CABINET

Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 12 June 2017 at 9.00 a.m.

Members Present:

Cabinet: Councillors J Fuller (Chairman) M Edney, L Hornby, K Mason Billig and B Stone

Apologies: Councillor Y Bendle

Non-Appointed: Councillors V Bell, P Broome, M Gray, N Legg and T Lewis

Officers in Attendance: The Director of Growth and Localism (T Horspole), the Head of Environmental Services (B Wade), the Planning Policy Manager (A Nicholls), the Accountancy Manager (M Fernandez-Graham), the Business Improvement Manager (S Pontin), the Business Improvement Programme Manager (A Mewes), the Development Project Manager – Big Sky (S Burrell) and the Senior Governance Officer (S Goddard),

2551 BILL DINNEEN

The Chairman was very sorry to announce that former district and town councillor for Costessey, Bill Dinneen, had passed away.

Cllr V Bell paid tribute to Mr Dinneen and his wife Irene, referring to their work for Costessey, the Town Council and their charity work. Mr Dinneen would be sadly missed by all.

Members wished to forward their sincere condolences to the Chief Executive and her wider family.
2552 MINUTES

The minutes of the meetings held 27 March and 21 April 2017, were confirmed as correct records and signed by the Chairman.

2553 PERFORMANCE, RISKS, REVENUE AND CAPITAL BUDGET POSITION REPORT FOR THE FINANCIAL YEAR 2016/17

The Subject of the Decision

Members considered the report of the Accountancy Manager, the Business Improvement Programme Manager and the Senior Governance Officer, which detailed the Council’s performance against strategic measures, and risk and financial positions at the end of the fourth quarter for 2016/17.

Cllr B Stone commended the report to members, explaining that overall, the position at the end of quarter 4 had been very positive. There was a £2.7 million revenue surplus for 2016/17 and the total usable reserves had increased by £3.7 million. The Council continued to proactively manage risks, and performance against indicators continued to be excellent, with only one indicator (LI 1013, CNC Fee earning income) failing to hit target. This, he explained, was due to a fall-off in demand, however, costs and staff vacancies had been managed accordingly to offset this reduction. He also referred to the number of missed bins (LI 263), which had previously been short of target due to the changes to the waste collection rounds, but had improved significantly over the course of the year, reducing to 24, and meeting the target of 30.

The Business Improvement Programme Manager then presented his report, and referred in particular to the areas of good performance in Economic Development, Leisure, Housing, Independent Living, Development Management, Waste, Resources and Staff. The Accountancy Manager briefly outlined the revenue and capital outturn positions.

During discussion, Cllr K Mason Billig referred to LI 262, the cost of waste collection, explaining that she was disappointed that this had not improved further. Members noted that this was due to an increase in contamination charges, and that the Norfolk Waste Partnership was working on a county wide campaign to educate residents further. Members noted that South Norfolk was the top performing Council in the county for dry recyclables.
Referring to the Peer Review recommendations, to adopt more challenging targets, Cllr M Gray suggested that the target for NI 192a, the percentage of municipal waste recycled, should be increased from 44% to 45%. He felt this to be achievable as the Council had already reached 45% on occasions over the course of the year. He also suggested that the target for PL1602, the percentage of Community Action Fund spent, should increase from 95%, to 100%.

Cabinet agreed that the target for CAF spend should be amended to 100%, noting that the CAF Panel was to meet shortly to allocate the funds. With regards to the % of waste recycled, members were reluctant to amend the target at this stage. Cllr Mason Billig explained that performance was seasonal and acknowledged there were times when 45% was achievable. However, to reach an overall average of 45%, the Council would probably need to invest in the recycling of food and nappies. The Head of Environmental Services added that that Council would certainly strive to hit 45%, but stressed that most top performing Councils for recycling, did collect food waste.

The Chairman referred to the roll out of Broadband across the District, and the need to ensure that there was no loss of momentum. He explained that BT has produced a list of those areas which would not be in a position to benefit from an upgrade in services available, and these were those areas where the Council would look to initiate a bespoke approach to find solutions. He agreed with Cllr Lewis, that there was a need to look at all possible solutions to support residents, and in particular local businesses.

