

## **Cabinet**

**Date: Wednesday, 06 February 2019**

**Time: 17:30**

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

### **Committee members:**

**For further information please contact:**

### **Councillors:**

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## **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website

## 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 1 February 2019**.

Petitions must be received by the committee officer detailed on the front of the agenda by **10am on Tuesday 5 February 2019**.

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

7 - 12

To approve the minutes of the meeting held on 16 January 2019.

#### 5 Council Tax Reduction Scheme 2019-20

13 - 24

**Purpose:** To consider and recommend to council a council tax reduction scheme for 2019-20.

#### 6 Business rates retail relief

25 - 30

**Purpose:** To consider the policy for business rate relief for certain retail business premises with a rateable value below £51,000.

#### 7 Revenue and capital budget monitoring 2018-19 - Period 9

31 - 52

**Purpose:** To update cabinet on the financial position of the council as at 31 December 2018.

#### 8 Write off of irrecoverable national non domestic rate debt - Key Decision

53 - 64

**Purpose:** To provide an update on the position as at 14 January 2019 with regard to the write off of non-recoverable national non domestic rate (NNDR) debt and request approval for the write-off of debts totalling £579,628.90 which are deemed irrecoverable.

<b>9</b>	<b>Procurement of various housing upgrade and maintenance contracts - Key Decision</b> <b>Purpose:</b> To inform cabinet of the procurement of various housing upgrades and to seek approval/delegated authority to approve to place the orders.	65 - 74
<b>10</b>	<b>Procurement of the housing communal area mechanical and electrical repairs and maintenance contract - Key Decision</b> <b>Purpose:</b> To advise cabinet of the procurement process for the provision of a new contract to deliver a responsive repairs and maintenance contract for mechanical and electrical services located within the council's housing asset communal areas.	75 - 82
<b>11</b>	<b>Procurement of a housing structural repairs contract - Key Decision</b> <b>Purpose:</b> To advise cabinet of the procurement process for two housing structural repairs contracts and to seek approval to award the contracts.	83 - 90
<b>12</b>	<b>Award of a contract for insurance - Key Decision</b> <b>Purpose:</b> To seek approval to delegate authority to award a contract for insurance.	91 - 98
<b>13</b>	<b>Risk management report</b> <b>Purpose:</b> To provide an update on progress in relation to risk management.	99 - 128
<b>*14</b>	<b>Exclusion of the public</b> 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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### **\*15 Risk Based Verification Policy - (Para 7)**

- This report is not for publication because it would disclose information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime as in para 7 of Schedule 12A to the Local Government Act 1972.

### **Key decisions**

A 'key decision' means a decision which is likely to either –

(a) result in the council incurring expenditure which is, or making savings which are, significant in relation to the council's total budget for the service or function to which the decision relates (for these purposes the presumption is that "significant" means any sum exceeding whichever is greater of the thresholds established by the European public contracts directive 2014/24/EC for local government in respect of contracts for supplies or services), or;

(b) be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the Norwich city area.

Date of publication: **Monday, 28 January 2019**