

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 9 July 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 T M Mancini-Boyle	Finance
Mr F Whymark	Housing and Wellbeing

Mr Adams, Mr Beadle, Mr Murrell, Mr Riley and Mrs Vincent also attended the meeting for its duration.

Also in attendance were the Managing Director, Director Place, Director People and Communities, Chief of Staff, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, Interim Head of Housing and Environmental Services, Development Manager, HR and Customer Services Manager, Business Improvement Lead, Principal Planning Officer, Housing Enabler, Green Infrastructure and Woodlands Officer, Service Improvement Officer and the Committee Officer (JO).

## **8 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8**

<b>Member</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Mr Whymark	19 - North Rackheath Outline Planning Application	Local choice, non-pecuniary interest as a Rackheath Parish Councillor

## **9 APOLOGIES FOR ABSENCE**

An apology for absence was received from Mrs Leggett.

## **10 MINUTES**

The Minutes of the meeting held on 11 June 2019 were confirmed as a correct record and signed by the Chairman.

**11 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.

**12 OVERVIEW AND SCRUTINY COMMITTEE**

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 18 June 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 2 July 2019, as each item was considered.

**13 COUNCIL PERFORMANCE 2018/19 – BROADLAND BUSINESS PLAN**

The report provided an update on delivery of the Business Plan objectives for the period 1 April 2018 to 31 March 2019, as well as details of the Local Government Ombudsman decisions received and formal complaints received over the same time period.

It was intended to align Broadland's and South Norfolk's performance reports more closely in future and to publish them on a quarterly basis. However there were some concerns about reporting quarterly and it was felt this needed further consideration before any decision was taken.

The Portfolio Holder for Economic Development highlighted the following areas:

- Over the year, seven Broadland businesses had been awarded a total of £669,568 in LEADER funding grants.
- Total funding accessed through the New Anglia Local Enterprise Partnership Growing Business Fund was £3,158,275 in grants to 19 businesses providing 410 jobs.
- Cluster groups, such as the Greater Norwich Manufacturing Group and the Financial Industries Group were proving to be very effective in generating economic growth.
- 89 separate businesses in the district had taken on apprentices.

The Portfolio Holder for Environmental Excellence had submitted a statement that highlighted the following areas:

- The recycling rate has dropped slightly from 50% in 2018/19 due to an increase in material being rejected at the Materials Recycling Facility caused by stricter recyclate markets worldwide.

- An additional 124 tonnes of food waste had been collected over 2018/19 due to an additional 3,000 households being added to the food waste scheme within the urban fringe. A further 1,500 properties would be added to the scheme in July 2019. Some rural areas, however, were too remote to make collection of food waste economically viable.
- Another 1,000 customers had taken up the Brown Bin service in the last twelve months.
- The Norfolk Waste Partnership was conducting campaigns to reduce contamination.
- 350 homes at risk of fuel poverty received grants towards the cost of insulation and heating improvements up to the end of December 2018.
- Although the number of fly tips had increased over the last 12 months, no discernible link had been found to the fees introduced by the County Council for the disposal of DIY waste.

The Portfolio Holder for Planning drew Members' attention to the following issues:

- Significant amounts of New Homes Bonus, S106 and Community Infrastructure Levy continued to be collected.
- A bid to the Transforming Cities Fund would be submitted later in the year.
- 641 new homes were delivered in the district in 2018/19

The Portfolio Holder for Housing and Wellbeing highlighted the following areas under his Portfolio:

- 46 homes in the district had been improved through advice and enforcement over the last year.
- 277 grants for home improvements had been awarded over the same period.
- Of the 76 Low Level Grants delivered by the Handyperson+ service in 2018/19, 22 were to assist hospital discharge, which illustrated how effectively the Council was working with partner agencies.
- There was a slight decrease in the number of people approaching the service seeking assistance with housing problems over the period.
- The vast majority of people in temporary accommodation were housed in the Council's Private Sector Leasing Scheme, which was much more appropriate than B&B accommodation.
- 78 Disabled Facilities Grants had been awarded in 2018/19.
- The Help Hub continued to grow, with officers from a wide variety of

organisations now based there. Recent additions included the Department of Work and Pensions, Tackling Loneliness and Social Isolation workers, Social Prescribing Teams and a Mental Health Nurse.

The Portfolio Holder for Finance informed the meeting that:

- Broadland's Council Tax and Business Rate collection rate for 2018/19 was the best in Norfolk and the 12<sup>th</sup> best in the country.
- Housing Benefits overpayments continued to reduce.
- Broadland had a sufficient budget set aside to cover Business Rate appeals.

The Portfolio Holder for Transformation and Organisation Development highlighted the following issues:

- The Council's Business Improvement resource had been mainly focused the collaboration programme over the past year.
- The Council had very good levels of staff engagement, with low levels of turnover and sickness.

The Chairman noted that the workforce were key to the performance of the Council and deserved to be congratulated for their efforts during this period of organisational change.

Members noted that only one of the 15 complaints against the Council during 2018/19 had been found to be justified.

## **RESOLVED**

To note the progress made against the objectives of the Council.

### **Reasons for decision**

The report was a factual account.

