

CABINET

Minutes of the meeting of the Cabinet held on Monday 05 June 2017 at the Council Offices, Holt Road, Cromer at 10.00am

Members Present:

Mrs A Claussen-Reynolds	Mr W Northam
Mr N Dixon	Miss B Palmer
Mr T FitzPatrick(Chairman)	Mr R Price
Mr J Lee	Ms M Prior

Also attending:

Mrs S Butikofer	Mr E Seward
Mrs P Grove-Jones	Mr R Shepherd
Mr N Pearce	Mrs K Ward
Mr R Reynolds	

Officers in Attendance:

The Corporate Directors, the Monitoring Officer, the Head of Finance and Asset Management, the Revenues Manager, the Democratic Services Team Leader and the Democratic Services Officer.

Also in Attendance: David Bale, Eastern Daily Press

The meeting began with a minute's silence to remember the victims of the terrorist attack on London Bridge on 3 June.

1. APOLOGIES FOR ABSENCE

Mrs S Arnold and Mrs J Oliver.

2. MINUTES

The minutes of the meeting held on 08 May 2017 were approved as a correct record and signed by the Chairman.

3. PUBLIC QUESTIONS

None

4. ITEMS OF URGENT BUSINESS

None

5. DECLARATIONS OF INTEREST

None

6. MEMBERS QUESTIONS

The Leader confirmed that Members could ask questions as each item arose.

7. CONSIDERATION OF ANY MATTER REFERRED TO THE CABINET BY THE OVERVIEW AND SCRUTINY COMMITTEE OR COUNCIL FOR RECONSIDERATION

None

8. CONSIDERATION OF REPORTS FROM THE OVERVIEW AND SCRUTINY COMMITTEE

None

9. MEMBERSHIP OF CABINET

The Leader announced that two new Members had been appointed to Cabinet. Mr J Lee had been appointed portfolio holder for Coastal Management and Mrs A Claussen-Reynolds had been appointed portfolio holder for Environmental Services. Mr N Dixon had been appointed Deputy Leader.

10. RECOMMENDATIONS FROM THE COUNCIL TAX SUPPORT WORKING PARTY

The report was introduced by the portfolio holder, Mr W Northam. He explained that the Council had last consulted regarding Council Tax Support prior to the April 2013 change from Council Tax Benefit to Council Tax Support. The current Council Tax Support scheme criteria were reflected within the current base budget. Any changes to the scheme would have a financial impact in that a less generous scheme would increase the Council Tax to be collected and a more generous would result in an increase in cost of the scheme but less Council Tax to be collected. The Working Party did not consider that Cabinet would approve a recommendation for an increase in costs at a time when the Council needed to challenge all areas of spend and had, therefore, proposed that the scheme should remain unchanged for 2018/19.

It was proposed by Mr W Northam, seconded by Mr T FitzPatrick and

RESOLVED

That the Council Tax Support scheme for North Norfolk remains unchanged for 2018/19

11. 2016/17 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT)

The report provided a final budget monitoring position for the 2016/17 year and was introduced by the portfolio holder, Mr W Northam, who said that - because of good housekeeping - the Council was in a good outturn position with a final overall underspend on the revenue account of just over £671,000. This was after allowing transfers to Earmarked reserves for current and known commitments. Transfers to Earmarked Reserves had been made for the following:

- a) Where an underspend had occurred within a service, mainly due to the timing of work not being completed as planned, and by 31 March 2017, and also where no future budget existed or where there was a one-off commitment that continued into the 2017/18 financial year;
- b) Where external funding had been received in 2016/17 for which the expenditure had not yet been incurred;
- c) Where the 2016/17 budget allowed for expenditure to be funded from an Earmarked Reserve, but the spend had not yet been incurred as planned and therefore the funds remained in the Earmarked Reserve until 2017/18.

