

# CABINET

**Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, on Tuesday 20 September 2022 at 6.00pm.**

**Cabinet Members  
Present:**

Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, J Leggett, and F Whymark.

**Officers in  
Attendance:**

The Managing Director (T Holden), the Director of Place (P Courtier), the Director of Resources (D Lorimer), the Director of People and Communities (J Sutterby), the Chief of Staff and Monitoring Officer (E Hodds), the Assistant Director for Finance (R Fincham), the Assistant Director for Regulatory (N Howard), the Assistant Director for ICT/Digital and Transformation (C Lawrie), the Transformation and Innovation Lead Officer (S Crook), the Environmental Protection Manager (A Grimley) and the Democratic Services Officer (LA).

**At the request of the Chairman the Cabinet meeting stood for a minute's silence in memory of Her Majesty the Queen.**

## **35 DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **36 MINUTES**

The minutes of the meeting held on the 19 July 2022 were agreed as a correct record and signed by the Chairman.

## **37 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 20 September 2022, as each item was considered.

## **38 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE**

Cabinet received the minutes of the meeting of the Committee held on 24 August 2022.

## **39 ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL**

Cabinet received the minutes of the meeting of the Panel held on 23 June 2022.

## **40 USING INTELLIGENCE TO ACHIEVE A FIRST-CLASS CUSTOMER SERVICE**

The Assistant Director of ICT/Digital and Transformation presented the report, which set out how the Council proposed to use data and intelligence to drive the delivery of the ambitions laid out in the Strategic Plan 2020 – 2024.

She drew members' attention to the three key recommendations in the report, explaining that business intelligence was about seeking to use data to make decisions in the present and to plan for future decision-making rather than making reactive decisions. She further referred Cabinet to the strategic plan priorities and how data intelligence could contribute to achieving these. The availability of business intelligence would enable the Council to profile its customers and target its efforts to predict and prevent issues, ultimately enabling early intervention based on data insight.

The Portfolio Holder for Transformation and Organisational Development welcomed the report, adding that the piece of work would help the Council use data efficiently in the future.

In response to a question on the new data analysis role's recruitment, officers explained that a flexible approach was being taken. The Council would be looking to go out for recruitment for the position, alongside investigating options for in-house training and development where possible. The Managing Director added that the Council currently had several graduate apprentices in post and was actively looking at further opportunities within the organisation.

During discussion, the Portfolio Holder for Environmental Excellence noted the benefits the proposals would have in the waste service and asked if there would be any manual data entry requirements. Officers explained that this would not be a requirement as the data needed would be collected directly from the surrounding systems.

Regarding the project's funding, the Assistant Director of Finance confirmed that the money would be drawn from the Corporate Contingency fund. It was then;

### **RESOLVED**

To Recommend to Council

1. The agreement of funding to establish a Business Intelligence Service as set out in section 4.7 of the report.
2. That funding for 2022/23 is drawn from the corporate contingency
3. That funding for the Business Intelligence Service is built into the base budget from 2023/24

### **Reason for Decision**

The report has set out how the Council proposes to use data and intelligence to drive delivery of our ambitions in our Strategic Plan 2020 – 2024

## **41 ANNUAL RE-RATIFICATION OF STRATEGY FOR NORFOLK STRATEGIC FLOOD ALLIANCE**

Members considered the report of the Assistant Director for Regulatory, which presented the updated Norfolk Strategic Flood Alliance's (NSFA) Strategy for its annual re-ratification. The report also outlined how the Council and wider Alliances were delivering against the Strategy, alongside evaluating further community needs in areas that faced potential threats of flooding.

The Portfolio Holder for Environmental Excellence endorsed the report and noted the progress made since the last Strategy. The Portfolio Holder for Communities, Housing and Planning Policy added that it was important to keep the issue of flooding at the forefront of discussions going forward.

Reference was made to section 3.3 of the report, which detailed a new practical Surface Water Technical Officer post. The post would work within communities to promote and enforce the free-flowing condition of land drains. Cabinet also noted that recruitment for the position would be taking place soon.

During discussion, the Managing Director pointed members of the public to the Council's website for flooding advice and help.

Following a show of hands, it was unanimously;

### **RESOLVED**

To ratify the Norfolk Strategic Flooding Alliance Strategy 2022 as set out in Appendix one, and note the progress made.

### **Reasons for Decision**

There are strong benefits in taking a multi-agency approach through the NSFA and keeping flooding action high on the local, regional and national agenda. Ratifying the NSFA Strategy will for a further year endorse and support the approach being taken.

## **42 PUBLIC SPACE PROTECTION ORDER - DOG FOULING**

The Assistant Director for Regulatory introduced the report which presented the proposed new dog fouling and dog restrictions Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime & Policing Act 2014. Members were advised that the proposed PSPO if approved, would establish a like-for-like replacement of the existing PSPO, and would run for a period of up to three years.

A formal public consultation was carried out between 6 May 2022 and 17 June 2022, where Town and Parish Councils, Police & Crime Commissioner, Norfolk Highways and the public were all consulted, and no objections to the proposed PSPO were received.

