be asked to consider applications from voluntary sector bodies for funding to continue the provision of community transport services in 2014/5*

19. POLICY AND DELEGATIONS FOR THE SCRAP METAL DEALERS ACT 2013 (Pages 219 - 230)

*The Scrap Metal Dealers Act introduces a new licensing scheme. This report recommends that the function is delegated to the Divisional Director (Environmental Services), and the Council's Licensing Committee.*

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

# 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.