

CABINET

11 February 2004

1056. **MR K PENMAN**

Councillor Campbell informed Cabinet that a former Council Leader, Mr Ken Penman, had died recently following a short illness. Mr Penman had been a Member of the Council from 1962 to 1987 and Leader from 1979 to 1987. As a mark of respect, Cabinet stood in silence.

1057. **LEADER AND PORTFOLIO HOLDER ANNOUNCEMENTS**

The Chairman informed Cabinet that the next meeting of the Winchester Town Forum would be held on Thursday, 12 February 2004 at 7.00pm with the principal items for discussion being Community Safety and Freedom From Fear.

1058. **MINUTES**

RESOLVED:

That the minutes of the previous meeting held 28 January 2004 be approved and adopted.

1059. **PUBLIC PARTICIPATION**

Mr R Atkins, Chairman of New Alresford Town Council asked that New Alresford Ward Councillors and the Town Council be informed should the City Council wish to take any action in respect of Chiltern Court, Alresford, under its housing strategy. Mr Atkins stated that Chiltern Court had become run-down as levels of occupancy had fallen and that action was required from the City Council before this became a problem. He also thanked the Portfolio Holder for Housing, Councillor Hiscock, for his correspondence on this matter. Mr Atkins additionally made reference to the welfare of tenants at the Makins Court development in Alresford citing a recent incident where tenants had been left without electricity for a period.

In response, the Chairman commented that the Council was considering its policy on housing voids and, as part of this consideration, Chiltern Court would be looked at. Assurances were given that the Town Council would be consulted before any action was taken following this review. In respect of the situation at Makins Court, the Director of Health and Housing commented on the reasons for the situation and outlined the action that was being taken to remedy the situation should it reoccur.

1060. **BUDGET AND COUNCIL TAX 2004/05**
(Report CAB778 refers)

The Director of Finance stated that, on Friday, 6 February 2004, the latest guidance from the Government on benefit subsidy and transitional relief had been obtained. Although the detailed implications of this latest information was still to be ascertained, it was indicated that it appeared to be in the Council's favour. However, she added that this was just one example of the uncertainties that remained in setting the budget. She added that there was a correction to be made in Appendix K to the report in that the expenditure for Exton Parish was, in fact, £1,350 (and not £1,650 as stated), and the resultant effect on the Band D tax rate 2003/2004 was £10.83 (rather than £10.93 as stated).

Arising out of comments from Members, the Director of Finance stated that she would clarify with the Parking Manager whether there was an increased income in car parking over and above the £35,000 stated in the report. The Director of Community Services commented that it now appeared possible that there could be a grant from the Government towards community wardens, amounting to £25,000 over the next 2 years, as part of initiatives to combat anti-social behaviour. These and other issues relating to the budget would be clarified prior to the Council's final consideration and setting of the budget at its meeting to be held on 25 February 2004.

In agreeing the recommendations as set out, Cabinet also noted a typographical error in Recommendation 11, which should refer to Section 10 for the Prudential Indicators and not 11 as stated in the recommendation.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RECOMMENDED:

1. THAT THE LEVEL OF GENERAL FUND BUDGET AND SERVICE BUDGETS FOR 2004/05 BE AS FOLLOWS:

	£
SERVICE DEPARTMENT	
CHIEF EXECUTIVE	737,990
PERSONNEL SERVICES	(10,000)
LEGAL, ELECTORAL & COMMITTEE SERVICES	2,036,900
FINANCE, IT & SUPPORT SERVICES	2,503,550
FINANCING TRANSACTIONS	(7,487,070)
HEALTH SERVICES	4,343,480
HOUSING (GENERAL FUND) SERVICES	3,024,570
COMMUNITY SERVICES	4,929,880
DEVELOPMENT SERVICES	<u>2,072,690</u>
SUB	12,151,990
TRANSFERS FROM RESERVES	<u>(877,430)</u>
GENERAL FUND BUDGET	11,274,560
TRANSFER TO WINCHESTER TOWN RESERVE	<u>11,090</u>
TOTAL	11,285,650
CHARGES ON WINCHESTER TOWN	<u>(618,450)</u>
TOTAL CITY EXPENDITURE	<u>£10,667,200</u>

(THE ITEMS OF GROWTH, AS SET OUT IN APPENDIX C, (EXCLUDING C2) ARE INCLUDED WITHIN THE LEVELS OF EXPENDITURE ILLUSTRATED ABOVE).

