

The Cabinet

22nd June, 2016 at 3.30 pm
at the Sandwell Council House, Oldbury

Present: Councillor Eling (Chair);
Councillors Carmichael, Gill, Hackett, D Hosell,
Khatun, Marshall, Moore and Shackleton.

Apologies: Councillor Trow;
Councillors L Horton, P Hughes and Underhill.

In attendance: Councillors Ahmed, S Jones and Sandars.

96/16

Declarations of Interest

Councillor Hackett declared a non-pecuniary interest in relation to Minute Nos. 100/16 and 110/16 below (Sandwell Adult and Family Learning Service - Fees and Concessions 2016/17 (Key Decision Ref. No. CS067) and Renewal of Contract from Learndirect (Key Decision Ref. No. CS070)) respectively on the basis that he was teaching at Sandwell College.

Councillor Khatun declared a non-pecuniary interest in relation to Minute No. 100/16 (Sandwell Adult and Family Learning Service - Fees and Concessions 2016/17 (Key Decision. Ref. No. CS067)) on the basis that she worked at the Bangladeshi Women's Association.

97/16

Minutes

Resolved that the minutes of the meetings held on 18th May and 1st June, 2016 be confirmed as a correct record.

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Strategic Items

98/16

SHAPE Programme Annual Report 2015

The Cabinet, on 22nd July 2015, gave approval to the partnership approach to the SHAPE Programme and future pledges for SHAPE (see Minute No.120/15).

The Cabinet Member for Children's Services sought approval to the SHAPE Annual Report 2015 and to the SHAPE programme of work scheduled for 2016/17.

Members welcomed five young people who provided details of the progress made with the SHAPE programme and the programmed work for 2016/17 which included:-

- bringing forward talent shows and festivals to Sandwell;
- working alongside the PREVENT Strategy to prevent the radicalisation of youth;
- building key skills with members and concentrate on delivering campaigns such as the takeover event and the SHAPE Conference;

Members placed on record their appreciation of the work by SHAPE to improve the lives of young people.

Resolved:-

- (1) that details of the progress made with the SHAPE Programme 'The Child's Voice' initiative be received;
- (2) that the SHAPE Annual Report 2015 be approved;
- (3) that the SHAPE programme of work scheduled for 2016-17 be endorsed.

99/16

Recommendations from the Budget and Corporate Scrutiny Board regarding the Council's Financial Outturn 2015/2016 (Key Decision Ref. No. FR057)

The Leader of the Council made reference to Minute No. 88/16 taken by the Cabinet on 1st June, 2016 and made reference to a report detailing the observations of the Budget and Corporate Scrutiny Board in relation to the Council's service areas financial outturn reports 2015/16, the Housing Revenue Account, the Council's Capital Programme outturn and the Revenue Collection performance for 2015/16.

The Scrutiny Board had considered the financial outturn reports and had identified a number of issues which were put to Chief Officers for a written response/explanation at its next meeting.

On 9th June, 2016, the Scrutiny Board considered the responses from Chief Officers. The Chair of the Scrutiny Board reported that there were no issues arising from that meeting which required further consideration by the Cabinet.

The Scrutiny Board subsequently:-

- (a) congratulated Directors and Cabinet Members on the efficient management of their respective budgets and the resultant surpluses achieved, despite the continued reduction of funds from central government;
- (b) congratulated the Director - Neighbourhoods on the level of rent collection, in spite of the roll out of Universal Credit. However, it was recommended that the situation was monitored closely as the roll out of Universal Credit continued;
- (c) recommended that the Director - Neighbourhoods continued efforts to collect rents from the borough's permanent traveller sites and consult with other local authorities with such sites on alternative methods employed to maximise collection rates;
- (d) was supportive of the carry forward of surpluses within the Libraries Service to contribute to the smooth delivery of the restructure of the service and congratulated the Director - Neighbourhoods on retaining all 19 of Sandwell's libraries;
- (e) supported the approach of the Director - Public Health in seeking to combine contracts to generate savings given the uncertainty over future funding provision and the likelihood of funding reductions;

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- (f) supported the approach of the Director – Children’s Services on the recommissioning of short breaks services to improve service delivery and enable efficiency savings to be made.

