

Cabinet



Please contact: Emma Denny

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Friday, 26 June 2020

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 6 July 2020 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

PUBLIC ATTENDANCE AND PUBLIC SPEAKING – COVID-19

Please note that due to the Covid-19 restrictions, meetings of cabinet will be held remotely via Zoom video conferencing and live streamed on YouTube.

Public speaking: If you wish to speak on an agenda item, please email emma.denny@northnorfolk.gov.uk no later than 5.00 pm on the Thursday before the meeting and include a copy of your statement. You will have the opportunity to make your statement by video link but in the event that this is not possible, or if you would prefer, your statement will be read out by an officer.

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting and make a representation you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

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

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

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 18 May 2020

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 with the Overview and Scrutiny Procedure Rules

8. RECOMMENDATIONS FROM CABINET WORKING PARTIES

9 - 12

North Walsham High Street Action Zone Working Party:

The following recommendation was made at the meeting of 03 June 2020:

To approve the revised terms of reference for the North Walsham High Street Action Zone Working Party (attached)

**Planning Policy & Built Heritage Working Party
May 2020 (under interim Covid 19 arrangements) and 15 June 2020**

Recommendations attached.

9. APPOINTMENT TO THE BROADLAND FUTURES INITIATIVE FORUM

To appoint a representative and a substitute member to the Broadland

10. NORTH NORFOLK DISTRICT COUNCIL'S TRANSITION FROM RESPONSE TO RECOVERY IN RESPONDING TO THE CORONAVIRUS PANDEMIC

13 - 24

Summary: This report details the actions taken by North Norfolk District Council in making the transition from Response to Recovery in responding to the Coronavirus Pandemic at a strategic, local and organisational level over the period early May – mid June 2020.

This includes:-

- maintaining its dedicated COVID helpline and email address operated over extended Customer Service hours including weekends and Bank Holidays since 30th March until the end of May and now operated over extended office hours;
- developing and putting in place with partners, transitioning support arrangements for the more than 2500 local residents who have been “shielding” and a similar number of people who have been self-isolating and have requested support from the Council with shopping and prescription deliveries;
- stepping down the operation of the 10 Local Co-ordination Centres as support arrangements for shielding and vulnerable people have become more formalised and established, meaning that the demand for support from the original arrangements put in place have reduced over time.
- paying out almost £52million of Small Business Grants on behalf of the Government and developed and launched a £2.76million Discretionary Grant Scheme.
- managing the re-opening of Council facilities – public toilets, coastal car parks and Cromer Pier in response to Government announcements on the easing of lockdown restrictions
- developing the “You are Welcome” reassurance programme to support local retail, hospitality and tourism businesses re-open in the coming weeks through the provision of advice and practical social distancing measures, hand washing facilities and local marketing initiatives, so as to create safe, attractive town centre and seafront environments, in accordance with Government guidance.

- developing Return to Work policies and putting in place a range of social distancing measures within the Council's Cromer and Fakenham Connect offices which meet the COVID-secure workplace guidelines as we plan to move to a "new normal" level of public service provision.
- contributing to the development of the arrangements being made in Norfolk to develop and put in place arrangements for a Local Outbreak Control Plan for Norfolk in managing incidents of Coronavirus in the county in the coming months as the transmission and management of the virus moves into a different phase.

Options considered:

The report details the Council's actions in responding to the Coronavirus pandemic during the Response phase and the transitional arrangements being made for the Recovery phase as the Council prepares to operate in a "new normal" environment as lockdown restrictions are eased nationally and the District prepares for a curtailed summer visitor season. Options considered are outlined in the report.

Conclusions:

The report details the actions taken by the District Council in response to the Coronavirus Pandemic and of the preparations being made to support local communities and businesses "recover" from this unprecedented global event.

Recommendations: Cabinet is asked to note the Council's response and arrangements made to support Recovery from the Coronavirus Pandemic; and specifically comment upon the following:-

- **the short-term actions proposed in respect of:-**
 - **opening up the Council's services and facilities;**
 - **the development and implementation of social distancing measures through the "You are Welcome" programme to assist the Re-opening of our High Streets and Tourist Areas Safely**
 - **delivery of the Discretionary Business Grant Programme**
 - **the Council's planning for the**

return of staff to their main roles from working at home and redeployment into other roles;

- the implementation of measures so that the Council is able to demonstrate compliance with the COVID-secure workplace guidelines
 - understanding the contribution North Norfolk District Council will make in supporting the partnership actions outlined in the Norfolk Local Outbreak Control Plan which will be a key element of managing any future outbreaks of COVID19 in the District over the coming months.
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- the longer term need to review the Council's Medium-Term Financial Strategy in light of the changing financial situation of the Council and as a result undertake a review of the Council's proposed programme of activity as previously detailed in the Corporate Plan and Delivery Plan.

Reasons for
Recommendations:

To inform corporate learning from experience gained through the Response and initial Recovery phases of the pandemic, the implication of which will remain with the District for many months to come.

Cabinet Member(s)

Ward(s) affected

Cllr Sarah Butikofer,
Leader of the Council

All

Contact Officer, telephone number and email:

Steve Blatch, Chief Executive

Email:- steve.blatch@north-norfolk.gov.uk

[Tel:- 01263 516232](tel:01263516232)

11. DECISIONS TAKEN UNDER OFFICER DELEGATION

25 - 38

Summary: This report details the decisions taken by Senior Officers under delegated powers from 20th May to 18 June 2020.

Options considered: Not applicable.

Recommendations: **To receive and note the report and the register of officer decisions taken under delegated powers.**

Reasons for Recommendations: The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2. details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)

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)

Delegated decision forms – as completed by the relevant officer

Cabinet Member(s) All	Ward(s) affected All
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Contact Officer, telephone number and email:
Emma Denny, Democratic Services Manager, 01263 516010

12. PURCHASE OF FURTHER PROPERTY FOR USE AS TEMPORARY ACCOMMODATION FOR HOMELESS HOUSEHOLDS

39 - 46

Summary: This report identifies a further suitable property to be purchased by NNDC for use as temporary accommodation for homeless households.

Options considered: Do not purchase this unit but instead invest the budget.

Conclusions: The Council has a duty to provide temporary accommodation for homeless households. The Council purchases much of this accommodation

from the private sector with a significant net cost to the Council. Purchase of this property will provide a quality, flexible home for temporary accommodation and there is budget provision available to purchase such homes.

Recommendations: That Cabinet agrees to the purchase of the identified property (subject to an independent valuation and survey) using the budget provision.

Reasons for Recommendations: To provide authority for expenditure over £100,000.

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)

Budget report to Full Council - 22 February 2017
Purchase of two properties for use as Temporary Accommodation for homeless households – Cabinet 2 March 2020
Purchase of further property for use as Temporary Accommodation for homeless households - Cabinet 18 May 2020

Cabinet Member(s)	Ward(s) affected
Councillor Andrew Brown	North Walsham East

Contact Officer, telephone number and email:

Contact Officer: Nicky Debbage, Housing Strategy & Delivery Manager,
Tel: 01263 516027, email nicky.debbage@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 _ of Part I of Schedule 12A (as amended) to the Act.”

14. PRIVATE BUSINESS