
CABINET

MINUTES of the co-located Meeting held at Maidstone Borough Council Town Hall, High Street, Maidstone on Wednesday 12 June 2013 from 3:00 pm to 3:55 pm.

PRESENT: Councillor Bowles (Leader), Councillor Gerry Lewin (Deputy Leader), Councillors Mike Cosgrove, Duncan Dewar-Whalley, Ken Pugh, David Simmons, Mike Whiting, Ted Wilcox and John Wright.

OFFICERS PRESENT: James Freeman, Joanne Hammond, Brian Planner, Donna Price, Mark Radford and John Scarborough.

73 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PART B MINUTES FOR INFORMATION

74 **MID KENT IMPROVEMENT PARTNERSHIP (MKIP) - PLANNING SUPPORT SHARED SERVICE**

Cabinet Member for Planning

Cabinet considered the report which presented a business case for entering into a Planning Support shared service between Maidstone, Tunbridge Wells and Swale Borough Councils.

The Director of Regeneration and Sustainability (Tunbridge Wells Borough Council) introduced the report, outlining the key considerations and the recommendations.

Members asked questions which the Director of Regeneration and Sustainability and the MKIP Programme Manager responded to. In particular Members stressed the need to maintain performance standards and quality of service and that the ICT systems needed to be tested before implementation. The Cabinet Member for Planning also drew attention to his comments as set out in paragraph 5.4 of the covering report.

Resolved:

(1) That Maidstone, Swale and Tunbridge Wells Borough Councils enter into a planning support shared service that covers the identified planning support functions (as set out in Appendix Two of the report).

(2) That the single site model identified in the business case be used for the shared service (as set out in Appendix 6B - Model Two).

(3) That Maidstone be chosen as the location for the service as a result of the location criteria assessment (Appendix Five) and that authority be delegated to Chief Executives to consider whether and how TUPE should apply to this particular service.

(4) That a Shared Planning Support Manager be appointed to manage the shared service and to lead on the implementation and delivery of the service as part of the MKIP Planning Support Shared Service project team (as set out in Appendix Three of the report).

(5) That the principle of a single team structure be agreed and the Chief Executives be given delegated authority to finalise the structure, including consideration of a technical officer at each site within costs limits of Appendix Four, for union and staff consultation.

(6) That the initial savings split for the shared service be on an investment basis, as set out in Appendix Four, with the costs of the service moving towards a volume based

costing model as further savings are identified and the volumes of work through the new team can be accurately measured.

(7) That s151 Officers appoint lead accountants from each authority to form a finance group to support the project board and team in developing the setup of the budgets for the Shared Planning Support Service.

(8) That the treatment of the predicted efficiencies on Planning Officer time for Maidstone and Swale, estimated at £27k - £32k, from transferring validation to the support team be noted as being outside of the scope of this project and for each authority to determine.

75 MID KENT IMPROVEMENT PARTNERSHIP (MKIP) - ENVIRONMENTAL HEALTH SHARED SERVICES

Cabinet Member for Environmental and Rural Affairs

The Director of Regeneration and Sustainability (Tunbridge Wells Borough Council) introduced the report, outlining the key considerations and the recommendations.

The Cabinet Member for Environmental and Rural Affairs thanked the Project Team for their work and drew attention to the four recommendations.

In response to a question from the Cabinet Member for Finance, the Director of Regeneration and Sustainability confirmed that the Shared Environmental Health Manager would be a qualified Environmental Health Officer and that the project team would continue to monitor finances during the six month development period.

Resolved:

(1) That approval be given in principle for the creation of a shared Environmental Health Service between Maidstone, Swale and Tunbridge Wells Borough Councils.

(2) That a two site model, located at Swale and Tunbridge Wells, with a single Shared Environmental Health Manager be developed as the preferred model, with the stipulation that Maidstone be treated as a single territory for the delivery of its food and commercial premises inspections.

(3) That an interim Shared Environmental Health Manager be appointed for a period of six months to develop the organisational and operational arrangements for the shared service, including identifying the financial implications of the model and reviewing the service delivery arrangements for premises inspections and environmental permitting for the partnership as a whole.

(4) That Overview and Scrutiny be invited to comment on the proposed operational model for the shared service before final approval and that delegated authority for this decision be given to the Head of Service Delivery in consultation with the Cabinet Member for Environmental and Rural Affairs.

Chairman

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All Minutes are draft until agreed at the next meeting of the Committee/Panel.