There were no major variances. The overall underspend reported showed a General Fund surplus of just over £173,000 with a further transfer from the Collection Fund in relation to Business Rates of £498,000 which gave the final underspend of £671,000. An underspend on Employee Costs was attributable to vacant posts and the senior management restructure that occurred midway through the year. There were savings from car parks in terms of the contract and additional income along with external income generated by Eastlaw which had been partly offset by a reduction in planning fees received.

The Council was keen to support the development of an apprenticeship scheme. Therefore the report recommended the transfer of £300,000 from the surplus of the year to the Organisational Development Reserve to support this initiative. The balance was recommended for transfer to the Asset Management Reserve to support the Council's asset commercialisation agenda. The General Reserve would remain above the recommended balance.

Mr E Seward asked if any consideration had been given to using some of the surplus to address the waiting list for garden refuse bins. The Corporate Director (NB) replied that it was his understanding that the Council was intending to fund an extra vehicle with the Contractor. He would ask the Head of Environmental Health to confirm this and to provide Mr Seward with a written reply.

It was proposed by Mr W Northam, seconded by Miss B Palmer and

RESOLVED to recommend the following to Full Council:

- a) **The provisional outturn position for the general fund revenue account for 2016/17;**
- b) **The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2017/18 budget;**
- c) **Transfer part of the surplus of £300,000 to the Organisational Development Reserve to support the development of the apprenticeship scheme with the balance of £371,399 being transferred to the Asset Management Reserve;**
- d) **The financing of the 2016/17 capital programme as detailed within the report and at Appendix D;**
- e) **The balance on the General Reserve of £2.332 million;**
- f) **The updated capital programme for 2017/18 to 2020/21 and the associated financing of the schemes as outlined within the report and detailed at Appendix E.**

12. TREASURY MANAGEMENT ANNUAL REPORT 2016/17

The report was introduced by the portfolio holder, Mr W J Northam. It set out the Treasury Management activities actually undertaken during 2016/17 compared with the Treasury Management Strategy for the year. The report had been prepared to ensure the Council complied with the CIPFA Treasury Management and Prudential Codes. Treasury activities for the year had been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

Global political events in the last year had resulted in heightened market volatility but the Council's focus, when investing, had always been on security and liquidity rather than rates of interest. Mr Northam commended the prudent work of the Technical Accountant.

It was proposed by Mr W Northam, seconded by Mr N Dixon and

RESOLVED to recommend to Full Council:

That the Council be asked to RESOLVE that The Treasury Management Annual Report and Prudential Indicators for 2016/17 are approved.

13. DEBT RECOVERY 2016/17

The report, which was introduced by the portfolio holder, Mr W Northam, was an annual report detailing the Council's collection performance and debt management arrangements for 2016/2017. The report included:

- A summary of debts written off in each debt area showing the reasons for write-off and values. The debt areas were Council Tax, Business Rates (NNDR) and Sundry Income (including Housing Benefit Overpayments).
- Collection performance for Council Tax and Non- Domestic Rates.
- Level of arrears outstanding
- Level of provision for bad and doubtful debts

The Council took all reasonable steps to collect monies due. The revenues and benefits team had collected 98.7% of Council Tax and 99.36% of NNDR according to year-end figures for 2016/17. The Council Tax figure was the highest percentage collected for the past 10 years and the second highest ever collected by North Norfolk District Council. The NNDR figure was the highest percentage collected for the past nine years and the second highest ever collected by North Norfolk District Council. The figures meant that the Council had beaten its collection targets of 98.5% and 99.2% respectively.

The main reason for debts being written off was because of a debtor going into liquidation or absconding. The Revenues Manager was asked by Cabinet to convey congratulations to his staff on their excellent achievement.

It was proposed by Mr W Northam, seconded by Mr J Lee and

RESOLVED

To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.

14. PROCUREMENT OF WASTE AND RELATED SERVICES CONTRACT

In the absence of Mrs J Oliver, this item was introduced by the Leader.

