

Cabinet

Date: Wednesday, 11 July 2018

Time: 17:30

Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

Committee members:

For further information please contact:

Councillors:

Committee officer: Alex Hand
t: (01603) 212459
e: alexhand@norwich.gov.uk

Waters (chair)
Harris (vice chair)
Davis
Jones
Kendrick
Maguire
Packer
Stonard

Democratic services
City Hall
Norwich
NR2 1NH

www.norwich.gov.uk

Information for members of the public

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Agenda

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|----------|--|---------|
| 1 | Apologies To receive apologies for absence | |
| 2 | Public questions/petitions To receive questions / petitions from the public. Please note that all questions must be received by the committee officer detailed on the front of the agenda by 10am on Friday 6 July 2018 . Petitions must be received by the committee officer detailed on the front of the agenda by 10am on Tuesday 10 July 2018 . For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution. | |
| 3 | Declarations of interest (Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting) | |
| 4 | Minutes To approve the accuracy of the minutes of the meeting on 13 June 2018, including the exempt minute at item *14 below | 5 - 14 |
| 5 | Norwich a sharing city Purpose - To seek approval for Norwich to become a formally recognised member of the <i>shareN</i> , the alliance of Sharing Cities. | 15 - 22 |
| 6 | Western link road consultation response Purpose: To consider the proposals for the Western Link which will connect the Broadland Northway (formerly the NDR) to the A47. | 23 - 34 |
| 7 | Capital Budget Carry Forwards 2017-18 Purpose: To seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital programme. | 35 - 40 |
| 8 | Scrutiny committee recommendations Purpose - To consider the recommendations from the scrutiny committee held on 28 June 2018 | 41 - 48 |

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| 9 | Procurement of photovoltaic panels on housing properties Purpose - To inform cabinet of the procurement process for installing PV panels on housing properties, and to seek approval to delegate authority to award the contract. | 49 - 56 |
| 10 | Procurement for the supply, installation and commissioning of a temporary boiler plant room and equipment at Barnard's Yard. Purpose - To inform cabinet of the procurement process for installing a temporary boiler room to continue district heating at Barnard's Yard, and to seek approval to delegate authority to award the contract | 57 - 64 |
| 11 | Exclusion of the public Consideration of exclusion of the public. | |

EXEMPT ITEMS:

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

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- *12 Managing assets (housing) - (Paragraph 3)**
- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.
- *13 Norwich Aiport - expiry of the Public Private Partnership Agreement (Paragraphs 3 and 4)**
- This report is not for publication because it would disclose information relating to the financial or business affairs of any

particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

- This report is not for publication because it would disclose information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority as in para 4 of Schedule 12A to the Local Government Act 1972.

***14 Minutes - Exempt minute**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.
- This report is not for publication because it would disclose information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority as in para 4 of Schedule 12A to the Local Government Act 1972.

Date of publication: **Tuesday, 03 July 2018**

CABINET**17:30 to 18:55****13 June 2018**

Present: Councillors Harris (vice chair in the chair), Davis, Jones, Kendrick, Maguire, Packer and Stonard

Apologies: Councillor Waters (other council business)

Also present: Councillors Carlo and Wright

1. Public questions/petitions

One public question was received from Ms Gail Mayhew, Chair of Cathedral Magdalen and St Augustine's Neighbourhood Forum Steering Group:

"The Cathedral Magdalen and St Augustine's Neighbourhood Forum now has 87 members which are a representative cross section of the area's resident and business population as required by the Act, and has secured the support of the Chamber of Commerce, St Augustine's Community Together residents association and a range of organisations in the area. Collectively we want to engage with Norwich City Council on the future planning and regeneration of the north city centre area to the benefit of all, and believe we are in compliance with the regulations to be deemed a neighbourhood forum. If we are not to be designated as a neighbourhood forum then:

a) what mechanism should we adopt to engage collectively and formally with the Council?

and,

b) how will Norwich City Council ensure that the issues and interests of residents and small businesses located within the town centre are properly engaged with by the Council and other city centre organisations in their plan making and other initiatives?"

Councillor Stonard, cabinet member for sustainable and inclusive growth's response:

"Thank you for your question.

The cabinet report acknowledges that the membership of the Cathedral Magdalen and St Augustine's (CMSA) Neighbourhood Forum has changed and expanded. However, unfortunately current membership details are not publicly available so, under the neighbourhood planning regulations, the decision on the designation of the neighbourhood forum must be made on information currently in the public domain.

Response to question (a)

If the CMSA group is not formally designated as a neighbourhood forum, the council would treat it the same way it would with all residents groups which is to support them to identify their goals and how they can impact their neighbourhood positively, link them with other local groups or those elsewhere with a similar agenda and help them run community projects.

Response to question (b)

The city council ensures that the needs and interests of residents and small businesses in the city centre are addressed in plan making and other initiatives in a number of ways:

- The public and local businesses are consulted on the development of statutory local planning documents and other planning initiatives. Such consultation is well-publicised and there is a large database of consultees that any residents or businesses can join.
- The city council is a board member of Norwich BID and the Norwich Chamber of Commerce Council which seek to represent the views of all member businesses within the area (based on Norwich city centre and urban Norwich respectively).
- Engagement takes place through the democratic process, with elected members representing the views of their constituents.
- The city council works with the police and other organisations to help tackle any negative effects of the night-time economy on residents, businesses and visitors within the city centre.
- The city council also runs occasional events which target specific interest groups as appropriate, for example the 2040 Norwich City Vision exercise carried out in 2017-18 and the bi-annual Leader's Business Receptions.
- A regular dialogue with businesses and residents in the city via officers in Planning, Economic Development, Transportation, Housing, Neighbourhoods, Regeneration etc.; including engagement with organisations and sector groups such as the Chamber of Commerce, FSB, FIG, Magdalen Street Traders etc."

In response to Ms Mayhew's supplementary question the cabinet member for sustainable and inclusive growth said Anglia Square was an exciting local initiative and when an application was received it would go through due planning procedure including a full consultation in accordance with planning policy and process. In terms of the CSMA area it was not seen as a coherent area for planning as set out clearly in the report being considered later in the agenda.

2. Declarations of interest

Councillor Harris declared a 'pecuniary' interest in item 6 below 'Applications for a neighbourhood area and neighbourhood forum for the Cathedral, Magdalen and St Augustine's area' in that she was a board member of the Broad's Authority and an 'other' interest in that she was related to a responder to the consultation on the same item.

Councillor Harris declared a 'pecuniary' interest on item 7 below 'River Wensum Strategy' in that she was a board member of the Broad's Authority and stated that as such she would leave the room for items 6 and 7 and not take part in the debate and vote.

