

CABINET DECISION NOTICE

Date of Cabinet Meeting: Monday 29 January 2024

Publication of decision date: Thursday 1st February 2024

Call-In Period Friday 2 February to Thursday 8th February 2024 (5pm)

(For clarity, where an item is 'to be noted', 'received' or 'recommended to Council' this is deemed not to be a formal Executive decision and so the call-in provisions will not apply)

Decision Implementation Date: Friday 9th February 2024

Details of decisions made at the Cabinet meeting held on Monday 29th January 2024 were as follows:-

Cabinet Area	Housing Health and Communities
Title of Report	Control Centre and Community Alarm Services Emergency Contract Decision (Following Call-in)
URN	22-161
Item Number	6

Purpose of Report

The Council currently operates an in-house Alarm Receiving Centre (ARC) which takes calls from sheltered housing resident alarms, dispersed community alarms and provides the Councils' Out of Hours call response service. After charges to residents and tenants for paid-for alarm services, the cost of the ARC is around £200,000 in subsidies from the Councils' budgets.

With the national switching of phonelines from analogue to digital, which is already underway and is due for completion by 2025, the current software and hardware used by the in-house service would require significant investment to maintain this service going forwards. In addition, there is a current service risk associated with the digitalisation of phone lines which requires prompt action to resolve, and additional issues related to this are emerging weekly along with difficulties caused by recent IT changes.

This, combined with significant risk to the service from a lack of resilience in the staffing capacity and limited ability to draw on shift cover from our existing partnership arrangement means we have a significant risk that this service could become undeliverable at short notice, which would put the lives of those relying on the alarm monitoring service at risk.

Note : Further details of this report can be found [HERE](#)

CABINET DECISIONS:

Following a Call-in from Scrutiny, Cabinet received recommendations from the Committee and RESOLVED to endorse the following resolutions as previously agreed as follows :

(1) Agree to Officers commencing with the next steps as detailed within the Head of Health, Integration and Communities and Head of Housing Assets presentation.

(2) Support the direct award of a contract to the current standby service provider, CareLine365, which provides current shift cover in order to minimise risk to residents under existing officer delegations to the Executive Director – People and Section 151 Officer in association with the Monitoring Officer as an Operational Emergency under article (42.10.5) given the possible risk to life.

(3) Note the procurement of a 24/7 out of hours telephone call answering service needed to deliver the emergency out of hours call handling (currently provided by the alarm monitoring service as an additional service) will need to be expedited as a result of the above.

Declarations of Interest / Conflicts of Interest	None
Meeting Date	29 January 2024
Call-In Period	Not subject to Call-in
Implementation Date	Monday 29 January 2024

Cabinet Area	Governance, finance, and Major Projects
Title of Report	Performance Management Capability Policy and Process
URN	23-106
Item Number	7
Purpose of Report	
<p>This report presents the new Performance Management policy to cabinet following full consultation with the Executive Leadership Team (ELT), UNISON and the Joint Consultative Working Group (JCWG)..</p> <p>Note : Further details of this report can be found HERE</p>	
CABINET DECISIONS:	
Cabinet RESOLVED to:	
<ol style="list-style-type: none"> 1. Approve the new Performance Management Policy and; 2. Give delegated authority to the Head of Organisational Development to make minor and/or consequential amendments to the Policy for the purpose of keeping it up to date, clarifying its content or interpretation, correcting any errors or omissions, updating it in accordance with changes in legislation, and/or caselaw, or with changes in the management structure. 	
Declarations of Interest / Conflicts of Interest	None
Meeting Date	Monday 29 January 2024
Call-In Period	Friday 2 February to Thursday 8 th February 2024 (5pm)
Implementation Date (If no Call-In activated)	Friday 9 th February 2024

Cabinet Area	Economic Development and Growth
Title of Report	Great Yarmouth Borough-wide Design Code Supplementary Planning Document – Formal Adoption of the Above SPD
URN	23-198
Item Number	8
Purpose of Report	
<p>This report sets out recommendations to adopt the Great Yarmouth Design Code Supplementary Planning Document (SPD). Design codes enable Local Planning Authorities to provide clear guidelines on what is expected in the Borough in terms of design and visually pleasing neighbourhoods, enhancing community pride, and fostering a sense of place. The Design Code will aid greater detail and interpretation of design policies in the adopted Local Plan and will be a material consideration in the determination of planning applications.</p> <p>Note : Further details of this report can be found HERE</p>	
CABINET DECISIONS:	
Cabinet RESOLVED to:	
<ol style="list-style-type: none"> 1. Adopt the Great Yarmouth Borough-Wide Design Code Supplementary Planning Document (as included in Appendix 1 of this report). 2. Delegate authority to Head of Planning to publish and republish the SPD, without any material alteration to content, in the most suitable format (for example HTML or PDF) to allow for the guidance to be easily accessed and navigated via the Council’s website. 	
Declarations of Interest / Conflicts of Interest	None
Meeting Date	Monday 29 January 2024
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Implementation Date (If no Call-In activated)	Friday 9 th February 2024

