



CABINET

5:30 pm to 6:55pm

25 June 2014

Present: Councillors Arthur (chair), Waters, Bremner, Driver, Harris and Stonard

Also present: Councillor Boswell

1. APOLOGIES

There were no apologies for absence.

2. PUBLIC QUESTIONS / PETITIONS

There were no public questions or petitions.

3. DECLARATIONS OF INTEREST

Councillor Stonard declared an interest in item 9 as the chair of a not for profit organisation.

4. MINUTES

RESOLVED to agree the accuracy of the minutes of the meeting held 18 March and 26 March 2014.

5. CONSTITUTION REVIEW

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report. New legislation had been introduced since the protocol had been drafted. The new legislation would need to be considered by constitution working party at a later date.

RESOLVED to recommend council to adopt changes to appendix 1 of the council's constitution to include a rule to require that amendments to the policy and budget

framework at annual budget council meetings be received by 10am, three clear working days in advance of the meeting.

6. BUSINESS CONTINUITY MANAGEMENT

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

RESOLVED to approve the business continuity management policy and framework

7. NORWICH AND HOMES AND COMMUNITIES AGENCY (HCA) STRATEGIC PARTNERSHIP BUSINESS PLAN 2014-15 – KEY DECISION

Councillor Arthur, leader of the council, presented the report. In response to a member's question, the city growth and development manager confirmed that part of the modelling work on the Three Score project would include passivhaus technology, thus allowing it to be investigated as an option.

RESOLVED to approve the *Business plan for the Norwich and homes and communities agency (HCA) strategic partnership 2014-15*

8. BUSINESS RATES REOCCUPATION RELIEF POLICY – KEY DECISION

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

RESOLVED to approve the new *Business rates reoccupation relief policy*.

9. BUSINESS RATES DISCRETIONARY RATE RELIEF FOR CHARITABLE AND 'NOT FOR PROFIT' ORGANISATIONS POLICY – KEY DECISION

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

Councillor Stonard declared an interest in this item and therefore did not take part in the vote.

RESOLVED to approve the business rates discretionary rate relief for charitable and 'not for profit' organisations policy.

10. UPDATE TO DEBT COLLECTION POLICY – KEY DECISION

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

RESOLVED to approve the updated *Debt collection policy*

11. BYELAW TO MANAGE SKATEBOARDING IN THE CITY

Councillor Driver, portfolio holder for neighbourhoods and community safety presented the report. He said that wider consultation would need to take place to include the views of different stakeholders.

RESOLVED to recommend that council make a byelaw to manage skateboarding in the city centre whilst taking into consideration the following:

- a) that the areas covered in section (1 – 5 on page 112 of the report) affecting the War Memorial, Memorial Gardens, St Peter Mancroft, Gaol Hill leading to London Street, Forum, City Hall and Hay Hill are adopted under a bylaw;
- b) that further and wider consultation on any areas outside of these listed above will be carried out before placing a finished by-law proposal to the Secretary of State;
- c) that special consideration will be made to ask for feedback from residents, special interest groups such as skateboarders and other relevant stakeholders; and
- d) that further work will be carried to publicise the excellent skateboard parks in Norwich including asking the bus companies to look at whether providing signage and information at the bus station and train station to highlight bus routes to the skateboard facilities.

12. ASBESTOS MANAGEMENT POLICY

Councillor Bremner, portfolio holder for housing, presented the report.

RESOLVED to approve the *Asbestos management policy* for the council's property portfolio.

13. QUARTER 4 2013 -14 PERFORMANCE REPORT

Councillor Arthur, leader of the council, presented the report. She reminded members that the information was retrospective.

RESOLVED to note the report

14. APPOINTMENT OF THE SECTION 151 OFFICER (CHIEF FINANCE OFFICER)

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report. Members expressed their thanks to Caroline Ryba, the outgoing section 151 for her excellent work.

RESOLVED to recommend council to appoint Justine Hartley as the council's section 151 officer.

15. TREASURY MANAGEMENT FULL YEAR REVIEW REPORT 2013 - 14

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

RESOLVED to recommend that council note the treasury activity for the year to 31 March 2014

16. REPLACEMENT FINANCE SYSTEM – KEY DECISION

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

RESOLVED to delegate to the executive head of business relationship management, in consultation with the deputy leader and resources portfolio holder, the authority to amend the agreement with LGSS to include the implementation of a new finance system.

17. PROVISIONAL REVENUE OUTTURN 2013 - 14

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

RESOLVED to note the provisional revenue outturn 2013 - 14

18. PROVISIONAL CAPITAL OUTTURN 2013 - 14

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

RESOLVED to:-

1. Note the provisional capital outturns of the housing and non-housing capital and estimated carry forward to 2014 - 15; and,
2. To delegate to the deputy chief executive (operations) and chief finance officer, in consultation with the portfolio holder for resources, approval of carry forward of unspent 2013 – 14 capital budgets to the 2014 – 15 capital programme.

19. BANKING SERVICES DELEGATION – KEY DECISION

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report.

RESOLVED to delegate the decision to award a contract for banking services to the chief finance officer in consultation with the portfolio holder for resources.

20. INSTALLATION OF ENERGY EFFICIENT PANELS TO COUNCIL HOUSING

Councillor Bremner, portfolio holder for housing, presented the report.

RESOLVED to trial the installation of a 'PV for free' programme to 200 council houses and the Lakenham neighbourhood office (subject to further investigations) delivered through NPS Norwich Ltd.

21. NORWICH ANNUAL BUSINESS PLAN 2014 – 15 FOR STRATEGIC INFRASTRUCTURE PROJECTS

Councillor Arthur, leader of the council, presented the report. She said that the business plan had been discussed by the scrutiny committee on 19 June 2014 which recommended the inclusion of the following to improve the plan-

- a) a glossary and live links to background documents,
- b) a short summary at the beginning of the document,
- c) table names within the document to allow these to be standalone pieces of information;
- d) an explanation of the reasons why any given project was selected.

The scrutiny committee also asked that an update on the projects be included in the scrutiny of the six monthly performance data.

RESOLVED to recommend council to;

- 1) approve the annual business plan for 2014 – 15 for strategic infrastructure projects to support planned growth in Norwich, subject to the recommendations of the scrutiny committee being included; and
- 2) present the business plan for 2014 – 15 of the Greater Norwich Growth Board to form the Norwich element of the Greater Norwich Delivery Plan

22. EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the items * 23 to *26 below on the grounds contained in the relevant paragraphs of schedule 12a of the local government act 1972 (as amended).

***23. AWARD OF CONTRACT FOR LETNCC (PRIVATE SECTOR LEASING) SMALL MAINTENANCE AND REPAIR WORKS**

Councillor Bremner, portfolio holder for housing, presented the report.

RESOLVED to award the contract for LetNCC (Private Sector Leasing) small maintenance and repair works as detailed in the report.

***24. MANAGING ASSETS (HOUSING) 1 (PARA 3)**

Councillor Bremner, portfolio holder for housing, presented the report.

RESOLVED to approve the option to dispose of the freehold interest outlined in the report.

***25. MANAGING ASSETS (HOUSING) 2 (PARA 3)**

Councillor Bremner, portfolio holder for housing, presented the report.

RESOLVED to approve disposal of the freehold interest in the asset outlined in the report.

***26. MANAGING ASSETS (GENERAL FUND) (PARA 3)**

Councillor Waters, deputy leader of the council and portfolio holder for resources, presented the report

RESOLVED to approve disposal of land and property from the General Fund Account as described in the report.

CHAIR