

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

CABINET DECISION SHEET

**Decision Sheet from the Meeting of the Cabinet held on
Tuesday, 6 December 2011 at 5.30pm in the Committee Suite, King's
Court, Chapel Street, King's Lynn**

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

Under Standing Order 34, Councillors D Collis(items 8 i, iv,vii,viii, xii and xiii),
P Foster(items 8 x), C Joyce (item 8iv) and Mrs J Leamon (item 8 i)
attended.

An apology for absence was received from Councillor Lord Howard.

1: **MINUTES**

RESOLVED: That the Minutes of the Meeting held on 1
November 2011 be approved as a correct record and signed by the
Chairman subject to - CAB104 Revenues and Benefits – Shared
Service - the date of the Cabinet meeting referred to in the minute and
recommendation being changed from 1 to 6 December.

2: **URGENT BUSINESS**

There was no urgent business.

3: **DECLARATIONS OF INTEREST**

None

4: **CHAIRMAN'S CORRESPONDENCE**

None

5: **CALLED IN MATTERS**

None

6: **FORWARD DECISIONS LIST**

The forward decision list was noted.

7: **MATTERS REFERRED TO CABINET FROM COUNCIL BODIES**

i) **Resources and Performance Panel: Audit Committee : 29 November 2011**

The Committee had made the following recommendation to Cabinet, which was dealt with when Cabinet considered the report on the agenda.

RP84: Contract for Shared Service Revenues and Benefits System with North Norfolk District Council

RESOLVED: That Cabinet be advised that the Resources and Performance Panel supports the recommendations as set out in the report to Cabinet as follows:

Members are asked to:

1. Consider the revised financial information, agree the Baseline Budget for the Partnership and agree the viability of the Business Case for the partnership.
2. Agree the signing of the Partnership Agreement by the two Council Leaders and delegate authority to the newly formed Joint Committee to agree further amendments as the Partnership develops.
3. Agree Civica as the winning bidder for the replacement Revenues and Benefits software and give authority for the Contract to be completed.
4. Approve BCKLWN as the host authority for the ICT Infrastructure, Revenues and Benefits software and application support and the Disaster Recovery arrangements.
5. Members approve NNDC as the host for the shared Revenues and Benefits Management Team, approve the use of Secondment as the employment model for the team and delegate authority to approve the final staffing structure to the Deputy Chief Executive in consultation with the Leader and Cabinet Member for Shared Services and External Relations.
6. Delegate authority to the Deputy Chief Executive in consultation with the Leader and Cabinet Member for Shared Services and External Relations to develop Service Level Agreements for the supply of Support Services.
7. Give authority for Management Team, in consultation with the Leader and Cabinet Member for Shared Services and External Relations, to appoint additional temporary staff and/or contractors to mitigate the risks of conversion.

iii) Resources and Performance Panel: Audit Committee : 29 November 2011

The Committee had made the following recommendations to Cabinet, which were dealt with when Cabinet considered the report on the agenda.

ARC79: Document Retention Policy

RESOLVED: That Cabinet be advised that the Resources and Performance Panel – Audit and Risk Committee supports the recommendation as set out in the report to Cabinet as follows:

For Cabinet to recommend that Council approve the Retention Policy.

ARC80: Update to Financial Regulations

RESOLVED: That Cabinet be advised that the Resources and Performance Panel – Audit and Risk Committee supports the recommendation as set out in the report to Cabinet as follows:

For Cabinet to recommend that Council approve the amended Financial Regulations.

iii) Regeneration, Environment and Community Panel Meeting: 30 November 2011

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

REC38: Housing Investment – Promoting Economic Growth in West Norfolk

RESOLVED: That Cabinet be informed that the Regeneration, Environment and Community Panel support the recommendations to Cabinet as follows:

That Cabinet:

1. Approve the first phase of the scheme to allocate £213,645 of S106 affordable housing funds to Freebridge Community Housing (FCH) for the initiative outlined in section 1 of the report, and to delegate authority to the Executive Director Environmental Health & Housing in consultation with Portfolio Holder Community to authorise payments on a scheme by scheme basis.
2. Endorse the principles of a new approach to investing in affordable housing subject to further work on examining alternative approaches to investment.

REC39: Hillington Square

RESOLVED: That Cabinet be informed that the Regeneration, Environment and Community Panel support the recommendations to Cabinet as follows:

That Cabinet:

1. Endorse and support the proposals produced by Freebridge Community Housing to regenerate the Hillington Square estate.
2. To work with Freebridge Community Housing to secure the inclusion of the comprehensive scheme for Hillington Square within the VAT shelter.
3. To reinvest the Borough Council's share of the additional VAT released directly into the Hillington Square Regeneration Scheme.

