

CABINET

Minutes of the meeting of the Cabinet held on Monday 05 February 2018 at the Council Offices, Holt Road, Cromer at 2.00 pm

Members Present:

Mrs S Arnold	Mrs J Oliver
Mrs A Claussen-Reynolds	Miss B Palmer
Mr T FitzPatrick (Chairman)	Mr R Price
Mr J Lee	Ms M Prior

Also attending:

Mrs A Moore	Mr J Rest
Mr P Moore	Mr R Reynolds
Mr P Rice	Mr E Seward
Mr N Coppack	Mr B Smith
Mrs A Fitch-Tillett	Mr N Smith
Mr V FitzPatrick	Mr R Shepherd
Ms K Ward	Mr B Hannah
Mr N Pearce	Mrs S Bütikofer
Mrs A Green	Mr D Young
	Ms V Gay

Officers in Attendance:

The Corporate Directors, the Monitoring Officer, the Head of Finance and Asset Management, the Chief Technical Accountant, Housing Strategy and Community Development Manager, the Democratic Services Manager and the Democratic Services Officer.

Also in attendance: Eleanor Pringle, EDP
Members of the Public (for item 10)

The Chairman welcomed members of the public who were attending for Agenda Item 10, Establishment of Cabinet Sub-Committee.

88. APOLOGIES FOR ABSENCE

Apologies were received from Mr W Northam.

89. MINUTES

The minutes of the meeting held on 04 December 2017 were approved as a correct record and signed by the Chairman.

90. PUBLIC QUESTIONS/STATEMENTS

None.

91. ITEMS OF URGENT BUSINESS

None.

92. DECLARATIONS OF INTEREST

None.

93. MEMBERS QUESTIONS

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

94. OVERVIEW & SCRUTINY COMMITTEE MATTERS

- a) The Overview and Scrutiny Committee had, at the meeting of 15 December 2017, made the following pre-scrutiny recommendation on Agenda item 15, Asset Management Plan: 'That the Asset Management Plan reflects the changes discussed, striking a balance between commercialisation and public service.'

The Chair of Overview and Scrutiny, Ms K Ward, expressed concern that the report being considered by Cabinet did not reflect all the changes suggested by the Overview and Scrutiny Committee. She explained that, after the meeting of the Committee on 15 December 2017, she had agreed to collate all feedback from Members and had sent this document to officers in a timely manner for inclusion in the report going to Cabinet and Full Council.

At the request of the Leader, the Monitoring Officer advised that any recommendations from Committees, including changes to documents, had to be made in public. This was necessary to demonstrate that the recommendations were the collective opinion of the Committee.

- b) Ms Ward said that, at the meeting of Overview and Scrutiny on 17 January 2018, the Committee had asked for a table to be included in the Digital Transformation Plan Update (Agenda item 12) showing cashable savings to date from Phase One and, if this was not possible, increased capacity. The table had been included in the amended report, but the Committee would like more details to provide greater clarity about savings from Phase One.
- c) Referring to the meeting of the Overview and Scrutiny Committee held on 08 November 2017, Ms Ward told Cabinet that additional recommendations had been made on the Budget-setting process (Minute 75, Medium Term Financial Strategy). The following recommendation had not been included: "As part of the budget setting process officers produce a report showing for each of the last ten years what payments have been made from the benefits earmarked reserve". Ms Ward asked that this should be included in the report which went to Full Council.

95. RECOMMENDATIONS FROM PLANNING POLICY & BUILT HERITAGE WORKING PARTY

The recommendations were introduced by Mrs S Arnold, Portfolio Holder for Planning and Planning Policy.

There were 2 recommendations to Cabinet from the meeting of 13 November 2017:

1. LOCAL PLAN – ACCOMMODATION NEEDS ASSESSMENT, GYPSIES, TRAVELLERS, AND TRAVELLING SHOWPEOPLE, BOAT DWELLERS AND RESIDENTIAL CARAVAN DWELLERS

RESOLVED

To note the contents and publish the Norfolk Caravans and Houseboats Accommodation Needs Assessment (ANA) including for Gypsies, Travellers and Travelling Showpeople as a source of evidence to support the emerging Local Plan for North Norfolk and be used as a basis of further work and policy development.

