

# **CABINET DECISION NOTICES FOR THE MEETING HELD ON THURSDAY 16 MARCH 2017**

**Call-in period:  
Monday, 20 March 2017 to  
Friday, 24 March 2017**

**Implementation Date:  
Monday, 27 March 2017**

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

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## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Customers & Communities
<b>Title of Report</b>	Service Level / Grant Agreements 2017-18
<b>Report Reference</b>	REP1345

### Purpose of Report

To consider the Service Level Agreements with partner organisations in order to support the most vulnerable communities within Waveney, who are most in need of the Council's support.

### Options Considered

For the Council not to provide an SLA budget. This was rejected on the basis that the Council, acting in its community leadership role, recognises the need to provide services to its diverse communities and promote access to services for all, and that it would actually prove to be more expensive were the Council to try to deliver these services itself.

A reduction in funding allocation to the main SLA recipient organisations occurred in 2012/13. It has been decided for the last three years to maintain the current level of funding due to changes to Housing Benefits Regulations, the introduction of Universal Credit, and the current economic climate and its effect on families. It is advised that for 2017-18 the current level of funding is maintained to these organisations.

### Reason for Decision

The Active Communities Team have reviewed the EqlA process by scoping and sourcing information relating to the current priorities and needs of the local citizens and communities and trying to anticipate (or future proof) future demands and needs.

By working in partnership with the identified organisations through further SLAs, the Council will be better placed to meet its priorities, outcomes and targets through these organisations by delivering services to local communities on its behalf. It is recognised that these preferred partners are better placed with the capacity and expertise to deliver more effective services on the Council's behalf. The SLAs/grants will ensure that direct support is provided to local communities and citizens with specific targets and outcomes agreed to include cross-cutting areas, eg volunteer support and provision, support to Faith/BME communities through improved understanding of cultures and beliefs, and extended service provision in rural areas to meet the needs of older and young community groups.

**CABINET DECISIONS:**

1. That the process of identifying and awarding one year SLAs with Voluntary and Community Sector (VCS) Organisations to 31 March 2018, as outlined in Appendix A, be noted.
2. That one year Service Level Agreements (SLAs) to 31 March 2018, as outlined in Appendix A for DIAL and ACT, be approved.
3. That a two year Grant Agreement to 31st March 2019, to NES CAB, in line with an agreement to top slice the yearly grant as part of a five year loan agreement in the purchase of St. Margaret's House as their new headquarters be approved.
4. That the awarding of a two year joint Waveney District Council/Suffolk County Council SLA to the Association for Suffolk Museums be approved.
5. That the Cabinet Member for Customers & Communities be given delegated authority to allocate any remaining ring-fenced funding to VCS Organisations through further SLAs once identified providing this addresses any gaps in services identified through the EqIA process on the Council's behalf, to support delivery of the East Suffolk Business Plan key priorities, be approved.
6. That the work of the Active Communities Team supported by the Procurement Team, to exempt Access Community Trust from Contract Procedure Rules be noted.

<b>Declarations of Interest / Conflicts of Interest</b>	None
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**Councillor C Law**

**Leader of the Council**

## CABINET DECISION NOTICE

<b>Cabinet Area</b>	Leader of the Council
<b>Title of Report</b>	Appointment to an Outside Body (Executive Function)
<b>Report Reference</b>	REP1573

<b>Purpose of Report</b> To consider the appointment of a Cabinet Member to the Norfolk and Waveney Sustainability and Transformation Plan Stakeholder Board Outside Body.	
<b>Options Considered</b> None – The Council needs to engage and work with external organisations to deliver the priorities identified within the Council’s East Suffolk Business Plan for 2015 – 2023.	
<b>Reason for Decision</b> To enable Council representation on Outside Bodies for Executive Functions deemed relevant to the Council’s community and business interests.	
<b>RESOLVED:</b> That Councillor M Rudd, Cabinet Member for Community Health & Safety, be appointed as the Council’s representative on the Norfolk and Waveney Sustainability and Transformation Plan Stakeholder Board Outside Body, for the remainder of the 2016/17 municipal year.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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**Councillor C Law**  
**Leader of the Council**

## CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Housing Development on Council Owned Land at Garden Close, Bungay; Banham Road, Beccles; Clerk's Piece, Beccles and Millfields, Wangford (Exempt Report)
<b>Report Reference</b>	REP1545

### **Purpose of Report**

To seek approval for the housing developments on Council Owned Land at Garden Close, Bungay; Banham Road, Beccles; Clerk's Piece, Beccles and Millfields, Wangford, which would deliver a total of 10 new homes for affordable rent.

