

To all Members of Stroud District Council

11 July 2017

You are hereby summoned to attend a meeting of the **STROUD DISTRICT COUNCIL** in the Council Chamber, Ebley Mill on **THURSDAY 20 JULY 2017 at 7.00 pm.**



David Hagg  
Chief Executive

**Please Note:** This meeting will be filmed for live or subsequent broadcast via the Council's internet site (www.stroud.gov.uk). By entering the Council Chamber you are consenting to being filmed. The whole of the meeting will be filmed except where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

## **AGENDA**

- 1 **APOLOGIES**  
To receive apologies for absence.
- 2 **DECLARATIONS OF INTEREST**  
To receive declarations of interest.
- 3 **MINUTES**  
To approve the Minutes of the Council's AGM held on 18 May 2017.
- 4 **ANNOUNCEMENTS**  
To receive announcements from the Chair of Council and the Chief Executive.
- 5 **PUBLIC QUESTION TIME**  
The Chairs of Committees will answer questions from members of the public submitted in accordance with the Council's procedures.

### **DEADLINE FOR RECEIPT OF QUESTIONS**

Noon on Monday, 17 July 2017

Questions must be submitted to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud and sent by post or email ([democratic.services@stroud.gov.uk](mailto:democratic.services@stroud.gov.uk))

## **6 PRESENTATION ON VISION 2050**

To receive a presentation from Mr Adam Starkey, Vice-Chair of GFirst LEP on The Gloucestershire Vision 2050 project which sets out the ambitions for Gloucestershire's long term development. Reference will be made to key projects which will stimulate the county's transformational change over the next 30 years.

## **7 RECOMMENDATION FROM COMMITTEE(S)**

### **Audit and Standards Committee – 4 July 2017**

At the above meeting the Committee recommended that the thresholds in the Contract and Procurement Procedure Rules be amended as outlined in the relevant report to the committee at paragraphs 2.3 and 2.4 which provide:

- The Legal Services Manager approve requests for exceptions to the procurement rules where the estimated value of the contract is £25,000 or above; and
- At least three written quotes be obtained for contracts with estimated values from £5000 up to (but not including) £75000 and formal tendering procedures be applied to contracts with estimated values of £75,000 or more.

The Chair of the Audit and Standards Committee will present this agenda item. For reference, a copy of the original report to the committee is available on the website page for this [Council meeting](#).

## **8 NOTICE OF MOTION**

**Motion proposed by Councillor Skeena Rathor and seconded by Councillor Catherine Braun regarding fair transitional state pension arrangements for 1950's women.**

Stroud District Council notes that it is estimated that 4740 women in the District born on or after 5 April 1951 have been affected by increase in the State Pension Age (SPA) and that these women have unfairly borne the burden of the increase to the SPA with lack of appropriate notification with the consequence that many women were not told about until the changes until it was too late to make alternative arrangements.

The Council calls on the Government to reconsider transitional arrangements so that women do not live in hardship due to these State Pension changes and instructs the Chief Executive to write to The Secretary of State for Work and Pensions and the two Members of Parliament representing the Stroud District seeking their support for action by the Government.

### **Background Information**

Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little/no/personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Many women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment.

Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same time.

The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

**9**     **MEMBERS' QUESTIONS**

See Agenda Item 5 for the submission deadlines.

