

CABINET

Minutes of a remote meeting of the Cabinet of South Norfolk District Council, held on Monday 24 August 2020 at 9.00 am.

Members Present:

Cabinet: Councillors: J Fuller (Chairman), Y Bendle, M Edney, L Neal, K Mason Billig and A Thomas

Apologies: Councillor: J Worley

Non-Appointed Councillors: C Brown, V Clifford-Jackson, A Dearnley T Laidlaw and S Nuri-Nixon

Officers in Attendance: The Director of Communities (J Sutterby), the Assistant Director Governance and Business Support (E Hodds), the Assistant Director Finance (R Fincham), the Assistant Director of Community Services (S Phelan), the Chief of Staff (H Ralph), the Housing and Health Manager (L Simmonds) and the Internal Consultancy Lead for Waste (S Bruton)

2816 DECLARATIONS OF INTEREST

Cllr T Laidlaw declared an “other” interest in relation to minute number 2823, the Waste Services Review.

2817 MINUTES

The minutes of the Cabinet meeting held on Monday 21 July 2020, were confirmed as a correct record and signed by the Chairman.

2818 ALIGNMENT OF MANDATORY LICENSABLE HOUSES IN MULTIPLE OCCUPATION FEES ACROSS THE TWO COUNCILS

Members considered the report which recommended revisions to the chargeable fees for mandatory licensable Houses in Multiple Occupation (HMO), which accurately reflected the costs of the new single team.

Cllr Y Bendle advised members on the purpose of the report, highlighting the need to create a single consistent charge across both South Norfolk and Broadland Councils.

The Housing and Health Manager presented the report and explained the importance of licensed HMOs. Members noted that the proposal was to reduce the five-year licence fee for South Norfolk from £853 to £825.

The Housing and Health Manager then explained how the fees were calculated, before referring members to Appendices A and B, which provided a detailed breakdown, which was felt to accurately reflect the work and time involved.

The Chairman felt it was clear that the proposed fees were evidence based and fair, and in line with other councils.

Cllr K Mason Billig commended the detailed work carried out by officers and felt the proposed fees to be justified and supported with strong evidence.

Members were supportive of the proposed fees and also agreed the importance of licensing HMOs in terms of regulatory compliance, and providing support to those living in HMO properties.

The vote was taken by roll call and it was unanimously

RESOLVED To agree that the new One Team Council fees for mandatory licensable HMOs are set at:

- a) £825 for a new five-year licence;
- b) £133 for variations on an existing five-year licence; and
- c) £514 for renewal of a five-year licence.

The Reason for the Decision

To ensure that the Council's fees provide true costs that are legally chargeable and defensible if the Council is challenged.

Other Options Considered

To continue with the current charges.

2819 UPDATE TO LOCAL DEVELOPMENT SCHEME

Members considered the report of the Place-Shaping Manager, which sought approval for proposed amendments to the current May 2019, Local Development Scheme.

The Chairman explained that since writing the report, the Government had published a detailed consultation proposing changes to planning legislation, to provide a more accelerated and streamlined approach to the production of a Local Plan. Despite this he stressed the need to move forward with the current Local Plan timetable, under existing legislation.

The Assistant Director of Planning explained that amendments were required to the current Local Development Scheme to reflect changes to the Greater Norwich Local Plan (GNLP) timetable and the introduction of the South Norfolk Village Clusters Housing Allocations Document. She referred Members to pages 36-37 of the agenda which detailed the revised timetables, and members noted that the GNLP was due for adoption in November / December 2022, with the South Norfolk Village Clusters following on soon after.

In response to a question regarding the Village Clusters Allocations Document, the Chairman explained that those parishes / towns not included were those with their own allocations and were likely to be more substantial parishes designated as key service areas. With regard to the Government's White Paper and the proposed changes to the process of developing a Local Plan, the Assistant Director of Planning advised that it was too early to say whether the Council would be required to restart the Local Plan process, should the proposals be agreed. This would be considered in due course in consultation with the Leaders and by the Greater Norwich Development Partnership.

Voting was then carried out by way of a roll call, and it was unanimously

RESOLVED **TO RECOMMEND THAT COUNCIL** approves the proposed amendments to the current, May 2019, Local Development Scheme.

The Reason for the Decision

To ensure that the latest timetable for the production of the GNLP and South Norfolk Village Cluster Housing Allocation Document, is properly reflected in the Local Development Scheme, and is legally compliant.

Other Options Considered

None

2820 COVID-19 RESPONSE – NORFOLK-WIDE FIGHTING FUND

Members considered the report of the Assistant Director of Finance, which sought Cabinet approval to allocate £150,000 to the Norfolk-wide Fighting Fund.