REC40: Update On Progress Concerning Nora Joint Housing Venture Following Norfolk County Council's Decision to Suspend its Contribution To The Scheme

RESOLVED: That Cabinet be informed that the Regeneration, Environment and Community Panel support the recommendations to Cabinet as follows:

That Cabinet:

1. Approves the continuation of the works described in paragraph 5.3 estimated to be £108,660.
2. Instructs officers to investigate other methods of bringing the site forward.
3. Requires a further report which updates the project plan for phase 1a together with any progress on alternative methods of bringing the site forward, before a contract is let to build the first 19 housing units.

REC42: Local Authority Leisure Company

RESOLVED: That Cabinet be informed that the Regeneration, Environment and Community Panel support the recommendations to Cabinet as follows:

That Cabinet:

1. Endorse the Objectives set out in Section 1.
2. Endorse the model described in Section 2.1.2 incorporating the creation of an independent charitable Trust and a Local Authority Company.
3. To receive a further report upon the final completion of the feasibility work to include the following:
 - Outline business case
 - More detailed examination of the model proposed
 - Project implementation timetable/plan

4. In light of the need to make early progress on the project to agree to waive Contract Standing Order 8.7 with respect to the procurement of consultancy support.
5. To authorise the Chief Executive in consultation with the Council Leader to set up the Trust.
6. To approve the budget provision as set out in 4.2 of the report.

Exempt Report

REC44: St James Swimming and Fitness Centre

RESOLVED: That Cabinet be informed that the Regeneration, Environment and Community Panel support the recommendations to Cabinet as set out in the report.

8: REPORTS

<p>i) Housing Investment - Promoting Economic Growth in West Norfolk (Page 10)</p>	<p>RECOMMENDED: 1) That the first phase of the scheme to allocate £213,645 of S106 affordable housing funds to Freebridge Community Housing (FCH) for the initiative outlined in section 1 of the report, be approved and delegated authority be granted to Executive Director Environmental Health & Housing in consultation with Portfolio Holder Community to authorise payments on a scheme by scheme basis.</p> <p>2) That the principles of a new approach to investing in affordable housing subject to further work on examining alternative approaches to investment be endorsed.</p> <p>Reason for Decision</p> <p>1. The proposal involving FCH will unlock the potential to develop a number of sites delivering some 40 new homes</p> <p>2. In respect of considering a new approach to affordable housing investment – significant national policy changes have driven this proposal</p>
<p>ii) Hillington Square (page 22)</p>	<p>RESOLVED: 1) That the proposals produced by Freebridge Community Housing to regenerate the Hillington Square estate be endorsed and supported.</p> <p>2) That the Council work with Freebridge Community Housing to secure</p>

	<p>the inclusion of the comprehensive scheme for Hillington Square within the VAT shelter.</p> <p>3) That the Borough Council's share of the additional VAT released be re-invested directly into the Hillington Square Regeneration Scheme.</p> <p>Reason for Decision To work with and support Freebridge Community Housing to achieve a comprehensive uplift and improvement to this large prominent social housing estate.</p>
<p>iii) Update on the Progress of the NORA Housing Joint Venture following Norfolk County Council's decision to suspend its contribution to the scheme (Page 30)</p>	<p>RESOLVED: 1) That the continuation of the works described in paragraph 5.3 of the report estimated to be £108,660 be approved.</p> <p>2) That officers be instructed to investigate other methods of bringing the site forward.</p> <p>3) That a further report be brought to update the project plan for phase 1a together with any progress on alternative methods of bringing the site forward, before a contract is let to build the first 19 housing units.</p> <p>Reason for Decision To progress the development of the NORA housing land.</p>
<p>iv) Revenues and Benefits Shared Service (page 36)</p>	<p>RESOLVED: 1) That the Baseline Budget for the Partnership and the viability of the Business Case for the partnership be approved.</p> <p>2) That the signing of the Partnership Agreement by the two Council Leaders be approved and authority be delegated to the newly formed Joint Committee to agree further amendments as the Partnership develops</p> <p>3) That Civica be approved as the winning bidder for the replacement Revenues and Benefits software and authority be given for the Contract to be completed</p> <p>4) That BCKLWN be approved as the host authority for the ICT Infrastructure, Revenues and Benefits software and</p>

