

# CABINET

**Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, held on Tuesday 15 March 2022 at 6.00pm.**

<b>Cabinet Members Present:</b>	Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, J Leggett and F Whymark.
<b>Apologies</b>	Councillor: S Lawn
<b>Other Member in Attendance:</b>	Councillor: S Riley
<b>Officers in Attendance:</b>	The Managing Director, Director of Resources, Director of Place, Chief of Staff (Monitoring Officer), Assistant Director of Finance, Assistant Director for Individuals and Families, Assistant Director for Economic Growth, Assistant Director ICT/Digital and Transformation, Housing and Wellbeing Senior Manager, Help Hub and Communities Senior Manager, Revenues Manager, Policy and Partnerships Officer, Project Manager, Internal Consultancy Senior Lead and Democratic Services Officer (LA).

The Leader made the following statement in support of Ukraine:

We are proudly flying the Ukrainian flag in solidarity with the people of Ukraine. We want to send a message loud and strong to the people of Ukraine that our prayers are with them. That they have our support in what is an extremely horrific time for them. That on behalf of Members and Officers of Broadland Council we utterly condemn the unprovoked actions of Russia and premeditated war against the people of Ukraine. We have already seen how the humanitarian cost is dreadful and it is only going to get worse. Broadland District Council stands ready to help Ukrainian refugees wherever we can, working with the UK Government to support its settlement programme. In the meantime, our Team, working in partnership with all the other Norfolk Councils, is making preparations at pace for refugee settlement in Norfolk. Where Broadland residents have asked how to help, we are directing them to make cash donations to agencies such as the Red Cross. As this is seen as the best way to get help to people in this humanitarian crisis.

We have not been able to identify any contracts with Russian owned companies. Should it be established that we do then steps will be taken to break these relationships. We have no investments in Russia or Russian companies that we are aware of and, therefore, we also

encourage others to disinvest from Russia. One of our energy contracts is with TOTAL who have now officially made it known, unlike many companies, that they intend to continue to operate in Russia. Therefore, we are currently seeking an alternative supplier.

We do not and will not provide any support for the Russian war machine, which against all odds the Ukrainian people with amazing tenacity and resolve are withstanding at this point in time.

Long may they continue to resist knowing they have the support of the world behind them.

### **251 MINUTES**

The minutes of the meeting of Cabinet held on 8 February 2022 were agreed as a correct record.

### **252 OVERVIEW AND SCRUTINY COMMITTEE**

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 8 March 2022, as each item was considered.

### **253 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE**

Cabinet received the Minutes of the meeting of the Panel held on 25 January 2022. The Portfolio Holder for Transformation and Organisational Development advised the meeting that two items considered by the Panel were on today's Cabinet agenda. These were: item 20 – Enforcement Agent Services and item 22 - Single IT Solution for Revenues and Benefits.

### **254 ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL**

Cabinet received the Minutes of the meeting of the Panel held on 27 January 2022. The Portfolio Holder for Environmental Excellence informed members that the report at minute 27 - Recycling Projects Update and Future Plans, would be brought to the 19 April 2022 meeting of Cabinet.

### **255 WELLBEING POLICY DEVELOPMENT PANEL**

Cabinet received the Minutes of the meeting of the Panel held on 2 February 2022. The Portfolio Holder for Housing and Wellbeing advised the meeting that the Panel recommendation at minute 52, in respect of the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025, would be considered at item 14 on today's Cabinet agenda.

### **256 ECONOMIC SUCCESS POLICY DEVELOPMENT PANEL**

Cabinet received the Minutes of the meeting of the Committee held on 21 February 2022. The Portfolio Holder for Economic Development informed members that the Bure Valley Railway Future Options Review at minute 69 would be determined by Cabinet at item 21

on today's agenda. The Broadland Country Park report, which was considered by the Panel at minute 68, would be brought to Cabinet for determination in due course.

## **257 REPORT DELIVERY PLAN 2022-2024**

The Assistant Director ICT/Digital and Transformation introduced the report, which proposed that the Council approve the adoption of the Delivery Plan for 2022-24. The Delivery Plan outlined the activities and projects the Council would be undertaking to meet the priority areas outlined in the four-year Strategic Plan. If approved, the Plan would commence in April 2022.

The Delivery Plan outlined the proposed programmes and projects under the following four key priority areas:

- Growing the economy
- Supporting individuals and empowering communities
- Protecting and improving the natural and built environment, whilst maximising quality of life
- Moving with the times, working smartly and collaboratively

The Delivery Plan also highlighted 32 delivery measures that were used to track the performance of the Council. Some measures that had been baselined in the last Delivery Plan update had now been set with targets going forward, such as the Customer Satisfaction and Experience measure.