Councillors Stonard and Kendrick declared an 'other' interest in item *15 below 'Norwich Regeneration Ltd (NRL) - transfer of land at Rayne Park' in that they were board members of NRL.

3. Minutes

RESOLVED to agree the accuracy of the minutes of the meetings held on 14 and 28 March 2018.

4. Performance report 2017-18 with quarter 4

Councillor Harris, cabinet member for social housing, presented the report on behalf of Councillor Waters.

She said that performance in this quarter had been consistent. She highlighted the number of properties reaching the Norwich target standard had increased. The time taken to re let properties was on target and compared favourably to other authorities.

Target SCL3 (percentage of people feeling safe), was under target. This was due to the use of a new methodology. She said that the increasing austerity agenda also impacted this target as a greater number of people were seen to be begging or on the streets with drug and alcohol problems. She noted that even with the pressure on the local police authority, Operation Gravity was producing results.

The strategy manager added that the change in methodology had resulted in higher quality data being received and this had enabled improved partnership working.

Councillor Maguire, cabinet member for safe city environment, said issues in the city were complex. Regarding individuals congregating on the streets this was not always associated with rough sleeping or begging. People gathered on the streets for a number of different reasons such as homelessness, drug and alcohol problems, mental health problems and even loneliness.

New services had been developed to work with vulnerable individuals seen on the streets. The council was a partner in a financial consortium which had achieved £1 million in funding. The service provision was based on the work of a number of

specialist agencies, termed the 'pathways services'. It was headed by St Martins Housing Trust and included in its partners the Salvation Army and Mancroft Advice Project. The NHS were also going to fund a street medic.

The target SCL05 (safe food), was a measure which was being exceeded. Last week was national safe food week and council officers had taken part in a number of initiatives as part of the campaign.

In response to a question from Councillor Carlo, the cabinet member for sustainable and inclusive growth said that the assessment of private developers affordable housing contribution whilst retaining viability was a judgement made by the district valuer. He said the council was in discussion with district valuer's office to look at how to understand and robustly challenge private developer's assessments of affordability. He agreed it was important to maximise the affordable housing on private schemes but this had to be realistic and take account of the scheme, the site and current market considerations.

RESOLVED to:

- (1) note the progress against the corporate plan priorities for quarter 4 of 2017-18; and
- (2) approve proposed performance targets for 2018-19

5. Revenue and capital budget monitoring 2017-18 – Period 13

Councillor Kendrick, cabinet member for resources, presented the report.

In response to a question from Councillor Carlo, the director of neighbourhoods said the £100,000 underspend on the CCTV budget was due to the delayed timing of the provision of the new CCTV equipment. The timescale of the delivery of the programme had moved to the new financial year. There had also been savings made on the maintenance costs of the current system. There was limited funding available for installing new CCTV cameras and decisions on where to install new cameras were made in conjunction with the police.

RESOLVED to note:

- (1) the financial outturn for 2017/18 for the General Fund, HRA and capital programme;
- (2) the consequential forecast of the General Fund and Housing Revenue Account balances as detailed in paragraph 8;
- (3) the transfers to earmarked reserves as detailed in paragraph 3 & the impact on earmarked balances detailed in appendix 3; and
- (4) the non-housing and housing capital programme virements as detailed in paragraphs 10 and 11

6. Applications for a neighbourhood area and neighbourhood forum for the Cathedral, Magdalen and St Augustine's area – key decision

(Councillor Harris having declared a pecuniary interest in this item and left the room. Councillor Kendrick took the chair).

Councillor Stonard, cabinet member for sustainable and inclusive growth, presented the report. He said two applications had been submitted to Norwich City Council and the Broads Authority by the Cathedral Magdalen and St Augustine's (CMSA) Neighbourhood Forum. These were an application for designation of a Neighbourhood Area and an application for the Neighbourhood Forum to become the Designated Body to produce a Neighbourhood Plan.

The proposed neighbourhood area fell within the city council and Broads Authority boundaries. It included significant parts of Mancroft and Thorpe Hamlet wards as well as stretches of the River Wensum. It included almost half of the city centre by area and had a population of approximately 4,000. Councillor Stonard noted the design of the required consultation was agreed by both Norwich City Council and the Broads Authority.

Councillor Stonard said it was recommended to refuse the application for the neighbourhood area for the reasons detailed in the report; he highlighted the fact that the area was approximately 50% of the city centre and could lead to a disjointed approach to the delivery of city centre planning policy if granted. It was a disparate area, incorporating very different neighbourhoods, with different characteristics. The implementation of the neighbourhood area could undermine the River Wensum Strategy. The boundaries (particularly the southern boundary which ran down the middle of Prince of Wales Road) were considered to be illogical and made policies difficult to implement.

He explained where an authority refused an application to designate a neighbourhood area as well as giving the reasons for refusal it had to use its powers to designate some or all of the area applied for as part of one or more designated neighbourhood areas. He explained a number of areas had been considered and were detailed in the report and the designation of the northern city centre area as a neighbourhood area was recommended.

The neighbourhood forum application had to be considered in its own right. He highlighted that membership of the forum at the time the application was made was not considered representative of the proposed area with the majority of residents living in Cathedral Close. It was not considered representative of businesses in the area or the wider business community either and this was the reason that the forum was recommended for refusal.

In response to a question from Councillor Carlo, the cabinet member holder for sustainable and inclusive growth said the fact the area may have been the site of the original settlement in Anglo Saxon times did not mean it was relevant as a planning area today. He said the council had assessed the proposal against the relevant regulations. He added that a number of local businesses had questioned the coherence of the proposed area and the undemocratic and unelected nature of the forum.

RESOLVED to:

- (1) refuse the application for designation of the Cathedral, Magdalen and St Augustine's neighbourhood area for the reasons set out at paragraph 57;
- (2) refuse the application for designation of the Cathedral, Magdalen and St Augustine's neighbourhood forum as an appropriate body for neighbourhood planning for the reason set out in paragraph 73;
- (3) designate the northern city centre area as an alternative neighbourhood area for the reasons set out in paragraph 63; and
- (4) delegate power to the Director of Regeneration and Development, in consultation with the Portfolio Holder for Sustainable and Inclusive Growth to issue the decisions as recommended above, following the decision of the Broads Authority at its meeting on 22 June 2018.

7. River Wensum Strategy - key decision

(Councillor Harris having declared a pecuniary interest for this item had left the room. Councillor Kendrick took the chair).

Councillor Stonard, cabinet member for sustainable and inclusive growth, presented the report. He referred to the strategy vision to 'breathe new life into the river'. He said the river had been an undervalued and underused asset for too long and the aim of the strategy was to change that. The strategy would improve management of the river corridor and make the river vibrant, sustainable and accessed by people for all manner of pursuits.