	<p>application support and the Disaster Recovery arrangements.</p> <p>5) That NNDC be approved as the host for the shared Revenues and Benefits Management Team, and the use of secondments be approved as the employment model for the team, and authority be delegated to approve the final staffing structure to the Deputy Chief Executive in consultation with the Leader and Cabinet Member for Shared Services and External Relations.</p> <p>6) That delegated authority be given to the Deputy Chief Executive in consultation with the Leader and Cabinet Member for Shared Services and External Relations to develop Service Level Agreements for the supply of Support Services</p> <p>7) That authority be granted for Management Team, in consultation with the Leader and Cabinet Member for Shared Services and External Relations, to appoint additional temporary staff and/or contractors to mitigate the risks of conversion.</p> <p>Reason for Decision</p> <p>The Council and North Norfolk District Council have determined to enter into a partnership for Revenues and Benefits and must now agree to governance arrangements, formal acceptance of the contract arrangements for ICT systems and other issues to enable the Revenues and Benefits Partnership to move to implementation stage.</p>
<p>v) Local Authority Leisure Company / Trust (page 53)</p>	<p>RECOMMENDED: 1) That the Objectives set out in Section 1 of the report be endorsed.</p> <p>2) That the model described in Section 2.1.2 incorporating the creation of an independent charitable Trust and a Local Authority Company be endorsed.</p> <p>3) That a further report be presented upon the final completion of feasibility work to include the following:</p> <ul style="list-style-type: none"> • Outline business case • More detailed examination of the model proposed

	<ul style="list-style-type: none"> • Project implementation timetable / Plan <p>4) In light of the need to make early progress on the project to agree to waive Contract Standing Order 8.7 with respect to the procurement of consultancy support.</p> <p>5) That the Chief Executive be authorised in consultation with the Council Leader to set up the Trust.</p> <p>6) That the budget provision as set out in 4.2 of the report be approved.</p> <p>Reason for Decision To contribute towards the Council's savings target for 2013/14 of £2.2 million.</p> <p>The reason for the addition is that we need to have a trust in place in order to have a body established that we can discuss the key issues including lease arrangements, joint employment etc with. The costs of which will be relatively modest and have been included in the financial implications which Cabinet are invited to approve.</p>
vi) Notice of Motion 5/11 – Second Homes Council Tax (page 58)	<p>RESOLVED: That delegated authority be granted to the Deputy Chief Executive in consultation with the Leader of the Council to approve the response to the document to be sent by the due date.</p> <p>Reason for Decision To enable the Council to respond to a consultation document by the due date.</p>
vii) Procurement Timetable for Black Bin Recycling Project (page 93)	<p>RESOLVED: That the proposed timetable be approved.</p> <p>Reason for Decision To enable the procurement exercise to be managed as outlined in the report.</p>
viii) South Lynn Community Trust and Appointment of Borough Council Representative (page 98)	<p>RESOLVED: 1) That Borough Council officers facilitate the establishment of the South Lynn Community Trust</p> <p>2) That the Cabinet Member for Leisure and Operational Assets be appointed to the Trust as one of four 'stakeholder' directors on the Board.</p>

	<p>Reason for Decision To continue to support the vision of Community Stewardship within the Nar Ouse Regeneration Area.</p>
ix) Document Retention Policy (page 103)	<p>RECOMMENDED: That Council approve the Retention Policy</p> <p>Reason for Decision To detail the Council's commitment to records management, advising on the policy and procedures to be adopted regarding document retention and disposals.</p>
x) Review and update of Financial Regulations (page 145)	<p>RECOMMENDED: 1) That Council approve the amended Financial Regulations with the minor typographical amendments raised by Councillor Foster.</p> <p>2) That the Chief Executive, in consultation with the Leader be given delegated Authority to make minor amendments to the Scheme to resolve any anomalies or typographical errors which may occur.</p> <p>Reason for Decision To ensure the regulations remain relevant and fit for purpose.</p>
xi) Scheme of Delegation – Update (page 170)	<p>RECOMMENDED: 1) That Council approve the amended Scheme of Delegation</p> <p>2) That the Chief Executive, in consultation with the Leader be given delegated Authority to make minor amendments to the Scheme to resolve any anomalies which may occur.</p> <p>Reason for Decision To ensure that the Delegation Scheme mirrors the decision making structure</p>

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

<p>xii) St James' Swimming And Fitness Centre (Page 204)</p>	<p>RESOLVED: That the work required at St James' as detailed in the report and the budget provision of £140,000 be approved.</p> <p>Reason for Decision To allow work to take place to the ventilation system at St James' Pool.</p>
<p>xiii) Freehold Disposal of Development Site - Part Baker Lane Car Park, Kings Lynn (page 206)</p>	<p>RESOLVED: 1) That delegated authority be given to the Property Services Manager in consultation with the Cabinet Member for Regeneration and Commercial Services to finalise the terms of the proposed disposals set out within this report.</p> <p>2) That authority be granted to the Legal Services Manager to progress the necessary transfer, or any other associated, documentation through to completion.</p> <p>Reason For Decision To obtain capital receipt and enhance the street scene at Baker Lane.</p>

The Meeting closed at 7.17 pm