

## **CABINET**

**Minutes of the meeting of the Cabinet held on Monday, 2 March 2020 at the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN at 10.00 am**

### **Committee**

#### **Members Present:**

Mr A Brown	Mrs S Bütikofer (Chair)
Mrs A Fitch-Tillett	Ms V Gay
Mr G Hayman	Mr R Kershaw
Mr N Lloyd	Mr E Seward

#### **Members also attending:**

Cllr T Adams, Cllr P Grove-Jones, Cllr J Rest, Cllr N Pearce, Cllr J Toye and Cllr E Withington

#### **Officers in Attendance:**

Corporate Director and Head of Paid Service (SB), Democratic Services Manager, Head of Legal & Monitoring Officer and Head of Finance and Asset Management/Section 151 Officer

#### **Also in attendance:**

Press and Public

## **49 MINUTES**

The minutes of the meeting of Cabinet held on 03 February 2020 were approved as a correct record and signed by the Chairman.

## **50 PUBLIC QUESTIONS AND STATEMENTS**

None received.

## **51 ITEMS OF URGENT BUSINESS**

The Chairman informed Members that there was one item of urgent business. This would be dealt with in private session at the end of the meeting.

## **52 DECLARATIONS OF INTEREST**

None received.

## **53 MEMBERS' QUESTIONS**

The Chairman reminded Members that they could ask questions during the meeting as issues arose.

## **54 OVERVIEW & SCRUTINY MATTERS**

The Chairman invited the Vice-Chairman of the Overview & Scrutiny Committee to speak. Cllr Adams said that the Committee had considered the Delivery Plan and

had agreed to establish Scrutiny Panels to monitor and review the Plan as it progressed.

## **55 RECOMMENDATIONS FROM CABINET WORKING PARTIES**

The Chairman invited Cllr J Toye, Chairman of the Member Development Group to introduce this item. He explained that the Group had considered the use of software for Members to manage their case work and this system seemed to be the best solution.

Cllr R Kershaw queried how secure the system was – particularly regarding the management of personal data. The Leader replied that she was familiar with the system and could confirm that it was extremely secure.

It was proposed by Cllr S Butikofer, seconded by Cllr R Kershaw and

### **RESOLVED**

To proceed with the purchase of the ecasework system for interested users.

## **56 BUDGET MONITORING REPORT 2019-20 PERIOD 10**

The Portfolio Holder for Finance, Cllr E Seward, introduced this item. He said that there were three recommendations and he asked the Head of Finance to outline those relating to the award of new contracts. The Head of Finance explained that the office cleaning contract had previously been packaged with the Kier cleansing contract. The Council was the only local authority in the region to take this approach and so the proposal was to remove it from the wider waste management contract and have it as a separate contract. Regarding the energy contract, he explained that the new supplier, Haven Power, was able to supply the Council with 94.5% green energy with REGO (Renewable Energy Guaranteed Origin) certificates. The contract would start in April 2020.

Cllr P Grove-Jones asked whether the rate of pay for the cleaning contract would be in line with minimum wage requirements. The Head of Finance confirmed that they would as this was a legal requirement. He said that he would clarify whether the living wage threshold was met.

Cllr N Lloyd, Portfolio Holder for Environment, thanked officers for their work on the new energy contract. He said that it reflected the Council's commitment to the green agenda.

It was proposed by Cllr E Seward, seconded by Cllr N Lloyd and

### **RESOLVED that**

- 1) Cabinet note the contents of the report and the current budget monitoring position
- 2) Agree the award of the new cleaning contract to Norse Group Services Ltd
- 3) Agree the award of the new energy contract

Reason for the decision:

To update Members on the current budget monitoring position for the Council.

