

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 20 November 2018** at **9.00 am** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J F Fisher	Environmental Excellence
Mrs T M Mancini-Boyle	Finance
Mr I N Moncur	Planning
Mr G Peck	Transformation and Organisational Development

Mrs C Bannock, Mr J Emsell and Mr D Harrison also attended the meeting for its duration.

Also in attendance were the Chief Executive, Deputy Chief Executive, Head of Democratic Services and Monitoring Officer, Interim Head of Housing and Environmental Services, Corporate Finance Manager, Capital Accountant, Local Taxation Manager, Projects and Training Officer, Environmental Protection Manager (Special Projects) and the Committee Officer (JO).

### **57 APOLOGY FOR ABSENCE**

An apology for absence was received from Mr Foulger.

### **58 MINUTES**

The Minutes of the meeting held on 23 October 2018 were confirmed as a correct record and signed by the Chairman.

### **59 OVERVIEW AND SCRUTINY COMMITTEE**

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 6 November 2018.

*Minute no: 68 – Budget Questions*

The questions that the Overview and Scrutiny Committee wished to raise with Cabinet at their Joint Budget meeting on 11 December 2018 were noted and a number of areas where further clarification was required were raised.

The Chairman of the Overview and Scrutiny Committee noted these points and confirmed that the questions would be amended accordingly.

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 13 November 2018, as each item was considered.

## **60 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE**

Cabinet received the Minutes of the meeting held on 29 October 2018.

The Portfolio Holder for Transformation and Organisational Development informed Members that the meeting had looked at collaboration in some depth.

## **61 ENVIRONMENTAL EXCELLENCE PANEL**

Cabinet received the Minutes of the meeting held on 8 November 2018.

The Portfolio Holder for Environmental Excellence advised the meeting that the Council had secured funding for the installation of up to 60 oil fired boilers for residents in fuel poverty in off-gas areas.

The Council had also carried out a recycling bin monitoring project over the summer, which had been a very effective means of targeting and educating residents about what could and could not be placed in recycling bins.

## **62 CAPITAL STRATEGY**

The report presented a revised Capital Strategy, which had been amended to reflect the current financial environment and take account of procedural changes. In future, the Capital Strategy would be included as part of the 2019/20 budget setting process and would also reflect collaboration with South Norfolk Council.

The Capital Accountant confirmed that the changes to the Capital Strategy were procedural and no material amendments had been proposed.

In response to a query, it was confirmed that Street Lighting was listed as a priority for capital expenditure in the Capital Strategy as it was included in the Capital Programme. However, it would only continue to be listed for as long as the Council remained a Lighting Authority.

Cabinet was advised that the Capital Strategy covered the period to 2020, whilst Treasury Management focused on the current year, which was why in the longer term the maximum operational and authorised external debt for the Council was set at £4m and £6m respectively, and in the shorter term it was set at £3m and £5m.

The Chairman requested that the Risk Management section of the Capital Strategy be expanded to show what capital projects had been assessed. He also asked that the Community Need section be extended to show how capital projects could be developed by a local community.

The Chairman also noted that the Capital Strategy suggested a possible need to borrow in order to fund the capital programme in the Medium Term Financial Plan, whilst the Treasury Management report contradicted this by indicating that external debt was unlikely to be required in the foreseeable future.

The Capital Accountant confirmed that he would amend the Capital Strategy to reflect the points raised above.

### **RESOLVED**

to

- (1) support the amendments to the procedural arrangements in the Capital Strategy (attached at Appendix 1 to the signed copy of these Minutes);
- (2) agree amendments to clarify some further points in the Capital Strategy;
- (3) support the plan to review the current Capital Strategy as part of the budget setting process;
- (4) agree that major revisions to the Capital Strategy be brought back to Cabinet, but minor amendments be agreed by the Head of Finance and Revenue Services in conjunction with the Portfolio Holder for Finance and
- (5) note the equalities impacts.

### **Reasons for decision**

The report was a factual account.

