

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Monday 28 October 2019** at **6.00pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

|                       |   |
|-----------------------|---|
| Mrs J K Copplestone   | Economic Development                          |
| Mr J J Emsell         | Transformation and Organisational Development |
| Mrs L H Hempsall      | Planning                                      |
| Mrs J Leggett         | Environmental Excellence                      |
| Mrs T M Mancini-Boyle | Finance                                       |
| Mr F Whymark          | Housing and Wellbeing                         |

Mr Adams, Ms Catchpole, Dr Lawrence, Mr Nurden and Mr Riley also attended the meeting.

Officers in attendance were the Managing Director, Director Place, Director Resources, Director People and Communities, Assistant Director Regulatory, Assistant Director Governance and Business Support (Monitoring Officer) Environmental Management Officer (AO), Environmental Management Officer (DBM), Revenues and Benefits Manager and the Committee Officer (JO).

The Leader welcomed Nick Howard the new Assistant Director of Regulatory to the meeting.

#### **40 MINUTES**

The Minutes of the meeting held on 3 September 2019 were confirmed as a correct record and signed by the Chairman.

#### **41 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.

#### **42 OVERVIEW AND SCRUTINY COMMITTEE**

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 8 October 2019.

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 22 October 2019, as each item was considered.

**43 ENVIRONMENTAL EXCELLENCE PANEL**

Cabinet received the Minutes of the meeting of the Environmental Excellence Panel held on 12 September 2019.

**44 WELLBEING PANEL**

Cabinet received the Minutes of the meeting of the Wellbeing Panel held on 7 October 2019

The Chairman of the Panel advised Cabinet that Members had received a joint safeguarding presentation with Members from South Norfolk Council prior to the meeting.

The Panel had also considered and endorsed a draft version of the Health and Wellbeing Strategy. The Strategy would be brought to the 26 November 2019 Cabinet for consideration.

**45 ENVIRONMENTAL ACTION PLAN AND POLICY STATEMENT**

The report proposed the adoption of a joint Environmental Action Plan and Policy Statement with South Norfolk Council, which would replace both Councils' existing Environmental Policies and Strategies. The Action Plan reflected input from the Environmental Excellence Panel and South Norfolk's Growth, Infrastructure and Environment Policy Committee.

The Portfolio Holder for Environmental Excellence advised the meeting that she fully supported the Strategy. However, she acknowledged that the Overview and Scrutiny Committee had concerns about it not having strong enough links to the targets in the Government's 25 year plan and to address these she proposed to change commitment 2 in the Environmental Policy Statement to:

*To adopt a policy whereby all future key decisions were considered and a statement made for their environmental impact and for their alignment to the IPCC guidance.*

She also suggested that the Action Plan should include timelines and be review by Cabinet in three months' time.

The Chairman of the Overview and Scrutiny Committee added that the Committee had recommended that the Environmental Excellence Panel be made a Committee, to reflect the Council's commitment to its environmental responsibilities.

In response, the Chairman advised the meeting that the Panels set policy and gave a steer to Cabinet and were chaired by Portfolio Holders, so he considered that they already had sufficient influence.

The Portfolio Holder for Economic Development advised the meeting that she had been appointed to the Water Management Alliance by the Broads Internal Drainage Board and would be reporting back regularly to the Environmental Excellence Panel.

The Portfolio Holder for Planning advised the meeting that the Overview and Scrutiny Committee could consider the Minutes of the Panels when it reviewed the Cabinet Agenda, if it wished.

Members were advised that a baseline exercise to gather data that would be used to draw up targets for the Action Plan, would now commence.

### **RECOMMENDED TO COUNCIL**

- (1) to adopt the proposed Environmental Policy Statement, as amended;
- (2) to adopt the proposed Environmental Action Plan, as amended; and
- (3) that the Environmental Action Plan is reviewed by Cabinet in three months' time.

### **Reasons for decision**

To adopt a joint Environmental Strategy.

## **46 NORFOLK AND SUFFOLK LOCAL INDUSTRIAL STRATEGY**

The report proposed that Cabinet endorse the draft Norfolk and Suffolk Local Industrial Strategy, which had been developed by New Anglia Local Enterprise Partnership to show how Norfolk and Suffolk would collaborate to provide new clean growth solutions and infrastructure for communities and businesses.