**The Decision**

**RESOLVED:**

1. To Note:

   (a) The 2017/18 performance for the year and the combined efforts across the Directorates to deliver the vision of the Council (detail contained in Appendix 1).

   (b) The current position with respect to risks and accepts the actions to support risk mitigation (detail contained in Appendix 2 of the report).

   (c) The capital and revenue provisional outturn position and the reason for the variances on the General Fund (detailed in Appendices 3 and 4 of the report).
2. TO RECOMMEND TO COUNCIL

(d) Approval of the budget virements which exceed £100,000 in accordance with the rules of financial governance.
(e) Approval of the movements in reserves as outlined in Section 2.3.5.
(a) The slippage requests of £785,519 on revenue and £1,937,204 on capital
(b) The amended Capital programme and its financing for the next four financial years as set out in Appendices 7 and 8 of the report.

The Reasons for the Decision

To ensure processes are in place to improve performance, that the management of risks is sound, and that budgets are in place to meet the Council’s objectives.

Other Options Considered

None.

2554 TREASURY MANAGEMENT ANNUAL REPORT 2016/17

The Subject of the Decision

Members considered the report of the Accountancy Manager, which reviewed the treasury management activity during the financial year 2016/17, and reported on the prudential indicators as required by CIPFA’s Treasury Management Code of Practice.

Cllr B Stone introduced the report, explaining that a reduction in interest rates had resulted in a lower return on cash investments during 2016/17, when compared with the previous year. Turning to investment properties, he advised that on average, these were providing a return of 6.4% gross.
The Accountancy Manager also drew attention to the increase in total investments to £34.3m, as at 31 March 17.

The Decision

RESOLVED: TO RECOMMEND THAT COUNCIL:

(a) Notes the treasury activity between October 2016 and March 2017 and that it complies with the agreed strategy.

(b) Approves the 2016/17 prudential indicators for the latter six months of the year.

The Reasons for the Decision

To ensure a balanced portfolio, in terms of risk, rates and liquidity, maximising profits wherever possible.

Other Options Considered

None

2555 THE ASSET MANAGEMENT PLAN 2017

The Subject of the Decision

Members considered the report of the Director of Business Development, which presented Cabinet with an updated Asset Management Plan, for approval.

The Accountancy Manager presented the report to members. During discussion, Cllr M Gray suggested that the Plan’s title should refer to the 3 – 5 year planning horizon, on which it was based, and the Chairman agreed that this was a valid point. Members also queried the geographical scope of the Commercial Property Strategy, and Cllr Stone explained that the Strategy acknowledged the need for a changed approach to the acquisition or development of additional property, and this included making investments outside of the District.
The Decision

RESOLVED: To approve the draft Asset Management Plan and associated documents attached in Appendices A & B of the report, subject to minor amendment.

The Reasons for the Decision
To ensure a strategic approach to the management of assets.

Other Options Considered
None

2556 COMMERCIALISATION STRATEGY

The Subject of the Decision
Members considered the report of the Director of Business Development, which presented Cabinet with a Commercialisation Strategy, for approval.

Cllr B Stone introduced the report, explaining that this, the Council’s first Commercialisation Strategy, sought to formalise the Council’s commercial approach and direction of travel. This approach would assist in generating profit, as funding from central government continued to reduce.

Members noted that the Strategy had been recommended for approval by the Finance, Resources, Audit and Governance Committee.

Referring to the priorities of the Strategy, the Chairman reminded members that its focus was not solely on financial return, but also on economic growth for the area, for example through the Enterprise Zone.

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The Decision

RESOLVED: To approve the Commercialisation Strategy attached at Appendix 1 of the report.

The Reasons for the Decision

To ensure a clear framework on which the Council’s commercial activities can be based.

Other Options Considered

None

2557 CHARGES FOR DEVELOPERS

The Subject of the Decision

Members considered the report of the Business Improvement Manager, and the Head of Environmental Services, which considered the introduction of charges in relation to street naming and numbering, validation of information submitted to support planning applications, and the provision of waste bins to new dwellings.

Officers presented the report, outlining the key issues arising from the proposals. Members’ attention was drawn to the proposed charges that had been set with the aim of covering the costs of the services, but it was noted that they had not been set to make a profit. Members noted that it was likely that there would be an increase in demand for all these services, in the near future.