## COUNCIL ANNUAL GENERAL MEETING

18 May 2017  
7.00 pm – 7.45 pm

# 3

Council Chamber, Ebley Mill, Stroud

### Minutes

#### Membership:

Martin Baxendale	P	Nick Hurst	P	Skeena Rathor	P
Dorcas Binns	P	Julie Job	A	Sue Reed	P
Catherine Braun	P	Haydn Jones	P	Mark Reeves	P
Chris Brine	P	John Jones	P	Steve Robinson	P
George Butcher	P	Norman Kay	P	Mattie Ross	P
Miranda Clifton	P	Stephen Lydon	P	Tom Skinner	A
Nigel Cooper	P	John Marjoram	P	Nigel Studdert-Kennedy	P
Doina Cornell	P	Phil McAsey	P	Haydn Sutton	P
Gordon Craig	P	Karen McKeown	P	Brian Tipper	P
Rachel Curley	P	Jenny Miles	P	Chas Townley	P
Stephen Davies	A	Dave Mossman	P	Jessica Tomblin	P
Paul Denney	P	Gill Oxley	P	Ken Tucker	P
Jim Dewey	P	Keith Pearson	P	Martin Whiteside	P
Jonathan Edmunds	P	Elizabeth Peters	P	Tim Williams	A
Chas Fellows	A	Simon Pickering	P	Tom Williams	P
Colin Fryer	P	Gary Powell	P	Penny Wride	P
Alison Hayward	P	Nigel Prenter	P	Debbie Young	P

P = Present

A = Absent

#### Officers Present:

Chief Executive

Legal Services Manager & Monitoring Officer

Democratic Services Officer

#### CL.001 CHAIR OF COUNCIL

Councillors Gary Powell and John Jones were nominated for the position of Chair of Council.

**RESOLVED That Councillor Gary Powell be elected Chair of Council for the Civic Year 2017/18.**

#### CL.002 VICE CHAIR OF COUNCIL

Councillors Jenny Miles and Keith Pearson were nominated for the position of Vice Chair of Council.

**RESOLVED That Councillor Jenny Miles be elected Vice Chair of Council for the Civic Year 2017/18.**

**CL.003      APOLOGIES**

Apologies for absence were received from Councillors Stephen Davies, Chas Fellows, Julie Job, Tom Skinner and Tim Williams.

**CL.004      DECLARATIONS OF INTEREST**

There were none.

**CL.005      MINUTES**

**RESOLVED** That the minutes of the meeting held on 23 February 2017 are confirmed and signed as a correct record.

**CL.006      ANNOUNCEMENTS**

The Chair called for a minute's silence for the late Councillor Desmond Harper, who had been Chair of Council between 1973 and 1976 and had died in April 2017.

The Chief Executive advised that the Council's congratulations had been conveyed to Forest Green Rovers Football Club on their recent promotion and arrangements were being made for a presentation by the Council at the Stroud Life Awards.

**CL.007      CIVIC TIMETABLE**

**RESOLVED** Subject to changing the date of the first Community Services and Licensing Committee in 2017/18 to 27 June, the civic timetables for 2017/18 to 2019/20 as published with the Council agenda, be approved.

**CL.008      APPOINTMENT TO COMMITTEES**

Councillors were nominated to serve on the Council's committees in 2017/18.

**RESOLVED** That Councillors be appointed to the Council's committees as set out in these minutes.

**Audit and Standards Committee (9 Members)**

Councillor Martin Baxendale  
Councillor Rachel Curley  
Councillor Stephen Davies  
Councillor Colin Fryer  
Councillor Keith Pearson

Councillor Mark Reeves  
Councillor Nigel Studdert-Kennedy  
Councillor Tom Williams  
Councillor Penny Wride

**Community Services and Licensing Committee (12 Members)**

Councillor George Butcher  
Councillor Gordon Craig  
Councillor Jonathan Edmunds  
Councillor John Jones  
Councillor John Marjoram  
Councillor Karen McKeown

Councillor Gill Oxley  
Councillor Liz Peters  
Councillor Nigel Prenter  
Councillor Sue Reed  
Councillor Steve Robinson  
Councillor Penny Wride

**Development Control Committee (12 Members)**

Councillor Dorcas Binns	Councillor John Marjoram
Councillor Chris Brine	Councillor Jenny Miles
Councillor Miranda Clifton	Councillor Dave Mossman
Councillor Nigel Cooper	Councillor Gary Powell
Councillor Jim Dewey	Councillor Mark Reeves
Councillor Haydn Jones	Councillor Tom Williams

