

Cabinet



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Thursday, 15 August 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, 23 August 2019 at 10.00 am.**

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, Mr E Seward and Ms K Ward

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 - 4

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 8th July 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. **CONTINUATION OF FUNDING FOR FIXED TERM RESOURCES WITHIN THE POST & SCANNING TEAM**

5 - 8

Summary:

The Digital Transformation Programme has significantly increased the need for corporate scanning, indexing, redacting and copying of documents to support new business processes and to enable paperless working.

Options considered:

In order to deliver this service, whilst the outcomes of the Planning and Environmental Health BPR have been rolled out, it has been necessary to support this work with 2 Full time, fixed term, Post & Scanning Assistants. This report requests the release of previously identified funding to extend the two posts for a further 12 months.

Outsourcing of ongoing scanning and copying activities have been assessed and discounted on practicability and value for money grounds.

Increased use of Service based staff is not feasible because of other work demands and coordination and control issues.

Fixed term additional resource with the appropriate skills and experience has been successfully supporting the service to date and is considered the most practical and cost efficient option until the new processes are fully implemented within service areas such as the Planning Service.

Conclusions:

The provision of funding for an additional 12 months for the 2 posts (fixed term) will allow the immediate requirements to be met whilst assessing the long term demand and resource requirement to provide adequate support for service business processes.

Recommendations:

That Cabinet approves the release of £52,000 previously identified Digital Transformation funding to allow the continuation of the two fixed term posts for a further 12 months in the Digital Mail Room Team.

Reasons for Recommendations:

The continued employment of the 2 additional posts within the Digital Mail Room Team will ensure that the team has the capacity and skills available to support the scanning, redaction and copying of applications, and documents until the full introduction of systems and processes to help deliver paperless working.

Making the posts fixed term will provide flexibility to react to changes in delivery and service demands over the next 12 months.

9. EGMERE BUSINESS ZONE PROJECT UPDATE

9 - 16

Summary:

This report provides Cabinet with an update in relation to the Egmere Business Zone Project and considers the options available for the Council in relation to this scheme.

The report considers a number of potential options as follows;

- Options considered:
- Seek an alternative anchor tenant;
 - Install the enabling road infrastructure only;
 - Build the unit on a speculative basis;
 - Seek an alternative site or;
 - Withdraw from the proposed scheme.

Conclusions: Given the options appraisal presented above, the fact that at the present time there are no other interested parties that the Council is aware of and coupled with all of the implications around the build contract and timescales (lapse of the LDO and Enterprise Zone status) it is no longer considered viable to continue with the project. Given the timescales and levels of uncertainty around so many different issues it is considered that the project now contains too many risks and the benefits originally anticipated for the site are highly unlikely to be realised.

Recommendations: It is recommended that Cabinet;

- 1) Cease the current scheme and that any unallocated funds are made available for alternative capital projects.
- 2) Agree to delegate authority the Head of Finance in consultation with the Portfolio Holder for Finance to effect the necessary reserve transfers required in respect of the revenue funding requirements if the decision is taken to stop the project.

Reasons for Recommendations: Based on the options appraisal undertaken ceasing the project at this point is considered to be the most appropriate course of action.

10. CROMER TENNIS HUB

17 - 36

Summary:

This report sets out the current position in relation to the Cromer Sports Hub and gives options for Members to take the matter forward.

Conclusions:

The options identified give Members avenues to either take the project forward in its current form or to withdraw from it. Members should weigh the relevant factors, including the financial, community and reputational impacts before reaching a decision.

Recommendations:

That Members consider the options set out below.

1. To give delegated authority to the Head of Legal in consultation with the Portfolio Holders for Leisure and Finance to effect the necessary legal arrangements required in respect of the preferred option identified.
2. If the decision is taken to stop the project, that delegated authority be given to the Head of Legal and Assets and the Portfolio Holders for Leisure and Finance to effect the necessary reserve transfer and funding requirements.

11. 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.”

12. PRIVATE BUSINESS