



GREAT YARMOUTH BOROUGH COUNCIL

Cabinet

Minutes

Monday, 08 April 2024 at 14:00

PRESENT :- Councillor Smith (Leader & Portfolio Holder for Finance, Governance and Major Projects) (in the Chair), Councillors Plant (Deputy Leader & Portfolio Holder for Operational Property and Asset Management); Flaxman - Taylor (Portfolio Holder for Housing Health and Communities); Candon (Portfolio Holder for Economic Development & Growth); & Wells (Portfolio Holder for Environment & Sustainability, Waste and Licensing).

Also in attendance:- Ms S Oxtoby (Chief Executive Officer); Ms C Whatling (Monitoring Officer), Ms K Sly (Executive Director - Resources); Mrs P Boyce (Executive Director, People); Mrs N Turner (Head of Housing Assets), Mr J Wedon (Information Governance Lead), Ms V Mallender (Economic Growth Manager); Mr T Williams (Media & Communications Manager), & Mrs S Wintle (Corporate & Democratic Services Manager).

Councillors Wainwright & Williamson attended as observers to the meeting.

01 APOLOGIES FOR ABSENCE

There were no apologies for absence received at the meeting.

02 DECLARATIONS OF INTEREST

There were no declarations of interest declared at the meeting.

03 ITEMS OF URGENT BUSINESS

There were no items of urgent business to be discussed.

04 MINUTES

The minutes of the meeting held on the 4 March 2024 were confirmed.

The Corporate Services Manager sought clarification as to the information that Councillor Wells had requested to be sent round at the meeting on the 4 March 2024, with regard to item 5, and it was confirmed that this was information relating to the required standard of gardens for tenants. It was confirmed that this would be sent round to Members following the meeting.

05 24-023 - ANNUAL ACTION PLAN 2024-25

Cabinet received and considered the Information Governance Lead Officer's report.

The Leader presented the item and advised that the report introduced the Council's Annual Action Plan for 2024-25. In order to support delivery of 'The Plan 2020 – 2025' the Council has developed an Annual Action Plan for 2024-25, this details the individual activities that will be completed during the year which will combine to achieve the Council's strategic vision and priorities.

the Leader advised that the Annual Action Plan outlined all of the key projects and activities that would be taken forward by the Council during 2024-25 in order to support the overall delivery of 'The Plan 2020 - 2025'.

The Annual Action Plan also identified key milestones / dates for the activity and links to the relevant Cabinet Member Portfolio Holder that progress toward completing the project or activity would be reported, ensuring accountability is maintained whilst supporting Members in their decision-making for the Council.

The Leader advised that this was the last year of the Council's current Corporate Plan which ran from 2020 – 2025, therefore a new Corporate Plan for the period 2025 – 2030 will be developed during the year. The development process for the new Plan will involve cross party working, stakeholder engagement and a public consultation, this process will run throughout the year and the results will feed into the formulation of the new Corporate Plan.

Councillor Wainwright commented that in his opinion the wording "Subject to a Business Case" should be added in to the introduction page where reference was made to the Town Deal Government investment. The Chief Executive Officer advised that the amount allocated would require amending to £19.5m. It was **agreed** that these amendments be made to the final version.

Cabinet **RESOLVED** to :-

Approve the Annual Action Plan 2024-25.

06 URN 24-022 - RE-PROFILING UKSPF AND REPF DELEGATED GRANT SCHEMES

Cabinet received and considered the Executive Director, Place's report.

The Portfolio Holder for Economic Development and Growth, Councillor Candon presented the item and advised that the report set out the proposed adjustments to the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) delegated grant schemes set out and approved by Cabinet on 9 October 2023. These proposals related solely to aligning the grant values and intervention rates to applicants' expectations, rather than the overall value of the grant pots or the grant processes.

It was advised that engagement and collaborative activities would be held in partnership with business support organisations such as Arts Culture and VCSE organisations, Norfolk Chamber of Commerce, Local business networks, The Broads Authority, Visit Great Yarmouth, National Farmers Union, Country Landowners Association, land agents, the Farming & Wildlife Advisory Group, The Royal Norfolk Agricultural Association.

There would also be a formal communications plan to coordinate promotion of the schemes through parish councils, press releases, social media and local communication channels, including the Business Update Newsletter, circulated to around 1,600 local businesses every 4-6 weeks.

Councillor Candon reported that it was recommended that all UKSPF and REPF funded delegated grants continue to be administered by the Inward Investment Team, using the same processes agreed by Cabinet in October 2023.

Rather than publish regular calls and application windows for each scheme, it is proposed to operate an open, rolling call for expressions of interest between 10 April 2024 and 31 November 2024 to maximise access to and uptake of the scheme, mirroring the format adopted by other local authorities. The deadline for applications – those expressions of interest invited to proceed – would be 31 December 2024, with a final grant claim deadline of 28 February.

It is recommended that on the basis of the higher grant values set out in Section 2, awards are determined by a grants panel comprising cross-party membership – 3 members nominated by Cabinet and 2 members nominated by the opposition group, with officers acting in an advisory capacity only, this is a change from the previous delegation to officers, as set out in the October 2023 Cabinet report.

That grants panel would receive and consider all grant applications and would convene monthly, as agreed, unless there are no applications to consider.

To ensure that the UKSPF and REPF funded grant schemes meet the needs and expectations of potential applicants, a number of adjustments are proposed. These adjustments will reduce the risk of the schemes being under-subscribed at the conclusion of the UKSPF programme on 31 March 2025.

The Chief Executive Officer advised that there was now to be a grant panel which would convene monthly. The Chief Executive Officer advised that in her opinion paragraph 3.5 within the report could be removed as it was hoped that the scheme would operate as a rolling application scheme, this was agreed.