The Board noted that a number of reported deficits shown in the accounts were actually offset in another place in the accounts. The Chief Finance Officer had been requested to review the way that these figures were presented in the future to present a clearer picture to readers.

In receiving the recommendations of the Scrutiny Board, the Leader of the Council endorsed the comments of the Scrutiny Board relating to the reporting of deficits.

Resolved:-

- (1) that the questions/issues raised by the Budget and Corporate Scrutiny Board in relation to the Council’s financial outturn for 2015/2016, and the responses received from directors, be received;
- (2) that the Council’s financial outturn for 2015/2016 be approved;
- (3) that the Director - Neighbourhoods monitors rent collection levels closely as the roll out of Universal Credit continues;
- (4) that the Director - Neighbourhoods continues efforts to collect rents from the borough’s permanent traveller site and consults other local authorities with such sites on alternative methods employed to maximise collection rates.

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100/16

Sandwell Adult and Family Learning Service - Fees and Concessions 2016/17 (Key Decision Ref. No. CS067)

The Cabinet Member for Children's Services provided details of the Sandwell Adult and Family Learning Service fees and concessions 2016/17.

Funding for Adult and Family Learning courses was provided through an external Government contract with the Skills Funding Agency. The Government's policy was that providers of Adult and Family Learning courses should increase income from course fees on an annual basis so that those that could afford to pay was combined with targeted support for those with low incomes.

Sandwell Adult and Family Learning Service aimed to ensure that fees remained modest and were lower than those charged by other Black Country Adult Education providers, where charges were at an average of £4.50 per hour.

Following discussions with centre staff, learners and community partners and a comparison with neighbouring authorities, it was proposed that the base fee for the 2016-17 academic year remained at £3.50 per hour.

It was also proposed that a number of concessions would remain.

Resolved:-

- (1) that the fee base for Adult and Family Learning courses in Sandwell for the academic year 2016/17 be maintained at £3.50 per hour;
- (2) that in connection with resolution (1) above, the fee concessions for Adult and Family Learning courses in Sandwell for the academic year 2016/17 remain as:-
 - Family Learning, adult maths and English courses below Level 2, and employability provision will remain free;

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- fee discounts of 100% for personal development and personal interest courses are available for those that receive Job Seekers Allowance, Employment Support Allowance and Universal Credit, as approved/defined by the funding rules of the Skills Funding Agency, or are aged 19-25 and are in or have recently left care;
- where people are not eligible for approved fee discounts, fee concessions will be available for those people who are aged 60+.

101/16

Award of Contract for the Provision of a Perimeter Network Security Infrastructure and Enterprise Wireless Network Infrastructure (Key Decision Ref. No. CCS07)

The Leader of the Council, in the absence of the Cabinet Member for Core Council Services, sought approval to award a contract for the provision of a perimeter network security infrastructure and enterprise wireless network infrastructure that would meet the needs of the service and deliver value for money for the Council.

The current Wi-Fi solution within the Council was no longer fit for purpose and in order to ensure that suitable security provision continued to be in place and was compatible with the ICT Strategy, the Council was seeking to award a new contract.

In accordance with the Council's Procurement and Contract Procedure Rules, approval was sought to award the contract to Pervasive Network Limited for a three year period from 1st August 2016 to 31st July 2019, at a total cost of £660,000.

Resolved:-

- (1) that the Assistant Chief Executive award the contract for the provision of a perimeter network security infrastructure and enterprise wireless network infrastructure to Pervasive Networks Limited, for a three year period from 1st August 2016 to 31st July 2019, at a total cost of £660,000;

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- (2) that in connection with resolution (1) above, the Director - Governance enter into an appropriate contract with Pervasive Networks Limited, for a three-year period, for the provision of a perimeter network security infrastructure and enterprise wireless network infrastructure.