2. LOCAL PLAN – APPROACH TO POLICY DEVELOPMENT – WIND ENERGY

RESOLVED

That Option 2 be used as a basis for further work and policy development subject to the specific exclusion of SSSIs, in combination with further investigation into possible allocations on airfield sites.

There was one recommendation to Cabinet from the meeting of 11 December 2017:

FLOOD RISK

RESOLVED

To note the contents and publish the 2017 Level 1 Strategic Flood Risk Assessment (SFRA) including the associated PDF mapping and GIS layers as a source of evidence to support the emerging Local Plan for North Norfolk and be used as a basis of information across the district.

96. MINUTES – CABINET SUB-COMMITTEES & WORKING PARTIES

RESOLVED

To receive the minutes for the following Cabinet Sub-Committees, Groups and Panels:

- a) JSCC - 13 June 2017
- b) Member Development Group – 17 August 2017
- c) Big Society Fund Grants Panel – 04 September 2017

97. ESTABLISHMENT OF CABINET SUB-COMMITTEE

This item was introduced by the Leader who reminded Members that - at the meeting of Cabinet on 4th December - the following resolution was made in relation to Agenda Item 8: Vattenfall Norfolk Vanguard Offshore Wind Development:

‘To form a Sub-Committee of the Cabinet which will be tasked with ensuring that the very best possible outcome is achieved for the residents of North Norfolk through developing formal contact with Vattenfall.’

The objectives of the Sub-Committee included acting as a formal mechanism between NNDC, local communities and Vattenfall to achieve the best outcome for residents; and to gain a fuller understanding of the elements of the proposed scheme, including the differences between the two forms of electricity transmission being considered.

The Sub-Committee would comprise 3 members of the District Council’s Cabinet and, as appropriate, relevant local ward members and would be advised by officers, initially Steve Blatch, Corporate Director and Head of Paid Service, Geoff Lyon, Major

Development Manager and a member of the Council's Communications Team. Support would be provided by Democratic Services.

Mr E Seward asked how the appropriate local Members would be decided and reminded Cabinet that the proposed scheme would mean cables went through North Walsham, Banningham and other areas. The Leader replied that the Sub-Committee would be made up of Cabinet Members but that local Members would be invited as and when appropriate. Mr J Lee added that the Member for Happisburgh had been invited to join. As the work moved forward, Members of affected Wards would also be invited.

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

RESOLVED

1. Approve the Terms of Reference for the Vattenfall Sub-Committee
2. Appoint Members to the sub-committee (as outlined within the ToR)

98. HOUSING ALLOCATIONS SCHEME

The report was introduced by Mr R Price, the Portfolio Holder for Housing.

The current Housing Allocations Scheme was approved in December 2012 and went live on 18 October 2013. A new Housing Allocations Scheme was produced to recognise the need for operational changes to ensure the scheme remained fit for purpose and to reflect new statutory guidance issued since the previous scheme was adopted. The new Housing Allocations Scheme was adopted in May 2017. The new scheme had not yet been implemented due to the need to update the Council's IT system and review the delivery of homelessness services as a result of the implementation of the main provisions of the Homelessness Reduction Act 2017 from April 2018. The opportunity was therefore taken to review the new scheme following the enactment of the Homelessness Reduction Act 2017 and to respond to a consultation on future statutory guidance to ensure the scheme was compliant with these requirements. The review also identified that a few other minor wording changes were required.

It was proposed by Mr R Price, seconded by Mrs S Arnold and

RESOLVED:

To approve and adopt the new Housing Allocations Scheme.

Reason for the decision:

To support the Council's Corporate Plan priority to address housing and infrastructure for local people whilst meeting the market demand for housing by ensuring that the Housing Allocations Scheme continues to ensure the effective use of the affordable housing supply across North Norfolk.

99. DIGITAL TRANSFORMATION PLAN UPDATE

The report was introduced by the Leader, Portfolio Holder for IT.