The planning policy team leader said the strategy was a testament to partnership working; it involved complex issues but having the right partners on board bode well for its delivery.

In response to a question from Councillor Carlo, the planning policy team leader said the River Wensum Strategy applied to a defined area. In terms of the neonicotinoids within the river in its entirety, the Environment Agency would have more information on this.

RESOLVED to adopt the River Wensum Strategy on behalf of the city council.

8. Scrutiny committee recommendations

(Councillor Harris returned to the meeting and took the chair).

Councillor Wright, chair of the scrutiny committee presented the report.

He said the committee at its meeting on 22 March 2018 reviewed the council's debt collection policy. He said it was possible for a customer to see one officer about a debt who was not aware of the customer's debts with another area of the council. As such the scrutiny committee proposed a number of recommendations for cabinet to

consider. The scrutiny work programme for the year was also brought to cabinets attention.

Councillor Kendrick, the cabinet member for resources, thanked the scrutiny committee for their work, he said he attended the meeting on debt collection and had found it very useful and informative. The committee provided a valuable forum to for addressing issues.

RESOLVED to:

- (1) note the recommendations made by the scrutiny committee in March reporting back as appropriate; and
- (2) note the annual work programme.

9. Procurement of various housing upgrades and maintenance contracts - key decision

The chair noted that a revised recommendation had been circulated at the meeting for this item. This was in relation to the installation of Thermodynamic Hot Water Systems.

Paragraphs 18-22 of the report outlined the procurement process and the recommendation was to delegate authority to award the contract for Thermodynamic Hot Water Systems. This was due to the timing of the procurement process and the notification of successful and unsuccessful suppliers prior to the award of contract.

The procurement process had completed and there was only one supplier, Impact Renewable Energy Limited who submitted a tender. This reduced the procurement timetable and meant that the award could be approved by cabinet rather than delegated.

Councillor Harris, cabinet member for social housing, presented the report. She highlighted the work on loft and cavity wall insulation which targeted residents who experienced fuel poverty and the installation of thermodynamic hot water systems which reduced resident's bills.

In response to a question from Councillor Carlo, the director of business services said the Eastern procurement framework narrowed down contractors to those who could meet the requirements of a tender. If only a limited number of contractors were applying they worked with the market to encourage other businesses to join.

RESOLVED to:

- (1) approve the award of the external redecoration contract to Mitie Property Services (UK) Ltd;
- (2) delegate authority to the director of neighbourhoods in consultation with the deputy leader and social housing portfolio holder, to award a contract to the best value supplier for loft and cavity wall insulation;

- (3) approve the award of the lift maintenance contract to Otis Ltd for a period of up to four years; and
- (4) approve the award of the installation of thermodynamic hot water systems contract to Impact Renewable Energy Limited.

10. Procurement of gas supplies for Norwich City Council sites contract – key decision

Councillor Harris, cabinet member for social housing, presented the report.

RESOLVED to approve the award of the gas supplies for Norwich City Council sites contract to Total Gas and Power Ltd for the next four years (commencing 01/04/2019).

11. Procurement of decoration voucher and paint packs for allowance scheme for tenants – key decision

Councillor Harris, cabinet member for social housing, presented the report. She said that when tenants moved in the letting officer determined how many rooms needed redecoration and provided vouchers for the tenant to decorate themselves. This enabled residents to have choice over their decoration and also kept void times to a minimum.

In response to a question from Councillor Carlo, the cabinet member for social housing said access to other suppliers was also available.

RESOLVED to approve the award the contract for the provision of decoration voucher and paint packs for allowance scheme for tenant's requirements for the next two years to:

- (1) B & Q Ltd for decoration vouchers – up to £115,000 per annum.
- (2) Crown Paints Ltd for paint packs - up to £10,000 per annum.
- (3) PPG Johnstones for paint packs - up to £10,000 per annum.

12. Exclusion of the public

RESOLVED to exclude the public from the meeting during consideration of items *13 to *16 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

***13. Managing assets (housing) – key decision (paragraph 3)**

Councillor Harris, cabinet member for social housing, presented the report.

RESOLVED to approve:

- (1) the disposal of the freehold interest in the asset on the open market; and
- (2) the capital receipt from the disposal to be reinvested in the housing capital program for improving, repairing and maintaining our housing stock or for enabling new affordable housing.

***14. Managing assets (non-housing) – key decision (paragraph 3)**

Councillor Kendrick, cabinet member for resources, presented the report.

RESOLVED to agree the asset disposal described in this report subject to the heads of terms appended.

***15. Norwich Regeneration Ltd - transfer of land at Rayne Park**

(Councillors Kendrick and Stonard had declared an 'other' interest in this item).

Councillor Kendrick, cabinet member for resources, presented the report.

RESOLVED to:

- (1) agree to transfer the land shaded green (on plan 1) to Norwich Regeneration Ltd for £1; and
- (2) agree to take back the land shaded brown (on plan 1) from Norwich Regeneration Ltd for £1.

***16. Future provision of contracted services – key decision (paragraphs 3 and 4)**

(An exempt minute exists for this item)

RESOLVED to agree the recommendations as set out in the report.

CHAIR

Report to Cabinet
11 July 2018
Report of Director of customers and culture
Subject Norwich a sharing city

Item

5

Purpose

To seek approval for Norwich to become a formally recognised member of the *shareN*, the alliance of Sharing Cities.

Recommendation

To agree:-

- (1) To join the shareNL alliance and formally describe Norwich as a Sharing City.
- (2) That Norwich City Council devolve the day to day administration to the Norwich BID; and
- (3) That Norwich BID will pay any membership fees for the shareNL alliance

Corporate and service priorities

The report helps to meet the corporate priority of a prosperous and vibrant city

Financial implications

None, Norwich BID has agreed to pay the membership fee on behalf of the city.