- 2. THAT THE CAPITAL PROGRAMME SET OUT IN APPENDIX F, PAGE 1, BE APPROVED.**
- 3. THAT THE E-GOVERNMENT PROGRAMME SET OUT IN APPENDIX H BE APPROVED.**
- 4. THAT APPROVAL BE GIVEN TO THE INCLUSION OF PLANNING DELIVERY GRANT WITHIN THE BUDGET FOR 2004/05, ONCE KNOWN, AND THAT DETAILED PROPOSALS FOR THE USE OF SUCH GRANT BE INCLUDED WITHIN THE DEVELOPMENT SERVICES BUSINESS PLAN FOR 2004/05.**
- 5. THAT APPROVAL BE GIVEN TO THE INCLUSION OF £200,000 WITHIN THE REVENUE BUDGET FOR 2004/05 FOR RECYCLING PILOT SCHEMES TO BE FUNDED FROM GRANT.**
- 6. THAT THE POLICY AS PREVIOUSLY AGREED BY THE COUNCIL ON 14TH JULY, 1999 (MIN 186 REFERS) BE CONFIRMED TO TREAT ALL EXPENSES OF THE COUNCIL AS GENERAL EXPENSES OTHER THAN THOSE SPECIFICALLY IDENTIFIED AND ITEMISED IN THE WINCHESTER TOWN ACCOUNT. IN CONSEQUENCE OF WHICH: THE SUM OF £607,360 BE TREATED AS SPECIAL EXPENSES UNDER SECTION 35 OF THE LOCAL GOVERNMENT FINANCE ACT, 1992 IN RESPECT OF THE WINCHESTER TOWN AREA, APPENDIX J.**
- 7. THAT THE COUNCIL TAX FOR THE SPECIAL EXPENSES IN THE WINCHESTER TOWN AREA AT BAND D BE SET AT £46.75.**
CONTINUED...
- 8. THAT THE BALANCES ON THE COLLECTION FUND CALCULATED AT 25 JANUARY, 2004 OF £39,700 SURPLUS FOR COUNCIL TAX FOR THIS COUNCIL, BE APPROVED.**
- 9. THAT A COUNCIL TAX OF £104.40 AT BAND D FOR CITY COUNCIL SERVICES BE APPROVED.**
- 10. THAT PARISH COUNCIL TAXES BE NOTED AS IN APPENDIX K AS AMENDED ABOVE.**
- 11. THAT THE PRUDENTIAL INDICATORS IN PARAGRAPH 10 OF THE REPORT BE NOTED.**

1061. RECEPTION AREAS FIRST PHASE – IMPROVING CUSTOMER SERVICE THROUGH ESTABLISHING A CONTACT CENTRE
(Report CAB793 refers)

The Director of Finance apologised that the report had not been sent to the TACT representatives regarding the proposed changes to the reception areas of the City Offices. She assured the TACT representative present that TACT would be involved at the detail stage.

The Director of Personnel added that discussions had taken place with the Council's recognised trade union, Unison, and that further meetings were planned with regional representatives. Although Unison did have concerns, there was a general willingness to work with the City Council in achieving its objectives.

Members considered that the change in working practice required to create the contact centre could be best achieved by providing the facility in-house and utilising the experience of current staff where possible.

In reply to Members' questions, the Director of Finance clarified that the initiative would be funded from reserves, capital receipts and IEG grant assistance. A growth bid was included in the budget for the integration of systems to achieve a dedicated customer service unit.

Cabinet also agreed with the Chairman's suggestion that a Member Seminar be held on this subject and that similar arrangement be made for representatives of the Council's principal customers.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That approval in principle be given to the establishment of a Customer Service Centre and to the post of Customer Service Manager as outlined in the report.
2. That approval in principle be given to the Customer Service Centre being provided in-house.
3. That Nineveh Consulting be commissioned to undertake more detailed work on the staff and cost implications of establishing a contact centre, including detailed proposals for agreeing services and broad service boundaries to be included in the first phase.
4. That this report be referred to the Personnel Committee and approval be sought to an increase in establishment of one FTE for a Customer Services Manager.
5. That capital growth of totalling £390,000 for the introduction of a Customer Relationship Management system and £70,000 for Telephone equipment be approved for inclusion in the capital programme as set out in paragraphs 13.2-13.4 of the report.
6. That revenue growth of £150,000 for 2004/05 and £100,000 for 2005/06 be approved, as set out in paragraphs 13.5-13.8 of the report.

