

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET DECISION SHEET

**Decision Sheet from the Meeting of the Cabinet held on
Tuesday, 1st August, 2023 at 3.30 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor T Parish (Chair)
Councillors B Anota, A Beales, M de Whalley, C Morley, S Ring and S Squire

Apologies for absence were received from Councillor J Rust

1 **MINUTES**

RESOLVED: The Minutes of the meeting held on 27 June 2023 were agreed as a correct record and signed by the Chair.

2 **URGENT BUSINESS**

None

3 **DECLARATIONS OF INTEREST**

None

4 **CHAIR'S CORRESPONDENCE**

None

5 **MEMBERS PRESENT UNDER STANDING ORDER 34**

The following Councillors attended under standing order 34:

Councillors Blunt, Dickinson were present in the meeting.
Councillors Joyce and Moriarty were present on Zoom.

6 **CALLED IN MATTERS**

None

7 **FORWARD DECISIONS**

The Forward Decision List was noted

8 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The following items were considered by Panels and the comments made were considered with each item on the agenda:

Environment and Community Panel – 18 July 2023

EC21 – Local Authority Housing Fund – Round 2

Corporate Performance Panel – 24 July 2023

CP31 – Draft Council Tax Scheme for 2024/25
 CP32 – Revenue Outturn 2022/23
 CP33 – Capital Outturn 2022/23
 CP34 – Appointment of Representatives to Inquire Parishes
 CP32 – Exempt Capital Outturn Report
 CP43 – Exempt Staff Pay Award

Regeneration and Development Panel – 25 July 2023

RD21 – CNC Building Control
 RD27 – Exempt report – West Winch Collaboration Agreement

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REVENUE OUTTURN 2022/23

RESOLVED: 1) The draft revenue outturn position for 2022/2023 (section 2 of the report) be approved.
 2) That the new transfers to reserves as listed at Appendix 2 of the report be approved.
 3) That the amendments to the Earmarked Reserves Policy (Section 4 of the report) be approved.
 4) That the Councillors Community Grant Scheme be extended for 2023/2024.

Reason for Decision

To consider and approve the draft revenue outturn position for 2022/2023 for the Council.

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CAPITAL OUTTURN 2022-23

RESOLVED: 1) That the outturn of the capital programme for 2022/2023 of £25,347,122 including Exempt Schemes be noted;
 2) That the financing arrangements for the 2022/2023 capital programme be noted;
 3) That the rephasing (as set out in Section 2.6 and Appendix 1a of the report) into the 2022/2027 capital programme and financing assumptions as detailed in the report noting that further review will be undertaken during monitoring in 2023/24 be approved.
 4) That the new items to the capital programme as set out in Section 5.4 of the report (Tables 10 to 13) to be progressed be approved.

Reason for Decision

To report the outturn 2022/2023 for the Capital Programme and update members on capital spending and resources for 2022/2027.

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COUNCIL TAX SUPPORT - DRAFT SCHEME FOR 2024-25

RESOLVED: That option 1 from Section 2 of the report be agreed for the draft set of Working Age CTS Scheme rules for 2024/2025 which will then be open for public consultation.

12 **STAFF PAY AWARD 2023-24**

- RECOMMENDED:** 1) That:
- a) An increase of £1925 or 5% (whichever is the greater) be applied to all salary points.
 - b) A flat rate non-consolidated cost-of-living payment of £750pa (pro rata for part time employees) to be paid to all permanent employees and temporary staff (with a contract specifying a duration of 12 months or more) who were in post on 1st April 2023. This payment to be paid in 12 monthly instalments with effect from April 2023.
 - c) The top points of all grades (not individual salaries) are increased by the maximum applicable percentage increase (10.38%) with effect from 1st October 2023. This will not have an immediate financial impact but will assist with future recruitment and retention.
- 2) That changes to annual leave and working hours are not implemented as part of the local Pay Award as any changes to terms and conditions that are negotiated nationally would continue to apply to our employees.

Reason for Decision

To implement an annual pay increase for employees that balances the requirement to make financial savings with the need to recruit and retain good quality employees.

13 **CONTINUATION OF THE BOROUGH COUNCIL AS PART OF THE CNC BUILDING CONTROL PARTNERSHIP**

- RESOLVED:** 1) That the Council continues to be part of the CNC Building Control partnership for the next 5 years.
- 2) That authority be delegated to the Executive Director – Environment & Planning, in consultation with the portfolio holder for Development and Regeneration to agree the full details of the CNC partnership agreement.

Reason for Decision

To ensure the continued provision of a statutory Local Authority Building Control function through the CNC Building Control partnership.