**Environment Committee (12 Members)**

Councillor Chris Brine	Councillor Skeena Rathor
Councillor Paul Denney	Councillor Haydn Sutton
Councillor Jim Dewey	Councillor Brian Tipper
Councillor Chas Fellows	Councillor Jessica Tomblin
Councillor Alison Hayward	Councillor Ken Tucker
Councillor Simon Pickering	Councillor Tim Williams

**Housing Committee (12 Members)**

Councillor Catherine Braun	Councillor Jenny Miles
Councillor Miranda Clifton	Councillor Liz Peters
Councillor Colin Fryer	Councillor Mattie Ross
Councillor Julie Job	Councillor Tom Skinner
Councillor Norman Kay	Councillor Chas Townley
Councillor Phil McAsey	Councillor Debbie Young

**Strategy and Resources Committee (13 Members)**

Councillor Nigel Cooper	Councillor Steve Robinson
Councillor Doina Cornell	Councillor Mattie Ross
Councillor Stephen Davies	Councillor Tom Skinner
Councillor Nick Hurst	Councillor Ken Tucker
Councillor Steve Lydon	Councillor Martin Whiteside
Councillor Keith Pearson	Councillor Debbie Young
Councillor Simon Pickering	

**CL.009 APPOINTMENT OF COMMITTEE CHAIRS AND VICE CHAIRS**

Councillors were nominated for the positions of Chairs and Vice Chairs on the Council's committees in 2017/18.

**RESOLVED That Councillors be appointed as Chair and Vice Chair to the Council's committees as set out in these minutes.**

**Audit and Standards Committee**

Chair:	Councillor Nigel Studdert-Kennedy
Vice Chair:	Councillor Rachel Curley

**Community Services and Licensing Committee**

Chair:	Councillor Steve Robinson
Vice Chair:	Councillor Jonathan Edmunds

**Development Control Committee**

Chair:	Councillor Tom Williams
Vice Chair:	Councillor John Marjoram

**Environment Committee**

Chair: Councillor Simon Pickering  
Vice Chair: Councillor Paul Denney

**Housing Committee**

Chair: Councillor Mattie Ross  
Vice Chair: Councillor Chas Townley

**Strategy and Resources Committee**

Chair: Councillor Steve Lydon  
Vice Chair: Councillor Doina Cornell

**CL.010 APPOINTMENT TO OTHER BODIES**

Councillors were nominated as lead and substitute on other bodies in 2017/18.

**RESOLVED That Councillors be appointed to other bodies as set out below.**

**Health and Care Overview and Scrutiny Committee (Gloucestershire)**

Councillor Doina Cornell (Lead) Councillor Skeena Rathor (Substitute)

**Police and Crime Panel (Gloucestershire)**

Councillor Karen McKeown (Lead) Councillor Colin Fryer (Substitute)

**Gloucestershire Economic Growth Scrutiny Committee**

Councillor Martin Whiteside (Lead) Councillor Jim Dewey (Substitute)

**CL.011 KINGSWOOD NEIGHBOURHOOD DEVELOPMENT PLAN**

The Chair of Environment Committee presented the report. On the recommendation as set out in the report being moved and seconded it was:

**RESOLVED 1. That the Kingswood Neighbourhood Development Plan be made part of the Development Plan for the Stroud District;**  
**2. Authority be given to the Strategic Head (Development Services) in consultation with the Qualifying Body, to correct any further minor spelling, grammatical or typographical errors together with any improvements from a presentational perspective.**

**CL.012 RECOMMENDATION FROM COMMITTEE(S)**

**Audit and Standards Committee – 11 April 2017**

The Chair of Audit and Standards Committee presented the committee's report. On the recommendation as set out in the Agenda Paper being moved and seconded it was:

**RESOLVED That the Audit and Standards Committee's 2016/17 Annual Report be approved.**

The meeting closed at 7.45pm.

