

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**CABINET DECISION SHEET**

**Decision Sheet from the Meeting of the Cabinet held on  
Tuesday, 1 April 2014 at 5.30pm in the Committee Suite, King's Court,  
Chapel Street, King's Lynn**

**PRESENT:** Councillor N J Daubney (Chairman).  
Councillors A Beales, A Lawrence, B Long,  
Mrs E Nockolds, D Pope and Mrs V M Spikings.

An apology for absence was received from Councillor Lord Howard.

1. **MINUTES**

**RESOLVED:** The Minutes of the Meeting held on 5 March 2014 were approved as a correct record and signed by the Chairman.

2. **URGENT BUSINESS**

There was no urgent business.

3. **DECLARATIONS OF INTEREST**

None.

4. **CHAIRMAN'S CORRESPONDENCE**

None.

5. **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

None

6. **CALLED IN MATTERS**

None

7. **FORWARD DECISIONS LIST**

The forward decision list was noted.

8. **MATTERS REFERRED TO CABINET FROM COUNCIL BODIES**

i) **Resources and Performance: 25 March 2014**

The Panel made the following recommendations to Cabinet, which were dealt with when Cabinet considered the reports on the agenda:

RP124: Cabinet Report: Pay Award 2014/2015

RESOLVED: That the Panel support the recommendations to Cabinet as follows:

- (1) That an annual pay award of 1% be implemented with effect from 1 April 2014.
- (2) That the authority introduces a minimum wage of £7 per hour and adjusts the bottom of PG13 accordingly.
- (3) That the authority continues its practice of matching the bottom point of PG13 to the lowest point on the national pay scales should this exceed £7 per hour following negotiations.

PR125: Cabinet Report: Business Rates And Council Tax – Discretionary Reliefs

RESOLVED: That the Panel support the recommendations to Cabinet as follows:

- (1) Cabinet recommend to Council to agree to temporarily amend the Discretionary Relief Policy to include the following new Discretionary Reliefs:
  - (a) A Business Rates Retail Relief for properties meeting the criteria at 2.2 and the description of 'Retail' as shown at Appendix C, where a valid application form had been received (paragraph 2.7).
  - (b) A Business Rates Retail Reoccupation Relief for properties meeting the criteria shown at 3.2, where a valid application form has been received (paragraph 3.4).
  - (c) A Business Rates Flooding Relief for properties meeting the criteria shown at paragraph 4.4 and the definition of 'flood', whether or not a valid application form has been received (paragraph 4.8).
  - (d) A Council Tax Flooding Relief for properties meeting the criteria shown at paragraph 5.4 where the definition of 'flood' is also met, whether or not a valid application form has been received (paragraph 5.8).

PR126: Business Improvement District (Bid) Vote

RESOLVED: That the Panel support the recommendation to Cabinet as follows:

Cabinet is recommended to instruct the Deputy Chief Executive to vote in favour of the BID on behalf of the Council.

**ii) Regeneration, Environment and Community Panel – 26 March 2014**

The Panel made the following recommendations to Cabinet, which were dealt with when Cabinet considered the reports on the agenda:

REC143: Cabinet Report – St Margaret’s Conservation Area Appraisal And Management Plan

RESOLVED: That the Regeneration, Environment and Community Panel support the recommendations to Cabinet as set out below:

That Cabinet formally adopts the St Margaret’s Conservation Area Character Appraisal and Management plan, noting that, despite the board wording of some recommendations in the Management Plan, that they are used to inform current and future planning policy and decisions within the St Margaret’s Conservation Area only, in consultation with the Portfolio Holder for Development.

REC144: Borough Council Food Safety Service Plan And Update

RESOLVED: (i) That the update be noted.

(ii) That the Regeneration, Environment and Community Panel support the recommendation to Cabinet as set out below:

That the Council approves the Food Safety Service Plan.

**iii) Joint Employee Committee - 26 March 2014**

The comments of the Committee and the Unions were taken into account on consideration of the agenda item.