Councillor Candon commented that he felt that this scheme enhanced the

opportunities available to local businesses.

The Leader sought clarification as to the date of the first panel meeting and it was advised that it was hoped this could be held in May. The Leader advised that he would send the Corporate and Democratic Services Manager his nominated Members for the panel. Councillor Wainwright advised that he would also inform the Corporate and Democratic Services Manager of his members.

Cabinet **RESOLVED** to :

- (1) Note and consider the proposed changes to the grant scheme
- (2) Instruct officers to implement changes to meet the proposed timeline.

07 24-015 - WASTE COLLECTION POLICY

Cabinet received and considered the Had of Environment and Sustainability's report.

The Portfolio Holder for Environment, Sustainability, Licensing and Waste, Councillor Wells presented the item and advised that the Council has developed a Waste Collection Policy for Great Yarmouth which brings together both national legislation and the Council's own guidance and rules in relation to the household waste collection service operated by the Council.

The Borough Council provides a variety of waste collection services. The policy provides operational guidance and rules for the public around how these services operate. The areas covered within the Policy include:

- The standard kerbside collection utilising 240L twin bins for residual waste and recycling
- Alternative collection options for properties not suitable for the standard service including communal bins and bag collections.
- The subscription garden waste service.
- The bulky waste collection service.
- Collection of other types of waste e.g. hazardous or clinical.
- National regulations relating to the definition of waste produced at specific property types and consequently the Councils stance on these for collection.
- General rules around using the service such as times and location bins may be placed out for collection, missed bins, overweight bins, contaminated recycling etc.
- Application for assisted collection or additional bins.

Councillor Wells advised of the key amendments in the policy as follows:

1. Residents on the standard service have historically been only able to have a single recycling bin. Under the Policy, to promote recycling, residents would be entitled to have additional recycling bin (provision of which would incur the standard additional bin charge). Where these are provided and subsequently mis-used they would be dealt with via the contamination process.

2. Garden waste bins have in the past been transferable to other people e.g. the bin is given to another person who then takes up the service. This has caused admin issues around the service where bins are swapped between

properties, and we have no record of this. Under the Policy garden waste bins could no longer be transferred.

3. Currently properties can apply for additional bins in certain circumstances:

- There are 6 or more permanent residents in the household.
- There are 5 or more permanent residents including a child in nappies in the household.
- A large amount of offensive/hygiene waste is being produced at property.

These are supplied at the standard charge with the exception of bins provided for hygiene waste. To bring charging for additional bins into line, under the Policy for the purposes of hygiene waste additional bins would also now be chargeable.

4. The Council operates a kerbside collection across the Borough. This means householders should present their waste containers out for collection at a point adjacent to the public highway.

Under the Policy householders on private unadopted roads would be required to present their bins at a point adjacent to the public highway like all other householders in the Borough. An exception would be made where the road services 6 or more properties and the road is of a standard to enable access and, where required, turning of the standard refuse collection vehicle. Where deemed necessary the Council would also require indemnity from residents for any damage to the road before being prepared to access it.

Where the Council have a request for an assisted collection at one of the affected properties, this would be reviewed as normal on a case by case basis, taking into consideration the condition of the access road and the implications on the resident if the Council were not able to collect from the property.

Cabinet **RESOLVED** to :

To approve the document as Great Yarmouth Borough Council's Waste Collection Policy.

08 24-049 - SOCIAL HOUSING DECARBONISATION FUND GRANT FUNDING

Cabinet received and considered the Head of Housing Asset's report.

The Portfolio Holder for Operational Property and Assets, Councillor Plant presented the item and advised that the report sought approval to accept funding from the Department of Energy Security and Net Zero's Social Housing Decarbonisation Fund to upgrade the energy efficiency of 173 Council homes during 2024/5 and delegate approval of spend of the grant monies.

The Council's bid for Social Housing Decarbonisation fund Wave 2.2 sought grant funding of £1.3m to support works to increase the energy efficiency of 173 Council homes, increasing the Energy Performance Certificate rating of the properties from a rating of D or E to a C. A number of measures will be undertaken to homes including:

- Enhancing loft insulation
- Installation of cavity wall insulation

- Installation of Air Source Heat Pumps
- Installation of Solar Panels.

Properties across the borough have been identified to benefit from the works.

Councillor Plant advised that the Council would be required to sign a Grant Agreement to drawdown the funding which sets out the Council's agreement to the conditions of the funding and that, the Council will use a direct award framework to appoint E.On Energy Solutions Ltd to deliver the energy efficiency works.

Oversight of delivery will be monitored by an Officer Working Group which includes representatives of the Finance Team with formal reporting and oversight of delivery via the Corporate Projects Board.

Councillor Wells passed on his thanks to Officers who had worked on this report, he commented that although 173 was only a small percentage of the Boroughs housing stock this report was a step in the right direction.

Councillor Plant commented that although 173 homes seemed a small number there was a need to start somewhere and that this also offered an opportunity to look at the reduction of the carbon footprint.

Councillor Wainwright asked if a list of the 173 properties identified could be circulated to Members and include where these were located. The Head of Housing Assets confirmed that this information was available and could be circulated following the meeting.

Cabinet **RESOLVED** to :

1. Accept the Social Housing Decarbonisation Fund Wave 2.2 funding detailed in the report.
2. Note the requirements for the signing of a Grant Agreement to draw down the funding.
3. Delegate all decisions on the use and spend of the Social Housing Decarbonisation Fund monies in accordance with the funding conditions to the Head of Housing Assets.
4. Note that the 2024/25 Housing Revenue Account capital budget will be updated to include the grant funding and total spend on energy efficiency.

09 CONFIDENTIAL MINUTES

The Confidential minutes of the meeting held on the 4 March 2024 were confirmed.

The meeting ended at: 14:20