A key priority area in Broadland was the Food Innovation Centre based at the Food Enterprise Zone.

The Portfolio Holder for Housing and Wellbeing commended the Strategy, which fitted well with the Inclusive Growth Strategy that was currently being drafted.

**RESOLVED**

to endorse the draft Norfolk and Suffolk Local Industrial Strategy.

**Reasons for decision**

To drive growth and productivity across the District in a clean and sustainable way.

**47 COUNCIL TAX GOOD PRACTICE PROTOCOL**

The report recommended the adoption of the Citizens Advice Council Tax Good Practice Protocol, which covered the collection and recovery of Council Tax arrears.

The aim of the Protocol was to help Councils establish good practice with Citizens Advice in dealing with Council Tax debt. So far, 61 authorities across the country had adopted the Protocol.

The Overview and Scrutiny Committee had voted unanimously to recommend that the Protocol be adopted at its meeting on 13 August 2019.

South Norfolk Council was also in a position to adopt the Protocol and would be asking their Members to consider the matter in due course.

The Portfolio Holder for Finance advised the meeting that adopting the Protocol would only require minimal changes to the Council's current procedures.

There remained some points that the Council wished to clarify with Citizens Advice, but they had not yet responded, which was the reason for the delegation to amend the Protocol if necessary had being added to the resolution. Any major changes to the Protocol, however, would be brought to Cabinet for determination.

**RECOMMENDED TO COUNCIL**

- (1) to adopt the Council Tax Good Practice Protocol be adopted; and

- (2) delegate authority to the Assistant Director of Finance, in consultation with the Portfolio Holder for Finance, to amend the Protocol as necessary in the future.

**Reasons for decision**

To provide a stronger local partnership with Citizens Advice in respect of Council Tax debt.

**48 DRAFT COMMERCIALISATION STRATEGY**

The report proposed the adoption of a Commercialisation Strategy, which set out an approach to how the commercial opportunities outlined in the Feasibility Study could be taken forward.

The report was considered and endorsed by the Audit Committee on 10 October 2019. Cabinet were requested to recommend the Strategy for adoption by Council.

The aim of the Strategy was to maximise returns, both financial and social, for both Councils, whilst maintaining a public service ethos of equality and fairness. The Strategy could also be adapted to each Councils' ambitions and appetite for risk.

Following a meeting of the Joint Lead Members Group this morning that had also considered the Strategy, the following bullet point had been added to paragraph 7 – Strategic Objectives:

- Ensure that decisions are taken with regards to the Councils' Environmental policies.

The Portfolio Holder for Finance welcomed the Strategy and especially developing officer skills in order to take forward commercial opportunities.

The Chairman of the Overview and Scrutiny advised the meeting that the Director of Resources was to bring a briefing paper to the Committee on commercialisation at other local authorities.

The Chairman noted that the EcoCube Time and Task Limited Panel were being reconvened and suggested that they needed to be very clear about the Panel's Terms of Reference, if they were to be effective.

Members were also advised that Rodney Fincham, the new Assistant Director of Finance had taken up his post today.

**RECOMMENDED TO COUNCIL**

to adopt the Joint Commercialisation Strategy, as amended.

**Reasons for decision**

To deliver commercial opportunities and support the Council in addressing the financial challenges it faced.

**49 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.

**50 EXTENSION OF WASTE COLLECTION AND STREET CLEANSING CONTRACTS**

The report set out the reasons for extending the waste collection and street cleansing service for five months to 31 March 2022.

It explained that in order for a review of both Councils' waste collection services to be completed and then allow time for implementation, it had been identified that an extension of the current waste contract and street cleansing contract both with an end date of 2 November 2021 would be necessary.

**RESOLVED**

to delegate to the Director of People and Communities the authority to agree on behalf of Broadland District Council the extension of the waste collection and street cleansing contracts with Veolia Environmental Services until 31 March 2022.

**Reasons for decision**

To allow sufficient time for a review of the service to be undertaken.

*The meeting closed at 6.50pm*