

## **CABINET**

Minutes of the meeting of the Cabinet held in the Assembly Rooms, Town Hall, Ruthin on Tuesday, 25th September 2001 at 10.00 a.m.

## **PRESENT**

Councillors E.C. Edwards (Leader), I.M. German, D.M. Holder, R.W. Hughes, G.M. Kensler, D.M. Morris, E.A. Owens, A.E. Roberts, W.R. Webb and E.W. Williams.

Observers: Councillors M.LI. Davies, S. Drew, K.N. Hawkins, M.M. Jones, R.E. Jones and W.G. Thomas.

## **APOLOGIES**

Councillor K.E. Wells.

## **ALSO PRESENT**

Acting Chief Executive, Corporate Director of Resources and the County Clerk.

### **606. URGENT MATTERS**

The Leader gave notice of the following items which in his opinion should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972:-

- (i) Conference: Is Scrutiny Working in Wales? - 25 September 2001 Scrutiny Chairs to Attend;
- (ii) Wales Council for Blind Annual General Meeting 2001- 10 October 2001 at Newtown, Powys;
- (iii) Wales Council for Blind Conference: Sports & Physical Recreation - 11 October 2001, Cardiff, and
- (iv) Items 3 and 14 were withdrawn.

### **607. MINUTES OF THE CABINET**

The Minutes of the Cabinet held on 13 September 2001 (previously circulated) were submitted.

*RESOLVED that the Minutes of the Cabinet meeting held on 13 September 2001 be approved as a correct record and signed by the Leader.*

### **608. RECRUITMENT**

Items 3i and 3ii were withdrawn.

### **609. APPOINTMENT OF STAFF**

Councillor E.C. Edwards, Leader of the Council presented the report by the Chair of Resources Policy Review and Scrutiny Committee (previously circulated) seeking Members' agreement to more strictly adhere to the two stage approach to the filling of vacant posts in the Council's Directorates in that attempts be made in the first instance to fill vacancies internally.

The two stage approach to filling the County's vacant posts was an integral part of the Authority's Recruitment and Selection Policy agreed by both the Unions and Authority.

Councillor I.M. German reminded Members that the two stage approach was being adhered to by Cabinet whenever possible.

Councillor E.W. Williams said that staff had to give notice when they left the Authority or were to take maternity leave and therefore adequate notice was given in such instances to enable internal recruitment to take place, followed by external recruitment if necessary.

The Acting Chief Executive said as internal recruitment for specialist staff was not always feasible, for example, where there had been a recent unsuccessful attempt to recruit internally, in such circumstances it may be prudent to go to external advert subject to Cabinet approval and in consultation with the Trade Unions.

**RESOLVED** that Members agreed to seek to adhere to the two stage approach to the filling of vacant posts in the Council's Directorates and attempts to fill the vacancies internally should be made in the first instance. If suitable candidates are not identified through the process then Cabinet approval should be sought for external advertisement, whilst acknowledging that there may be exceptional reasons for seeking to go directly to external advertisement.

#### **610. FINANCIAL STANDING: AUDIT 2000/2001**

(Delyth Morris and John Parry, District Audit attended for this item).

Councillor E.A. Owens, Lead Cabinet Member for Finance presented the report (previously circulated) seeking Members' approval to the Financial Standing Audit Report following the presentation by District Audit.

Ms Morris detailed the recommendations contained within the Action Plan and said the Section 11 recommendations were still relevant. Significant progress had been made to reduce the deficit to below £2m but District Audit was disappointed to see that Service Departments had not done so well. Although a number of recommendations were still outstanding it was now time for the recovery plan to be revised.

The Corporate Director of Resources commented on progress on each of the Recommendations listed on the Action Plan.

Councillor Owens said she welcomed the report and it served as a useful reminder to Members. It was also good to see the extent to which Scrutiny Committees had been involved and Scrutiny Members attendance at budget meetings.

Councillor E.W. Williams asked Ms Morris how the Authority should tackle the Elderly Persons' Home Management BVR. Ms Morris suggested that the process of Best Value should be rigorously followed. Councillor W.R. Webb said this was an important item and for decision by Council. Councillor G.M. Kensler said this was a difficult situation as guidelines had to be followed and money spent effectively whilst at the same time notice had to be taken of what the electorate wished. Councillor Kensler questioned whether enough staff were employed and whether those staff had sufficient training on budget matters. Councillor Owens said training of staff was always at a cost to another part of the budget whilst the Corporate Director of Resources acknowledged the need for training in some areas.