Ward/s: All Wards

Cabinet member: Councillor Jones - Safer, stronger neighbourhoods

Contact officers

Nikki Rotsos, director of communications and culture 01603 212211

Kate Price – Neighbourhoods and community enabling manager 01603 213281

Background documents

None

Report

1. The Sharing City movement is a global movement begun by Sharable in 2013 where #MapJam was invented to try and coordinate cities across the world to map the sharing based initiatives taking place in their cities at the same time across the globe. Fifty cities took part in this initial wave, none from the UK.
2. Norwich has a great deal in common with many of the leading Sharing Cities and even without a formal identity as such, has organically developed a significant base of sharing-led activity.
3. The city is the home of innovative businesses such as global transport sharing platform LiftShare and the UK's first sharing economy focused insurance broker InLet; there are multiple groups sharing the maintenance of community spaces with the council, and residents at a neighbourhood level are finding ways to come together such as St Augustine's' Sharing Sheds.
4. The council's own initiatives such as LUMI.org.uk and Stuff Hubs are also based on the principle that it is beneficial to residents both financially and socially to promote the "borrow don't buy" agenda. It is also backed by the results from the city vision work that there is a desire from residents to work in this way.
5. This membership would make Norwich the UK's first formally recognised Sharing City, joining cities such as Amsterdam, Barcelona, San Francisco and Seoul.
6. Becoming a member of this network means working with global colleagues in other Sharing Cities to share best practice on the rise of the sharing economy and its opportunities and challenges, as well as the grassroots sharing movements which directly benefit residents and neighbourhoods.
7. It will also raise the profile of Norwich on a global platform to demonstrate the innovative thinking and collaborative approach the city's businesses, groups and anchor organisations are taking to have a shared vision for the city and to collaborate in order to achieve it.
8. The Norwich BID in collaboration with various businesses and groups based in the city such as Liftshare and Flibl, have been hosting events to gauge support for taking the Sharing City concept to a more formal level and these events have been well supported.
9. Supporters are already talking about Norwich as a Sharing City, without the alliance recognition, and they have requested that the council support the next step which is to be officially recognised.
10. The shareNL alliance rules mean that only the city council can apply to be recognised, so the consortium of supporters are unable to register and it requires the council to make the request. Norwich BID have agreed to fund the membership costs and for the council to delegate the responsibility of contact and membership to them on our behalf.

11. Officers feel that the level of support demonstrated is such that the council should support the initiative, and there will be no financial burden on the council. It will also support the council's corporate objectives.
12. It is recommended that approval for joining the alliance is given and responsibilities delegated to Norwich BID.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-----------------------------------|------------------------|
| Committee: | Cabinet |
| Committee date: | 11 July 2018 |
| Director / Head of service | Nikki Rotsos |
| Report subject: | Norwich a sharing city |
| Date assessed: | 25 June 2018 |

| | Impact | | | |
|---|--------------------------|--------------------------|--------------------------|----------|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other departments and services e.g. office facilities, customer contact | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| Financial inclusion | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input type="checkbox"/> | x | <input type="checkbox"/> | |
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|--|--------------------------|--------------------------|--------------------------|----------|
| | Impact | | | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| | | | | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| Natural and built environment | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| Pollution | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| Sustainable procurement | x | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input type="checkbox"/> | x | <input type="checkbox"/> | |
| | | | | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | x | <input type="checkbox"/> | <input type="checkbox"/> | |

| Recommendations from impact assessment |
|--|
| Positive |
| |
| Negative |
| |
| Neutral |
| |
| Issues |
| |

| | | |
|------------------|---|-------------|
| Report to | Cabinet 11 July 2018 | Item |
| Report of | Head of city development services and head of planning services | 6 |
| Subject | Response to the Norfolk County Council consultation on the Norwich Western Link | |

Purpose

To consider the proposals for the Western Link which will connect the Broadland Northway (formerly the NDR) to the A47.

Recommendation

To:

- (1) advise Norfolk County Council that the city council fully supports the principal of the proposal to construct the Norwich Western link and does not wish to comment on the particular choice of route. This support is subject to;
 - a) the delivery of a programme of measures to secure significant transport improvements to encourage sustainable forms of transport as promoted by Transport for Norwich; and
 - b) an assessment of the environmental impacts on the river Wensum being carried out and a package of mitigation measures being agreed and implemented
- (2) request that the Norfolk County Council, through detailed design, ensures that the Norwich Western Link enhances the potential for walking, cycling and public transport use to ensure any potential severance effects are fully mitigated.
- (3) request that the Norfolk County Council ensures that adequate resources are made available to guarantee the long term maintenance and viability of all sustainable transport measures in the City as well as wider transport infrastructure.

Corporate and service priorities

The report helps to meet the corporate priority a safe, clean and low carbon city

Financial implications

None

Ward/s: Multiple Wards

Cabinet member: Councillor Stonard - sustainable and inclusive growth

Contact officers

Bruce Bentley, principal transportation planner

01603 212445

Judith Davison, planning policy team leader

01603 212529

Background documents

None

Report

Background

1. Earlier this year Norfolk County Council completed construction of the part of the Norwich Northern Distributor Road (NDR) now known as the Broadland Northway which links the A47 trunk road at Postwick (to the east of the city) to the A1067 Fakenham Road (to the north-west of the city). The county council are now consulting on the principal of completing the route from the current western end of the new road to the A47 to the west of the city. The entirety of the road is outside the city boundary and lies in Broadland District Council north of the River Wensum, and in South Norfolk to the south . This report does not discuss matters of detailed design or routing as it is more appropriate for these matters to be dealt with by Broadland District Council and South Norfolk District Council and therefore only considers the principle of the proposal and the direct implications for the city.
2. The County Council are promoting a Norwich Western Link on the basis that it will give residents, businesses, visitors and people travelling through the area a number of important benefits, including:
 - Removing additional traffic from our congested suburban city streets and outer ring road west of the city
 - Adding to the benefits that dualling the A47 will bring
 - Reducing rat-running in villages to the west of Norwich, improving quality of life
 - Improving people's living environment
 - Improving links and journey time reliability to the west and north of the county
 - Improving transport links to the A47 and beyond to the Midlands (including better connectivity to Norwich airport)
 - Supporting economic growth
 - Helping to encourage investment into Norfolk and encouraging further economic growth
 - Improving connectivity to the hospital, university and major employment areas at the Norwich Research Park
3. This report suggests that further measures are required to lock in the anticipated benefits of a western link.

The role of the Western Link in overall transport strategy

4. Providing a Western link alone cannot deliver the transport needs of either the city or the growth areas and is, therefore, only part of the overall transport strategy for the Norwich Policy Area. The Transport for Norwich (TfN) strategy is 'to provide the highest possible level of access to and within the strategy area to benefit peoples' individual needs and enhance the economic health of the strategy area [and] to ensure that journeys minimise any adverse impact on people and the built and natural environment'. Consequently, the strategy contains a series of objectives that seek to minimise the impact of travel choices on the environment, promote sustainable travel and reduce pollution, CO₂ emissions, noise and

vibration from traffic; particularly in the city centre whilst improving the competitiveness and economic performance of the Norwich area as a retail, tourist and business centre.

