

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 10 April 2018** at **9.00 am** when there were present:

Mr A J Proctor – Policy

Portfolio holders:

Mr S M Clancy	Economic Development
Mr J F Fisher	Environmental Excellence
Mr R R Foulger	Communities and Housing
Mrs T M Mancini-Boyle	Finance
Mr S A Vincent	Planning

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

Also in attendance were the Chief Executive, Deputy Chief Executive, Head of Democratic Services & Monitoring Officer, Head of Corporate Resources, Private Sector Housing Manager, HR and Customer Services Manager and the Committee Officer (JO).

143 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Head of Democratic Services & Monitoring Officer	151 - Pay Policy Statement: Annual Review 152 - Performance Related Pay 2018	Personal interest on behalf of all staff present as beneficiaries of the Pay Scheme

144 MINUTES

The Minutes of the meeting held on 6 March 2018 were confirmed as a correct record and signed by the Chairman.

145 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.

146 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 20 March 2018.

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 3 April 2018, as each item was considered.

147 WELLBEING PANEL

Cabinet received the Minutes of the meeting of the Wellbeing Panel held on 26 February 2018.

The meeting was informed that the Council was in discussions with the County Council and the Department of Work and Pensions to explore ways in which a proposed integrated health and employment service could be linked in with the services provided by Broadland.

148 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE

Cabinet received the Minutes of the meeting of the Service Improvement and Efficiency Committee held on 12 March 2018.

149 PLACE SHAPING PANEL

Cabinet received the Minutes of the meeting of the Place Shaping Panel held on 13 March 2018.

150 ENVIRONMENTAL EXCELLENCE PANEL

Cabinet received the Minutes of the meeting of the Environmental Excellence Panel held on 22 March 2018.

The Portfolio Holder for Environmental Excellence advised the meeting that the Council had been awarded £3.2m to administer a two-year Norfolk-wide fuel poverty initiative. The scheme had the potential to assist a significant number of the 4,000 households in the District that had no central heating.

151 PAY POLICY STATEMENT: ANNUAL REVIEW

The report presented the Annual Review of the Pay Policy Statement, which set out the Council's position in respect of pay for the financial year 2018/19.

The major change to the Statement was the removal of references to public sector exit payments, which had been included in the 2017/18 Statement in preparation for their introduction during 2017, but had still not yet been put in place. Other amendments included changing the minimum salary level for local grades 13 and 12 to the National Minimum Wage and National Living Wage respectively.

The Chairman noted that the Pay Policy Statement reflected the ethos of the Council, by recognising that pay needed to be sufficient to recruit and retain quality staff, as well as rewarding performance, not service.

RECOMMENDED TO COUNCIL

to approve the Pay Policy Statement (attached at Appendix 1 to these Minutes).

Reasons for decision

To meet legislative requirements

152 PERFORMANCE RELATED PAY 2018

The report requested that Cabinet determine the percentage value of the Standard Merit Unit (SMU) for the purposes of the Performance Related Pay (PRP) award in 2018.

Members were advised that a two percent cost of living increase to pay grades and salaries, as agreed in the Medium Term Financial Plan from 2016/17, had already been implemented with effect from 1 April 2018.

There was now a requirement for Cabinet to determine the value of the SMU for 2018, in recognition of the fact that the two percent allocation for pay increases in 2018 would be fully committed. Based on current staffing and a prediction of individual performance assessments derived from previous years, one percent of the payroll budget (equivalent to £76,500) would be sufficient to fund an SMU of 1.33 percent.

The meeting was advised that the Overview and Scrutiny Committee had recommended an SMU of 1.33 percent.

The Portfolio Holder for Finance noted that, if a 1.33 percent SMU was funded it would provide the potential for staff to achieve the three percent pay increase that had been requested by Unison. She also suggested that the PRP scheme should be reviewed as soon as possible, especially as collaboration with South Norfolk Council was being explored.