Chair of Council

**RECOMMENDATION FROM  
AUDIT AND STANDARDS COMMITTEE  
TO COUNCIL ON 20 JULY 2017**

**AGENDA  
ITEM NO**

**7**

This is a copy of the Agenda Item 6 report to the Committee  
on 4 July 2017

<b>Report Title</b>	<b>PROCUREMENT REVIEW 2017/18</b>
<b>Purpose of Report</b>	To consider the actions required to further improve the Council's performance in relation to procurement and contract management.
<b>Decision(s)</b>	<b>The Committee RECOMMENDS TO COUNCIL</b> that the thresholds in the Contract and Procurement Procedure Rules be amended as outlined in the Report at paragraphs 2.3 and 2.4.
<b>Financial Implications and Risk Assessment</b>	<p>There are no financial implications arising directly from this report.</p> <p>The Council's Financial Regulations will be reviewed in the light of the proposed changes to the Contract and Procurement Procedure Rules (CPPRs) to ensure limits around procurement activity and budget approval and virement authorisation remain consistent.</p> <p>Paragraphs 3.2 and 3.3 highlight the work undertaken on spend consolidation to date. The MTFP, as approved by Council in February 2017, assumed that full year savings of a minimum of £50k would be achieved as a result of this review.</p> <p>David Stanley – Accountancy Manager Tel: 01453 754100 Email: <a href="mailto:david.stanley@stroud.gov.uk">david.stanley@stroud.gov.uk</a></p> <p>By addressing weaknesses in the use and management of procurement and contract management the risk of legal challenge from suppliers is being reduced, and the council can demonstrate it is achieving value for money.</p>
<b>Legal Implications</b>	<p>None beyond those set out in the report.</p> <p>Karen Trickey, Legal Services Manager and Monitoring Officer Tel: 01453 754369 Email: <a href="mailto:karen.trickey@stroud.gov.uk">karen.trickey@stroud.gov.uk</a></p>
<b>Report Author</b>	<p>Sarah Turner, Principal Procurement Officer Tel: 01453 754346 Email: <a href="mailto:sarah.turner@stroud.gov.uk">sarah.turner@stroud.gov.uk</a></p>
<b>Performance Management Follow Up</b>	Further information sheets will be provided to Audit & Standards Committee to update them on progress on delivering the Procurement Action Plan 2017/18; and any efficiency in processes and resources resulting from these actions.



## 1. Background

- 1.1 The Audit and Standards Committee has been monitoring the Council's performance in relation to procurement and contract management over a number of years. An update on steps taken in recent months has previously been provided in the Information Sheet dated 27 March 2017 sent to all Members - [A&S Committee - Information Sheet - March 2017](#).
- 1.2 This report outlines (i) changes proposed to the Council's existing rules and (ii) the actions proposed to continuously improve the procurement processes and as a result, secure better 'value for money' services.

## 2. Changes to the CPPRs

- 2.1 The Contract and Procurement Procedure Rules ("CPPR") were fundamentally redrafted in July 2015. A review was carried out in the early part of this year following the transfer of procurement and risk management to the Legal Services Team in February. Responsibilities previously undertaken by the Strategic Head of Finance and Business Services transferred to the Legal Services Manager and have already been implemented and the CPPRs updated accordingly. The procurement plan form and the exemption form, which currently require officers to duplicate information and authorisations needed from relevant heads of service, have also been updated and combined to improve the efficiency of the procurement process.
- 2.2 Changes to the CPPRs which require Committee and Council approval have also been identified in the light of practical experience of the application of the rules over the last two years (see paragraphs 2.3 – 2.4 below). These proposed amendments will further streamline the procurement procedures without in any way prejudicing the checks and balances which are in place to avoid breaches of the law and importantly to facilitate the awarding of contracts which provide best value for money.
- 2.3 It has become apparent that some of the thresholds for authorisation for procurement activity to proceed and / or the exemptions to the existing rules are unduly onerous. Currently, all proposed exemptions to the current rules no matter the value, must be approved by the Legal Services Manager. This is despite the fact that Strategic Heads or Heads of Service have to previously check and approve the letting of contracts within their teams in any event. It is proposed that the Legal Services Manager only be required to review and approve exceptions to the rules for contracts with an estimated value of £25,000 or above. (It should be noted that this threshold is still significantly below the statutory threshold for European procurement procedures and is consistent with the government's requirement that all contracts of £25,000 or above be advertised on the Cabinet Office's Contracts Finder). Importantly, specialist advice will continue to be provided by the procurement officers on the application of any exemptions and the Legal Services Manager will be consulted should either of the procurement officers within her team have any concerns. For audit purposes and for periodic checking of the approvals given, signed approval forms will continue to be submitted to the procurement officers for retention in a central record for at least three years.
- 2.4 It is also proposed that the threshold to follow formal tendering procedures be increased from £50,000 to £75,000; and that for contracts from £5,000 up to £75,000 officers must be able to demonstrate value for money by obtaining at least three written quotations from suppliers using the South West procurement

