CABINET

Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 13 June 2016 at 9.00 a.m.

Members Present:

- **Cabinet:** Councillors M Edney (Chairman for the meeting), Y Bendle, L Hornby, C Hudson, K Mason Billig
- **Apologies:** Councillor J Fuller
- **Non-Appointed:** Councillors D Bills, L Dale, F Ellis, T Lewis and M Wilby

Officers in Attendance:

- The Director of Business Development (D Lorimer), the Director of Community Services (P Boyce), the Head of Environmental Services (B Wade), the Accountancy Manager (M Fernandez-Graham), the Planning Policy Manager (A Nicholls), the Projects and Performance Manager (A Mewes) and the Scrutiny and Information Rights Officer (E Goddard)

### 2464 DECLARATIONS OF INTEREST

<table>
<thead>
<tr>
<th>Member</th>
<th>Item</th>
<th>Reason</th>
<th>Interest</th>
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<tr>
<td>Cllr K Mason Billig</td>
<td>Treasury Management Annual Report 2015/16 (minute 2468)</td>
<td>Partner is a business associate of the tenants at site A371 Ayton Road, Wymondham</td>
<td>Other</td>
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The minutes of the meetings held on Tuesday 3 May and Monday 23 May 2016, were agreed as correct records and signed by the Chairman.

The Subject of the Decision

Members considered the report of the Projects and Performance Manager, the Scrutiny and Information Rights Officer, and the Accountancy Manager, which detailed the Council’s performance against strategic measures, risk position and the provisional revenue outturn at the end of 2015/16.

The Projects and Performance Manager drew members’ attention to Appendix 1 of the report, which detailed performance data for quarter 4, in addition to overall performance data for 2015/16. Members noted that performance had been generally positive across the strategic measures with the majority of indicators either meeting or exceeding their profiled targets.

The Projects and Performance Manager referred to those indicators that had shown exceptionally good performance, as outlined at paragraph 4.2 of the report. Particular attention was drawn to NI 181, the Number of Days to Process Housing Benefit and Council Tax claims, where performance had dramatically improved following a drop in performance during quarter 2. Cllr Y Bendle agreed that staff had worked exceptionally hard and under great pressure and members noted that although the overall performance for the year was slightly under target at 8 days, it by far exceeded the national average for this measure of 22 days.

Turning to those indicators that did not hit target, members noted that NI 192, the % of Municipal Waste Recycled and Composted, was very close to the annual target of 44%. In response to a query, Cllr K Mason Billig explained that there was an ongoing campaign to educate residents in ensuring that the correct materials were placed in bins. Members noted that there had been recent articles in the Link Magazine and Eastern Daily Press, leaflets delivered to all households, and other ongoing projects to help increase awareness of recycling and cut down on contamination levels.
Concerning a discussion regarding missed bins, the Head of Environmental Services explained that depending on the circumstances, every effort was always made to collect a missed bin. Team Leaders were encouraged to liaise with residents where possible to ensure that bins were placed in areas convenient to both the customer and collection team.

With regard to indicator BV012, Working Days Lost due to Sickness, members noted that performance had been hindered by long term sickness figures. The Chairman suggested that the long term sickness and short term sickness figures be reported separately in future.

In response to a query from Cllr T Lewis, regarding LI 204, Reduction in Subsidy to Leisure Services, the Director of Business Development explained that some issues could not have been foreseen, such as incorrect billing for electricity, incidents at the Diss Leisure Centre, and the delays in opening the pool and other leisure facilities in Wymondham. Originally it had been thought that a significant staff saving would be made during the Wymondham Leisure Centre closure, but as services were provided over 2 sites for a period, costs had been more than anticipated. Looking ahead, members were pleased to note that funding had been secured and planning permission had been obtained for the All Weather Pitch at Long Stratton and that this would be in place by the end of the year. New fitness equipment had also been purchased for the Long Stratton Leisure Centre, and these additions to Long Stratton would secure additional income for the Council.

Cllr Y Bendle drew attention to the high performing areas in her portfolio and brief discussion followed with regard to the work of the Early Help Hub, and the increase in requests for support. Cllr C Hudson noted that MI 1044, the % of Community Action Fund and Member Ward budget spent had not met the end of year target, but highlighted the reasons for this, and drew attention to the £172,000 that had been distributed throughout the community during 2015/16. Cllr L Hornby gave particular mention to the high performance in Development Management, Food premises ratings and CNC Building Control income. Cllr K Mason Billig also referred to areas of high performance in her portfolio, and referred to the recent change in waste collection routes. Cabinet acknowledged that officers worked very hard to meet targets, and thanked all staff involved.

The Chairman then referred to the Council’s risks, and the Scrutiny and Information Rights Officer drew attention to the table detailed at paragraph 5.1 of the report. This table demonstrated that risk factors were positive, that risks were being proactively managed, and that the Council was in a position where it could take on more risks if needed.

Members noted that the Council’s biggest risk still related to the uncertainty around the future of the New Homes Bonus, and were advised that a new Strategic Risk had been added, relating to the Norwich Research Park Enterprise Zone.
The Accountancy Manager then referred to the provisional revenue outturn at the end of 2015/16. Members noted that the General Fund outturn showed a net favourable variance and additional income generated of £2.556 million, compared to a budget of £11.694 million. Attention was drawn to the slippage requests detailed at paragraph 7.1 of the report, and the decrease in General Reserves, which had occurred due to revenue funding of the capital programme.

