

Minutes of a meeting of the **Cabinet** held by video link on **Tuesday 21 July 2020** at **6.00pm** when there were present:

Cllr S A Vincent – Policy (Chairman)

Portfolio holders:

| | |
|------------------------|---|
| Cllr J K Copplestone | Economic Development |
| Cllr J J Emsell | Transformation and Organisational Development |
| Cllr J Leggett | Environmental Excellence |
| Cllr T M Mancini-Boyle | Finance |
| Cllr F Whymark | Housing and Wellbeing |

Cllr T Adams and Cllr S Riley also attended the meeting for its duration. Cllr S Catchpole was in attendance for part of the meeting.

Also in attendance were the Managing Director, Director Place, Director People and Communities, Chief of Staff, Assistant Director Planning, Assistant Director Finance, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, Acting Assistant Director - Economic Growth, Transformation, Innovation and Internal Consultancy Manager, Strategic Marketing and Communications Manager, Transformation and Innovation Lead Officer, Democratic Services Officer (LA) and the Democratic Services Officer (JO).

106 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

| Member | Minute No & Heading | Nature of Interest |
|--------------------|---|--|
| Cllr J Copplestone | 112 - Council Performance – Broadland business Plan | Director of business in receipt of Business Support Grant. |

107 APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Hempsall.

108 MINUTES

The Minutes of the meeting held on 16 June 2020 were confirmed as a correct record.

109 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

110 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 30 June 2020.

The Portfolio Holder for Economic Development noted that Members of the Overview and Scrutiny Committee were to conduct a scoping exercise to assess if a review of water management in the District should take place. She advised the meeting that she sat on Water Resources East and recommended their website to the Members, as it had a number of resources that might assist them in their work.

The Chairman and the Vice-Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 14 July 2020, as each item was considered.

111 BROADLAND AND SOUTH NORFOLK - OUR PLAN FOR RECOVERY FROM THE COVID-19 CRISIS

The Chief of Staff introduced the report, which requested that Cabinet recommended to Council the endorsement of the Covid-19 Recovery Plan and the subsequent review and update of the Delivery Plan for 2020/21 in the light of the Recovery Plan priorities.

Members were advised that the focus was now shifting from the initial emergency response phase to recovery and planning for the longer-term impacts and challenges of the pandemic.

The Recovery Plan was shaped around a six point plan based on the following three key themes: the Economy, Communities and Organisation and Governance. It was also recognised that the Plan would need to remain flexible, as the impacts of the pandemic became clearer over time. Therefore, the Recovery Plan would remain under review and adapted where needed. Organisational risks associated with the Recovery Plan and Delivery Plan would be monitored and reported, as part of Cabinet's quarterly Performance Reports.

The Leader noted that these were unprecedented times and he commended staff for the way that they had responded to this challenge and were driving forward projects over the short, medium and long-term to support the recovery.

The Portfolio Holder for Finance noted the aim to encourage the adoption across Norfolk of a common set of Contract Standing Orders and procurement processes, which would assist local businesses in responding to tenders for public sector contracts by reducing bureaucracy. She also noted that the Broadland and South Norfolk were to review their development company structures to ensure they could deliver the number of properties to meet their aims and ambitions and to deliver a return to the Councils.

The Portfolio Holder for Housing and Wellbeing commended the Help Hub for responding so well to the crisis and for the way that it was continuing to build community links to deliver increased resilience. He also noted that managers were to be trained to provide support for the wellbeing of staff and that the number of staff who were trained as Mental Health First Aiders was to be increased.

Cabinet commended the report and:

RECOMMENDED TO COUNCIL

- (1) The endorsement of the initial Recovery Plan and priorities to support recovery from the Covid-19 crisis in Broadland; and
- (2) The in-year review and update of the 2020/21 Delivery Plan, to be brought back to Cabinet in September 2020 and then onto Council for agreement.

Reasons for decision

To support recovery from the Covid-19 pandemic.

112 COUNCIL PERFORMANCE – BROADLAND BUSINESS PLAN

The report provided details of the Council's performance against strategic measures, as well as the risk and financial position for the fourth quarter of 2019/20.

The Assistant Director of Finance drew Members' attention to the financial position of the Council, which showed a provisional positive variance against the revenue budget at year end of £2.8m. This favourable position would allow an additional £1m to be added to reserves, which would take them to £15.3m.

The main reason for the variation was an unbudgeted £1.3m S.31 Grant for Business Rates.

Capital expenditure for the year was £4.4m compared to a budget of £5.7m. This was mainly due to slippages in areas such as the Warm Homes Fund and Disabled Facilities Grants.

It was noted that to address the impacts of the pandemic in the longer term, a review of the budget had been undertaken and agreed by Council on 30 June 2020.

The Portfolio Holder for Finance noted that collection rates for Council Tax and Business Rates had been adversely affected in March and future collection rates were uncertain. However, she also noted the improved investment income received during quarter 4 and that new income streams would be looked at going forward.

The Portfolio Holder for Environmental Excellence reminded Cabinet that the figures for waste collection and recycling were for quarter three and the impact that the pandemic might have on the service was not yet clear. The coronavirus had also prevented innovative work on decreasing the contamination rate of recycled waste to be undertaken.