portal. This increase is considered appropriate for the Council although it is not uncommon for local authorities to have higher thresholds such as £100,000.

### **3. Procurement Action Plan 2017/18**

- 3.1 Over the last two years, in summary, the priority for the Council in terms of procurement has been largely to secure compliance with legal requirements when letting contracts. In terms of moving forward, it is proposed that attention is now directed by the procurement officers to contract management to ensure that services are always effectively monitored to secure delivery of the best value services. This has been the subject of one of the topics covered within the recent training and has highlighted the benefits of developing relevant corporate guidance based upon internal and external best practice and external guidance. Contract management information, including contract performance indicators, on market best practice has been researched and support from the Audit Shared Service is to be provided towards the end of 2017.
- 3.2 A further procurement plan priority for the Council is to consolidate corporate spend on areas including agency, consultancy, printing, postage and marketing spend. In respect to agency, currently the average annual spend is £860,566, spent by the Council on such services over 5 years. It is hoped that significant savings in region of 5 – 10%, £43,000 - £86,000 can be made by using an existing framework agreement, the procurement team having been working with Human Resources to assess the merit of using such. Meetings have been held with framework suppliers to determine which type of service will provide the best value option for the Council. In the meantime, the Council will continue to use consultants procured through service areas on an ad hoc basis when necessary and make use of framework agreements as appropriate, details of which are now available on the Council's Hub.
- 3.3 In respect to corporate spending in 2016/17 on print, postage and marketing currently such services cost the Council in the region of £572,000. Work has started on producing an options appraisal to identify potential and significant areas of savings by consolidating spending across these areas.
- 3.4 Other areas of work involved in overseeing Council procurement, which are being undertaken in 2017/18 are consistent with the LGA's National Procurement Strategy (NPS) and also the Council's own [procurement strategy](#). Having assessed the Council's procedures and practices in recent months against the NPS standards, it is reassuring that the actions which the Council has taken over the last two years and is proposing to undertake are consistent with the themes promoted by the NPS, namely that in effective procurement, local authorities should (i) secure savings (ii) support local economies (iii) provide leadership and (iv) promote service modernisation. The following further examples of the work which is continuing to be undertaken by the procurement officers, also illustrate this.
- 3.5 The Council is working with the SW Procurement Board which comprises other authorities in the south west. In working with the Board the Council is extensively involved in identifying savings in the area of statutory advertising/notices which currently the Council spends approximately £15,000 per annum. In addition, work is being undertaken on 'social value', in accordance with the Council's duty to procure services in a manner which will improve the economic, social and environmental well being of the district.

- 3.6 As part of the team's annual spend analysis, in 2016/17 total expenditure on Council contracts amounted to approximately £35m. Of that approximately £12m were local suppliers (i.e. had GL post codes). Feedback from local suppliers has identified some benefit in advertising contract opportunities on the Council's website and directing particularly smaller local suppliers to the SW Portal which they may not be registered with. Further work is being undertaken with suppliers to seek to reduce where practical for both contracting parties, the number of invoices submitted to ensure that the corporate cost involved in for invoice processing (currently estimated to be account for approximately 0.3 hours per invoice of which there are 13040 per year) is reduced.