1062. OFFICE ACCOMMODATION – FEASIBILITY REPORT WITH FURTHER INFORMATION
(Report CAB797 refers)

The following item was a key decision not notified for inclusion on the agenda within the statutory deadline. The Chairman agreed to accept the item onto the agenda as a matter requiring urgent consideration in view of the need to consider the findings of

the feasibility report at the earliest opportunity. The Chairman of Principal Scrutiny Committee had also agreed to the late item being considered at this meeting.

The Chairman welcomed to the meeting Mr P Stansall from Tectus, the Council's Consultants for the Stage 1 Feasibility Study. Mr Stansall highlighted the principal findings of the report for Members' information.

Cabinet noted that the Principal Scrutiny Committee, at its meeting held on 12 January 2004 had recommended, inter alia, that a milestone report be compiled for consideration by a future meeting of Council (preferably 25 February 2004) so that a decision could be made by all Members of the Council as to whether to proceed with the appointment of consultants for the feasibility study for the future of office accommodation for Winchester City Council.

Cabinet agreed that the need for new office accommodation should be further investigated but that this should not commit the Council at this stage. It was further agreed that Recommendation 8 be amended to include a new milestone that Cabinet, Principal Scrutiny, and Council should be consulted before any final decision was taken by the City Council on site selection.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RECOMMENDED:

1. THAT THE NEED FOR IMPROVED OFFICE ACCOMMODATION IS RECOGNISED.

2. THAT THE OFFICE ACCOMMODATION PROJECT SHOULD PROCEED ON THE BASIS OF RE-LOCATING TO A NEW SITE IN WINCHESTER WITH OR WITHOUT A COUNCIL CHAMBER.

CONTINUED...

3. THAT A DECISION ON THE SITE OF A NEW OFFICE BE PART OF THE STUDY NOTING THAT THE REPORT CONCLUDES THAT A CITY CENTRE LOCATION IS POSSIBLE BUT THAT ACCOUNT NEEDS TO BE TAKEN OF THE FORTHCOMING CAR PARKING REVIEW.

4. THAT THE PROJECT ASSUMES THE DISPOSAL OF THE FOUR EXISTING OFFICE SITES INCLUDING THE COLEBROOK STREET CAR PARK.

5. THAT THE PROJECT PROCEEDS TO THE NEXT STAGE OF DEVELOPING A TECHNICAL FEASIBILITY STUDY WHICH MAXIMISES THE DEVELOPMENT POTENTIAL OF ANY SITE, INCLUDING HOUSING USES, IF APPROPRIATE.

6. THAT THE FEASIBILITY STUDY SHOULD INCLUDE OPTIONS THAT MINIMISE THE USE OF CAPITAL BY ADJUSTING THE NUMBER OF WORK SPACES AND ENSURING THE SITE IS FULLY DEVELOPED, INCLUDING THE POSSIBILITY OF SHARING FACILITIES WITH OTHER PARTNERS.

7. THAT DRAFT PLANNING BRIEFS ARE PREPARED FOR THE CITY OFFICES/COLEBROOK STREET CAR PARK, AVALON HOUSE, ABBEY

MILL AND HYDE SITES FOR REDEVELOPMENT/REUSE FOR RESIDENTIAL OR OTHER PURPOSES.

8. THAT THE PROPOSALS FOR PRE-SCRUTINY INVOLVEMENT OF PRINCIPAL SCRUTINY COMMITTEE, PRIOR TO CABINET CONSIDERATION OF REPORTS, AND FOR THE INVOLVEMENT OF FULL COUNCIL AT KEY STAGES, AS SET OUT IN PARAGRAPH 4.7 OF THE REPORT, BE APPROVED, BUT THAT A FURTHER MILESTONE REPORT BE ALSO CONSIDERED BY PRINCIPAL SCRUTINY COMMITTEE, CABINET AND FULL COUNCIL TO DETERMINE SITE SELECTION FOR THE PROJECT BEFORE DETAILED DESIGN IS UNDERTAKEN.

9. THAT MEMBERS RECOGNISE THAT IF AT THE END OF STAGE B A DECISION IS TAKEN TO PROCEED TO STAGE C THE COUNCIL WOULD INCUR FURTHER FEES IN THE ORDER OF £380,000.