**RESOLVED** that Members approved the Financial Standing 2000/20001 report as presented at the meeting.

#### **611. POLICY AGREEMENTS**

The Corporate Director of Resources presented the report (circulated previously) seeking Members' approval of the Policy Agreement document and their agreement to the distribution of the £327k funding receivable when the Policy Agreement document had been signed by the Authority and the National Assembly for Wales. The Corporate Director of Resources said the Fundamental Themes issues had been agreed at the last Cabinet meeting and approval was required for targets for the indicators as detailed in Appendix 1.

The second part of the paper was for the proposed allocation of the Policy Agreements Funding of £327k once received over a period of 2 years. In the third year it was expected that the Authority would receive an end payment, subject to performance in achieving targets. From 2004/2005 money may still be available to progress these issues.

Councillor E.A. Owens said there are instances where improved performance can be achieved with relatively little expenditure. If the approach to Policy Agreements was successful, it was hoped that more initiatives would become available.

Councillor E.W. Williams asked whether the expenditure was being monitored. The Corporate Director of Resources said the £327 was for the Authority to spend and would be held in a separate account. Monitoring of the services was part of the performance management structure.

Councillor G.M. Kensler said the burden on voluntary organisations working with Denbighshire should be acknowledged. Councillor E.A. Owens agreed that community partnerships needed to be further developed.

**RESOLVED** that Members:-

- (a) *approved the Policy Agreements (with delegated authority to the Corporate Director of Resources to approve the wording for the outstanding targets on Personal Services indicators, and*
- (b) *agreed the allocation of funding as detailed in Appendix 1 to the report.*

#### **612. BUDGET MONITORING 2001/2002**

Councillor A.E. Owens, Lead Cabinet Member for Finance presented the report (previously circulated) seeking Members' consideration to the validation of elements of the current budget pressures from the contingency budget as discussed at the last Cabinet meeting and that consideration be given to further actions to reduce the balance of overspend on services. At this stage the Authority is facing a slight projected overspend but the cost of borrowing was down slightly. Some reserves have been set aside e.g. 1% for Bellwin payment and winter reserves. Changes would happen over the next 6 months and Corporate Directors needed an indication of current budget levels.

Councillor E.W. Williams congratulated the Lead Cabinet Member on the way the paper had been produced and said it was important for everyone to see the papers. Councillor Owens and the Finance team had worked hard to reach this stage of the process. Councillor Williams suggested that every Directorate should see what the complete process involved.

Councillor Owens said the papers for the following year were incorporated in a later item but if Scrutiny Chairs or Members required further information it would be available on request.

**RESOLVED** that Members noted the figures in the Appendices attached to the report and approved the recommended validation of pressures from the contingency budget.

#### **613. FINAL ACCOUNTS 2000/2001**

##### **A REVENUE**

Councillor E.A. Owens, Lead Cabinet Member for Finance submitted the report (previously circulated) seeking Members' approval to the Council's Statement of Accounts document for 2000/2001 as detailed in Appendix 3 to the report. The statutory Statement of Accounts required approval by Members by the end of September each year. Councillor Owens said a full statement of outturn was included at page 4 of the Appendix.

Councillor G.M. Kensler queried the presentation of the financial position for Design Services and Contract Services. The Lead Member for Finance replied that the way Design Services was accounted for was being reviewed as part of the current budget process. The reserves built by Contract Services were included in the Denbighshire County Council balance sheet.

Councillor E.W. Williams questioned the money allocated to schools. The Corporate Director of Lifelong Learning indicated that although there had been an underspend, this was carried forward into the current year. In addition as part of the current budget discussions, it was hoped to appoint a member of staff to examine school budgets over a 3 year period to allow better financial planning.

Councillor W.R. Webb thanked the Lead Cabinet Member for Finance and the Finance team for the clarity of the report.

**RESOLVED** that Members:-

- (a) *noted the figures in Appendices 1 and 2 attached to the report, including the level of general balances at the year end, and*
- (b) *approved the annual Statement of Accounts in accordance with statutory requirements.*

## **B CAPITAL**

Councillor E.A. Owens, Lead Cabinet Member for Finance submitted the report (previously circulated) updating Members on the capital outturn for 2000/2001 and seeking their approval of the statutory determinations. The statutory Treasury Policy Statement required approval by Members by the end of September each year.