The Chairman introduced the report, explaining that this was an opportunity for the County Council, all District Councils, the Local Enterprise Partnership (LEP) and the Business Rates Pool, to collectively create a fund to offer targeted support to local businesses in Norfolk, in light of the COVID-19 pandemic. He drew attention to the support that had already been provided to South Norfolk businesses, referring to the distribution of grants, and support to the market towns.

Referring to paragraph 1.2 of the report, the Chairman drew attention to the £150,000 sought from the district councils, and he queried the £2 million contribution from the LEP.

The Assistant Director of Finance explained that the LEP had originally been approached for £2 million, however, to date, only a £1 million contribution had been confirmed, although it was possible that this would increase. He advised members that the mechanisms with regard to how the fund would be distributed, were yet to be agreed, and it was therefore proposed that the final decision to commit to the fund should be delegated to the Assistant Director of Finance, in consultation with the Leader of the Council. He stressed the importance of ensuring that South Norfolk Businesses were able to reap back more than the £150,000 investment from the Council.

Cllr L Neal expressed her thanks to the Economic Development Team, who had worked tirelessly to provide proactive advice and support to businesses since lockdown. She added that all monies for grants had now been distributed and she welcomed the additional support this new Norfolk-wide fund would bring.

Members supported the proposals, and stressed the need for a fair and transparent process when allocating funds to local businesses across the County

Voting was then carried out by way of a roll call, and it was unanimously

RESOLVED TO RECOMMEND THAT COUNCIL delegates authority to the Assistant Director, Finance, in consultation with the Leader, to allocate £150,000 to the Norfolk-wide Fighting Fund.

The Reason for the Decision

To provide additional support for local businesses.

Other Options Considered

None.

2821 RISK MANAGEMENT POLICY AND STRATEGY

Members considered the report of the Internal Audit Manager, which presented members with the Risk Management Policy and Strategy, for recommendation to Council.

The Chairman introduced the report, stressing the importance of risk management.

The Assistant Director of Governance and Business Support explained that the Policy and Strategy had been endorsed by the Finance Resources Audit and Governance Committee at its meeting on 17 July 2020. She drew attention to paragraph 11 of the report regarding Risk Appetite, advising that this level of risk was endorsed by Management Team.

During discussion, members expressed their support for the risk appetite statement, outlined at paragraph 11.4. The Chairman queried the proposal for Cabinet to review the Strategy only three times a year, and officers clarified that this was to dovetail the performance reporting where it had already been agreed that Quarters 1 and 2 would be reported together, at the end of Quarter 2.

The Chairman suggested, and members agreed that a separate risk review should be presented to Cabinet in Quarter 1, providing members with the opportunity to consider the entirety of the previous year.

Voting was carried out by way of a roll call and it was unanimously

RESOLVED

1. To endorse the risk appetite statement, outlined at paragraph 11.4 of the report;
2. **TO RECOMMEND THAT COUNCIL** approves the Risk Management Policy and Strategy, subject to an amendment at paragraph 14.2, to ensure that Cabinet receives quarterly updates on risks, with a separate review in quarter 1 to examine the previous year's outturn.

The Reason for the Decision

To ensure that risks are identified, evaluated and managed appropriately.

Other Options Considered

None.

2822 EXCLUSION OF THE PRESS AND PUBLIC

It was

RESOLVED: To exclude the public and press from the meeting under Section 100A of the Local Government Act 1972 for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended)

2823 WASTE SERVICES REVIEW

Members considered the exempt report of the Internal Consultancy Lead – Waste, which presented the findings of a detailed business case for the setting up of a joint Local Authority Trading Company (LATC) for the delivery of Waste Services for Broadland and South Norfolk Councils.

Members noted the final business case and discussed the alternative options.

Following detailed discussions, voting was carried out by way of a roll call and it was unanimously

RESOLVED

1. To note the final business case.
2. Subject to a reciprocated decision by Broadland District Council, to
 - a) Agree to the establishment of a jointly owned Local Authority Trading Company as a company limited by shares on the basis set out in the final business case, delegating power to register the company at Companies House to the Director of People and Communities in consultation with the Portfolio Holder for Clean and Safe Environment. This option is subject to Broadland Council agreeing the same.
 - b) Agree the Articles of Association and Shareholders Agreement and delegate any minor changes to the Director of People and Communities in consultation with the Portfolio Holder for Clean and Safe Environment. prior to registration at Companies House.

The Reason for the Decision

To deliver the greatest savings for residents, whilst providing flexibility moving forward, in terms of service changes and potential changes from local government reorganisation.

Other Options Considered

As outlined in the report

2824 EXEMPT MINUTE

The exempt minute regarding the review of Legal Services Provision, was agreed as a correct record.

(the meeting concluded at 11.04 am)

Chairman