102/16

Award Framework Agreement for Supply of Coated Road Stone Materials (Key Decision Ref. No. HE044)

The Cabinet Member for Highways and Environment sought approval to award a framework agreement for the supply of coated road stone materials in conjunction with Dudley Metropolitan Borough Council and Wolverhampton City Council.

The Council, on behalf of the Black Country Purchasing Consortium, was the lead authority for the preparation, development, evaluation and award of the framework agreement.

In accordance with the Public Contracts Regulations 2015, it was proposed that the framework agreement be established with Midland Quarry Products Limited and Breedon Aggregates England Limited for a three year period with the option to extend for a further one year period.

If the framework agreement continued to the extended four year term, the total expenditure by the three participating councils was estimated to be in the region £3.2m of which Sandwell Council's expenditure was estimated to be £1m.

The revenue and capital implications in relation to individual projects or programmes would be identified in future business plans and future capital programmes and would be met from the budgets available.

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Resolved:-

- (1) that the Director – Regeneration and Economy enter into a framework agreement for the supply of coated road stone materials with Midland Quarry Products Limited and Breedon Aggregates England Limited for a three year period, with an option to extend for an additional one year, subject to satisfactory performance;
- (2) that the Director – Governance execute any documents necessary to give effect to resolution (1) above.

103/16

Provision of Empty Property Repairs and Post Tenancy Repairs (Key Decision Ref. No. TNS044)

The Cabinet Member for Housing sought approval to award a contract for repairs to be undertaken on empty property and post tenancy repairs, for a period of three years, from 1st July 2016 to 30th June 2019.

In accordance with the Council's Procurement and Contract Procedure Rules, Axis Europe, Bullock Construction, Ian Williams Ltd, Tyrer Building, Vinci Facilities and Wates Construction Ltd submitted the best value tenders.

The anticipated value of the contract was £16,500,000 (£5,500,000 per annum) for a period of three years.

An equality impact assessment was not required for this proposal.

Resolved:-

- (1) that the Director - Neighbourhoods award the contract for the provision of empty property repairs and post tenancy repairs to Axis Europe, Bullock Construction, Ian Williams Ltd, Tyrer Building, Vinci Facilities and Wates Construction Ltd at a total cost of £16,500,000, for the period 1st July 2016 to 30th June 2019;

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- (2) that in connection with resolution (1) above, the Director - Governance enter into any necessary contract with Axis Europe, Bullock Construction, Ian Williams Ltd, Tyrer Building, Vinci Facilities and Wates for the period 1st July 2016 to 30th June 2019.

104/16

Provision of Garden Clearance to include the Removal of Garden Waste and Hazardous Waste and House Clearance to Empty Council Properties (Key Decision Ref. No. HG12)

The Cabinet Member for Housing sought approval to award a contract for the removal of garden and hazardous waste/house clearance to void properties including undertaking internal house clearance and pest control and fumigation work.

In accordance with the Council's Procurement and Contract Procedure Rules, VPS Ltd submitted the best value tender.

The anticipated value of the contract was £428,720 for the period 1st July 2016 to 30th June 2020.

Resolved:-

- (1) that the Director – Neighbourhoods award the contract for garden clearance services to include the removal of garden and hazardous waste/house clearance to void properties to VPS Ltd, for the total sum of £428,720, for the period 1st July 2016 to 30th June 2020;
- (2) that in connection with resolution (1) above, the Director - Governance enter into an appropriate contract with VPS Limited for the period 1st July 2016 to 30th June 2020 for removal of garden and hazardous waste/house clearance to void properties.

105/16

Provision of Gas Appliance Parts and Heating Spares (Key Decision Ref. No. HG15)

The Cabinet Member for Housing sought approval to award a contract for the provision of gas appliance parts and heating spares to council housing stock for the period 1st July 2016 to 30th June 2018.