14 **APPOINTMENT OF REPRESENTATIVES TO INQUORATE PARISHES**

RECOMMENDED: That Council delegates to the Returning Officer the power to issue Orders under Section 91 (1) of the Local Government Act 1972 appointing Borough Councillors temporarily to Parish Councils, when required, after consultation with the proposed Borough Councillor(s) and their Group Leader (where relevant).

Reason for Decision

To streamline the process for making Orders under section 91(1), so as to protect public funds held by Parish Councils and to ensure ongoing governance of Parish Councils for the benefit of the residents of the Borough, in circumstances where a Parish Council within the Borough becomes inquorate

15 **CABINET TASK GROUPS**

This item was withdrawn at this stage.

16 **LOCAL AUTHORITY HOUSING FUND - ROUND 2**

The discussion on the item was held prior to the exclusion of the press and public where the finances were examined.

17 **EXCLUSION OF THE PRESS AND PUBLIC**

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 -10 (part), 16 (part) and 18 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.

18 **LOCAL AUTHORITY HOUSING FUND - ROUND 2**

RECOMMENDED: That :

- 1) The Council will enter a Memorandum of Understanding (Appendix 1) with DLUHC based on the attached prospectus for the Local Authority Housing Fund Round 2 (appendix 2)
- 2) The Council will accept the total sum of £868,000 offered to the Council by DLUHC under the Local Authority Housing Fund to deliver the programme understanding the match funding requirements as set out in the report and attached prospectus.
- 3) The Council will commit match funding of up to £952,000 to deliver the 7 homes.
- 4) The Council will seek to maximise the Flexible Housing Fund to reduce the overall match funding required from the Council.
- 5) Authority is delegated to the Chief Executive in consultation with the Portfolio Holder for Housing People and Communities to negotiate and agree the final terms of contract with DLUHC under which the grant will be accepted.
- 6) The Council will purchase up to 7 properties on the basis of a subsequent freehold transfer to West Norfolk Housing Company subject to agreement from West Norfolk Housing Company.
- 7) Authority is delegated to the Assistant Director (Regeneration, Housing and Place) and portfolio holder for Communities to provide grant funding from the Local Authority Housing Fund to Freebridge Community Housing in the event that they agree to bring an identified long term empty property back into use as detailed in the report.
- 8) The Council agrees to the principle of allocating 6 of the properties acquired through the fund to eligible Afghan households in accordance with the existing Local Lettings Plan. 1 property will be used as temporary accommodation.

Reason for Decision

The recommendations will ensure that the opportunity presented by the Local Authority Housing Fund to deliver affordable housing in the borough will be fully realised and will help to relieve pressures on the council's homelessness services.

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WEST WINCH COLLABORATION AGREEMENT

RESOLVED: 1) That the Council will enter the Collaboration Agreement as a landowner and simultaneously enter the Framework S.106 Agreement and Promotion Agreement at a later date.

2) That authority is delegated to the Assistant Director of Legal, Governance & Licensing in consultation with the Portfolio Holder for Business and the Executive Director Place to approve the final terms of the collaboration agreement, Framework S.106 agreement and Promotion Agreement, subject to Norfolk County Council's Cabinet approval in respect of their funding input and to enter the collaboration agreement, and approval of the Homes England Business Case.

3) That the Council will enter into a Grant Funding agreement with Norfolk County Council to receive recoverable grant funding from Homes England (subject to approval) to purchase land in the growth area for the West Winch Housing Access Road and support the delivery of infrastructure in the West Winch growth area.

4) That the Council will enter a Grant Funding agreement with Norfolk County Council regarding the Cashflow for purchase of land within the Growth Area for development.

5) That authority is delegated to the Assistant Director of Resources/S151 Officer in consultation with the Portfolio Holder for Finance and Executive Director Place to approve final terms of the grant funding agreements between the Borough Council and Norfolk County Council (NCC) to support the repayment of the Homes England recoverable grant and cashflow funding provided as set out in recommendations 3 and 4 above.

6) That the Council will exercise land acquisition agreements to purchase land for the purpose of delivering the Growth Area.

Reason for Decision

By the entering the collaboration agreement the Borough Council is committed to facilitating delivery of the growth area in both a strategic and landowning capacity and ensuring it can come forward in accordance with the Councils adopted Master plan SPD (Cabinet Jan 23).

Securing a large proportion of the land for the West Winch Housing Access Road in the collaboration agreement also gives government confidence to make significant investment decisions to ensure the road is delivered.

The meeting closed at 5.48 pm