**RESOLVED** that Members:-

- (a) *approved the annual report and determinations, and*
- (b) *make the following determinations under Part IV of the Local Government and Housing Act 1989:-*
  - i under s.42(2)(g) the amount of capital expenditure financed by grants and contributions totalled £6,957,827;*
  - ii under s.56(1) expenditure capitalised under credit approvals amounted to £8,389,792. No credit arrangements were entered into or varied during the year;*
  - iii under s.56(2) no credit approvals were transferred during the year;*
  - iv under s.60(2) capital receipts of £38,357 were applied to finance capital expenditure in the year, and*
  - v under s.63(1) the minimum revenue provision consists of two elements:-*

	£
Housing Revenue Account	343,266
County Fund	3,315,187

## **614. TREASURY MANAGEMENT ACTIVITIES - ANNUAL REPORT 2000/2001**

Councillor E.A. Owens, Lead Cabinet Member for Finance presented the report (previously circulated) seeking Members' approval to the Treasury activities undertaken in 2000/2001 as detailed in the annual report attached as an Appendix. The Policy Statement required an annual report to be produced before 30 September 2001.

The Corporate Director of Resources said the average cost of the debt last year was 7.3% and comparison with other Local Authorities would become available. The cost of debt would hopefully be reduced this year.

Councillor Owens suggested the deferred purchase of the Pavilion Theatre should be examined to identify any possible financial advantage in paying it off quickly.

The Senior Management Accountant explained that Council loans had been created over a number of years, some had been inherited from predecessor Authorities. The main loan debt for capital items had a range of interest rates and rescheduling of debts is usually done at a cost.

**RESOLVED** that Members approved the Annual Report 2000/2001.

At this juncture (11.10 a.m) the meeting adjourned for 15 minutes to allow Members to participate in refreshments.

**615. PRIORITIES FOR PREPARING BUDGETS IN 2002-2003**

The Leader, Councillor E.C. Edwards, presented the report (previously circulated) seeking Members' agreement to the information contained in the report to be provided to Scrutiny Committees to allow budget proposals to be reviewed during October 2001 and to agree the format of the reporting mechanism back from the Scrutiny Committees. In particular, the Leader drew Members' attention to paragraphs 2.5, 2.6 and 2.8 and his Core Vision at Appendix 1.

Councillor E.A. Owens said the papers had been replicated from the informal meeting held after the last Cabinet meeting. Paragraph 2.14 suggested the information which should be provided for Scrutiny Committees to enable them to comment upon the budget bids and offer their views on priorities. All strategic policies and corporate objectives would be examined. Appendix 2 showed bids which far exceeded any monies available but the Appendix contained Cabinet recommendations. Some of the bids produced by the Directorates were no more than wish lists or an element of expansion and Scrutiny Committees would be required to prioritise on these during October 2001.

Councillor E.W. Williams said it was essential that every Directorate discussed budget issues with the Scrutiny Committees.

Councillor Owens said many of the arrangements were complex and of particular concern to her were the silos and costings. By having an end October 2001 deadline it would allow the Finance Department to re-cost items.

Councillor G.M. Kensler asked whether the ELWa finance was in place. The Corporate Director of Lifelong Learning said this was under current discussion on an all-Wales basis.

**RESOLVED** that Members' accepted the recommendations contained in the paper as the basis for providing guidance to Scrutiny Committees and for ensuring that Scrutiny Committees report back in a consistent manner.

**616. FOOT AND MOUTH SPECIAL GRANT: APPEAL PROCESS**

The Leader, Councillor E.C. Edwards, presented the report (previously circulated) seeking Members' agreement to the establishment of an appeal process to consider appeals received against the Council's decisions in respect of allocations to businesses of Foot and Mouth Financial Assistance. Cabinet had already agreed to establish an appeals process with the cost of any successful appeals falling on the new tranche of Foot and Mouth financial assistance given to the Authority by the National Assembly for Wales.

Councillor E.W. Williams asked whether any total figures of appeals submitted were available. The Head of Economic Regeneration said it was not possible at the current time to give a global figure as some applicants were reserving their right to appeal. The first task of the appeal panel would be to develop the process. Councillor Williams said Denbighshire was to be commended on the way the money allocated by the National Assembly for Wales had been distributed and all praise should be given to the staff for the manner in which this had been carried out.