Within the next two years, the Council's Waste and Related Services contract with Kier was due to end. A 3-phase "Ghost Bid" process had been undertaken to assess the Council's current and future contractual positions. The process had demonstrated that the Council was getting good value for money from the current contract but had identified a number of areas where changes to the services could deliver future

savings. The “Ghost Bid” process had also indicated that, over the last 8 years, there had been a number of examples of joint procurement where authorities had collaborated.

The Council had considered various options regarding procurement of the Waste and Related Services Contract:

- a) In-house delivery.
- b) Extension of the current contract for up to 8 years.
- c) Procure a new contract individually.
- d) Procure a new contract in partnership with other authorities in Norfolk.

However it was believed that the recommendations before Cabinet were the best options. The recommendations included:

- a) Procurement in partnership with Broadland District Council.
- b) The release of £80,000 from the General Reserve to fund professional support for the procurement process.
- c) Appointment of a joint Member and Senior Officer Board to oversee the process. (The terms of reference for this board were outlined in Appendix B of the report).

Mrs A Claussen-Reynolds, portfolio holder for Environmental Services said that it was an important contract and it was essential to explore every avenue.

Mr E Seward, who had been involved in the previous Waste and Related Services Contract procurement process said that he agreed with the process and the recommendations.

It was proposed by Mr T FitzPatrick, seconded by Mrs A Claussen-Reynolds and

RESOLVED

- 1. That Cabinet authorise the Corporate Director and Head of Paid Service (NB) to commence a formal procurement process for a new Waste and Related Services Contract.**
- 2. That, in order to deliver the best procurement outcomes in terms of value and quality, this process goes forward in partnership with Broadland District Council, with the options for two other Councils to be included, subject the relevant authorities also agreeing to joint working.**
- 3. That Cabinet approves the release of £80,000 from the General Reserve to fund the necessary external professional support for the procurement process.**
- 4. That a joint Member and Senior Officer Board is appointed to oversee the procurement process as outlined in Appendix B.**

15. LEISURE CONTRACT PROCUREMENT AND OPTIONS FOR THE SPLASH LEISURE FACILITY

In the absence of Mrs J Oliver, this item was introduced by the Leader.

The report had been to the Overview and Scrutiny Committee for pre-scrutiny on 17 May 2017. It confirmed progress towards a replacement for the Splash Leisure

Centre in Sheringham and informed Members about future action around the Council's Leisure Services Contract.

The Council was now at a point where it needed to decide on the approach to take regarding its current leisure contract and the long term future of the Splash facility in Sheringham. Various options had been examined with the most likely best option being an outsourced private contract. There was also a need to provide a replacement for the Splash Leisure Centre which was nearing the end of its useful life.

A range of options was available as to the contractual mechanism the Council decided to use to manage its leisure facilities, and a number of potential options for a future leisure facility on the Splash site. The recommendations before Cabinet were considered to be the best options.

Initial discussions showed that, as long as the Council took a commercial view of the property implications and opportunities which existed for the site, it should be possible to provide a new wet facility in Sheringham, at little additional cost to the existing revenue budget. For this to happen, however, it would be essential for the Council to also agree commercial terms for supporting development, both on its own, and on neighbouring land.

In order to provide the best procurement of a future Leisure Services Contract and a future leisure facility on the Splash site, external professional support would be required so that the project could move forward.

Ms M Prior, portfolio holder for Leisure and Culture, said that she was pleased to see that the process was going smoothly. The proposed Leisure Centre would be a wonderful facility for Sheringham. Mr R Shepherd, a Member for Sheringham, agreed. The facility would benefit not only Sheringham, but a wider area.

In response to a question from Mrs S Butikofer, it was confirmed that the next report would come first to the Overview and Scrutiny Committee for pre-scrutiny.

