

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Wednesday 13 March 2019** at **6.00 pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

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

Mr Leggett and Mr Riley also attended the meeting for its duration.

Also in attendance were the Managing Director, Deputy Chief Executive, Head of Democratic Services and Monitoring Officer, Head of Corporate Resources, Head of Finance and Revenue Services, Environmental Protection Manager (Special Projects), Interim Revenues and Benefits Manager and the Committee Officer (JO).

### 105 MINUTES

The Minutes of the meeting held on 12 February 2019 were confirmed as a correct record and signed by the Chairman.

#### *Minute no. 104 – Footway Lighting Contract*

The Environmental Protection Manager (Special Projects) advised the meeting that following the 12 February 2019 Cabinet, advice had been taken from South Norfolk's Procurement Consortium Manager regarding the issuing of the modification notice. The advice received was that it would be more straightforward to issue a new one year contract to the existing provider, as opposed to extending the contract for one year, as this was under the EU threshold and, therefore, public procurement regulations did not apply.

The decision would, however, require Cabinet approval, as this would be an exception to the Council's contract procurement rules.

### **RESOLVED**

to waive the requirement in the Council's contract procedure rules for three

quotes and to issue a new one year contract to the existing provider from 1 April 2019 and continue discussions with the parishes regarding the transfer of lighting stock.

#### **106 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.

#### **107 OVERVIEW AND SCRUTINY COMMITTEE**

Members noted the draft Minutes of the Overview and Scrutiny Committee, which had reviewed the Cabinet Agenda on 5 March 2019.

#### **108 BROADLAND BUSINESS PLAN 2019-2023**

The report presented an updated Broadland Business Plan 2019-2023 following a small number of amendments agreed by Cabinet at its meeting on 12 February 2019. The Business Plan also included more narrative for the Ambitions of Broadland, as well as measures that underpinned the Objectives, which would be used to assess the performance of the Council.

Since the agenda was published, further discussion had taken place with the Portfolio Holder for Environmental Excellence and some additional amendments had been made to the section under Delivering Environmental Excellence in respect of climate change and recognising the contribution the planning system could make to maintaining and enhancing environmental excellence. Reference to landfill had also been removed from Objective three (enable and encourage our communities to recycle more) and Objective seven was to be amended to:

*to maximise the delivery of the right homes in the right place to meet residents' needs.*

Some minor typographical errors would also be corrected.

#### **RECOMMENDED TO COUNCIL**

to formally adopt the Broadland Business Plan 2019-2023, as amended (attached at Appendix 1 to the signed copy of these Minutes).

#### **Reasons for decision**

To adopt the Broadland Business Plan 2019-2023.

**109 TREASURY MANAGEMENT STRATEGY 2019-20**

The report presented the Treasury Management Strategy 2019-20, which set out the Council's approach to management of its borrowing, cash flows and banking and the prudent management of investments including its methods for assessing and managing the associated risks.

Revised reporting was required for 2019/20 due to revisions in financial guidance. The primary reporting changes included the introduction of a Capital Strategy, to provide a longer-term focus to the capital plans, and greater reporting requirements surrounding commercial activity undertaken under the Localism Act 2011. The Capital Strategy had been approved by Council in February 2019.

Uncertainty over Brexit continued to affect confidence in the finance markets and there was not expected to be a rise in interest rates until June 2019, at the earliest.

The Council's primary investment objective for 2019-20 remained security of cash above liquidity.

The Strategy covered all investment options available, but it was confirmed that the Council would only focus on the most appropriate investments.

The Portfolio Holder for Finance noted that the Council needed a wide range of investment options to choose from in order to maximise its income.

**RECOMMENDED TO COUNCIL**

to approve:

- (1) the Treasury Management Policy Statement (attached at Appendix 2 to the signed copy of these Minutes); and
- (2) the Treasury Management Strategy Statement 2019/20 (attached at Appendix 3 to the signed copy of these Minutes); and
- (3) the Annual Investment Strategy 2019/20 (attached at Appendix 4 to the signed copy of these Minutes).

**Reasons for decision**

The report was a factual account.

**110 DISCRETIONARY HOUSING PAYMENTS**

The report sought to revise the Council's current policy for determining Discretionary Housing Payments from 1 April 2019 in light of decreasing central Government funding.

A Discretionary Housing Payment (DHP) could be awarded when a local authority considered that a welfare claimant required further financial assistance towards housing costs. The budget for DHPs came from central Government and for 2019/20 this was £104,901; a decrease from the £129,145 received for 2018/19 of 18.8 percent.

DHPs were considered on a case by case basis and there was an element of conditionality placed on awards. It was proposed that the DHP Policy, therefore, include a 'Period of Award Matrix' to provide a guide on the maximum length and number of DHP awards and the conditionality attached to multiple awards.

It was confirmed that a report would be brought to Cabinet in six months to provide an update on progress with the revised DHP Policy.

The Portfolio Holder for Finance noted that the 18 percent reduction in Government funding made a revision of the Policy and the introduction of the Award Matrix essential.

**RECOMMENDED TO COUNCIL**

to adopt the revised Discretionary Housing Payments Policy and 'Period of Award Matrix' from 1 April 2019 (attached at Appendix 5 to the signed copy of these Minutes); and

**RESOLVED**

to note the Equality Impact Assessment.

**Reasons for decision**

To revise the DHP Policy to ensure that it was up to date and reflected current legislation.

**111 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.

## **112 FOOD WASTE PROCESSING CONTRACT**

The report sought approval for awarding a two year contract for processing food waste.

It was confirmed that using the transfer station at Costessey and then transporting the food waste to Biogen's anaerobic digestion plants at Bygrave in Hertfordshire or Rushden in Northamptonshire remained a cost effective arrangement for the processing of food waste.

### **RESOLVED**

to proceed with the award of a two year contract to Norse Environmental Waste Services Ltd for the processing of food waste.

### **Reasons for decision**

To secure a new contract for processing food waste.

## **113 DISPOSAL OF COUNCIL OWNED LAND**

The Managing Director requested that Members defer a decision on this matter, in order to undertake further negotiations.

The Chairman confirmed that this matter might also be considered by the Economic Success Panel to ensure transparency.

### **RESOLVED**

to defer a decision on this item, pending further negotiations.

### **Reasons for decision**

To explore further options before a decision was made.

*The meeting closed at 6.27 pm*