Cabinet Area	Economic Development and Growth
Title of Report	Adoption of Local Development Scheme
URN	23-204
Item Number	9
Purpose of Report	
<p>This report recommends the adoption of a revised Local Development Scheme which sets out the subject matter of Local Plan documents and timescales for preparation.</p> <p>Note : Further details of this report can be found HERE</p>	
CABINET DECISIONS:	
Cabinet RESOLVED to:	
<ol style="list-style-type: none"> 1. Adopt the revised Local Development Scheme (Appendix 1) 2. Delegate authority to the Head of Planning, in consultation with the Cabinet Member for Strategic Planning, to adopt any future revisions to the Local Development Scheme where they relate to changes to the timetable of preparation or minor changes to subject matter of the Local Plan with the following exceptions: <ul style="list-style-type: none"> • The submission of the Local Plan under regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 shall not exceed June 2025; and • The adoption of the Local Plan under section 23 of the Planning and Compulsory Purchase Act 2004 shall not exceed December 2026. 	
Declarations of Interest / Conflicts of Interest	None
Meeting Date	Monday 29 January 2024
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Implementation Date (If no Call-In activated)	Friday 9 th February 2024

Cabinet Area	Governance, finance, and Major Projects
Title of Report	The Star Hotel
URN	22-264
Item Number	10
Purpose of Report	
<p>The Star Hotel has been vacant for several years and has been the target of anti-social behaviour and vandalism. The building is listed and occupies a prime position on the Historic Quay. It has been widely understood that there are complex legal issues relating to the ownership of the building. Whilst a wider decision will be required over the Councils future actions surrounding the Star Hotel, this paper provides details of the costs to make the building secure and watertight, whilst an options paper for the future of the building is developed. The activity will slow down the degradation of the building, protecting this historic asset and prevent further vandalism.</p> <p>Note : Further details of this report can be found HERE</p>	
CABINET DECISIONS:	
Cabinet RESOLVED to:	
<ol style="list-style-type: none"> 1. Note the work carried out to date. 2. Agree to progress works to secure the building and make it water-tight. This includes an allocation of £81,000 to undertake these works in default. 	
Declarations of Interest / Conflicts of Interest	None
Meeting Date	Monday 29 January 2024
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Implementation Date (If no Call-In activated)	Friday 9 th February 2024

Cabinet Area	Operational Property and Assets
Title of Report	HRA Service Charge Review Update
URN	23-069
Item Number	11
Purpose of Report	
<p>This report outlines a proposed revised approach to charging Council Tenants and Leaseholders for services provided to their homes. Currently tenants pay the same charge for caretaking services despite a range of service levels being delivered in different locations. In addition, there are services which are provided to some homes but not all for which no service charge is currently charged and this report proposes de-pooling these charges to allow new service charges to be introduced. Cabinet previously approved a consultation of tenants and leaseholders on introducing the above changes and this report details the outcome of that consultation and recommends that the new approach is introduced from April 2024.</p> <p>Note : Further details of this report can be found HERE</p>	
CABINET DECISIONS:	
Cabinet RESOLVED to:	
<ol style="list-style-type: none"> 1. Approve the new approach to charging tenants for services provided through the Housing Revenue Account as set out in the report. 2. Approve the new approach to charging leaseholders for services provided through the Housing Revenue Account, subject to no material objections being received during the next two stages of consultation. 3. Note that the actual costs of service charges will be set as part of the 2024/25 Housing Revenue account budget. 	
Declarations of Interest / Conflicts of Interest	None
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Cabinet Area	Governance, finance, and Major Projects
Title of Report	Update – Regulation of Investigatory Powers Act 2000
URN	23-205
Item Number	12
Purpose of Report	
<p>To advise Cabinet that: (i) no requests have been made for covert surveillance to be undertaken under the Regulation of Investigatory Powers Act 2000 (RIPA) since the last report in September 2020 and that following advice from the Investigatory Powers Commissioner’s Office (IPCO); (ii) an appendix has been added to the Council’s RIPA policy to provide guidance on the use of social media in surveillance activity, and that (iii) officer training will be undertaken in 2024.</p> <p>Note : Further details of this report can be found HERE</p>	
CABINET DECISIONS:	
Cabinet RESOLVED to:	
<ol style="list-style-type: none"> Note the report. 	
Declarations of Interest / Conflicts of Interest	None
Meeting Date	Monday 29 January 2024
Call-In Period	Not subject to Call-in

Cabinet Area	Governance, finance, and Major Projects
Title of Report	Fees and Charges 2024-25
URN	23-175
Item Number	13
Purpose of Report	
<p>This report recommends for approval the schedule of fees and charges for the 2024/25 financial year which have been set in line with the fees and charges policy 2020/21 to 2024/25.</p> <p>Note : Further details of this report can be found HERE</p>	
CABINET DECISIONS:	
Cabinet RESOLVED to:	
<ol style="list-style-type: none"> 1. Approve the schedule of fees and charges for 2024/25 as detailed in appendix A of the report as per the fees and charges policy from 1 April 2024; 2. RECOMMEND TO COUNCIL approval of those fees and charges as detailed within Appendix B from 1 April 2024. 	
Declarations of Interest / Conflicts of Interest	None
Meeting Date	Monday 29 January 2024
Call-In Period	Friday 2 February to Thursday 8 th February 2024 (5pm) for recommendation (1) Recommendation (2) Not subject to Call-in
Implementation Date (If no Call-In activated)	Friday 9 th February 2024