This report provided an update on progress within the Digital Transformation Programme (DTP) in accordance with the original Cabinet Resolution for the

Programme and recommended moving to a second phase, along with the establishment of a further Reserve to ensure the appropriate Capital and Revenue Budget.

The original Programme delivery targets had been exceeded in terms of the value of savings achieved, and in a shorter time than planned to deliver them.

In broad terms, the project timelines, expenditure and expected outcomes for the Programme were on track, with significant deliveries in this latest period including the new website and the Customer Contact System.

There were inherent risks associated with increased reliance on IT, as well as capacity issues, and it was important that the programme sought to mitigate them.

Recommendation 6 was from Cabinet to Full Council.

Mr J Lee said that it was good that the Plan was delivering savings at a time when Councils were cutting back.

It was proposed by Mr T FitzPatrick, seconded by Mr J Lee and

RESOLVED:

- 1) That Cabinet notes the progress made on the Digital Transformation Programme over the last 4 years.**
- 2) That a second phase of the Programme is approved, with draw down of the Programme budget subject to business cases being approved by Cabinet.**
- 3) That Cabinet approves the following staffing changes:**
 - a) the establishment, on a permanent basis, of three new posts as described in section 5.1.2 of the report**
 - b) the temporary posts described at section 5.1.3 of the report, at a cost of £89,000 to be funded from the Programme budget once established.**
- 4) That Cabinet continues to receive a six monthly progress update on the Programme**
- 5) That a programme of IT support for members is developed prior to the 2019 Council elections.**

To recommend to Full Council

- 6) That Council approves, as part of the 2018/2019 budget,**
 - a) the establishment of a Programme budget of £940,000 as detailed in the report to be funded from the Invest to Save reserve**
 - b) the necessary growth in the IT service budget of £119,000 to fund the additional permanent posts identified in Section 5.1.2 of the report.**

Reason for the decision:

1) 2) 4) and 6) To provide appropriate governance, resources and oversight of the Digital Transformation Programme and IT service delivery.

3) To ensure that the Council's IT service is appropriately staffed in order to reflect and priorities of this work for the Council.

5) To ensure that appropriate levels of IT support can be provided to members to enable them to effectively carry out their role.

100. TREASURY MANAGEMENT STRATEGY

In the absence of the Portfolio Holder, Mr W Northam, the report was introduced by the Leader.

It set out details of the Council's Treasury Management activities and presented a strategy for the prudent investment of the Council's surplus funds, as well as external borrowing.

Alternative investment and debt options were continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options were included within this Strategy.

The preparation of the Strategy Statement was necessary to comply with the Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services.

Mrs J Oliver commended the careful work and advice that had gone into the preparation of the Statement.

Mrs A Claussen-Reynolds thanked the Team for excellent training which had recently been delivered.

It was proposed by Mr T FitzPatrick, seconded by Mrs J Oliver and

RESOLVED:

To recommend to Full Council that the Treasury Management Strategy Statement is approved.

Reason for the decision:

The Strategy provides the Council with a flexible treasury strategy enabling it to respond to changing market conditions and ensure the security of its funds, as well as secure borrowing at the best value.

101. CAPITAL STRATEGY 2018-2019

In the absence of the Portfolio Holder, Mr W Northam, the report was introduced by the Leader.

The report set out the Council's Capital Strategy for the year 2018-19 and the Council's approach to the deployment of capital resources in meeting the NNDC's overall aims and objectives while providing the strategic framework for the effective management and monitoring of the capital programme.

The report must be prepared to ensure the Council complied with the CIPFA Treasury Management and Prudential Codes.

Ms M Prior thanked officers for all the work that had gone into the report.

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

RESOLVED:

To recommend to Full Council that the Capital Strategy and Prudential Indicators for 2018-19 are approved.

Reason for the decision:

Approval by Council demonstrates compliance with the Codes and provides a framework within which to consider capital investment decisions.