The Leader noted that the Delivery Plan clearly set out the Council's ambitions and the significant number of projects being undertaken over the next two years and he proposed the recommendation in the report.

The Portfolio Holder for Economic Development seconded the proposal and drew members' attention to the support provided for local businesses by the Economic Development Team throughout the pandemic. These included: strong support for the visitor economy and market towns; continuing business support and training and a business mentoring scheme that would start shortly. Members were also asked to note that the Council had a number of tenants ready to move into the Food Innovation Centre, when it was completed in September. In addition the Growth Team were looking at commercial opportunities throughout the area, as well as infrastructure improvements to enable growth.

The Portfolio Holder for Finance noted that the Finance Team was looking to introduce a green bond model, which would enable capital-raising and investment for new and existing projects with environmental benefits. A new Finance IT system was being rolled out shortly and a new Revenues and Benefits IT system would be considered later in this meeting.

The Portfolio Holder for Housing and Wellbeing commended staff on the excellent work being undertaken over the last year, particularly in the Help Hub, which supported residents in times of need and also reached out to support community groups across the

District. In addition the Housing Team were looking at extending temporary accommodation capacity, as well as exploring new ways to support people. For example, the Independent Living Policy, the Serious Illness Grant and the Forget-me-not Grant, for people with dementia. Officers would be liaising with colleagues in other districts to encourage these initiatives to be rolled out across Norfolk. Members were also advised that there were now 44 Mental Health first aiders in the One Team, to support staff.

The Portfolio Holder for Environmental Excellence drew members' attention to the implementation of the new waste services contract from 1 April 2022, which would increase the number of items that could be collected for recycling, such as small electrical products and textiles and from October food waste across the whole District. All residents would be leafleted to inform them of these changes. To enhance and protect the natural environment a tree planting scheme was being introduced. The waste depot was also being improved and more effort was being put into finding the perpetrators of fly-tipping. In addition, following a carbon audit, plans were in place to reduce the Council's carbon emissions.

The Portfolio Holder for Transformation and Organisational Development informed the meeting that the Delivery Plan was moving forward with a number of IT projects that would make better use of the data held by the Council. These included, the Customer Relationship Management System, web chat functions, the expansion of the 365 Office Suite and delivery of phase two of the website.

The Leader advised the members that the Portfolio Holder for Planning, who could not be at today's meeting, had wished to highlight the transformation of the Planning Department and the systems that it was using, which would align with the proposals in the Planning White Paper for greater streamlining and simplification of the planning process. New charges for street naming and monitoring S106 agreements were being introduced to cover the Council's costs, from April 2022. The Council was also working with South Norfolk, Norwich City and the County Council on the delivery of the Greater Norwich Local Plan.

Following a show of hands it was unanimously:

### **RECOMMENDED TO COUNCIL**

To approve the adoption of the Delivery Plan for 2022-24.

### **Reasons for Decision**

The report was a factual account.

## **258 COVID-19 RECOVERY PLAN 2021 – 2022: PROGRESS REPORT AND FINANCIAL POSITION**

The Assistant Director for Individuals and Families introduced the report, which provided a progress update on delivery of the COVID Recovery Plan agreed by Cabinet in June 2021.

Funding for the Recovery Plan had come from two main sources. The first was the Contain Outbreak Management Fund, which had been used for test, trace and contain activity, as well as support to those isolating. The fund was currently either spent or fully committed.

The second source of funding was the un-ringfenced COVID Grant, which had been used for a vast amount of support activity for residents and businesses in the District. This fund had a sizable underspend of £443,732.

The report proposed three options for the reallocation of the un-ringfenced COVID funding. The first was to provide a Community Connector service in urban areas of Broadland not currently covered by the service. The cost of providing this service, over a period from June 2022 until March 2024 was £175,000. The aim of the project was to demonstrate to the GP surgeries in these areas the value of the Community Connector service with the view that after 2024 they would directly commission the service from the Council. It was confirmed that the new service would relate to where the resident lived, not where there surgery was.

The second option was to allocate a further £30,000 to the Broadland Local Hospitality Grant scheme, which had proved a valuable support to businesses in Broadland in a sector that had been badly affected by the pandemic.

The third option was to set aside a budget of £35,000 to improve catering and informal seating facilities at Thorpe Lodge. This was considered an important means of re-engaging staff in their service areas and across the One Team, as more staff came back to the office.

The Leader commended the One Team for their work in supporting vulnerable residents, communities and businesses throughout the pandemic. He noted the funding received and the options proposed for the underspend and he proposed the recommendation in the report.