The Portfolio Holder for Environmental Excellence welcomed the report and added that the Broadland community would benefit from the protection order. She referred any Parish or Town Councils who needed additional signage for their areas to the Council's website for further help. Officers confirmed that the Council did have a

limited supply of signage available but would be able to provide further advice to Town and Parish Councils if needed.

After officers clarified further information on the disposal of poo bags, members noted that it was an offence to leave a bag anywhere else than a dedicated bin. Members of the public were encouraged to take any poo bags home with them for disposal if there was not an appropriate bin available.

During discussion, a member queried the exemption list and whether individuals with hearing impairments should be included. Officers confirmed that the exemption would only apply if the individual had an assistance-trained dog, but officers would seek further advice from the appropriate bodies. The Managing Director suggested an amendment to the recommendation to capture the concerns raised and offer a way forward for the PSPO to progress. It was agreed, by Cabinet to add at the end of the recommendation: “*subject to any minor amendments agreed by the Assistant Director for Regulatory and the Portfolio Holder for Environmental Excellence*”. This would enable officers to investigate and update the PSPO if required.

Following a question by the Leader regarding the lack of comments received in the consultation, officers reassured members that this was not an issue and the Police had raised no concerns over the proposals.

Following a show of hands, it was then;

## **RESOLVED**

To approve the Public Space Protection Order No.3 as proposed in paragraph 4.5 and Appendix one over the geographical areas identified in Appendix two for a period of three years, subject to any minor amendments agreed by the Assistant Director for Regulatory and the Portfolio Holder for Environmental Excellence.

### **Reason for Decision**

The adoption of the Public Space Protection Order No.3 as proposed will deter dog fouling offences by irresponsible dog owners and enable enforcement under specific legal requirements.

## **43 ECONOMIC AWARDING OF CONTRACTS IN RELATION TO THE MOBILISATION OF THE HORIZON CENTRE**

The Director of Resources introduced the report which sought delegation to award contracts for the mobilisation of the Horizon Centre. Members noted that decisions would need to be made quickly to ensure the works were carried out quickly and for the best price.

Both the Leader and the Deputy Leader of the Council endorsed the report, adding that it was vital for decisions to be made at a pace to allow the two Councils' journeys into the one building to progress efficiently.

The Chairman of the Overview and Scrutiny Committee advised Cabinet that the Committee had proposed an amendment when the item was discussed. He advised Cabinet that the proposed amendment sought to add the Portfolio Holder for Transformation and Organisational Development to the recommendation. The Leader

of the Council felt that this amendment was not required, as if he was unavailable to make the decision it would fall to the Deputy Leader of the Council.

The Portfolio Holder for Transformation and Organisational Development agreed with the Leader's comments and added that any contract awarded would need to follow the procurement process. The process itself incorporated appropriate checks for any contract awarded and therefore was an efficient way of progressing the project.

Following a show of hands, it was;

## **RESOLVED**

To delegate to the Director of Resources in consultation with the Leader of the Council to award contracts for the fit out of the Horizon Centre and other contracts, that are over a £100,000, as long as they are within the overall budgets as outlined in section 2 of this report.

### **Reason for Decision**

The delegation to award the higher value contracts will not impede on the project and given the ambitious timeline for occupation it will ensure the Councils deliver the benefits of the move as quickly as possible.

## **44 FORWARD PLAN**

The Portfolio Holder for Environmental Excellence noted that the refresh of the Environmental Strategy had not been included and would need to be added to the first meeting in November. Officers confirmed that the Forward Plan would be updated to include this report.

## **45 EXCLUSION OF THE PRESS AND PUBLIC RESOLVED**

That the press and public be excluded from the meeting for the remaining item 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.

## **46 STRAY DOG COLLECTION**

The Assistant Director for Regulation introduced the report which contained details on the proposed stray dog collection contract for Broadland District Council. Members noted that the Council had a legal obligation to provide provisions for stray dog collections.

Cabinet noted further information on financial details contained in the report, alongside past statistics on stray dog collections.

It was confirmed that costs were recovered after a stray dog had recently been returned to its owner. Cabinet noted that there had been a small number of cases where this was not achievable.

In response to a question on the Council's steps on rehoming dogs, the Environmental Protection Manager explained that the Council used a provider to find suitable places

for any dogs needing rehoming.

Following a show of hands, it was unanimously:

**RESOLVED**

To agree to the recommendations laid out in the exempt report.

**Reason for Decision**

Appointing the contract will provide a quality service, protect the Council's residents and satisfy the Council's statutory duty for stray dog collection and kennelling.

**47 OPTIONS ON PROVISION OF FUTURE FRAUD SERVICE**

The Assistant Director of Finance introduced the exempt report which provided options on the future resourcing and delivery of a fraud service for Broadland District Council and South Norfolk Council.

The Portfolio Holder for Finance supported the report adding that the proposals would further improve the Council's fraud provisions.

In response to a query on the duration of the contract, it was confirmed that the contract would be open-ended. Members were reassured that the service would be reviewed over time. It was then;

**RESOLVED**

To agree to the recommendations laid out in the exempt report.

**Reason for Decision**

The proposed fraud provision would provide the Council with a full fraud service with expertise and resilience

(The meeting concluded at 6.52pm)

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Chairman