The Decision

RESOLVED: 1. To Note:

   a) The 2015/16 performance for the fourth quarter and year-end outturn as well as the combined efforts across the Directorates to deliver the Vision of the Council.

   b) The current position with regard to risks and accepts the actions to support risk mitigation.

   c) The revenue position and the reason for the variances on the General Fund.

2. TO RECOMMEND THAT COUNCIL

   a) Approves the budget virements which exceed £100,000 in accordance with the rules of financial governance.

   b) Approves the slippage requests totalling £720,281.

   c) Approves the movements in reserves as outlined in Section 8 of the report.

The Reasons for the Decision

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

Members considered the report of the Accountancy Manager, which detailed the provisional outturn on the Council’s capital programme for 2015/16 and presented an updated five year capital programme with capital financing.

The Accountancy Manager drew members’ attention to the key issues arising from his report. He explained that capital expenditure was £15.8 million for 2015/16 against a budget of £21.8 million, and he referred to slippage, which had mainly been in the areas of Property Development, Broadband and Toilets.

Members’ attention was drawn to the Capital Programme (detailed at Appendix B of the report), which had been updated to take in to account the development of the Norwich Research Park Enterprise Zone, and the effect of slippage. The Council would need to borrow during 2017/18 to fund the Enterprise Zone Project, but members also noted that it was possible that the Council might need to borrow internally during 2016/17, depending on the level of slippage.

The Decision

RESOLVED: 1. To

a) Note the provisional outturn for Capital Expenditure and its financing for the Financial Year 2015/16.

b) Approve the request to bring forward the funding for the SAN upgrade from 2016/17 as outlined in section 2.14 of the report
2. TO RECOMMEND THAT COUNCIL

a) Approves the slippage requests summarised in 3.1 of the report.

b) Approves the amended Capital programme and its financing for the next five financial years, as set out in Appendices B and C of the report.

The Reasons for the Decision

To ensure that the capital programme is aligned to the Council’s priorities and is fully funded.

Other Options Considered

None

2468 TREASURY MANAGEMENT ANNUAL REPORT 2015/16

The Subject of the Decision

Members considered the report of the Accountancy Manager, which detailed the treasury management activity during 2015/16, the position on investments as at 31 March 2016, and the performance against the prudential indicators required under the Treasury Management Code of Practice.

The Accountancy Manager presented his report, explaining that investment balances had increased over the year from £32.285 million as at 1 April 2015 to £33.648 million on 31 March 2016, but this included £10.62 million in loans and equity in the Council’s companies. Members noted that the balance on short term investments had fallen whilst long term investments had risen as the Council had used its cash to invest in property and commercial activities via its wholly owned companies.

Members’ attention was also drawn to paragraph 8.3 of the report and the request from the lessee at the site A371, Ayton Road, Wymondham, to sublet the property.

Cab Min 13/06/16CLW
The Decision

RESOLVED: 1. TO RECOMMEND THAT COUNCIL

   a) Approves the 2015/16 prudential indicators for the quarter;

   b) Notes the treasury activity in quarter four and that it complies with the agreed strategy.

2. To approve the request for consent to sub-let the property at site A371 Ayton Road, Wymondham, as outlined in section 8.3 of the report.

The Reasons for the Decision

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

Other Options Considered

None

2469 GREATER NORWICH LOCAL PLAN: SUSTAINABILITY APPRAISAL SCOPING REPORT

The Subject of the Decision

Members considered the report of the Planning Policy Manager, which sought Cabinet approval with regard to the contents of the Greater Norwich Local Plan Sustainability Appraisal (SA) Scoping Report for consultation.

The Planning Policy Manager presented his report, explaining that that the key sustainability challenges could not be tackled solely through the Greater Norwich Local Plan (GNLP), but required collaborative work with other bodies and organisations.

Cab Min 13/06/16CLW
Members noted that Cllr Fuller had proposed an additional paragraph to the document providing references to the Norwich Southern Bypass Landscape Protection Zone, Key Views and Undeveloped Approaches and Gateways. The proposed amendments to the document were tabled at the meeting, and, along with a small number of changes proposed by Broadland District Council (forwarded to members separately), were agreed by Cabinet.

The Decision

RESOLVED: To agree the contents of the Greater Norwich Local Plan Sustainability Appraisal Scoping Report for consultation, subject to a number of minor amendments, and the proposed changes from Broadland District Council.

The Reasons for the Decision

To ensure that the legal requirements for the Sustainability Appraisal are met and that the main sustainability challenges facing Greater Norwich are identified.

Other Options Considered

Not to accept the proposed amendments.

2470 HOME OPTIONS POLICY REVIEW

Members noted that the report regarding the Home Options Policy Review, was deferred until the July meeting of the Cabinet.
2471 CABINET CORE AGENDA

Members noted the latest version of the Cabinet Core Agenda.

The Chairman reminded members that there was to be a special meeting of the Cabinet to consider Devolution, following the Council meeting on 30 June 2016.

(The meeting concluded at 9.55 a.m.)

Chairman