(i) Pay Award 2014/15

RESOLVED: That the Joint Employee Committee supports the following recommendations and Cabinet’s attention be drawn to the comments from the Unions outlined above:

1. That an annual pay award of 1% be implemented with effect from 1<sup>st</sup> April 2014.

2. That the authority introduces a minimum wage of £7 per hour and adjusts the bottom point of PG13 accordingly.

3. That the authority continued its practice of matching the bottom point of PG13 to the lowest point on the national pay scales should this exceed £7 per hour following negotiations.

9. **REPORTS**

<p>1) St Margaret's Conservation Area Character Appraisal And Management Plan (page 8)</p>	<p><b>RECOMMENDED:</b> That the St Margaret's Conservation Area Appraisal and Management Plan be adopted, noting that, despite the broad wording of some recommendations in the Management Plan, that they are used to inform current and future planning policy and decisions within the St Margaret's Conservation Area only, in consultation with the Portfolio Holder for Development.</p> <p><b>Reason for Decision</b> To enable the THI scheme to obtain final approval at the stage 2 bid and to support and protect the improvements to the area which the scheme is expected to bring about. The scheme will deliver significant regeneration and economic development outputs in line with the Council's main priorities as stated in the Corporate Business Plan.</p>
<p>2) Business Rates And Council Tax– Discretionary Reliefs (page 85)</p>	<p><b>RECOMMENDED:</b> That the Discretionary Relief Policy be temporarily amended to include the following new Discretionary Reliefs:</p> <ul style="list-style-type: none"> <li>a) A Business Rates Retail Relief for properties meeting the criteria at 2.2 and the description of 'Retail' as shown at Appendix B, where a valid application form has been received (paragraph 2.7 of the report)</li> <li>b) A Business Rates Retail Reoccupation Relief for properties meeting the criteria shown at 3.2, where a valid application form has been received (paragraph 3.4 of the report)</li> </ul>

	<p>c) A Business Rates Flooding Relief for properties meeting the criteria shown at paragraph 4.4 and the definition of 'flood', whether or not a valid application form has been received (paragraph 4.8 of the report)</p> <p>d) A Council Tax Flooding Relief for properties meeting the criteria shown at paragraph 5.4 where the definition of 'flood' is also met, whether or not a valid application form has been received (paragraph 5.8 of the report)</p> <p><b>Reason for Decision</b> To allow the new reliefs to be awarded to qualifying businesses and council tax payers.</p>
<p>3) Food Safety Service Plan (Page 95)</p>	<p><b>RECOMMENDED:</b> That the Food Safety Service Plan be approved.</p> <p><b>Reason for Decision</b> The Council has the responsibility to ensure food businesses within the Borough maintain satisfactory standards of hygiene thus reducing the likelihood of food borne disease.</p> <p>By not adopting the service plan the authority may be classed as a failing authority in the view of the Food Standards Agency.</p>
<p>4) Business Improvement District (Bid) – Vote (page 125)</p>	<p><b>RESOLVED:</b> That the Deputy Chief Executive be instructed to vote in favour of the BID on behalf of the Council.</p> <p><b>Reason for Decision</b> To allow for the BID to be successful.</p>
<p>5) Polling District And Polling Place Review (Page 127)</p>	<p><b>RECOMMENDED:</b> That the Polling District and Polling Place Review Schedule included with the report be adopted.</p> <p><b>Reason for Decision</b> To ensure that the Council meets its statutory obligations.</p>

6) Pay Award 2014/15 (page 133)

**RESOLVED:** 1) That an annual pay award of 1% be implemented with effect from 1<sup>st</sup> April 2014.

2) That the authority introduces a minimum wage of £7 per hour and adjusts the bottom point of PG13 accordingly.

3) That the authority continues its practice of matching the bottom point of PG13 to the lowest point on the national pay scales should this exceed £7 per hour following negotiations.

**Reason for Decision**

To implement an annual pay increase for employees whilst reflecting the Government's policy on public sector pay and the Authority's ongoing budget savings requirement. To introduce a minimum wage of £7 per hour in line with the Chancellor's recent submission to the Low Pay Commission.

**The Meeting closed at 6.00 pm**