On a question from Councillor Williams, the Leader said the next tranche had to be spent by the end of December 2001. At the next Cabinet meeting discussions would begin on how the £540k would be best spent.

**RESOLVED** that Members agreed:-

- (a) an appeals panel be established composed of Members and officers of the County Council not previously involved in the Foot and Mouth allocations;
- (b) the panel consist of Councillor Glynne Thomas, Chair of Resources Scrutiny and Councillor Andrew Thomas, chair of Environment Scrutiny together with the Director of the Environment and the Financial Controller, and
- (c) that the Council's case to appeal panel be presented by the Director of Resources and Head of Economic Regeneration.

#### **617. GRANTS TO VOLUNTARY ORGANISATIONS**

Councillor E.A. Owens, Lead Cabinet Member for Finance presented the report (previously circulated) seeking Cabinet approval to the recommendations made in the attached District Auditor's report into Grants to Not for Profit Organisations.

The District Auditor has investigated grants made by the Authority to Not for Profit Organisations and has found that a common approach to applications was required. Councillor Owens said discussions with Voluntary Organisations had taken place and they wished to play a more constructive part in the budget setting process. It was hoped to apply the recommendations contained within S6 of the report. Further discussions will be held with the Denbighshire Voluntary Services Council and a report back on the findings would follow in due course.

Councillor G.M. Kensler stressed the need to apply the District Audit recommendations and the principles followed with the voluntary sector should be followed by others, for example the community agencies.

The Acting Chief Executive said this was one of a series of audits carried out by District Audit throughout North Wales and he suggested a North Wales Seminar be held with District Audit this autumn where officers can attend to promote better practice. This suggestion is being progressed.

The Head of Economic Generation endorsed Councillor Owens remarks and stressed that where an organisation was applying for small, non-recurring grants, a simplified application procedure was required. The Assistant Chief Executive: Strategy agreed and said in discussions with District Audit they were sympathetic to this point.

**RESOLVED** that Members accepted the recommendations contained in the District Auditor's report and required a further report outlining proposals to deliver on the recommendations.

#### **618. HOUSING RENTS AUTHORISATIONS**

Councillor A.E. Roberts, Lead Cabinet Member for Personal Services presented the report (previously circulated) seeking Cabinet approval to authorise officers to issue appropriate letters and notices and to represent the Authority in court on housing rent arrears matters.

The Authorisations procedures need reviewing as a result of the transfer of the Housing Rents Section to the Housing Services Department. The Housing Rents Officers would deal with all cases in their areas, thus enabling the tenants to identify with them.

**RESOLVED** that Members approve the authorisation of the named officers to sign letters to tenants, issue Notices of Intention to Seek Possession in accordance with Ground 1 of Schedule 2 of the Housing Act 1985 and to represent the Council in County Court on matters relating to rents for Council properties.

#### **619. REDUNDANT TEACHERS - EARLY RELEASE OF PENSION**

The report was withdrawn.

**620. LLAIS IFANC / YOUNG VOICE (MOVING FORWARD LISTENING TO YOUNG PEOPLE)**

Councillors A.E. Roberts, Lead Cabinet Member for Personal Services presented the report (previously circulated) seeking Members' agreement to the draft response attached to the report to the National Assembly for Wales' consultation paper "Moving Forward - Listening to Young People". The National Assembly for Wales wished to create a new institution Llais Ifanc / Young Voice which would be a children and young persons' consultative council to aid its policy development. Representation at the all Wales level would be achieved through a general council made up of representatives of local children and young people's forums, national and local groups.

**RESOLVED** that Members approved the draft response to the National Assembly for Wales on the Moving Forward - Listening to Young People consultation paper.

**621. WELSH LANGUAGE BOARD (WLB) INTERIM REPORT (BVW1)**

Councillor G.M. Kensler, Lead Cabinet Member for the Welsh Language presented the report (previously circulated) seeking Members' consideration of the interim report and agreement in principle of the short term Action Plan (September-December 2001) and to link the implementation of the Corporate Welsh Language Scheme (WLS) with the new Performance Management arrangements. Councillor Kensler said the policy had been considered before the National Assembly for Wales Culture Committee in July 2001.

