

Cabinet



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Thursday, 28 November 2019

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN on **Friday, 6 December 2019 at 2.00 pm.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:emma.denny@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Emma Denny
Democratic Services Manager

To: Mr A Brown, Mrs S Bütikofer, Mrs A Fitch-Tillett, Ms V Gay, Mr G Hayman, Mr R Kershaw, Mr N Lloyd and Mr E Seward

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Heads of Paid Service: Nick Baker and Steve Blatch
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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

1 - 8

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 04 November 2019

3. PUBLIC QUESTIONS AND STATEMENTS

To receive questions and statements from the public, if any.

4. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972

5. DECLARATIONS OF INTEREST

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. OVERVIEW & SCRUTINY MATTERS

To consider any matters referred to the Cabinet by the Overview & Scrutiny Committee for reconsideration by the Cabinet in accordance within the Overview and Scrutiny Procedure Rules

8. HOMELESS AND ROUGH SLEEPING STRATEGY 2019 - 2024

9 - 54

Summary: The Homeless Act 2002 requires all Local Authorities to undertake a review of homelessness in their area and publish a Homelessness Strategy based on its findings every 5 years.

Options considered:

1. Do nothing. This option was discounted as the Act requires a review is carried out and published every 5 years
2. Review the homelessness within the area. This option was adopted as it ensures the Council carries out its duties as per the Homeless Act 2002.

Conclusions: A review of homelessness has been undertaken and the key findings from the review of the current services have identified 5

Aims to carry forward to improve and enhance the service.

Recommendations: **Cabinet adopt the Homelessness & Rough Sleeping Strategy 2019-2024**

Reasons for Recommendations: To ensure that the Councils Homelessness Strategy is reviewed and published as determined by the Homeless Act 2002.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

National Drivers:

Homeless Act 2002 & The Homelessness Code of Guidance

Localism Act (2011)

Making Every Contact Count (2012)

The Welfare Reform Act (2012)

The Deregulation Act (2015)

The Care Act (2014)

Homelessness Reduction Act (2017)

Rough Sleeping Strategy August (2018)

Local Policies:

Housing Strategy

Tenancy Strategy

Empty Homes Policy

Housing Allocation Scheme

Contact Officer, telephone number and email:

Lisa Grice, Housing Options Manager

Lisa.grice@north-norfolk.gov.uk, 01263 516164

9. FEES AND CHARGES 2020-2021

55 - 88

Summary: This report recommends the fees and charges for 2020/21 that will come into effect from April 2020.

Options considered: Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.

Conclusions: The fees and charges as recommended will be used to inform the income budgets for the 2020/21 budget. Approval for the fees ahead of presenting the detailed budgets allows for implementation of changes where applicable and also informs the 2020/21 budgets.

Recommendations: **That Cabinet agree and recommend to Full Council:**
a) The fees and charges from 1 April 2020 as included in Appendix A.
b) That Delegated Authority be given to the

Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report

Reasons for Recommendations: To approve the fees and charges as set out in the report that will be used to inform the 2020/21 budget process.

Cabinet Member(s) Ward(s) affected: All
Cllr Eric Seward

Contact Officer, telephone number and email:
Lucy Hume, 01263 516246, lucy.hume@north-norfolk.gov

10. TREASURY MANAGEMENT HALF YEARLY REPORT 2019/20

89 - 96

Summary: This report sets out the Treasury Management activities actually undertaken during the first half of the 2019/20 Financial Year compared with the Treasury Management Strategy for the year.

Options Considered: This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.

Conclusions: Treasury activities for the half year have been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

Recommendations: That the Council be asked to RESOLVE that The Treasury Management Half Yearly Report 2019/20 is approved.

That the Council be asked to APPROVE changes to the Counterparty Limits.

Reasons for Recommendation: Approval by Council demonstrates compliance with the Codes.

Cabinet Member(s) Ward(s) affected: All
Eric Seward

Contact Officer, telephone number and email:
Lucy Hume, 01263 516246, lucy.hume@north-norfolk.gov.uk

11. MEDIUM TERM FINANCIAL STRATEGY - 2020/21 TO 2023/24

97 - 144

Summary: This report presents an updated Medium Term Financial Strategy (MTFS) for the period 2020/21 to 2023/24. The strategy has been updated to support the Corporate Plan for the period 2019 to 2022.

Options considered: The MTFS has been refreshed in the year and provides an updated financial projection in support of the 2020/21 budget process.

Conclusions: The financial position for 2020/21 is currently showing a small surplus with deficits in future years. The MTFS identifies the key themes and priorities for the Council in seeking to reduce the forecast budget gap.

Recommendations: **It is recommended that:**
1) Members consider and note:
a) The current high level financial forecast for the period 2020/21 to 2023/24;
b) The current capital funding forecasts;
2) Members consider and recommend to Full Council:
a) The revised reserves statement as included at Appendix 2 to the financial strategy.

Reasons for Recommendations: To refresh the Medium Term Financial Strategy in line with the Corporate Plan and to inform the detailed budget work for 2020/21.

Cabinet Member(s)	Ward(s) affected
Cllr Eric Seward	All

Contact Officer, telephone number and email: Duncan Ellis, Head of Finance and Assets, 01263 516330, duncan.ellis@north-norfolk.gov.uk

12. ANNOUNCEMENT OF AWARD DECISION FOR WASTE & RELATED SERVICES CONTRACT 145 - 162

Summary: Having followed an EU procurement process, two compliant bids have been assessed against the award evaluation criteria. This report recommends the award of the contract and makes recommendation in respect of the costed option of food waste and other provisional items.

Options considered: Options considered include whether it was viable to introduce a food waste collection service from first commencement date.

Conclusions:

There is a statutory duty to provide waste collections and to separately collect recycling. The award of this contract for waste and recycling collection will ensure the statutory duty is met.

The procurement has been undertaken jointly with Breckland Council and King's Lynn and West Norfolk Borough Council as a single contract covering the three Councils

A full OJEU procurement process has been followed for this procurement and all legal obligations have been met. External legal support was provided by Bevan Brittan for the procurement and preparation of the contract.

A costed option has been obtained for the introduction and delivery of food waste collections.

The award of contract must be to the most economically advantageous tender.

Recommendations:

- 1. That the most economically advantageous tender for the contract for the provision of waste and related services submitted by Bidder B is accepted, subject to formal contract and satisfactory conclusion of the statutory standstill time.**
- 2. Cabinet do not approve the implementation of a food waste collection at service implementation.**
- 3. That Cabinet delegate authority to the Head of Environmental Health, to implement provisional items in relation to clinical waste collections and garden waste disposal.**

Reasons for Recommendations:

To ensure the continued delivery of waste and recycling collections, other collections services, street cleansing and grounds maintenance services across the district. Bidder B offers the most economically advantageous tender.

The additional cost implications of introducing a food waste collection service make it unviable at first Commencement date.

Provisional items within the contract allow for the smooth running of the contract and options

to secure the most cost effective delivery method. To provide sufficient flexibility for the effective management of the contract implementation in respect of provisional items, relating to clinical waste collection and garden waste disposal, should be delegated to the Head of Environmental Health

Cabinet Member(s) Cllr Nigel Lloyd, Environment

Contact Officer, telephone number and email:
Steve Hems, Head of Environmental Health, 01263 516182,
steve.hems@north-norfolk.gov.uk

13. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A (as amended) to the Act.”

14. PRIVATE BUSINESS