**57 PURCHASE OF TWO PROPERTIES FOR USE AS TEMPORARY ACCOMMODATION FOR HOMELESS HOUSEHOLDS**

Cllr A Brown, Portfolio Holder for Housing, introduced this item. He thanked the Housing Options and Property Services teams for their work on this project. He explained that the Council had a statutory duty to provide temporary accommodation for homeless households. Currently the Council purchased much of this accommodation from the private sector at a significant cost. Purchase of properties to provide quality, flexible homes for temporary accommodation would meet the Council's statutory duty and reduce the cost impact of paying for bed and breakfast accommodation which was often of variable quality and not always suitable. The two properties for which summary offers had been accepted were in suitable locations and in good condition. One was a two bedroom bungalow in North Walsham and the other was a one bedroom house in Hempton (near Fakenham). Between them they could accommodate up to 6 people at any one time.

Cllr P Grove-Jones asked how many people were currently in need of temporary accommodation. Cllr Brown replied that there were 42 households at the present time but that it did fluctuate. The Head of Paid Service (SB) added that the nature of temporary accommodation meant that the turnover was reasonably high and they would only stay in the property whilst their needs were assessed and a suitable alternative was found.

Cllr J Rest asked whether consideration had been given to the purchase of apartments or flats as these could be more secure and more cost effective to maintain. He also asked whether furniture would be provided and who would cover the cost of any replacement. Cllr Brown replied that on this occasion a bungalow was being purchased as it provided disabled access. He confirmed that white goods would be installed in the properties. The Leader added that they would be furnished too. She said that flats would be considered in future to ensure a mix of properties. Cllr Rest said that maintenance costs were key and flats were a cheaper option. The Leader replied that it was not an opportunity to generate income but the purchase of properties could save the Council money in the long-term as it would reduce the amount spent on bed and breakfast accommodation.

Cllr J Toye sought clarification that a person could be housed in temporary accommodation for up to 6 weeks. The Housing Strategy & Delivery Manager replied that it was a period of 56 days whilst the Council assessed their needs but that it did depend on the nature of the accommodation requirements.

Cllr E Seward, Portfolio Holder for Finance, said that the two properties would cost approximately £300k. This left £300k in the allocated budget and the Council would ensure that a mix of options was explored.

It was proposed by Cllr A Brown, seconded by Cllr R Kershaw and

**RESOLVED**

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

Reason for the decision:

To provide authority for expenditure over £100,000.

## **58 SHERINGHAM ENABLING LAND**

Cllr G Hayman, Portfolio Holder for Commercialisation & Assets, introduced this item. He explained that the land referred to in the report was approximately an acre of surplus land which had been identified as being suitable for development. The sale of this would generate a capital receipt for the Council which would go towards the Sheringham leisure centre project. The site had been marketed for over two years and the Council had recently received a formal offer to acquire the freehold of the land for redevelopment. Cllr Hayman added that the leisure project had been inherited from the previous administration and there was a need to ensure that it was financed sufficiently.

Cllr E Withington, local member for Sheringham North, said that there was disappointment in the town that there would not be housing on the site. This was the preferred option. The Leader replied that all options had been considered but there was a need to act fiscally and it was felt that the recommended proposal met the criteria.

It was proposed by Cllr G Hayman, seconded by Cllr A Brown and

### **RESOLVED**

1. To approve the disposal of the site as detailed in Option 1
2. To allocate a capital budget of £100,000 for site servicing costs and in addition a contingency of 10%.

Reason for the decision:

To dispose of an asset that is surplus to requirements and funds generated are to enable the Leisure development on adjacent land.

## **59 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Cllr V Gay, seconded by Cllr N Lloyd and

RESOLVED 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 1, 2, 3 & 5 of Part I of Schedule 12A (as amended) to the Act.”

## **60 PRIVATE BUSINESS**

Urgent Item – Senior Leadership Restructure

The Leader referred Members to the report and accompanying appendix that had been circulated at the start of the meeting. She said that it set out the business case and provided the reasons.

It was proposed by Cllr S Butikofer, seconded by Cllr R Kershaw and

### **RESOLVED**

To approve the funding requirements outlined within the business case as set out in the exempt appendix to the report

The meeting ended at 10.41 am.

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Chairman