The Portfolio Holder for Finance seconded the proposal and confirmed that she was pleased to see the proposal to roll out the Community Connectors to the urban areas not currently covered. She also advised members that working with South Norfolk, the Council had procured support through the East of England Local Government Association to promote the Council as a body that was readily accessible to local small and medium enterprises.

The Chairman of the Overview and Scrutiny Committee informed the meeting that he had highlighted the risk that spending the un-ringfenced COVID funding could be followed by a further outbreak of Covid-19, and that members should remain aware of this funding risk.

In answer to a query about the mental health pilot project with the YMCA the Help Hub and Communities Senior Manager informed the meeting that unfortunately the Clinical Commissioning Group (CCG) had decided against funding the project. The Council was continuing supporting customers in the same way as before the pilot was in place, within the resources that were available. The CCG was aware of the value of the service, but there was no timeline for their reconsideration of funding the service at this stage.

Following a show of hands it was, unanimously:

**RESOLVED**

1. To note the progress made against the COVID recovery plan, endorsed by Cabinet in June 2021; and
2. To agree to the deployment of un-ringfenced COVID grant to fund options presented in section 5.

**Reasons for Decision**

To continue to provide support and assistance to residents and businesses in the District.

**259 SOUTH NORFOLK AND BROADLAND ROUGH SLEEPER STRATEGY 2022-2025**

The Policy and Partnerships Officer introduced the report, which presented the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025, which linked in with the Council's overarching approach of homelessness prevention and sits alongside the best in class housing offer and the Greater Norwich Homelessness Strategy.

The Strategy was designed to align with the National Rough Sleeper Strategy and was influenced by findings of a review of Council's Rough Sleeper Service.

The Strategy identified four priority areas and strategic objectives:

1. Prevention: Rough sleeping is prevented
2. Intervention: offer the right accommodation and support at the right time. No second night sleeping rough.
3. Recovery: The impact of the service is positive and long-lasting for the customer.
4. Systems: working together to eliminate rough sleeping.

The Portfolio Holder for Housing and Wellbeing commended officers for their work on the Strategy and the approach being taken and proposed the recommendation in the report.

The Chairman of the Overview and Scrutiny Committee advised Cabinet that the Committee had been advised by the Housing and Wellbeing Senior Manager that a new emphasis was to be placed on the prevention of rough sleeping and homelessness by Norfolk and Suffolk Foundation Mental Health Trust. This would be via a new, fully resourced Rehab Team to help people discharged from mental health units into accommodation, with support for them to stay there. This would also have the benefit of freeing up beds in mental health units more quickly. Members would be informed more about this new initiative in due course.

Following a show of hands it was unanimously:

**RESOLVED**

To approve the adoption of the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025.

**Reasons for Decision**

To meet legislative requirements.

**260 APPROVAL OF EXTENSION TO BELAUGH CONSERVATION AREA AND ADOPTION OF CONSERVATION AREA APPRAISAL**

The Director for Place introduced the report, which recommended that Council approve and adopt the Belaugh Conservation Area Appraisal and the extension of the Conservation Area boundary.

The Conservation Area had last been re-appraised in 2011. At that time it was recommended that the area should be extended to include the property Piper's Haigh, which fell within the Broadland District Council area.

However, although approved by the Broads Authority the additional extended area was not adopted by Broadland District Council at this time, so the boundary remained legally the same.

The Broads Authority conducted a re-appraisal in 2021 and it was concluded that a single change to the boundary, as initially recommended in 2011, should again be proposed.

It was, therefore, proposed that Cabinet recommends to Council to adopt the Conservation Area appraisal produced by the Broads Authority and approve the extension to the Conservation Area boundary to include the property Piper's Haigh and its associated curtilage land which fell within the Broadland District Council planning area.

Following a show of hands it was unanimously:

**RECOMMENDED TO COUNCIL**

1. To approve the adoption of the proposed extension of the boundary of Belaugh Conservation Area to include Piper's Haigh and its curtilage; and
2. To approve and adopt the conservation area appraisal for Belaugh Conservation Area.

**Reasons for Decision**

To designate an area in the District as a Conservation Area.

**261 COMMUNITY INFRASTRUCTURE FUND APPLICATION: BRUNDALL PARISH COUNCIL**

The Assistant Director Economic Growth presented the report, which sought approval to offer a loan of £231,318.85 to Brundall Parish Council to part fund phase one of the new Brundall Sports Hub, using the Community Infrastructure Loan facility.

Phase one of the project would deliver a new multi-sport floodlit 3G pitch and associated community building. Upon delivery, the new Sports Hub would be capable of hosting various sports clubs, teams and coaching sessions within the community, whilst drawing people into the village.

