

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 26 November 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, Mr Murrell and Mrs Vincent also attended the meeting for its duration.

Also in attendance were the Managing Director, Director Place, Director Resources, Director People and Communities, Assistant Director Governance and Business Support (Monitoring Officer), Chief of Staff, Assistant Director Finance, Assistant Director Individuals and Families, Revenues and Benefits Manager, Environmental Protection Manager (Special Projects), Business Improvement Lead and the Committee Officer (JO).

### 51 MINUTES

The Minutes of the meeting held on 28 October 2019 were confirmed as a correct record and signed by the Chairman.

### 52 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.

### 53 OVERVIEW AND SCRUTINY COMMITTEE

The Vice-Chairman of the Overview and Scrutiny Committee advised Members of the views expressed by the Committee when it reviewed the Cabinet Agenda on 19 November 2019, as each item was considered.

**54 PLACE SHAPING PANEL**

Cabinet received the Minutes of the meeting of the Place Shaping Panel held on 4 November 2019. The Panel had commended the Transforming Cities Funding Submission. Members had also recommended that amendments be made to the Council's Constitution in respect of functions relating to planning.

**55 HEALTH AND WELLBEING FRAMEWORK**

The report recommended that the Council adopt the Health and Wellbeing Framework, which would set out the priorities of Broadland and South Norfolk for working with partners to reduce health inequalities and promote good health across both districts.

As both authorities had similar demographics and faced comparable health issues the Framework had been shaped to specific needs requiring support and intervention and the following key priority areas:

- Frailty and Falls
- Mental Wellbeing
- Activity and Healthy Lifestyle
- Employment and Aspirations

Members were advised that the initiatives in the Framework would complement a lot of the excellent work already being undertaken by the Council, such as the Why Weight scheme, Broadly Active and Tots2Teens.

The Portfolio Holder for Housing and Wellbeing commended the Framework, which would help address some significant health issues in the district, such as the 21 percent of reception schoolchildren who were overweight and obese and reducing falls in the elderly, which was the leading cause of death amongst people aged over 75. However, he proposed that further costings should be included in the Framework before it was adopted.

In response to a query, it was confirmed that the Framework could be used to attract funding in support Public Health England's Healthy Living Scheme.

The Director of People and Communities also confirmed that the District Direct hospital discharge programme continued to be monitored and he would forward this data to Cabinet following the meeting. He would also ensure the maps in the Framework would include a key.

## **RECOMMENDED TO COUNCIL**

to adopt the Health and Wellbeing Framework, subject to the inclusion of costings within the proposal.

### **Reasons for decision**

To improve residents' health and wellbeing.

## **56 COUNCIL PERFORMANCE – BROADLAND BUSINESS PLAN**

The report provided an update on delivery of the Business Plan objectives for the period 1 April to 30 September 2019. The report was in a new format, as officers were seeking to align the content and frequency of strategic performance reporting for both Broadland and South Norfolk.

Key changes in the report were an overview section containing more financial information and two further appendices; one reporting performance including graphic data and the second explaining financial variances against the budget.

The Assistant Director of Finance informed Members that the current total net budget position was a favourable variance of c£1.4m. If the trend continued the year-end outturn could be a favourable variance of c£2.5m. Members' attention was also drawn to the budgets for income, non-pay and pay, which were all on track for the financial year.

The meeting was also advised that the current variance of the Shared Services programme was £200,600, but would be covered through the wider savings made through the collaboration programme.

The Portfolio Holder for Economic Development commended the support being provided for manufacturing, engineering and financial clusters in the district.

The Portfolio Holder for Environmental Excellence noted a slight increase in recycling and a reduction in residual waste over the period. She also noted that the Council had the highest percentage of Brown Bin customers in the county.

The Finance Portfolio Holder welcomed the projected surplus of £2.5m, as well as the better financial return on investment funds for the quarter but she was also aware of the IT investment required, as well as uncertainty over how Brexit would affect the Council's finances.

The Managing Director concurred with this view adding that, whilst the financial position of the Council was good at the moment, caution was advised as the revenue budget remained at risk from external changes; such as a reduction in the New Homes Bonus.