**63 TREASURY MANAGEMENT REPORT TO 30 SEPTEMBER 2018**

The report summarised treasury management activity during the first half of 2018/19 and included an update on the Prudential Indicators.

The Council's investments as at 30 September 2018 were the following:

<b>Counterparty</b>	<b>£million</b>	<b>Interest Rates</b>
Investec	10.33	Return varies, dependent on the performance of the underlying fund
Payden & Rygel	3.13	
Public Sector Deposit Fund	1.00	
Certificates of Deposit	1.00	0.81%
Banks	12.00	0.72% to 0.975%
Instant access deposits with banks (interest bearing accounts)	7.79	0.40% to 0.65%
<b>Total</b>	<b>35.25</b>	

The Payden Global investment was in an AAA rated Sterling Reserve Fund. From 1 April to 24 May 2018 the Investec Asset Management funds were invested with an 80:20 split over the Short Dated Bonds Fund and the Target Return Fund. Due to poor performance of the Short Dated Fund Investec closed the fund and from 25 May 2018 the 20 percent previously invested in the Short Dated Fund was transferred into Investec's Diversified Income Fund.

During the first six months of 2018/19, the in-house team arranged 21 fixed term deposits; these ranged from a minimum of £15.63m to a maximum of £29.86m during the six month period, with an average investment of £20.83m per day.

The Prudential Indicators set for 2018/19 had not been breached as at 30 September and none had reached a level that indicated any cause for concern.

The Portfolio Holder for Finance advised the meeting that achieving a better rate of return for the Council was a priority and alternative investments should be considered.

**RESOLVED**

to note the report on activity undertaken in the first half of 2018/19 in respect of treasury management activities.

**Reasons for decision**

The report was a factual account.

**64 COUNCIL TAX REDUCTION SCHEME 2019/20**

The report proposed that Cabinet recommended to Council adopting a revised Council Tax Reduction Scheme.

The Council was required by law to design, operate and review annually a discount scheme, which helped people on low income to meet their Council Tax charge.

The proposed scheme was unchanged from last year, save for one administrative change, which would allow the formal notification received from the Department of Work and Pensions to be treated as a valid claim for Council Tax Reduction. This would reduce paperwork and maximise claims for Council Tax Reduction when people were applying for Universal Credit.

Members were informed that as Universal Credit has only been in place for one month in the majority of the Broadland area, there was insufficient data available to draw conclusions on how it was affecting residents. Officers from across Norfolk were working to analyse a streamlined county-wide Council Tax Reduction Scheme, which should be ready for 2020/21.

The Portfolio Holder for Finance requested that in future the rate of Council Tax Reduction be included in the report. This was currently based on 83 percent of the Council Tax liability of a working age customer.

**RESOLVED**

to note the work that will be undertaken to review the impact of Universal Credit on the Council Tax Reduction Scheme; and

**RECOMMENDED TO COUNCIL**

to approve the proposed amendment to the Scheme (attached at Appendix 2 to the signed copy these Minutes) and that the Council Tax Reduction Scheme for 2019/20 is updated.

**Reasons for decision**

To meet legislative requirements.

**65 FOOTWAY LIGHTING ON NEW DEVELOPMENTS**

The report recommended that the Council no longer adopt any further lighting on new developments within the five parishes for which it was currently the Lighting Authority as it was not considered to be in the Council's interest to take on the management of Footway Lighting.

This followed a decision by Norfolk County Council to no longer adopt Footway Lighting on new developments, unless there was a clear highway reason to adopt.

The Council was currently discussing with Norfolk County Council its intention to cease being a Lighting Authority and to agree to not take on any further lighting would assist with this process.

The Portfolio Holder for Environmental Excellence advised the meeting that the provision of Footway Lighting should be decided locally and provided either by the parish or through a management company established by the developer. He also confirmed that Broadland had no legal duty to adopt new lighting.

**RECOMMENDED TO COUNCIL**

not to take on the management and maintenance of any new lighting in the five parishes in which it currently acts as the Lighting Authority.

**Reasons for decision**

To relinquish the Council's duty as a Lighting Authority.

*The meeting closed at 9.39 am*