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In accordance with the Council's Procurement and Contract Procedure Rules, Travis Perkins submitted the best value tender.

The anticipated value of the contract was £850,000 (£425,000 per annum) for a period of two years.

Resolved:-

- (1) that the Director - Neighbourhoods award the contract for the provision of gas appliance parts and heating spares to Travis Perkins for the total sum of £850,000 for the period 1st July 2016 to 30th June 2018;
- (2) that in connection with resolution (1) above, the Director - Governance enter into an appropriate contract with Travis Perkins for the period 1st July 2016 to 30th June 2018.

106/16

Provision of Repairs and Maintenance for Concierge, Door Entry, CCTV and Security Systems (Key Decision Ref. No. TNS043)

The Cabinet Member for Housing sought approval to award a contract for repair and maintenance of concierge, door entry, CCTV and security for the period 1st September 2016 to 31st August 2019.

In accordance with the Council's Procurement and Contract Procedure Rules, Openview Security Solution Limited submitted the best value tender.

The anticipated value of the contract was £605,680 for a period of three years.

Resolved:-

- (1) that the Director - Neighbourhoods award the contract for the provision of repairs and maintenance for concierge, door entry, CCTV and security systems to Openview Security Solutions Limited, for a total sum of £605,680, for the period 1st September 2016 to 31st August 2019;

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- (2) that in connection with resolution (1) above, the Director - Governance enter into an appropriate form of contract with Openview Security Solutions Limited, for the provision of repairs and maintenance for concierge, door entry, CCTV and security systems for the period 1st September 2016 to 31st August 2019.

107/16

Provision of Replacement UPVC Double Glazed Windows (Key Decision Ref. No. HG13)

The Cabinet Member for Housing sought approval to extend a contract for the replacement of UPVC double glazed windows to Council owned properties up to five storeys within the borough.

The contract included the additional ancillary repair works associated with the replacement of window lintels and access works. The work would result in more energy efficient properties and contributing to lower fuel bills.

In accordance with the Council's Procurement and Contract Procedure Rules, the original contract was awarded to Vinci Construction UK Limited and Lovell Partnerships Limited on 3rd June 2015 (see Minute No. 99/15).

The anticipated value of the extended contract was £6m for the period 2nd August 2016 to 31st July 2017 and the work would be split between two contractors for a total cost of £3m each. The cost would be met from resources allocated within the Housing Revenue Account investment programme.

An equality impact assessment was not required for this proposal.

In recommending the proposals, members commended the Council's decision to invest in this scheme to replace all single glazed windows with double glazed to enable tenants to live in a decent home and have reduced energy bills.

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Resolved:-

- (1) that the Director – Neighbourhoods extend the current contract for the replacement of single glazed windows/doors with UPVC double glazed units to Council owned properties up to five storeys to Vinci Construction UK Limited and Lovell Partnerships Limited, for the period 2nd August 2016 to 31st July 2017 at a total sum of £6m;
- (2) that in connection with resolution (1) above, the Chief Finance Officer allocate £3m from Housing Revenue Account to facilitate the replacement of single glazed windows/doors with UPVC double glazed units;
- (3) that in connection with resolution (1) and (2) above, the Director – Governance enter into an appropriate contract extension with Vinci Construction UK Limited and Lovell Partnerships Limited on terms and conditions set by Director – Neighbourhoods for the period 2nd August 2016 to 31st July 2017.

Business Matters

108/16

Creation of Additional Fees for Speciality Markets

The Cabinet Member for Highways and Environment sought approval for the creation of additional fees and tolls to operate speciality markets over four consecutive day periods throughout the year with the exception of the month of December.

Two levels of fees were proposed:-

- a £500 fee for the use of designated Council land in West Bromwich Town Centre throughout the year with the exception of December;
- a £3,000 fee to be charged for the use of designed land in West Bromwich Town Centre to operate a Christmas/Festive themed market in December.