It was proposed by Mr T FitzPatrick, seconded by Ms M Prior and

RESOLVED

- 1. That delegated authority is given to the Corporate Director and Head of Paid Service (NB) to:**
 - a) Commence procurement of the Leisure Services Contract to run from April 2019; this to include appointment of external procurement and leisure consultancy support.**
 - b) Enter into formal property negotiations, including if necessary, a Joint Venture Company or similar vehicle, for the purpose of providing the necessary supporting and enabling development for a new leisure centre on the Splash site in Sheringham.**
- 2. That the Council's Property Development Partners, Gleeds, are instructed to undertake any necessary land assembly negotiations and develop detailed proposals for the procurement of a new leisure centre in Sheringham, along with any supporting development.**

3. That an appropriate consultant, with experience in similar work, is appointed to undertake a sport and active leisure feasibility study for a new facility to replace Splash.
4. That Financial Standing Orders are waived in respect of:
 - a) Appointing Gleeds for the work in Recommendation 2 above, as they have already been appointed to support the Council through a competitive process and;
 - b) appointing the leisure consultant for the work Recommendation 3 above, as the Council can rely on Sport England's views on previous experience in this area.
5. That a budget of £30,000 is provided from the General Reserve to fund the above work.
6. That a further report is received by Cabinet later in 2017 to approve the business case for construction of a new facility on the Splash site in Sheringham.

16. NORTH NORFOLK SPORTING CENTRE OF EXCELLENCE

The report was introduced by the portfolio holder, Ms M Prior.

One of the Council's five main corporate objectives was Health and Wellbeing. Within this the Council agreed a target to set up and deliver a sporting centre of excellence for the District. The North Norfolk Sporting Centre of Excellence had commenced delivery in October 2016. The programme, which had included 70 young people, had been very successful. All of the participants had improved. Many had been linked up with a local club that could provide the standard of coaching required for them to progress further. Some participants had been chosen to represent Norfolk in their sports and others had reached county standards.

The total spend for year one to date was £18,721, with another likely pitch hire payment which would bring this to £19,500.

The Leader told Members that other councils had shown interest in the scheme. The budget was minor and the scheme very worthwhile. Mrs A Claussen-Reynolds said that it was important to encourage young people to participate in sport.

It was proposed by Ms M Prior, seconded by Mrs A Claussen-Reynolds and

RESOLVED

1. To note the success of the project to date.
2. To approve continuation of the project into year two, with a budget of £19,000 to be allocated to deliver the scheme. This should be allocated via general reserves.

17. DEEP HISTORY COAST PROJECT

The report, which was introduced by Mr N Dixon – portfolio holder for Business and Economic Development and Tourism - included a decision for Full Council.

A substantial project had been developed, which proposed an integrated set of capital and revenue schemes, relating to the cliffed stretch of coast (between Weybourne and Cart Gap) which was rich in evidence of human habitation of our coast some 850,000 years ago and fossil relics of glacial geology. The project envisaged the coast as a 'living landscape museum' and a bid had been submitted to the Coastal Communities Fund (administered by the DCLG) for £2,010,000 to develop and implement it over the next two years. The funding application was unsuccessful, although there could be an option to make a further application at a later date.

All of the partners involved in the project's development had expressed disappointment about the outcome of the funding bid and had shown their continuing support for the project.

The report suggested other ways in which the project could be delivered and requested funding from the Council's Capital Reserves in order to deliver key aspects of it in a timely fashion.

Mr W Northam said that the Deep History Coast was an exciting project and that the Norfolk Museums Service had identified the stretch of coast between Weybourne and Cart Gap as – in international terms - a very important part of the coastline.

Mrs S Butikofer expressed disappointment that the funding bid had been unsuccessful but was pleased that Cabinet was taking the project forward.

Mr J Lee said that it was good, because of prudent financial management, that funds were available to take the project forward.

It was proposed by Mr N Dixon, seconded by Mr T FitzPatrick and

RESOLVED:

- 1. To authorise the Head of Economic & Community Development, in consultation with the Leader of the Council, to re-evaluate the project and engage further with local communities, town and parish councils, businesses and possible partners.**
- 2. To recommend to Full Council the authorisation of a sum of £500,000 from the Capital Reserve to implement some capital elements of the project, including a trail and improved facilities.**

The meeting ended at 10.37 pm

Chairman