5. Despite an increasing population, and substantial levels of development, providing a western link is expected to reduce traffic congestion in the west of the City. This should provide additional opportunities to re-allocate road space to support more sustainable forms of transport thus ensuring improvements in the overall environment of the City, and accessibility by all.
6. It is imperative that the suggested benefits of providing a western link are 'locked in' so that the City continues to benefit from the anticipated improvements in congestion, the living environment and the economy

Progress to date

7. In 2009, the county council consulted on plans for a package of measures designed to deliver the aims of the TfN strategy, then known as the NATS implementation plan. This consultation made it clear that the NDR was intended to provide an alternative route for traffic to and from the north of Norwich, widening the scope for major public transport and other improvements and enabling the promotion of more sustainable forms of transport. This approach is in accordance with the National Planning Policy Framework (2012) which promotes sustainable transport modes to support reductions in greenhouse gas emissions, reduce congestion, and give people a real choice about how they travel.
8. Many of the elements of this original package have been delivered, with substantial improvements in the City Centre which are ongoing as well as bus priority measures in the wider urban area, with the development of measures on both Dereham Road and Newmarket Road, the creation of a two way route on Chapelfield North and the removal of general traffic from St Stephens Street.
9. The first three of seven strategic cycle routes have been delivered with the award to the city council of a significant level of funding through the cycle ambition grant. This has completed the first significant route through the city (the Pink Pedalway) and the Yellow and Blue routes are under construction. The aspiration is to continue the high level of investment to progress one route every two years.
10. These measures have already achieved a significant increase in the use of sustainable transport modes

Future Infrastructure Investment

11. One of the major justifications for providing a western link is that it will have economic benefits for the Norwich area particularly in view of the developments that are expected in the west Norwich area, including the Food Enterprise Zone in Easton. However, a recent study by KPMG has demonstrated that the economic impact of new development in congested area such as Norwich are hugely greater if it is supported by improved public transport (60% higher in regional centres and 34% higher on the urban fringe). It is therefore clear that in order to accommodate increased investment and people providing a much enhanced public transport system across the urban area is critical to maximising the economic benefits, and must form part of a package of measures that continues to build on the work that

has already been done. The programme of works proposed in 2009 and delivered as the Transport for Norwich Strategy is currently undergoing a review. Until that review is complete and a new implementation plan agreed it would be premature to specify exactly which schemes should be complementary to completing the western link. However there are themes that need addressing and these include

- i) Significant improvements to core bus routes;
- ii) The continued delivery of the cycle network, both the strategic and the more local routes
- iii) Improvements for pedestrians, as identified in the emerging local cycling and walking investment plan.
- iv) further measures in the city centre to improve the public realm, enhance facilities for public transport, walking and cycling and reducing through traffic
- v) Improvements to the inner ring road junctions
- vi) Soft measures such as travel planning, public transport information.
- vii) Measures to exploit the new and emerging technologies in the movement of people such as electric charging points and autonomous vehicles
- viii) The maintenance of existing transport infrastructure to ensure that the facilities provided continue to provide the full benefits anticipated

12. The County Council in association with the city, Broadland and South Norfolk district councils have recently submitted a bid for the 'Transforming Cities' fund which strongly recognises these needs and, if successful, could result in a very substantial improvement to public transport across the City with links to the west of the City being a core component.

Maintenance implications

13. Capital infrastructure improvements such as the Western Link are important for the economic sustainability of the area but it is also important to maintain existing and improved infrastructure to ensure that it continues to deliver the necessary benefits. However the present routine highway maintenance budget for Norwich is the same as it was in 2010/11 with no allowance for inflation. For footways the situation is even bleaker; the annual allocation for refurbishing footways in Norwich has fallen from a peak of £1.4M to £350k in this financial year. The budget for slurry sealing the asphalt footways has been reduced from £100k last year to £30k this. The level of financial restrictions experienced means the environment for all highway users - motorists, pedestrians and cyclists alike cannot be kept to an acceptable standard and this is undermining overall policy objectives to encourage sustainable transport modes

14. It is therefore essential that the condition of the existing transport infrastructure is maintained in order to keep it in an acceptable condition for all road users

and that any new infrastructure provided, be it a major new road or a cycle route, can be adequately maintained going forward. It is suggested that consideration be given to adopting a system that takes account of vehicle, cycle and pedestrian numbers using a section of highway to ensure that funding is allocated where it is most needed.

The river Wensum strategy

15. The route of the Western Link will cross the River Wensum upstream of Norwich and may have environmental impacts on the river downstream within the city. A partnership led by Norwich City Council - the River Wensum Strategy Partnership - has recently completed the River Wensum Strategy which was adopted by Norwich City Council in June 2018. Partners include the Broads Authority, Norfolk County Council, and the Environment Agency. The strategy aims to revitalise the river by improving its environment, improve sustainable access to the river including greater connectivity with the Norfolk Trails network, and encouraging greater activity on the river itself. The strategy proposals should act as an economic driver to attract external funding and contribute to Norwich's regeneration, as well as encouraging sustainable means of transport.
16. Although the river corridor covered by the strategy falls within the city council and a small part of Broadland and South Norfolk's areas (within the Broads Authority area of responsibility for planning purposes), the document acknowledges that the strategy area does not exist in isolation and that development outside its boundary, such as the proposed Western Link, may have implications and opportunities for the regeneration of the river corridor. It states at paragraph 6.45 that if this major development progresses, its environmental impacts on the River Wensum should be fully addressed and mitigated. Therefore an assessment of the environmental impact of the provision of the western link on the River Wensum in Norwich is required (specifically for the river corridor defined in the River Wensum Strategy), along with a package of mitigation measures, as appropriate, to be delivered as the scheme progresses.

This council's position

17. The council has always supported the provision of road infrastructure to the north of the city on the basis that the benefits achieved will be 'locked in' through the implementation of measures within the City to promote sustainable transport, and maintain the benefits of the reduced traffic levels. A motion to council was carried in November 2008. In November 2009 the council's Executive determined to support the NDR as part of the Norwich Area Transportation Strategy Implementation Plan (NATSIP) and in 2012 Cabinet endorsed that approach supporting the construction of the current sections of the road.
18. The Joint Core Strategy for Broadland, Norwich and South Norfolk (adopted 2011, with amendments adopted 2014) supports implementation of NATS, including the NDR, in Policy 6 (Access and Transportation). The Regulation 18 draft of the Greater Norwich Local Plan (GNLP) notes that this policy will need updating in the emerging plan to reflect recent progress on the NDR and to

recognise that the county council has identified the Norwich Western Link as one of its infrastructure priorities.