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The income raised would be levied from a private market operator who would operate the markets on behalf of the service.

An equality impact assessment was not required for this proposal.

Resolved that the Director – Regeneration and Economy be authorised to charge a £500 fee for the use of designated Council land in West Bromwich Town Centre to operate speciality markets over four consecutive day periods throughout the year with the exception of December and a £3,000 fee to be charged for the use of designated land in West Bromwich Town Centre to operate a Christmas/Festive themed market in December.

109/16

School Terms and Holidays 2017/2018

The Cabinet Member for Children's Services presented details of the schedule of school terms and holidays which would be implemented by all controlled schools and which should be recommended to the governing bodies of all teaching establishments in Sandwell for the 2017/2018 academic year.

The majority of those Sandwell schools already able to set their own term dates (academies, voluntary aided and trust schools) had continued to follow the local authority set dates.

A meeting of the West Midlands Officer Group in January 2016 considered the next round of term dates, those for the academic year 2017/18. The group agreed common dates for half term holidays but accepted that start and end dates of terms might differ slightly across the region.

The NASUWT (Teachers Union) had supported the schedule as it had matched the majority of the neighbouring authorities and provided consistency.

The Cabinet Member for Children's Services recommended the proposals for approval.

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In relation to concerns raised by the Chair of the Leisure, Culture and the Third Sector Scrutiny Board regarding parents being fined for taking their children on holiday during term time in order to avoid the high cost of travel during school holidays, the Leader of the Council confirmed that this was a problem being experienced nationally. Most local authorities were awaiting the outcome of a recent court appeal on a known case.

Resolved that the Schedule of School Terms and Holidays, now submitted as Appendix 1, be approved for publication to apply to all community and voluntary controlled schools for the 2017/18 academic year.

(Councillor Hackett declared a non-pecuniary interest in this matter on the basis that his son would be starting school in September 2016)

110/16 Minutes of the Meeting of the Cabinet Petitions Committee held on 18th May 2016

The minutes of the meeting of the Cabinet Petitions Committee held on 18th May 2016 were received.

No questions were asked of the Cabinet Members.

111/16 Exclusion of the Public

Resolved that the public and press be excluded from the rest of the proceedings to avoid the possible disclosure of exempt information under Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, relating to consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority and information relating to the financial or business affairs of any particular person (including the authority holding that information).

Strategic Items

112/16

Renewal of Contract from Learndirect (Key Decision Ref. No. CS070)

The Cabinet Member for Children's Services set out the contract offer for the non - statutory service to provide Online Learning Services from Learndirect for the academic year 2016/17.

The Online Learning Service was a sub-contractor to Learndirect to provide ICT based distance learning qualifications in English, maths, ICT and employability skills.

Under the Facing the Future initiative, all non-statutory services were being reviewed to assess their cost to the Council and their value to residents. Under the review, it was now proposed that the contract offered by Learndirect would be not renewed, as the service was no longer financially viable. All current learners would complete their learning by 31st July 2016 and there would be no carry over or continuing learners. Future learners who wished to obtain formal qualifications in English and maths, or who needed help with employability skills would be supported through the Sandwell Adult and Family Learning Service at delivery centres around the borough and via Sandwell College.

The Cabinet Member for Children's Services recommended the proposal for approval.

An equality impact assessment screening was carried out but, however an assessment was not required for this proposal.