## **14 TREASURY MANAGEMENT PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2019**

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

The Council had £33.46m invested at 31 March 2019 in various financial instruments. The Council also held £481,300 for a number of parish councils. The Treasury Management Policy set an operational boundary for external debt. However, borrowing had not been required over the last year and was unlikely to be needed in the foreseeable future.

Members noted that the Council must endeavour to make its money work harder in future, for example through more development by Broadland Growth Ltd.

**RESOLVED**

To note the outcome in respect of 2018-19 Treasury Management activities.

**Reasons for decision**

The report was a factual account.

**15 JOINT HR INFORMATION SYSTEM**

The report proposed adopting a HR Information System to replace the current paper based in-house system used by the Council.

South Norfolk Council currently utilised a formal HR Information system (ITRENT) and it was proposed that Broadland adopt this system, which had been found to have the following system improvements and benefits:

- Streamlined systems
- Reduction in manual paperwork
- Reduction in duplication entry
- Improved data accuracy
- Quicker processing times – eliminate manual calculations and checking
- Reduced 'touch points'
- Removal of paper based processes
- Improved reporting and data accuracy
- Self-service access to personal data
- Self-service access for managers to team data
- Identify ownership within processes
- E-enabled HR processes
- Access to employee information regardless of location
- Release HR expertise to focus on the strategic and complex HR issues

It was considered that moving to a consistent IT platform would improve efficiency by making it easier for both managers and staff to access and use their data.

It was estimated that the new system would save a minimum of five weeks in HR officer time spent on administration, which would free up HR staff to concentrate on delivering more value-added work. It was also confirmed that there was a module in the system that could be used for appraisals, as it was rolled out across both local authorities.

**RECOMMENDED TO COUNCIL**

- (1) To agree that Broadland District Council transfers its HR information (including payroll) on to a commercial HR Information System (iTrent); and
- (2) To adopt a two-stage approach, transferring HR employee data on to the system in the first phase and transferring employee and Member payroll data in the second phase.

**Reasons for decision**

To adopt a new, more efficient, HR Information System.

**16 AFFORDABLE HOME OWNERSHIP IN BROADLAND AND SOUTH NORFOLK**

The report proposed taking a common approach to affordable home ownership eligibility in Broadland and South Norfolk.

Broadland had seen a large supply of affordable home ownership products on sites across the district and analysis of Broadland and South Norfolk affordable home ownership data had shown that the largest proportion of purchasers already lived within the local authority area in which they purchased. It was therefore felt that it was unnecessary to restrict home ownership eligibility to local people. It was emphasised that properties built under exceptions policy would continue to be for local needs only.

Members were generally uncomfortable with withdrawing the local connection criteria, but a willingness to extend the eligibility criteria to South Norfolk (and vice versa) was expressed.

It was therefore

**RESOLVED**

To defer a decision on this matter.

**Reasons for decision**

To await further information before a decision was taken.

**17 JOINT WORKING GROUP**

Cabinet were asked to appoint a Member Working Group to take oversight and make recommendation on the waste services review, which would consider a collaborative model of waste collection, grounds maintenance and street cleansing.

The Working Group would include four Members, (three Conservatives and one Liberal Democrat) and would operate for the duration of the project until April 2022. The Working Group would work jointly with South Norfolk Council Members to agree any joint recommendations.

**RESOLVED**

- (1) To approve the formation of a Joint Working Group to conduct a review of waste services;
- (2) Membership of the Working Group to be confirmed in due course.

**Reasons for decision**

To establish a Working Group to conduct a Waste Management Review.

**18 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.

**19 NORTH RACKHEATH OUTLINE PLANNING APPLICATION**

The report proposed making an investment from the Broadland Growth Fund for the submission of an outline Planning Application in North Rackheath.

Following consideration of the report, as detailed in the exempt Minutes, it was:

**RESOLVED**

- (1) To commit funding from the Broadland Growth Fund to the preparation and submission of an outline planning application for North Rackheath subject to securing the necessary commitments and legal agreements with the landowner; and
- (2) to delegate authority to the Director of Place, in consultation with the Planning Portfolio Holder, to negotiate the necessary commitments, mitigation of financial risk and legal agreements through the Portfolio Holder decision making process.

**Reasons for decision**

To facilitate the delivery of development in an area designated for strategic growth.

**20 DISPOSAL OF LAND IN BROADLAND DISTRICT COUNCIL OWNERSHIP**

The report proposed the sale of Council owned land to a property developer. Following consideration of the report, as detailed in the exempt Minutes, it was:

**RECOMMENDED TO COUNCIL**

- (1) To sell the land, as identified in appendix 1 and subject to the Heads of Terms for sale of the site (detailed in the exempt Minutes) and
- (2) to delegate authority to the Director of Place, in consultation with the Portfolio Holders for Planning and Finance, to negotiate the necessary legal agreements and risk mitigation for the sale of the site.

**Reasons for decision**

To dispose of Council owned land for the delivery of development.

**21 NORTH-WEST WOODLANDS – LAND ACQUISITION**

The report proposed purchasing land to provide green infrastructure in the District.

Following consideration of the report, as detailed in the exempt Minutes, it was:

**RECOMMENDED TO COUNCIL**

To front funding the initial sum required to purchase the woodland.



**Reasons for decision**

To meet the Council's statutory planning obligation to deliver Green Infrastructure.

*The meeting closed at 8.08 pm*