The Portfolio Holder for Economic Development drew Members' attention to the very good figures in respect of business support provided by the Council and the ongoing importance of supporting communities and jobs, especially when the furlough scheme came to an end. The Economic Success Panel would be considering measures to stimulate economic recovery in the District at its meeting tomorrow.

RESOLVED

To

- (1) Note the 2019/20 performance for the quarter and the combined efforts across the Directorates to deliver the Broadland Business Plan; and
- (2) Note the capital and revenue position and the reason for the variances on the General Fund.

113 ENVIRONMENTAL STRATEGY

The Director of Place introduced the report, which presented the Environmental Strategy and Action Plan. The Strategy had been developed jointly with South Norfolk, but contained independent documents to reflect the

priorities of each District. The Strategy was comprised of six sections: Sustainable Communities, Clean and Safe Environment, Energy Efficiency, Waste Minimisation, Transport and Sustainable Procurement. Each section set out what the Council was going to do protect the environment and also how residents could help the Council achieve it.

It was also emphasised that the Strategy was a living document that would evolve to meet future challenges.

The Environmental Management Officer advised the meeting that the environment would be a key element of the Covid-19 recovery and officers were liaising with the local Energy Hub about accessing funding from the Green Home Grant scheme for residents in Broadland.

The Portfolio Holder for Environmental Excellence commended the Strategy, but had some final suggested amendments before it was recommended to Council.

She requested that some presentational adjustments be made to the document and also that a section on 'What we have done to date' be included, as well as information on sustainable investment, both of which had been included within previous iterations of the Strategy.

She also requested that the resources were put in place to ensure that the actions proposed in the Strategy were delivered.

In response to a query the Marketing and Communications Manager confirmed that following the sign off of the Strategy the Communications Team would use it as a Communications Plan and turn each section stories publicising the activities of the Council.

In response to the query about resources for the delivery of the Strategy the Managing Director confirmed that when it was signed-off the Action Plan would be considered in terms of the resource to deliver it. This might entail bringing it back to Members to agree the level of funding required.

RECOMMENDED TO COUNCIL

To approve the Environmental Strategy, as amended.

Reasons for decision

To help improve the living environment in the District, as well as addressing environmental challenges generally.

114 TEMPORARY PAVEMENT LICENSING

The Director of Place introduced his report, which proposed setting temporary licensing fees and conditions and the delegation of authority to officers to issue Temporary Pavement Licences to local business premises.

Temporary pavement licensing by district councils was being proposed nationally by the Government to help maximise businesses' customer capacity following the Covid-19 emergency restrictions. Although the final legislation was awaited, a decision was required now to enable the necessary licensing administration processes to be put in place, to allow the licences to be issued as soon as possible

The licences would allow businesses; such as cafes, restaurants and licensed premises to place removable furniture on certain highways adjacent to their premises.

The proposed process would allow for a five working day consultation period with the Highways Authority and other agencies, followed by a determination period of a further five working days. If the Council had not determined the application by the expiration of the determination period, the application was deemed approved.

Officers had calculated that an application fee of £75 would provide cost recovery for the Council, which was in line with South Norfolk and Breckland District Council.

The Portfolio Holder for Environmental Excellence requested that the recommendation be amended to refer to Temporary Pavement Licences. She also suggested that the form should be for either Broadland or South Norfolk, not both and noted that part of a sentence was missing in Section C of the form.

The Chairman of the Overview and Scrutiny Committee advised the meeting that the Committee had amended option 1 to '*Issue temporary pavement licenses free of charge for a period of six months*', as it was considered that waiving the fee would assist businesses as much as possible.

In response to this proposal the Portfolio Holder for Environmental Excellence confirmed that she considered the charge for the licences to be a fair one, which would not have a significant impact on business premises.

The Chairman concurred with this view and suggested that a charge would ensure that applicants were taking the license seriously and prevent the Licensing Team from being inundated with applications.

In response to a final query the Director of Place confirmed that the furniture would be for the exclusive use of the business and by licensing their use the Council would have a degree of control prevent any misuse.

RESOLVED

- (1) Set the temporary pavement licensing application fee at £75.

- (2) Delegate authority to the following officers for the purposes provided at sub-paragraphs (a) and (b) below:
 - Licensing & Enforcement Officers
 - Senior Environmental Health Officer (Licensing)
 - Food, Safety and Licensing Team Manager
 - Assistant Director Regulatory
 - Director for Place
 - (a) To decide whether to approve, refuse, or revoke pavement licences, also to set their durations.
 - (b) To decide which licence conditions are attached to each licence (selecting from local standard conditions as established and non-standard conditions as appropriate to individual circumstances).

- (3) Delegate authority to the following officers the power to enforce licence conditions and to vary or revoke individual licences:
 - Senior Environmental Health Officer (Licensing)
 - Food, Safety and Licensing Team Manager
 - Assistant Director Regulatory
 - Director for Place

Reasons for decision

To help support the viability of businesses in the District.

115 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

116 REVIEW OF LEGAL SERVICES PROVISION

Cabinet considered the report from the Assistant Director of Governance and Business Support (Monitoring Officer), which put forward options for the future provision of legal services at the Council.

Following discussion and consideration of all four options in the report, as detailed in the exempt Minutes, it was:

RESOLVED

To agree Option 1 (as set out in the report) for the provision of legal services for the Council.

Reasons for decision

To agree a contract for the provision of legal services for the Council.

The meeting closed at 19.13 pm