It was confirmed that aligning HR policies and staff terms and conditions was being looked at as part of the Collaboration Feasibility Study with South Norfolk Council and there might be scope to look at reviewing both PRP schemes as part of the study. The Chief Executive advised the meeting that this matter would be discussed with South Norfolk ahead of the Feasibility Study being considered by Council on 17 April 2018.

In response to a query, it was explained that whilst more male staff received a PRP award, more females received a financially advantageous assessment, as there were a greater number of males already at the top of their pay grades.

RESOLVED

To set the value of a Standard Merit Unit for 2018 at 1.33 percent and agree it be funded by savings in the staffing budget, with any shortfall met from Reserves.

Reasons for decision

To confirm the Council's pay award for 2018

153 DISABLED FACILITIES GRANT PROCEDURE

The report requested Cabinet's views on some proposed options for the use of additional external funding to support vulnerable residents in Broadland.

The contribution received by the Council to fund Disabled Facilities Grants (DFGs) through the Better Care Fund had risen over recent years and was currently £766,000. It was also likely that next year's DFG allocation could increase by up to nine percent. The Council had also received £74,395 of additional resource for DFGs or other initiatives to be spent in the current financial year.

The Council would struggle to spend this sum within the confines of the current DFG procedures and demand and it was, therefore, proposed that a number of options be considered to help residents in the district with health difficulties beyond the scope of the mandatory procedures.

The proposals for utilising the additional funding were:

- To continue a previous Heating System Project to allow the upgrade of heating systems at residential properties.

- The introduction of an architect fee grant to a maximum of £4,500 for complex cases where structural works were required.
- A top up grant or loan of up to £15,000 where works were required to adapt the property beyond the current DFG cap of £30,000.
- To increase the Handyperson+ current low level adaption grant to £750.
- A 'Get You Home Grant' of up to £1,000 to pay for essential maintenance works at residents' properties identified through the District Direct Service and other hospital referral routes.

Cabinet was advised that the Overview and Scrutiny Committee had recommended that loans, rather than grants, were preferable for works to adapt homes beyond the £30,000 DFG cap. It was confirmed that any loans would be held in perpetuity against a property and would be payable when the property was sold.

The Overview and Scrutiny Committee had also recommended that architect drawings be set at no more than ten percent of the required structural works and up to a total cost of £4,500.

Cabinet confirmed that they supported the amendments proposed by the Overview and Scrutiny Committee.

The Portfolio Holder for Communities and Housing congratulated the Private Sector Housing Manager and his team for their hard work and commended the approach being proposed for extending the support provided by the Council.

RESOLVED

- (1) to continue the current heating system service including the current fast tracked means test procedure using Energy Company Obligation flexible criteria. The minimum health requirement would relate to a disabling condition as diagnosed by a health professional or the receipt of attendance allowance to represent the care eligibility element. Replacement would be available for all non-condensing boilers and those condensing boilers identified beyond reasonable repair. Other systems such as those using inefficient electric heaters could also be replaced.
- (2) to provide an Architect Fee Grant of up to 10 percent of the total works, with an upper limit of £4,500, for adaptations that involve

structural works and thus require detailed drawing beyond the schedule process initiated by the Council's Technical Officers.

- (3) to provide financial assistance where the current cap of £30,000 will not cover the required adaption works through a top up loan without interest of up to £15,000.
- (4) to increase the Handyperson+ current low level adaption grant to £750.
- (5) to provide 'A Get You Home Grant' of up to £1,000 to pay for essential maintenance works and or essential capital purchases at residents' properties identified through the District Direct Service and other hospital referral routes.
- (6) to subject all new services to availability of funds in the relevant financial year and for a monitoring procedure to be initiated by the Private Sector Housing Manager in consultation with the Head of Service and Portfolio Holder for Communities and Housing.

Reasons for decision

To expand the level of support provided by the Council for vulnerable residents in the district

The meeting closed at 9.29 am