19. The implementation of the NDR and the associated measures are critical to the delivery of the Joint Core Strategy, which runs until 2026. It must therefore be expected that, at the very least, all the measures identified in the current NATSIP have been delivered before then
20. The western link should, therefore, continue to be supported, subject to the implementation of the complementary TFN measures and it is recommended that, in response to the current consultation, the council confirms its continued support for on the condition that the county council commits to the continued delivery of the Transport for Norwich programme

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-----------------------------------|---|
| Committee: | Cabinet |
| Committee date: | 11 July 2018 |
| Director / Head of service | Head of city development services and head of planning |
| Report subject: | Response to the Norfolk County Council consultation on the Norwich Western Link |
| Date assessed: | 29 June 2018 |

| | Impact | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|--|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The proposal will generate construction jobs in the wider Norwich area, future investment in the area and create opportunities for growth and jobs, particularly, in the NE side of the city. Coupled to delivery of other NATS measures the proposal will also create opportunities for growth and jobs elsewhere in Greater Norwich, including the city centre |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--|
| Health and well being | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Potential to reduce traffic flows and associated pollution problems on parts of the city's radial routes and ring road if coupled with other transportation projects in the city |
| | | | | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Potential to reduce traffic flows and improve highway safety on parts of the city's radial routes and ring road if coupled with other transportation projects in the city |
| Natural and built environment | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No significant impact in the city (However there may be an impact in Broadland and South Norfolk; this has not been assessed) |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Potential to reduce traffic flows and improve highway safety on parts of the city's radial routes and ring road if coupled with other transportation projects in the city |

| | | | | |
|---|-------------------------------------|--------------------------|--------------------------|----------|
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Recommendations from impact assessment | | | | |
| Positive | | | | |
| <p>As the site is entirely within Broadland District and South Norfolk district council administrative areas, this analysis relates to the impacts on Norwich only. Overall there are positive features in terms of employment opportunities for construction and as part of the wider growth of the Norwich area. The positive impacts on the environment, traffic and pollution and health are dependent on a programme of improvements to transport on foot, by cycle and public transport, as opportunities for removing traffic capacity on key parts of radial routes and the ring road northwest of the city are delivered. It is essential that these take place concurrently with the development.</p> | | | | |
| Negative | | | | |
| | | | | |
| Neutral | | | | |
| | | | | |
| Issues | | | | |
| | | | | |

Report to Cabinet
Report of Chief finance officer (Section 151 Officer)
Subject Capital Budget Carry Forwards 2017/18

Item

7

Purpose

To seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital programme.

Recommendation

To delegate to the director of regeneration and development, director of neighbourhoods and chief finance officer, in consultation with the portfolio holder for resources, approval of carry-forward of unspent 2017/18 capital budgets still required, to the 2018/19 capital programme.

Corporate and service priorities

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

Financial implications

The financial implications are set out in the main body of the report.

Ward/s: All Wards

Cabinet member: Councillor Kendrick - resources

Contact officers

| | |
|--|--------------|
| Karen Watling, chief finance officer | 01603 212440 |
| Shaun Flaxman, senior finance business partner | 01603 212805 |

Background documents

None

Report

1. The General Fund and Housing Revenue Account capital programmes for 2018/19 were approved by cabinet and council on 7 and 20 February 2018 respectively.
2. The final out-turn of the housing and non-housing capital programmes for 2017/18 were reported to cabinet on 13 June 2018.
3. The carrying forward of capital budget approvals from one year to the next allows for the continuation of schemes across the year-end without the need to seek re-approval of capital budgets through the new year's capital programme. This facility caters for schemes starting later than planned and schemes where the expenditure profile is different from that originally envisaged.
4. To allow flexibility in dealing with any such amendments, and to provide continuity of budget approval, it is recommended that the approval of carry-forward of unspent 2017/18 capital budgets still required, to the 2018/19 capital programme, be delegated to the director of regeneration and development, director of neighbourhoods and chief finance officer, in consultation with the portfolio holder for resources.
5. Carry forwards approved will be reported to cabinet in the first budget monitoring report of 2018/19, in September 2018.
5. Such approvals would be within the usual parameters of being limited to the amounts underspent on each budget in 2017/18, and being for the purpose(s) for which the existing approval was given.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

| Report author to complete | |
|----------------------------|--|
| Committee: | Cabinet |
| Committee date: | 11 July 2018 |
| Director / Head of service | Karen Watling |
| Report subject: | Capital Budget Carry Forwards 2017/18 |
| Date assessed: | 25 June 2018 |
| Description: | This integrated impact assessment covers proposals for the Capital Budget Carry Forwards 2017/18 |

| | Impact | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|---|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The carry forward of capital budgets will secure continuing value for money to the residents of the city and council tenants. |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |

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|--|-------------------------------------|-------------------------------------|--------------------------|--|
| | Impact | | | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>The carry forward of capital budgets will provide for improvements to the council's assets and the surrounding environment.</p> <p>The carry forward of housing capital budgets will provide for the Norwich Standard for properties to be completed.</p> |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The carry forward of some capital budgets could provide for continued improvements in thermal and carbon efficiency. |

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|------------------------------------|-------------------------------------|--------------------------|--------------------------|----------|
| | Impact | | | |
| | | | | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|---|--|--|--|--|
| Recommendations from impact assessment | | | | |
| Positive | | | | |
| None | | | | |
| Negative | | | | |
| None | | | | |
| Neutral | | | | |
| None | | | | |
| Issues | | | | |
| None | | | | |

Report to Cabinet
11 July 2018
Report of Director of business services
Subject Scrutiny committee recommendations

Item

8

Purpose

To consider the recommendations from the scrutiny committee held on 28 June 2018.

Recommendation

To:-

(1) Ask cabinet to promote a way for people to report sub-standard short term let properties to the Council; and

(2) Note the additional recommendations as outlined in the report.

Corporate and service priorities

The report helps to meet all the corporate priorities.

Financial implications

None

Ward/s: All wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Anton Bull, Director of Business Services

01603 212326

Background documents

None

Report

Background

1. The council's scrutiny committee is constituted of councillors who do not sit on cabinet. They are expected to review/scrutinise and oversee decisions made by cabinet. They can 'call in', for reconsideration, decisions made by cabinet or an officer which have not yet been implemented. The main functions of scrutiny are to hold cabinet to account by examining their proposals; evaluating policies, performance and progress; ensuring consultations, where necessary, have been carried out; and highlighting areas for improvement.

The committee makes recommendations for cabinet, the wider council and other stakeholders based on evidence on the issues scrutinised at their meetings.

The following is a summary of the topics the committee has considered with the recommendations that were made accordingly.

28 June 2018

The committee considered the following reports:

- Scrutiny committee work programme 2018-19
- The growth of short term letting of homes in Norwich
- Response to the Communities and Local Government report of effectiveness of local authority overview and scrutiny committees

Scrutiny committee work programme 2018-19

The chair informed the committee that the report on good quality jobs-digital and emerging economies, would not be ready to be considered at the October meeting of the scrutiny committee and would instead be moved to the March 2019 meeting. The October meeting would be used as a second meeting to consider the impact of Operation Gravity.

RESOLVED to;

- (1) Move consideration of the good quality jobs- the digital and emerging economy report to 21 March 2019 meeting; and
- (2) Consider the impact of Operation gravity report at the September and October meeting.