Councillor E.A. Owens said the draft budget would be presented to Council in January 2002 and extra resources may not be available after that. Councillor Kensler said the report covered the period to the end of 2001 and the National Assembly would be asked for more resources if the report was to be implemented.

**RESOLVED** that Members:-

- (a) considered the findings of the report and agreed in principle the short-term Action Plan programme, and
- (b) agreed the link between corporate responsibility for implementing, monitoring, reviewing the WLS with the new Performance Management arrangements for all Council services.

**622. REVIEW OF COUNTY PUBLIC CONVENIENCES**

Councillor D.M. Morris, Lead Cabinet Member for the Environment presented the report (previously circulated) seeking Members' consideration of the report submitted to the Environment Scrutiny Committee by the Head of Public Protection and Regulatory Services regarding the operation of the County's public conveniences on 19 July 2001, together with the recommendations of that Committee. Councillor Morris thanked the Scrutiny Committee for their work and co-operation.

Members discussed some of the County's public conveniences and agreed many were in need of repair and Councillor E.A. Owens said £28k had been set aside for this as a short term measure and that bids were required as these were capital items.

Councillor G.M. Kensler said the conveniences located in the Factory Ward Car Park, Denbigh closed before 8.00 p.m. but vandalism was a continuing problem.

Councillor E.W. Williams suggested consideration should be given to temporary toilets as a short term solution.

**RESOLVED** that Cabinet supported the report and the recommendations of the Environment Scrutiny Committee dated 19 July 2001.

**623. WALES COUNCIL FOR THE BLIND**

The County Clerk presented the report (circulated at the meeting) seeking Members' approval for a nomination to attend both the Wales Council for the Blind Annual General Meeting 2001 to be held on 10.10.2001 at Newtown, Powys and the National Conference 2001 to be held at Cardiff on 11.10.2001. The Leader nominated Councillor J.A. Smith attend both the AGM and Conference.

**RESOLVED** that Members agreed the nomination of Councillor J.A. Smith to attend the Wales Council for the Blind Annual General Meeting 2001 and the National Conference 2001.

**624. IS SCRUTINY WORKING FOR WALES? CONFERENCE**

The County Clerk presented the report (circulated at the meeting) seeking Members' endorsement of a decision taken with the support of the Leader that Scrutiny Chairs and the Administration Services Manager attend the conference held on 25.09.2001. Councillor J. Butterfield, Chair of Personal Services Scrutiny Committee was attending as a speaker at the Conference. Councillor J Butterfield, Councillor A.E. Fletcher Williams and the Administration Services Manager attended.

**RESOLVED** that Cabinet endorse the decision that Councillor J. Butterfield, Councillor A.E. Fletcher Williams and the Administration Services Manager attend the Conference on 25.09.2001.

**625. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** under Section 100A(4) of the Local Government Act 1972 the Press and Public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 8, 9 and 10 of Part 1 of Schedule 12A of the Local Government Act 1972.

**626. UNIT F, THE VILLAGE, RHYL**

Councillor W.R. Webb, Lead Cabinet Member for Property presented the report (previously circulated) seeking Members' approval to the grant of a two year lease for Unit F at The Village, Rhyl.

**RESOLVED** that Members agreed a two year lease on Unit F, The Village, Rhyl, excluding sections 24 to 28 of the Landlord and Tenant Act 1954, be granted for a working amusement museum, subject to no cash or prizes being given, on terms to be agreed by the Head of Consultancy Services in consultation with the County Clerk.

**627. TERMINATION OF OCCUPATION RIGHTS IN RESPECT OF LAND AT FORYD HARBOUR, RHYL**

Councillor W.R. Webb, Lead Cabinet Member for Property presented the report (previously circulated) seeking Members' authority to terminate the occupation rights in respect of that part of the land in the County Council's ownership at Foryd Harbour, Rhyl as shown hatched in black on the plan attached to the report.

**RESOLVED** that Members agreed authority be granted for the Council, acting through the County Clerk, to take such action as necessary to terminate occupation rights.

**628. CAPITAL PROGRAMME GROUP REPORT**

(The Leader declared an interest in the item and left the room and in his absence Councillor W.R. Webb took the Chair).

The Corporate Director of Resources presented the report (previously circulated) advising Members of applications received for new capital schemes which had been considered by the Capital Programme Group (CPG). The Corporate Director of Resources discussed the applications with Members.

