

## **Minutes of the Cabinet**

**19 January 2021**

**-: Present :-**

Councillor Steve Darling (Chairman)

Councillors Carter, Cowell, Law, Long, Morey and Stockman

(Also in attendance: Councillors Barnby, Brooks, Brown, Bye, Douglas-Dunbar, Foster, Hill, Barbara Lewis, Chris Lewis, Loxton, Manning, David Thomas and Jacqueline Thomas)

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### **150. Communications**

The Cabinet Member for Economic Regeneration, Tourism and Housing, Councillor Long announced that in the region of £13 million of Future High Streets funding had been awarded to Paignton enabling projects such as Station Square, Paignton Picture House and a flood prevention scheme to become a reality. However the funding award was less than requested therefore the Council would be working with the community in order to manage expectations of delivery.

The Cabinet Member for Corporate and Community Services, Councillor Carter, informed Cabinet Members that following a tender process last year, additional litter enforcement officers will shortly be patrolling Torbay targeting those people that litter and fly-tip around the Bay.

The Cabinet Member for Children's Services, Councillor Law advised colleagues that following the national media coverage regarding poor quality food provision for vulnerable school children, officers had locally undertaken their own investigations and were pleased to confirm that quality of provision was not an issue in Torbay, with many parents providing positive feedback.

Councillor Law also announced that the week commencing 25 January 2021 was also Practice Week. The week provides an opportunity for staff to raise awareness and highlight the work they do to keep Torbay's children and young people safe.

The Cabinet Member for Adult Services and Public Health, Councillor Stockman, welcomed Lincoln Sargeant, Director of Public Health to Torbay Council.

**151. Matters for Consideration**

The Cabinet considered the following matters, full details of which (including the Cabinet's decisions and recommendations to Council) are set out in the Record of Decisions appended to these Minutes.

**152. Budget 2021/2022**

**153. Proposal for a 25 year lease to Eat That Frog for land at Parkfield**

Consideration of this item was deferred.

**154. Microsoft 365 Contract**

**155. MFD and Postal Services Contract**

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Chairman

## Record of Decisions

### Revenue and Capital Budget 2021/2022

#### Decision Taker

Cabinet on 19 January 2021.

#### Decision

The Cabinet recommends to Council the following:

#### Revenue Budget 2021/22

- i) That the proposals identified for efficiencies, service change and income generation in 2021/22 be approved.
- ii) That the net revenue expenditure of £115.472m resulting in a Council Tax requirement of £74.607m for 2021/22 (a 4.99% increase in Council Tax, of which 3% is for Adult Social Care) be approved.
- iii) That the Dedicated Schools Grant be used in accordance with the Schools Financial Regulations and that the Chief Finance Officer be authorised to make amendments as required when the final figures are confirmed and this delegation is included in the next revision of the Council's constitution.
- iv) That the proposed Fees and Charges for 2021/22 be approved.
- v) That, in accordance with the requirement of the Local Government Act 2003, the advice given by the Chief Finance Officer with respect to the robustness of the budget estimates and the adequacy of the Council's reserves (as set out in the report) be noted.
- vi) That it be noted, that the Brixham Town Council precept for 2021/22 will be included as part of the Torbay Council budget for Council Tax setting purposes.

#### Capital Plan 2020/21

- i) That the Capital Plan for 2021/22 as set out in Appendix 1 to the submitted report be approved.

#### Review of Reserves

- i) That, in support of the 2021/22 budget setting process, Council note the Council's reserves position.

#### Capital Strategy

- i) That the Capital Strategy 2021/22 be approved.

#### Reason for the Decision

The Council has a statutory obligation to set a budget each financial year and must take account of all factors when setting the budget.

The Cabinet's response to the recommendations of the Overview and Scrutiny Board were set out in the submitted report.

### **Implementation**

The recommendations of the Cabinet will be considered at the adjourned meeting of Council to be held on 11 February 2021.

### **Information**

The Cabinet considered a report that outlined the draft revenue and capital budgets and implications of the draft service change, income generations and savings proposals. The proposals had been subject to detailed public consultation and examination by the Overview and Scrutiny Board (through its Priorities and Resources Review Panel).

The Cabinet thanked the Overview and Scrutiny Board for their comprehensive review of the Cabinet's proposals for the Council's Revenue Budget for 2021/2022. The report had been compiled in light of the findings and conclusions reached by the Overview and Scrutiny Board. The Board had taken into account the views expressed by members of the public and stakeholder representatives.