Resolved:-

- (1) that the contract with Learndirect to fund the non-statutory Online Learning Service within the Children's Services Directorate for the academic year 2016/17 not be renewed;
- (2) that in connection with resolution (1) above, the cessation of the Online Learning Service be approved as a basis for consultation with trade unions and staff concerned;

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- (3) that subject to the outcome of the consultation referred to in resolution (2) above, the Director of Children's Services, in consultation with the Assistant Chief Executive, being satisfied that there are no significant issues arising, the closure of the Online Learning Service within Children's Services be approved with effect from 31st July 2016;
- (4) that subject to resolution (3) above, the following posts be deleted from the establishment of the Online Learning Service area from 31st July 2016:-

Post	Band	No of posts
Curriculum and Performance Officer	E	1
Facilitator	D	2
Maths/English specialist tutor	D	1
Lead Support Assistants	C	10
Tutor – Community Learning	C	2
Quality and Audit officer	E	1

- (5) that subject to resolution (3) above, the following posts be deleted from the establishment of the Online Learning Service area from 30th September 2016:-

Post	Band	No of posts
Online Learning Manager	H	1
Operations Manager	E	1

- (6) that in connection with resolution (2) and (3) above, the Director of Children's Services, in consultation with the Assistant Chief Executive, be authorised to:
- (i) continue to engage with staff and unions;
 - (ii) explore job swap/redeployment opportunities for those post holders occupying the posts deleted within the structure via the Jobs Promise arrangements.

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113/16

Awarding of contract for a pilot scheme around supporting young people to remain within homes/foster care reducing the requirements for residential care (Key Decision Ref. No. CS077)

The Cabinet Member for Children's Services set out the proposals to carry out a pilot programme to support children remaining in family placements and reducing the use of residential placements.

The pilot scheme had the following components which were set out in the proposals:-

- the cost of residential placements was significantly greater than family placement options;
- the provision of additional support, including 24/7 access, could reduce the risk of children's behaviour escalating thus reducing the need for residential placements;
- the pilot would be based on the provider taking on set up costs and staff at no risk to the authority;
- the provider would only be paid for success in areas to clearly defined criteria;
- the cost of the success would be less than the cost of the residential placements over the comparative period;
- the authority would identify 15 children to be entered into the pilot project from the start of the programme.

Following an advert, the Director of Children's Services, in consultation with the Cabinet Member for Children's Services, be authorised to award the contract to the successful applicant. This would allow the successful provider to commence the pilot as soon as possible following the completion of the procurement process. Should the pilot be successful, a further report would be submitted to Cabinet to undertake a full procurement exercise.

The Cabinet Member for Children's Services recommended the proposals for approval.

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Resolved:-

- (1) that, the Director of Children's Services be authorised, in consultation with the Cabinet Member for Children's Services, to award the contract for a pilot project to support children to remain in family placements on a payment by results basis, for the period 1st August 2016 to 31st July 2017;
- (2) that in connection with resolution (1) above, the Director - Governance enter into an appropriate form of contract, on terms to be agreed by the Director of Children's Services, for a pilot project providing additional support to children to be placed in family settings, on a payment across success criteria as described within the contract;
- (4) that in the event that the pilot project for providing additional support to children to be placed in family settings is considered successful, a further report be submitted to the Cabinet.

114/16

Schools Capital Programme 2016/17-18/19 (Key Decision Ref. No. LR04)

The Leader of the Council set out the proposals for the Schools Capital Programme 2016/17 – 18/19 following the Council's funding allocation from the Department of Education for the sum of £14,519,255.

The projects reflected the funding levels and priorities identified by the Government to create new school places and maintain existing school buildings. Having addressed the demand for primary places across the borough, the Council sought to ensure sufficient supply of school places for secondary school.

In order to meet the demand for places in September 2018, three secondary schools had been identified for expansion:

- (1) Q3 Academy Langley allowing the Academy to move to a full Published Admission Number of 240 for September 2017 rather than 2018 to meet the demand for places in Smethwick/Oldbury;

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- (2) Ormiston Sandwell Community Academy increasing its Published Admission Number to 210 from September 2018 to meet the demand for places in Oldbury/Tipton; and
- (3) RSA Academy increasing its Published Admission Number from 190 to 240 from September 2017 to meet the demand for places in Tipton.