102. ASSET MANAGEMENT PLAN

The report, which had been to the Overview and Scrutiny Committee for pre-scrutiny in December, was introduced by Mrs J Oliver, Portfolio Holder for Corporate Assets. She thanked the Head of Finance and Asset Management and his team for the work, which reflected a review of the Council's strategy on land and property assets. The recommendations included amendments to the Constitution which would allow the Council to buy at auction in expedient circumstances.

It was proposed by Mrs J Oliver, seconded by Mrs A Claussen-Reynolds and

RESOLVED:

To approve the following:

- 1. The Commercial Property Investment Strategy (Appendix B).**
- 2. The Acquisition Policy (Appendix C).**
- 3. The Disposal Policy (Appendix D).**
- 4. The Asset of Community Value Procedure and Guidance (Appendix E).**
- 5. Use of Council property assets for events Appendix (F)**

To recommend to Full Council to approve

- 6. The Asset Management Plan as the basis for the strategic framework for asset management (Appendix A).**
- 7. The amendments to the Constitution as highlighted within (Appendix G).**
- 8. £2m allocated as a local property capital fund for acquisitions as described in the Acquisition Policy (Appendix C)**

Reason for the decision:

To support the Council's strategic framework for the use of capital resources and asset management planning to help meet the Council's corporate objectives.

103. RATE RELIEF POLICY

In the absence of the Portfolio Holder, Mr W Northam, the report was introduced by the Leader.

The policy had been updated to reflect the extended schemes announced by the government and the revised 2017/18 and the new 2018/19 Local Discretionary Revaluation Scheme with guidelines as to how the schemes were to be implemented and the financial implications on the authority.

It was proposed by Mr T FitzPatrick, seconded by Mrs S Arnold and

RESOLVED

To note this report and recommend to Full Council that the Rate Relief Policy is revised as indicated in Appendix A, B and C.

Reason for the decision:

The new policy effective from April 2018 will enable the Rural Rate Relief, the scheme for public houses and the Local Discretionary Revaluation Scheme to continue to be awarded discretionary reliefs in 2018-9 onwards.

104. 2018/19 BUDGET REPORT

In the absence of the Portfolio Holder, Mr W Northam, the report was introduced by the Leader.

This report presented for approval the 2018/19 budget along with the latest financial projections for the following three years to 2021/22.

The report would be considered by the Overview and Scrutiny Committee before recommendations were made to Full Council. It presented a balanced budget for 2018/19 as well as the latest financial projections for the following three financial years, 2019/20 to 2021/22. The budget had been produced based on a number of assumptions as detailed within the main body of the report and also reflected the provisional finance settlement announced on 19 December 2017. The report recommended that the surplus for the year was allocated to the Invest to Save reserve. It also outlined the risks facing the Council in setting the budget and forecasting future spending plans and resources.

Recommendation 7 of the report was to agree any required funding and changes to Reserves in terms of phase 2 of the Digital Transformation programme, Property Investment Fund and police funding. The latter was not supported by Cabinet and the recommendation would be amended accordingly before it went to Full Council.

It was proposed by Mr T FitzPatrick, seconded by Mr J Lee and

RESOLVED:

To agree and where necessary recommend to Full Council:

- 1) **The 2018/19 revenue budget as outlined at Appendix A;**
- 2) **The surplus of £747,882 is allocated to the Invest to Save reserve as outlined in the report;**
- 3) **The demand on the Collection Fund for 2018/19, subject to any amendments as a result of final precepts still to be received be:
a. £5,909,655 for District purposes
b. £2,210,812 (subject to confirmation of the final precepts) for Parish/Town Precepts;**
- 4) **The statement of and movement on the reserves as detailed at Appendix D;**
- 5) **The updated Capital Programme and financing for 2018/19 to 2020/21 as detailed at Appendix E;**
- 6) **Slippage in the Capital Programme is shown at Appendix F;**

- 7) **Agree any required funding and changes to Reserves in terms of phase 2 of the Digital Transformation programme and Property Investment Fund;**
- 8) **That Members note the current financial projections for the period 2019/20 to 2021/22;**

Reason for the decision:

To recommend a balanced budget for 2018/19 for approval by Full Council on 21 February 2018.

The meeting ended at 2.31 pm.

Chairman