The Cabinet also gave consideration to the reports on the Review of Reserves and draft Capital Strategy.

Councillor Cowell proposed and Councillor Steve Darling seconded a motion which was agreed by the Cabinet as set out above.

### **Alternative Options considered and rejected at the time of the decision**

None.

### **Is this a Key Decision?**

Yes

### **Does the call-in procedure apply?**

No

**Declarations of interest** (including details of any relevant dispensations issued by the Standards Committee)

None.

### **Published**

22 January 2021.

Signed: \_\_\_\_\_  
Leader of Torbay Council on behalf of the Cabinet

Date: \_\_\_\_\_

## Record of Decisions

### Microsoft 365 Contract

#### Decision Taker

Cabinet on 19 January 2021

#### Decision

That the Council agree with Microsoft an Enterprise Subscription covering all standard Microsoft Office 365 products, the annual revenue implication of this decision being £216,000.

#### Reason for the Decision

The benefits of Microsoft 365 over traditional “on-premise” applications are numerous. The migration has been planned for some years and a number of other councils, key partners and other public and private sector organisations have already adopted the technology. If the Council does not adopt such technology the Council risks being a block to effective partnership working by virtue of out-dated systems.

#### Implementation

This decision will come into force and may be implemented on 1 February 2021 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

#### Information

The Council’s current version of Microsoft expires in 2023, if left until expiration a capital investment of around £500,000 would be required to licence an upgrade. By migrating to Microsoft 365 earlier this cost is significantly reduced and brings many benefits such as:

- Simple collaboration between council staff, partners, suppliers and customers.
- Reliable access from anywhere, enabling a flexible, mobile workforce to better serve Torbay’s residents and visitors.
- Improved IT Security & Information Governance compliance.

A number of other councils, our partners and other public and private organisations have already migrated to Microsoft 365, by utilising the same Microsoft packages the Council will be sharing the same collaboration tools as our strategic partners and advances the aims of the IT Strategy – to standardise, simplify and share.

At the meeting, Councillor Carter proposed and Councillor Cowell seconded a motion that was agreed unanimously by the Cabinet, as set out above.

#### Alternative Options considered and rejected at the time of the decision

No other options were considered.

#### Is this a Key Decision?

No – Reference Number: I078876

**Does the call-in procedure apply?**

Yes

**Declarations of interest** (including details of any relevant dispensations issued by the Standards Committee)

None.

**Published**

22 January 2021

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Leader of Torbay Council on behalf of the Cabinet

## Record of Decisions

### MFD and Postal Services Contract

#### Decision Taker

Cabinet on 19 January 2021

#### Decision

- (i) That Whistl agree a 6 month extension of the expiring CCS Postal Goods & Services Contract (RM1063 expires 28/2/2021) to include:
- The current service levels subject to our requirements;
  - The current pricing (subject to Royal Mail's normal price increases in January); and
  - A clause with 90 days' notice for the Council to terminate.

At a cost of £110,000.

- (ii) An extension to the MFD contract on the CCS framework until the printing services tender is completed. A clause with 90 days' notice for the Council to terminate will be included. At a cost of £40,000 for six months.

#### Reason for the Decision

A current tender for Printing Services includes MFD provision and postal services within various lots, future copier and postal volumes could be affected by the tender outcome which would change the volumes and requirements of the current MFD and postal contract, the extension will allow us to make the most financially beneficial decision for the Council.

#### Implementation

This decision will come into force and may be implemented on 1 February 2021 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny)

#### Information

Torbay Council is undergoing a re-design of services and part of that will include a re-design of printing and postal services. A decision is expected in due course which will determine how these services go forward, therefore the Council is unable to commit currently to a longer contract period or have one in place to run concurrently with the expiration of the current contracts. In the interim an extension to the current MFD and postal services contracts is sought.

At the meeting, Councillor Carter proposed and Councillor Morey seconded a motion, that was agreed unanimously by the Cabinet, as set out above.

**Alternative Options considered and rejected at the time of the decision**

No other options were considered.

**Is this a Key Decision?**

No – Reference Number: I078875

**Does the call-in procedure apply?**

Yes

**Declarations of interest** (including details of any relevant dispensations issued by the Standards Committee)

None.

**Published**

22 January 2021

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Leader of Torbay Council on behalf of the Cabinet