The programme would ensure that the Council could continue to meet the demand for places across the six towns. Feasibility work would also continue to be undertaken on those secondary schools who had expressed an interest in expanding.

It was proposed to meet the estimated capital cost of £14,821,000 from the total available resources of £29,255,665.

An equality impact assessment was not required for this proposal.

The Leader of the Council recommended the proposals for approval with the exception of the proposal for one form of entry in the Wednesbury North ward which he considered should be deferred to the next meeting of the Cabinet in July to enable a full risk appraisal to be undertaken.

Resolved:-

- (1) that the Schools Capital Programme 2016/17-18/19 be approved as follows:-
 - Q3 Academy Langley (Phases 1(b) and 2), Moat Road, Oldbury, B68 8ED;
 - the expansion of Ormiston Sandwell Community Academy, Lower City Road, Tividale, Oldbury, B69 2HE;
 - the expansion of RSA Academy, Bilston Road, Gospel Oak, Tipton, DY4 0BZ;
 - Lightwoods Primary School (lower site), Wolverhampton Road, Oldbury, B68 0LP;
 - Summerhill Primary School, Upper Church Lane, Tipton, DY4 9PF;
 - feasibility work for future secondary school expansions;

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- (2) that £1,500,000 of the Department for Education School Condition Allocation be used to support cyclical maintenance;
- (3) that in connection with resolution (1) and (2) above, the remaining £14,434,665 funding be retained until feasibility has been undertaken on proposed schemes for 2016-2019, which will be the subject of a further report to Cabinet;
- (4) that a further report be submitted to the Cabinet on 27th July 2016 on the proposed expansion of one form of entry in Wednesbury North;
- (5) that in connection with resolution (1), (2) and (6), the Director – Governance enter into any legal agreements on terms agreed by the Director of Children’s Services, as required, to allow building works to be completed on all proposed sites;
- (6) that in connection with resolution (1) and (5) above, the following action points identified within the appraisal report be implemented to reduce any risk to the Council:-
 - regular financial monitoring updates on individual projects should be provided to the Leader of the Council highlighting variations of spend against original estimated costs. Remaining funds should be returned to the unallocated Schools Capital Programme;
 - approval should be sought from the Leader of the Council to utilise the 5% contingency;
 - individual Risk Registers for each project should be produced to manage the risk to the Council;
 - ensure that procurement of contracts is undertaken in accordance with the Council’s Procurement and Contract Procedure Rules, and Standing Order Regulations;
 - that the Council enters into such form of legal agreements as required to allow extension works on all proposed sites and;

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- post project evaluation should include specific outcomes, along with benchmarking of final costs to ensure value for money is achieved.

(Meeting ended at 4.06pm)

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**Recommended Schedule of School
Terms and Holidays 2017/2018 Academic
Year
Primary, Secondary and Special Schools**

APPENDIX

1

	Main Holidays	Half Term Holidays	Working Days
Autumn Term 2017			
From: Monday, 4 September	From: Thursday, 21 December	From: Monday, 23 October	73
To: Wednesday, 20 December	To: Monday, 1 January	To: Friday, 27 October	
Spring Term 2018			
From: Tuesday, 2 January	From: Friday, 30 March	From: Monday, 19 February	58
To: Thursday, 29 March	To: Friday 13 April	To: Friday, 23 February	
Summer Term 2018		May Day <i>Monday, 7 May</i>	
From: Monday, 16 April	From: Monday, 23 July	From: Monday, 28 May	64
To: Friday, 20 July		To: Friday, 1 June	

195

Pupils to attend school on 190 working days within the overall arrangements determined by the schedule.

Bank Holidays:

- Christmas: Monday 25 and Tuesday 26 December 2017
- New Year: Monday 1 January 2018
- Good Friday: Friday, 30 March 2018
- Easter Monday: Monday, 2 April 2018
- May Day: Monday, 7 May 2018
- Spring Bank Holiday: Monday, 28 May 2018