The growth of short term letting of homes in Norwich

The committee welcomed Andrew Shorthose (operations manager at the Maids Head Hotel) David Parkin (area development manager, Norwich City Council) and Michelle Hurren (Tourism development manager, Norwich City Council) to the meeting.

The committee considered information on the growth of short term let properties in Norwich City in respect of planning regulations, waste collections, houses of

multiple occupancy and business rates and council tax. Members discussed the impact of short term lets and budget hotels on independent hoteliers, the possibility of introducing a tourist tax to enable AirBnB and short term let properties to be easily identified and the health and safety aspect of these rental properties.

RESOLVED to;

- (1) Ask cabinet to promote a way for people to report sub-standard short term let properties to the Council
- (2) Endorse the Short and Holiday-Let Accommodation (Notification of Local Authorities) Bill 2017-19 by asking the chair of scrutiny to write to the appropriate Minister
- (3) Ask the chair of scrutiny to write to the head of the Health and Safety Executive to ask what actions are being taken around short term lets
- (4) Set up a select committee to look at the growth of short term letting of homes in Norwich; and
- (5) Ask the Independent Hoteliers Group to feed into this select committee investigation

Response to the Communities and Local Government report on the effectiveness of local authority overview and scrutiny committees

The committee considered the recommendations of the Communities and Local Government select committee report on the effectiveness of local authority overview and scrutiny committees alongside information on current scrutiny procedures at Norwich City Council.

Following discussion it was;

RESOLVED to note the report and to recognise that there is no further action to be taken as a result of the report.

Integrated impact assessment



NORWICH
City Council

Report author to complete

| | |
|-----------------------------------|---|
| Committee: | Cabinet |
| Committee date: | 11 July 2018 |
| Director / Head of service | Anton Bull |
| Report subject: | Scrutiny Committee Recommendations |
| Date assessed: | 2 July 2018 |
| Description: | A summary of scrutiny committee discussions and recommendations from 28 June 2018 |

| | Impact | | | |
|---|-------------------------------------|--------------------------|--------------------------|----------|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
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|--|-------------------------------------|--------------------------|--------------------------|----------|
| | Impact | | | |
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Risk management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Recommendations from impact assessment |
|--|
| Positive |
| |
| Negative |
| |
| Neutral |
| |
| Issues |
| |

Report to Cabinet
11 July 2018
Report of Director of neighbourhoods
Subject Procurement of PV for free on housing contracts

Item

9

KEY DECISION

Purpose

To inform cabinet of the procurement process for installing PV panels on housing properties, and to seek approval to delegate authority to award the contract.

Recommendations

To delegate approval to the director of neighbourhoods in consultation with the portfolio holder for social housing to award the contract for a PV for free programme on council homes.

Corporate and service priorities

The report helps to meet the corporate priority a healthy city with good housing

Financial implications

The costs arising from this report will be met from approved budgetary provision within the HRA capital and revenue programme for 2018/19.

Ward/s: Multiple Wards

Cabinet member: Councillor Harris - deputy leader and social housing

Contact officers

Lee Robson, head of neighbourhood housing 01603 212939

Carol Marney, associate director NPS Norwich 01603 227904

Background documents

None

Report

Introduction

1. Reducing inequalities is one of the council's key objectives and a variety of work is undertaken to achieve this. In 2017, the council was approached by a company that provides and installs photovoltaic arrays (PV) on domestic properties. The service offered was to install PV panels on a number of suitable council housing roofs at no cost to the council for the setup, with the tenant able to use the electricity that is generated at no cost.
2. The company would receive a feed-in-tariff (FIT) for any energy that is not used by the tenant which is fed back into the national grid. As well as offering to provide PV installations on the council's housing stock at no cost, the company agreed to contribute a small income to the council that could contribute to community or housing projects.
3. Whilst an excellent proposal, to ensure complete fairness, openness and adherence to the council's contract procedures, a competitive procurement exercise looking for a single supplier to meet the council's requirements was arranged. This report sets out the approach to this procurement and the award of the contract.
4. Fuel poverty is a significant issue for many council tenants but it can be reduced through the installation of various improvements. The installation of PV is one example which would benefit the economic wellbeing of many of our tenants by providing them with "free" electricity" when it is generated through the panels.
5. This area of work is part of the council's ongoing programme to help residents who experience fuel poverty. This includes the big switch and save programme and winter wellbeing conference which contribute to implementation of the councils affordable warmth strategy. Taking all of these measures together, fuel poverty for all residents in Norwich has decreased from 12.2% to 9.9% since 2012, against a national backdrop of increasing fuel poverty and rising energy prices. This means that overall, there are 1,126 less fuel poor homes in the city and the investment in the council's own stock plays a vital role in this.
6. NPS Norwich has identified up to 5000 council homes that could benefit from the installation of PV. The successful supplier will survey the properties to agree that they are suitable. This contract specifies that a minimum of 1000 properties should receive the installations. NPS Norwich will ensure that as many addresses as possible are within areas of high deprivation.
7. The supplier will keep the tenants fully informed regarding surveys, eligibility and installation. All letter templates will be approved by the communications team before they are sent to tenants.
8. The installation of PV will contribute to an overall reduction in household fuel bills, a reduction in the city's carbon footprint and increase individual property's standard assessment (SAP) and Energy Performance Certificate (EPC) scores.

Procurement Process

9. The opportunity was advertised on the council's e-procurement portal and Contracts Finder. To maximise supplier interest, a prior information notice (PIN) was sent via the council's e-procurement portal to the Big6, advising them of the possibility of a forthcoming tender opportunity. In addition to the Big6, there are other energy providers registered on the council's procurement portal who received the details of this opportunity.
10. A tender pack was produced requesting suppliers to install PV to some of the council's housing stock 'free of charge' plus a fixed income per annum to the council for the life that the feed-in-tariff or comparable incentive is guaranteed by the Government. When or if the FIT comes to an end then so would the fixed income as the supplier will no longer benefit from the FIT or comparable incentive. However, the PV equipment would remain on roofs providing free electricity for tenants when it is generated through the panels.
11. Tenders were due to be returned on 19 June 2018 and the results of the evaluation will be provided to the director of neighbourhood and cabinet member for social housing for consideration.
12. Any set up costs such as property surveys or energy certification will be covered from existing approved budgets.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

| Report author to complete | |
|----------------------------|--|
| Committee: | Cabinet |
| Committee date: | 11 July 2018 |
| Director / Head of service | Lee Robson |
| Report subject: | Procurement of PV for free on housing properties |
| Date assessed: | 19 June 2018 |
| Description: | Procurement of PV panels to provide free electricity for tenants |

| | Impact | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|---|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Open tendering will ensure that best value is achieved. |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PV4 free helps to reduce fuel poverty. |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |

| | Impact | | | |
|--|-------------------------------------|--------------------------|--------------------------|--|
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PV4 free reduces the use of energy from fossil fuels |
| | | | | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |

| | Impact | | | |
|------------------------|--------------------------|-------------------------------------|--------------------------|--|
| Risk management | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There is a low risk that the appointed supplier could fail during the life of the contract. There is little risk to the council as it is not investing in the supplier. The risk is one of service continuity rather than financial which is further mitigated by the fact that the contract is planned in nature. |

| Recommendations from impact assessment | |
|--|--|
| Positive | |
| The works will reduce fuel poverty and reduce consumption of energy from fossil fuels. | |
| Negative | |
| | |
| Neutral | |
| | |
| Issues | |
| | |

| | | |
|------------------|--|-------------|
| Report to | Cabinet 11 July 2018 | Item |
| Report of | Director of neighbourhoods | 10 |
| Subject | Procurement for the supply, installation and commissioning of a temporary boiler plant room and equipment at Barnard's Yard. | |

KEY DECISION

Purpose

To inform cabinet of the procurement process for installing a temporary boiler room to continue district heating at Barnard's Yard, and to seek approval to delegate authority to award the contract

Recommendations

To delegate approval to the director of neighbourhoods in consultation with the portfolio holder for social housing to award the contract for installing a temporary boiler room to continue district heating at Barnard's Yard.

Corporate and service priorities

The report helps to meet the corporate priority a healthy city with good housing.

Financial implications

The costs arising from this decision will be met from the approved budgetary provision within the HRA capital and revenue programme for 2018/19.

Ward/s: Mancroft

Cabinet member: Councillor Harris - deputy leader and social housing

Contact officers

| | |
|--|--------------|
| Lee Robson, head of neighbourhood housing | 01603 212939 |
| Carol Marney, associate director NPS Norwich | 01603 227904 |

Background documents

None

Report

Introduction

1. The council is proposing to sell Mary Chapman Court a complex of flats on Duke Street, built in the 1970's. The complex is heated by a district heating system which also serves dwellings at Colegate, Barnard's Yard & Coslany Street.
2. As part of the proposed sale of Mary Chapman Court it is necessary to include the present district heating boiler plant room therefore, the council has to find alternative means to provide heating and hot water for the remaining 87 dwellings at Colegate, Barnards Yard & Coslany Street, some of which are leased to housing associations.
3. One option is to provide individual gas boilers for each property however this is not as fuel efficient as a district heating system. Energy consumption could rise by as much as 30% which would result in an unacceptable increase in tenants' fuel bills as well as the overall carbon footprint of the council and city.
4. There still exists the opportunity to link the properties to a new district heating plant room using the existing communal heat distribution system pipework. The new plant room option presents the opportunity to utilise a renewable energy heat source.
5. The cost of installing individual boilers would be in the region of £410,000. The cost of installing a district heating system utilising a renewable source is estimated at £1,468,000, however a renewable system would be eligible for renewable heating incentive (RHI) which would pay back 99% of the initial cost over a twenty year period.
6. Officers recognise the importance of reducing fuel poverty and carbon emissions and it is with this in mind that a ground source heat pump (GSHP) system is proposed. Ground source heat pumps use a system of pipes buried in the ground to extract heat from the ground. This heat can then be used to heat radiators, underfloor or warm air heating systems and hot water in your home.
7. NPS Norwich has sought advice from specialist suppliers in this field to enable a business case to be prepared. However, the timeframe for the project is such that a temporary gas fired external district heating system will need to be installed prior to the approvals and tendering of the proposed GSHP installation. This will allow time for development of the GSHP system and plans for the site to be worked through with the council and the residents.
8. A further report will be brought to cabinet on the procurement of the permanent GSHP solution, including the financial benefits of claiming RHI. This report focuses upon the procurement of the temporary boiler system which will maintain the heating and hot water of the 87 dwellings once the Mary Chapman Court system is decommissioned. It will be located in the Barnard's Yard car park, subject to receiving planning consent, and will reduce the number of spaces by two or three. The estimated cost of these works is £388,500. This

includes utility works and relocation of pipework which will be used as part of the permanent GSHP system.

Procurement Process

9. The opportunity will be advertised on the council's e-procurement portal and Contracts Finder with a return date of the end of July.
10. Suppliers will be asked to submit details of their organisation in terms of finance, contractual matters, insurances, quality assurance, environmental standards, health and safety, equality and diversity credentials, references and previous experience. These aspects will be evaluated to ensure that suppliers met the Council's basic requirements.
11. At the same time suppliers will be asked to submit details in the form of method statements proposing how they will meet the requirement for the work package and the price that they will charge to carry out this work. These method statements will be evaluated once it had been confirmed that the supplier has met the Council's basic requirements.

Tender evaluation

12. The supplier selection process requires suppliers to complete a questionnaire. The responses given will be evaluated against pre-determined criteria. This quality assessment carries a maximum of 40% of the marks. The lowest price will be allocated 60% of the marks and marks will be deducted, pro-rata, with each increasing tender price.
13. The supplier with the highest cumulative score is deemed the best value submission. The results will be reported to the Director of neighbourhoods and the Portfolio holder for social housing.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-----------------------------------|---|
| Committee: | Cabinet |
| Committee date: | 11 July 2018 |
| Director / Head of service | Lee Robson |
| Report subject: | Procurement of temporary plant room and equipment at Barnard's Yard |
| Date assessed: | 19 June 2018 |
| Description: | Installation of a temporary boiler room to continue district heating at Barnard's Yard, |

| | Impact | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|---|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Open tendering will ensure that best value is achieved. |
| Other departments and services e.g. office facilities, customer contact | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| ICT services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Economic development | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial inclusion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The annual heating costs of district heating are less than individual boilers. |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <u>S17 crime and disorder act 1998</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Human Rights Act 1998 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Health and well being | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |

| | Impact | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|--|
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eliminating discrimination & harassment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Advancing equality of opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Natural and built environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Waste minimisation & resource use | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pollution | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sustainable procurement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Energy and climate change | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | This is the first step towards installing a renewable heat source. |
| | | | | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |

| | Impact | | | |
|------------------------|--------------------------|-------------------------------------|--------------------------|--|
| Risk management | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There is a low risk that the appointed supplier could fail during the life of the contract. There is little risk to the council as it is not investing in the supplier. The risk is one of service continuity rather than financial which is further mitigated by the fact that the contract is planned in nature. |

| Recommendations from impact assessment | |
|--|--|
| Positive | |
| The works will help to reduce fuel poverty and reduce consumption of energy from fossil fuels. | |
| Negative | |
| | |
| Neutral | |
| | |
| Issues | |
| | |