1063. CAPITAL RECEIPTS
(Report CAB785 refers)

In the public participation part of the meeting, Mr C Gilbert-Wood representing TACT spoke on this item. In summary, he stated that some of the terminology used in the report could be improved upon but TACT's comments to some extent had already been incorporated through the consultation process. He stated that the issue for the Council to address was the proper stewardship of Council land occupied by its tenants, including addressing environmental issues. In considering the detail of the report, he agreed that, where small plots of land were involved, and it was difficult to decide upon a use for them, then they should remain within the Housing Revenue Account. Similarly, shops should remain within the Housing Revenue Account, but the industrial sites could be suitable for transfer across to the General Fund. He also highlighted, in relation to the stewardship of Housing Revenue Account land, the anomaly that Council tenants paid twice for some services; once through their council rent and secondly through their Council Tax. Mr C Gilbert-Wood considered that it was important to also review other charges between the Housing Revenue Account and the General Fund, which was now proposed as a result of the consultation. Cabinet thanked Mr Gilbert-Wood for his comments on behalf of TACT.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That the principle be agreed of transferring some of the non-operational properties currently held in the Housing Revenue Account to the General Fund but the details of which properties to be transferred should be investigated further and the report be referred to the Housing Performance Improvement Committee for comments.

2. That a review of all the charges between the General Fund and the Housing Revenue Account should now be undertaken.

1064. TREASURY MANAGEMENT
(Report CAB776 refers)

In response to a Member's question on ethical investments, the Director of Finance stated that the Co-operative Bank was within the approved organisations for the investment of Council funds. However, investment would only take place following brokers' advice that this was the most financially advantageous investment for the City Council at that time.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RECOMMENDED:

THAT THE TREASURY MANAGEMENT STRATEGY FOR 2004/05, INCLUDING THE PRUDENTIAL INDICATORS CONTAINED THEREIN, AS DETAILED IN APPENDIX 2 OF THE REPORT, BE APPROVED.

RESOLVED:

That the revision to TMP4 'Approved Instruments, Methods and Techniques' as detailed in Appendix 3 of the report be approved.

1065. BUDGET MONITORING OVERVIEW TO DECEMBER 2003

(Report CAB791 refers)

The Director of Finance made reference to a error in paragraph 2.2 of the report where the word "overspend" should be replaced with "underspend".

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

That the report be noted.

1066. APPOINTMENTS TO THE CENTRAL HAMPSHIRE TRANSPORT PANEL AND THE SOLENT TRANSPORT PANEL

(Report CAB805 refers)

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

1. That Councillors Beveridge, Busher, Davies and Lipscomb (Deputies: Bailey, Bennetts, Jeffs and Verney) be appointed to the Central Hampshire Transport Panel.

2. That Councillors Beveridge and Hatch (Deputies: Allgood and Bailey) be appointed to the Solent Transport Panel.

1067. ATHELSTAN HOUSE, ST CLEMENT STREET, WINCHESTER – OCCUPATION COSTS

(Report CAB811 refers)

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

1. That one off growth of £67,000 be approved for the fitting out and use of one floor at Athelstan House to meet the Council's short to medium term office space requirement.

2. That revenue growth of £90,000 pa for new accommodation be approved.

1068. **MINUTES OF THE COMMUNITY, ARTS AND SOCIAL PERFORMANCE IMPROVEMENT COMMITTEE HELD 20 JANUARY 2004**
(Report CAB799 refers)

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

That the minutes of the Community, Arts and Social Performance Improvement Committee held 20 January 2004 be noted.

1069. **MINUTES OF THE HEALTH PERFORMANCE IMPROVEMENT COMMITTEE HELD 21 JANUARY 2004**
(Report CAB800 refers)

Arising out of consideration of these minutes, Cabinet noted the need for training for Members on issues relating to alcohol issues in addition to those on drug issues.

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

That the minutes of the Health Performance Improvement Committee held 21 January 2004 be noted.

1070. **MINUTES OF THE ENVIRONMENT AND ACCESS PERFORMANCE IMPROVEMENT COMMITTEE HELD 22 JANUARY 2004**
(Report CAB801 refers)

Cabinet supported the Performance Improvement Committee's resolution that it should consider reports on the success of Work Travel Plans (with particular regard to Whiteley).

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

That the minutes of the Environment and Access Performance Improvement Committee held 22 January 2004 be noted.