To facilitate this loan, the earmarked reserve of the Community Infrastructure Fund would need to be increased by £150,000. It was proposed to make this increase permanent to cover existing commitments and the proposed loan to Brundall Parish Council. This would result in the Community Infrastructure Fund increasing to a total value of £650,000.

Members were advised that the structure of the Community Infrastructure Loan Fund meant that there would be very little risk to the Council in making this loan. However, there was also a backstop date of eight years for the loan to be repaid in full, as part of the agreement.

The Portfolio Holder for Economic Development commended the project and proposed the recommendations in the report.

The Leader emphasised the importance of facilitating infrastructure schemes for communities that had resulted from growth in the District.

Following a show of hands it was unanimously:

### **RECOMMENDED TO COUNCIL**

To allocate an additional earmarked reserve of £150,000, to permanently increase the Community Infrastructure Fund loan facility to cover the existing commitments, plus the proposed loan to Brundall Parish Council. This will result in the Community Infrastructure Fund increasing to a total value of £650,000.

### **RESOLVED**

1. To agree to a £231,318.85 loan to Brundall Parish Council for the design and construction of the Brundall Sports Hub;
2. To agree delegated authority to the Director of Place, in consultation with the Section 151 officer and Portfolio Holder of Economic Growth, to review and approve the legal agreement which confirms the loan on behalf of the Council.

### **Reasons for Decision**

To facilitate the delivery of a local infrastructure project.



**262 FORWARD PLAN**

The Portfolio Holder for Economic Development requested that the Broadland Country Park Masterplan be included on the Forward Plan.

In response, the Assistant Director Economic Growth confirmed that there were a number of existing commitments that needed to be put in place, so that a comprehensive Masterplan could be drafted for Cabinet. The timeframe for this could not currently be determined, but it would be brought to members as soon as possible.

The Recycling Projects Update and Future Plans report considered by the Environmental Excellence Policy Development Panel, which included a recommendation regarding providing 180L residual bins to new properties or as replacement bins, would be added to the Forward Plan for the 19 April 2022 meeting of Cabinet.

**263 EXCLUSION OF PRESS AND PUBLIC****RESOLVED**

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 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.

**264 TAVERHAM GP SURGERY AND HEALTH HUB**

The Project Leader presented the exempt report, regarding the Taverham GP Surgery and Health Hub.

Officers outlined the background and proposals of the report and drew members' attention to the key aspects. A detailed discussion took place where members of the Cabinet agreed with the proposals in the report.

Following a show of hands it was unanimously

**RESOLVED**

To approve the recommendations contained in the exempt report.

**Reasons for Decision**

To facilitate a multi-agency integrated service, that would support clinical, financial, wellbeing and social needs.

**265 ENFORCEMENT AGENT SERVICES**

The Revenue Manager presented the exempt report, which reviewed the Council's enforcement service. Officers answered further questions on the report in detail. The Portfolio Holder for Finance commended the report to members and thanked officers for their continued work in the service.

Following a show of hands it was unanimously

**RESOLVED**

To approve recommendations contained in the exempt report.

**Reasons for Decision**

To enhance the enforcement agent service for residents and the Council.

**266 BURE VALLEY RAILWAY FUTURE OPTIONS REVIEW**

The Assistant Director of Economic Development presented the exempt report, which outlined the findings from the Bure Valley Railway Future Options review. A considerable discussion took place on various aspects of the report, as detailed in the exempt Minutes.

Following a show of hands it was unanimously

**RESOLVED**

To approve the recommendations, as amended, in the exempt report.

**Reasons for Decision**

To review the options for the Bure Valley Railway.

**267 SINGLE IT SOLUTION FOR REVENUES AND BENEFITS**

The Assistant Director for Individuals and Families introduced the exempt report, which presented a business case for a joint Revenues and Benefits IT solution.

It was explained that moving to a single solution would realise significant financial savings for both Councils in the form of reduced software licensing and annual support costs.

A single solution would also increase resilience across the service and the alignment of working practices, which in turn would improve the overall customer journey offered to residents and businesses.

Following a show of hands it was unanimously

**RESOLVED**

1. To agree and endorse the Business Case; and

2. To agree to delegate authority to award the contract for a single Revenues & Benefits solution to the Assistant Director of Individuals and Families in consultation with the Portfolio Holder for Finance.

**Reasons for Decision**

To move to a single IT solution that would realise significant financial savings for both Councils and increase resilience across the service.

**268 EXEMPT ECONOMIC SUCCESS POLICY DEVELOPMENT PANEL**

Cabinet received the exempt minutes for the meeting held on 21 February 2022.

(The meeting concluded at 7.35 pm)

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Chairman