Councillor E.A. Owens said this was the next stage in the Council's capital process.



Councillor G.M. Kensler asked who were the members of the CPG. The Corporate Director of Resources said the membership consisted of the Corporate Directors, and hopefully meeting on a monthly basis.

Councillor G.M. Kensler asked why the provision of a cash office in Denbigh had not been considered. Councillor E.A. Owens said a project for the provision of a cash office had not been submitted.

Regarding the Loggerheads flood damage, Members agreed to approve the project subject to approval from the National Assembly for Wales. If approval was not received from the National Assembly, the CPG were asked to report back to Cabinet.

**RESOLVED** that Members endorsed the recommendations of the Capital Programme Group subject to the above.

#### **629. ACQUISITION OF REPLACEMENT VEHICLE: CEFNDY ENTERPRISES**

The Acting Chief Executive presented the report and Appendix (previously circulated) seeking Members' consideration of the order for a replacement vehicle for the General Manager at Cefndy Enterprises and whether to confirm or rescind the order. The Acting Chief Executive said the procurement of replacement vehicles fell within the delegated authority of officers but this matter had caused disquiet amongst some Members. The Acting Chief Executive gave Members background details of the role of the General Manager of Cefndy Enterprises.

The Corporate Director of Resources said issues for further procurement would need to be addressed, as detailed within the report. The County Clerk detailed various contractual employment aspects.

Members agreed that it could be difficult to justify the Council's expenditure on this particular replacement vehicle to the public. Members agreed to rescind the order with the Acting Chief Executive to seek to negotiate a reduction of any cancellation costs if payable.

**RESOLVED** that Members agreed to rescind the order for the acquisition of a replacement vehicle for Cefndy Enterprises and the Acting Chief Executive to negotiate a reduction any cancellation costs.

#### **630. SHORTLISTING FOR POST OF CORPORATE DIRECTOR OF PERSONAL SERVICES**

The Acting Chief Executive introduced Ian Jeffcott, Rileys Consulting.

Mr. Jeffcott apologised to Members on the late delivery of the applications. Nine applications had been received and had been assessed against the personal specification. Four of the applications did not meet the criteria, leaving five to be considered at this stage. Mr. Jeffcott detailed the five applications and recommended to Members that only four of the five be invited to assessment and possible interview.

The Acting Chief Executive reminded Members that the person appointed would be the designated holder of the statutory post of Director of Social Services, be credible in that post and would also need to demonstrate the ability to become part of the Corporate Management Team.

Members discussed all the applications and agreed the four recommended by Mr. Jeffcott be invited to attend for assessment and possible interview.

**RESOLVED** that Members agreed four applicants be invited to attend for assessment as detailed by Mr. Jeffcott of Rileys Consulting.

#### **631. ARRANGEMENTS FOR 9 AND 10 OCTOBER 2001**

The Head of Personnel said the assessments of candidates for the post of Corporate Director of Personal Services would be held on the 9 October 2001 at Ruthin Library. This would be followed by an evening buffet for Cabinet Members to meet the candidates followed by a Cabinet meeting to decide on which candidates would progress to the following day's interviews at 10.00 a.m. at Ruthin Town Hall by Full Council.

After discussion Members agreed that candidates would have a 45 minute interview, which would include a 10 minute presentation on a known topic with questions given to candidates on the day of interview. The Head of Personnel in conjunction with the Acting Chief Executive would set the presentation topic and questions.

**RESOLVED** accordingly.

**632. JOB RE-EVALUATION: HEAD OF STRATEGY AND RESOURCES, DIRECTORATE OF LIFELONG LEARNING**

The Head of Personnel presented the report by Alan Broomhead, Alansco (circulated at the meeting) seeking Members' approval for the re-evaluation of the post of Head of Strategy and Resources, Directorate of Lifelong Learning. The Acting Chief Executive reminded Members that this was the last of the re-evaluation of posts following last year's re-structuring. If further re-structuring was carried out within the Directorate of Lifelong Learning the post could then be re-evaluated should any change of duties so indicate.

**RESOLVED** that Members approved the increase from HS1 to HS2 in line with Alan Broomhead's report for the post of Head of Strategy and Resources, Directorate of Lifelong Learning.

The meeting concluded at 1.40 p.m.

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