1071. **MINUTES OF THE HOUSING PERFORMANCE IMPROVEMENT COMMITTEE HELD 26 JANUARY 2004**
(Report CAB803 refers)

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

That the minutes of the Housing Performance Improvement Committee held 26 January 2004 be noted.

1072. **MINUTES OF THE CENTRAL SERVICES PERFORMANCE IMPROVEMENT COMMITTEE HELD 27 JANUARY 2004 (LESS EXEMPT ITEMS)**
(Report CAB803 refers)

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That Minute 1000 (Report CEN46, Finance Department Performance Monitoring refers) and Minute 1001 (Report CEN48, City Secretary and Solicitor Department Performance Monitoring) of the Central Services performance Improvement Committee held 27 January 2004 be agreed.

2. That the remaining minutes (less exempt items) be noted.

1073. **MINUTES OF THE WINCHESTER TOWN FORUM HELD 13 JANUARY 2004**
(Report CAB809 refers)

The Portfolio Holder for Community Services stated that a future Winchester Town Forum would be asked to consider taking over responsibility for the allocation of grant monies to youth groups within the town area. This was the case in other parishes within the district, where local community youth groups were funded with contributions from the parish precept.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That Minute 922 (Report WTF20, Winchester Town Budget 2004/05 refers) of the Winchester Town Forum held 13 January 2004 be agreed.

2. That the remaining minutes be noted.

1074. **MINUTES OF THE WINCHESTER DISTRICT LOCAL PLAN COMMITTEE HELD 9 JANUARY 2004**
(Report CAB804 refers)

The Portfolio Holder for the Environment, Economy and Development reported that the Planning Inspector had supported many of the comments made by Winchester City Council with regard to Havant's Borough Council's local plan in respect of the West of Waterlooville area.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

That the minutes of the meeting of the Winchester District Local Plan Committee held on 9 January 2004 be received and the recommendations therein be approved and adopted.

1075. **FUTURE ITEMS FOR CONSIDERATION**

RESOLVED:

That the list of future items, as set out in the Council's Forward Plan for February 2004, be noted.

1076. **EXEMPT BUSINESS**

RESOLVED:

That the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
1077 & 1088	Broadway/Friarsgate –Developer's Revised Response to Brief) Information relating to the) financial or business affairs) of any particular person) (other than the authority).) (Para 7 Schedule 12A) refers).
1078 & 1089	Multi Use Games Area – Swanmore College of Technology)) Any terms proposed or to) be proposed by or to the) authority in the course of) negotiations for a contract) for the acquisition or) disposal of property or the) supply of goods or services.) (Para 9 to Schedule 12A) refers).
1080 & 1091	Site for an Enterprise Centre in Winchester)
1085	Post Implementation Review of the Corporate DMS System Pilot)
1081 & 1092	Office Accommodation – Exempt Appendix)
1082 & 1093	Plot 1, Winnall Valley Road, Winchester)

1083 & 1094	80 Cromwell Road, Winchester)	
)	
1084 & 1095	Telephone System Upgrade)	
)	
1087 & 1096	Exempt Minutes of the Central)	
	Service Performance Improvement)	
	Committee – Commercial Property)	
	Arrears & Voids)	
1079 & 1090	The Lower Garden, Denmead –)	Information relating to the
	Compulsory Purchase Order)	financial or business affairs
)	of any particular person
)	(other than the authority).
)	(Para 7 Schedule 12A
)	refers).
)	
)	Any instructions to counsel
)	and any opinion of counsel
)	(whether or not in
)	connection with any
)	proceedings) and any
)	advice received, information
)	obtained or action to be
)	taken in connection with:-
)	(a) any legal proceedings
)	by or against the authority,
)	or
)	(b) the determination of
)	any matter affecting the
)	authority, (whether, in either
)	case, proceedings have
)	been commenced or are in
)	contemplation). (Para 12 to
)	Schedule 12A refers).
1086	Corporate DMS - Implementation)	The amount of any
	of Further Phases)	expenditure proposed to be
)	incurred by the authority
)	under any particular
)	contract for the acquisition
)	of property or the supply of
)	goods or services. (Para 8
)	to Schedule 12A refers).
)	
)	Any terms proposed or to
)	be proposed by or to the
)	authority in the course of
)	negotiations for a contract
)	for the acquisition or
)	disposal of property or the
)	supply of goods or services.
)	(Para 9 to Schedule 12A
)	refers).