The Chairman commended the new format of the Performance Report, which clearly set out a high level overview, as well as providing more detailed information in the Appendix that linked in well to the six ambitions of the Council.

**RESOLVED**

to note

- (1) and consider the progress and performance made against the Council's objectives; and
- (2) the 2019/20 performance for the quarter and the year and the combined efforts across the Directorates to deliver the vision of the Council; and
- (3) the current position with respect to risks; and
- (4) the capital and revenue position and the reason for the variances on the General Fund

**Reasons for decision**

The report was a factual account.

**57 REVIEW OF DISCRETIONARY RATE RELIEF**

The report proposed the alignment of Broadland and South Norfolk Council's Discretionary Rate Relief policies.

Members were advised that where possible, synchronising rate relief policies across the two authorities would make the schemes simpler for staff to administer and more transparent and accessible for ratepayers in both areas.

The proposed alignment would result in 15 Broadland and 11 South Norfolk organisations gaining additional support from the policy changes. In addition to that, four Broadland and two South Norfolk organisations would see an adverse effect on their relief entitlement.

If the changes were accepted it would bring the total number of elements on which Broadland and South Norfolk aligned to 17 out of 21 policies of the relief schemes.

Cabinet were advised that the Overview and Scrutiny Committee had suggested that the risk of giving the wrong advice where the policies did not align should have been acknowledged in the report, even if the risk was comparatively low.

The Finance Portfolio Holder noted that the changes would result in a saving for the Council and commended the work by officers to align the policies. However, she also requested that the authority delegated to the Assistant Director of Finance to make decisions related to individual awards within the policy framework be taken in consultation with the Portfolio Holder.

### **RECOMMENDED TO COUNCIL**

- (1) to adopt the revised discretionary rate relief policy and
- (2) delegate authority to the Assistant Director of Finance to make decisions related to all individual awards within the policy framework, in consultation with the Portfolio Holder for Finance.

### **Reasons for decision**

To further align policies between Broadland and South Norfolk.

## **58 NORFOLK STRATEGIC PLANNING FRAMEWORK 2020/21**

The report set out proposals for the continuation of the Norfolk Strategic Planning Framework (NSPF), which was a document produced by all the planning authorities in Norfolk, together with the involvement of relevant bodies such as the Environment Agency.

The Framework set out guidelines for strategic planning matters across the county and beyond, and demonstrated how the planning authorities would work together under the Duty to Co-operate through a series of potential agreements on planning related topics.

The Framework was produced by an officer group and each constituent authority contributed to its cost. Broadland's contribution was £10,000 per year. Members were requested to approve the work-plan and the contribution to its production.

**RECOMMENDED TO COUNCIL**

to approve

- (1) the proposed NSPF work-plan for 2020/21; and
- (2) the contribution of £10,000 to the work on the NSPF for 2020/21.

**Reasons for decision**

To assist the Council meet its legal obligations.

**59 JOINT DOMAIN NAME**

The report proposed submission of a joint domain name for Broadland and South Norfolk.

The process of identifying a joint domain name began with engagement with staff and Members for their suggestions, followed by a wider staff and Member survey. Suggestions were then put to an all-Member workshop and a shortlist completed that was taken to the Joint Lead Members' Group for determination. This process had resulted in the recommendation of a preferred choice of southnorfolkandbroadland.

**RECOMMENDED TO COUNCIL**

to submit southnorfolkandbroadland as the preferred choice to central Government for the single domain name for Broadland and South Norfolk.

**Reasons for decision**

To establish a single digital identity for both Councils.

**60 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.

**61 WASTE SERVICES REVIEW**

The report set out possible joint commissioning options for Waste Collection, Street Cleansing and Ground Maintenance Services, which were the largest and most universal services provided by both authorities.

Following discussion, as set out in the exempt Minute, it was:

**RESOLVED**

that officers develop a full business case to explore a joint commissioning model, including the potential provision of a shared depot, to deliver waste collection, grounds maintenance and street cleaning services on behalf of both Councils, to wholly replace both current operating models.

**Reasons for decision**

To explore further the benefits of a joint waste collection service.

*The meeting closed at 7.02 pm*