Referring to the provision of waste bins, the Head of Environmental Services explained that the Council would work closely with developers to ensure a seamless service. Developers had been consulted and there had been a mixed reception to the proposals, but members noted that this practice had been generally accepted in other areas.
With regard to a query concerning the cost of the collection of charges, officers confirmed that although there was no profit to be made, the charges were still worthwhile.

**The Decision**

**RESOLVED:** To agree:

1. That for the purposes of street naming and numbering, the Council adopts Sections 64 and 65 of the Town Improvement Clauses Act 1847 and section 17 and 18 of the Public Health Act 1925;

2. The introduction of charges from 1 September 2017 as set out in Appendix 2a of the report;

3. The revisions to the Street Naming and Numbering Policy with effect from 1 September 2017.

4. To recover the cost to independently assess reports submitted during the planning application process.

5. The proposal to charge for the supply of waste collection bins to new residential properties commencing 1 September 2017 along with the policy principles as detailed in paragraph 4.8 of the report. Charges to be agreed by the Director of Growth and Localism in consultation with the Portfolio holder and in accordance with the Charging policy.

**The Reasons for the Decision**

To help to mitigate against the increasing demand and operating costs of each service

**Other Options Considered**

To continue to provide these services with no charge.
GUIDELINES FOR RECREATION PROVISION IN NEW RESIDENTIAL DEVELOPMENTS SUPPLEMENTARY PLANNING DOCUMENT (SPD) DRAFT FOR CONSULTATION

The Subject of the Decision

Members considered the report of the Planning Policy Manager, which sought Cabinet approval for the Open Space Supplementary Planning Document (SPD), to be issued for public consultation.

The Planning Policy Manager outlined his report, reminding members that following the adoption of the SPD, the Council would not be taking on the future adoption and management of new open spaces or play areas. Members noted that the consultation would go out to all parish councils, adjoining councils and main developers and agents.

The Decision

RESOLVED: To:

1. Agree that a Strategic Environmental Assessment of the ‘Guidelines for Recreation Provision in New Residential Developments’ SPD does not need to be prepared (Appendix 2 of the report);
2. Agree the draft ‘Guidelines for Recreation Provision in New Residential Developments’ SPD (Appendix 3 of the report) for six weeks’ public consultation, likely to commence in June/July 2017;
3. Delegate authority to the Director of Growth and Localism, in consultation with the Cabinet Member for Economy and External Affairs, to agree any minor changes to the draft SPD prior to consultation;
4. Delegate authority to the Director of Growth and Localism, in consultation with the Cabinet Member for Economy and External Affairs, to agree appropriate modifications to the draft SPD following public consultation, and to then formally adopt the SPD for decision-making purposes (likely to be in September/October 2017).
The Reasons for the Decision

To replace the Council’s current Supplementary Planning Guidance, to reflect the Council’s agreed policy on adoption and maintenance, adopted Local Plan policy, and to provide up to date guidance on safety and design standards.

Other Options Considered

To make amendments to the consultation document.

2559 STRATEGIC AND ANNUAL INTERNAL AUDIT PLANS 2017/18

The Subject of the Decision

Members considered the recommendations of the Finance, Resources, Audit and Governance (FRAG) Committee, regarding the Internal Audit Charter for 2017/18, the Internal Audit Strategy for 2017/18, the Strategic Internal Audit Plans 2017/18 to 2019/20, and the Annual Internal Audit Plan for 2017/18.

Referring to the success of the Internal Audit Consortium, members paid tribute to the work of the Internal Audit Consortium Manager.

The Decision

RESOLVED: To approve:

a) The Internal Audit Charter for 2017/18;

b) The Internal Audit Strategy for 2017/18;

c) The Strategic Internal Audit Plans 2017/18 to 2019/20;

and

The Reasons for the Decision

To ensure appropriate control of governance processes.

Other Options Considered

None.

2560 FUTURE MAINTENANCE AND MANAGEMENT ARRANGEMENTS FOR PRE-EXISTING COMMUNITY ASSETS

Members noted that a report, if appropriate, would be considered at a future meeting of the Cabinet.

2561 CABINET CORE AGENDA

Members noted the latest version of the Cabinet Core Agenda.

(The meeting concluded at 10.15 am)

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Chairman