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| 1087 & 1096 | Exempt Minutes of the Central Services Performance Improvement Committee – Finance Department Performance Monitoring – Exempt Appendix |) Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority. (Para 5 to Schedule 12A refers).
)
) Information relating to the financial or business affairs of any particular person (other than the authority). (Para 7 Schedule 12A refers). |
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1077. **BROADWAY/FRIARSGATE – DEVELOPER’S REVISED RESPONSE TO BRIEF**
(Report CAB794 refers)

Cabinet considered the above report which set out the Developer’s Revised Response to the Brief and proposed a way forward (detail in exempt minute).

1078. **MULTI-USE GAMES AREA – SWANMORE COLLEGE OF TECHNOLOGY**
(Report CAB806 refers)

Councillor Evans declared a personal and prejudicial interest in this item as she was a Governor at Swanmore College of Technology who were the applicants for grant assistance. She left the meeting during consideration of this item.

Cabinet considered the above report which set out details of the financial support for the above project (detail in exempt minute).

1079. **THE LOWER GARDEN DENMEAD – COMPULSORY PURCHASE ORDER**
(Report CAB782 refers)

Cabinet considered the above report which contained details regarding the proposed Compulsory Purchase Order for The Lower Garden, Denmead (detail in exempt minute).

1080. **SITE FOR AN ENTERPRISE CENTRE, WINCHESTER**
(Report CAB789 refers)

Cabinet considered the above report which set out proposals regarding a site for an Enterprise Centre in Winchester (detail in exempt minute).

1081. **OFFICE ACCOMMODATION – FEASIBILITY REPORT WITH FURTHER INFORMATION – EXEMPT APPENDIX (APPOINTMENT OF CONSULTANTS)**
(Report Appendix C to CAB797 refers)

Cabinet considered the above Appendix which gave details regarding the appointment of consultants (detail in exempt minute).

1082. **PLOT 1, WINNALL VALLEY ROAD, WINCHESTER**

(Report CAB798 refers)

Cabinet considered the above report which set out a proposed course of action regarding Plot 1, Winnall Valley Road, Winchester (detail in exempt minute).

1083. **80 CROMWELL ROAD, WINCHESTER**

(Report CAB808 refers)

Cabinet considered the above report which set out a proposed course of action regarding 80 Cromwell Road, Winchester (detail in exempt minute).

1084. **TELEPHONE SYSTEM UPGRADE**

(Report CAB786 refers)

Cabinet considered the above report which outlined proposals for the upgrade of the Council's telephone system (detail in exempt minute).

1085. **POST-IMPLEMENTATION REVIEW OF THE CORPORATE DOCUMENT MANAGEMENT SYSTEM (DMS) PILOT (DC) PROJECT**

(Report CAB795 refers)

The Director of Development Services reported that the ICT Informal Member/Officer Working Group, at its meeting held on 2 February 2004, had supported the recommendations within the report. It had further added a recommendation that a further report be prepared to the Informal Member/Officer Working Group setting out officer time savings following implementation of the system.

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That the Planning (DC) Pilot Project be formally accepted, as requested by the Corporate Document Management System (DMS) Project Board.

2. That the recommended follow-up actions (phase 2 of the Planning DMS) be agreed in principle and that the Director of Development Services and the Director of Finance be given delegated authority for any associated costs of up to £50,000, in consultation with the Portfolio Holder for Finance and Resources.

3. That a further review of the project be made, following phase two of the Planning DMS project, to identify any further efficiency improvements and benefits of the project.

1086. **CORPORATE DMS – IMPLEMENTATION OF FURTHER PHASES**

(Report CAB787 refers)

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

1. The corporate roll-out of the Electronic Document Management system across the Council be approved in principle.
2. Further analysis of the corporate system design be undertaken and a further report be made on this and associated costs.
3. The costs of the project be met initially from the ICT Reserve.

1087. **EXEMPT MINUTES OF THE CENTRAL SERVICES PERFORMANCE IMPROVEMENT COMMITTEE HELD 27 JANUARY 2004**
(Report CAB803 refers)

The Director of Finance submitted to Cabinet an addendum to the report on the item relating to Sundry Debtors – Additional Information Update to Report CEN46. The Chairman agreed to accept this late report so that the up to date position could be considered.

Cabinet considered the above report and agreed a proposed course of action (detail in exempt minute).

The meeting commenced at 9.00am and concluded at 1.45pm