During discussions, it was noted that one of the Site Plans, at Appendix A to the report, was incorrect. Therefore the Garden Close, Bungay development would be deferred to a future Cabinet meeting, for consideration.

### **Options Considered**

Not to develop the Council Owned Land for housing. This was rejected, as it was not in the best interests of the Council and would not deliver much needed homes for affordable rent.

### **Reason for Decision**

The development of the schemes would deliver 10 new homes for affordable rent, would offer the Council value for money and would contribute to the delivery of a number of the Council's key priorities, as set out in the East Suffolk Business Plan.

**CABINET DECISIONS:**

1. That the Council enters into a contract with a Housing Association to deliver 2 new homes at Banham Road, Beccles.
2. That the Council enters into a contract with a Housing Association to deliver 2 new homes at Clerk's Piece, Beccles.
3. That the Council enters into a contract with a Housing Association to deliver 2 new homes at Millfields, Wangford, conditional on the Housing Association obtaining the requisite Planning Permission.
4. That, subject to recommendations 1, 2 and 3, the expenditure of up to the sum as discussed at the meeting from the HRA Capital Programme, and the sum as discussed at the meeting of RTB receipts, to develop the scheme, be approved.
5. That, subject to recommendations 1, 2 and 3, Delegated Authority be granted to the Head of Housing Services, in consultation with the Cabinet Member for Housing, the Head of Legal and Democratic Services and the Chief Finance Officer, to enter into all necessary contracts/transfers on terms that best protect the Council's interests, to develop the scheme, within the sums approved in recommendation 4 above.
6. That the Garden Close, Bungay development be deferred to a future meeting of the Cabinet.

**Declarations of Interest /  
Conflicts of Interest**

None

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## CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Housing Development at Ilketshall St Lawrence (Exempt Report)
<b>Report Reference</b>	REP1546

### Purpose of Report

To seek approval for the Council to enter into a contract with a Housing Association to deliver 4 new affordable homes for rent, and 8 serviced plots, at Ilketshall St Lawrence.

### Options Considered

Not to develop the site at Ilketshall St Lawrence. This was rejected, as it was not in the best interests of the Council and would not deliver much needed homes for affordable rent and custom build units.

### Reason for Decision

The development of the schemes would deliver 4 new homes for affordable rent and 8 custom build units, which would offer the Council value for money and would contribute to the delivery of a number of the Council's key priorities, as set out in the East Suffolk Business Plan.

### CABINET DECISIONS:

1. That the Council enters into a contract with a Housing Association to deliver 4 new affordable homes for rent, and 8 serviced plots, at Ilketshall St Lawrence, conditional on the Housing Association obtaining the requisite Planning Permission.
2. That, subject to recommendation 1, the expenditure of up to the sum as discussed at the meeting, from the HRA capital programme, and the use of the sum as discussed at the meeting of HCA grant to deliver this scheme be approved.
3. That, subject to recommendations 1 and 2, Delegated Authority be granted to the Head of Housing Services, in consultation with the Cabinet Member for Housing, the Head of Legal and Democratic Services and the Chief Finance Officer, to enter into all necessary contracts/transfers on terms that best protect the Council's interests, to develop the scheme, within the sums approved in recommendation 2 above.

### Declarations of Interest / Conflicts of Interest

None

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## CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Housing – Enabling Services Contract (Exempt Report)
<b>Report Reference</b>	REP1549

<b>Purpose of Report</b>  To seek approval for the procurement of a specialist enabling support service for the Housing Team, to enable the Council to meet its objective of delivering additional affordable homes in the District.	
<b>Options Considered</b>  Not to procure a specialist enabling support service. This was rejected, as it was not in the best interests of the Council and would not help the Council to meet its objective of delivering additional affordable homes in the District.	
<b>Reason for Decision</b>  The procurement of a specialist enabling support service for the Housing Team, would help the Council to meet its objectives, as outlined within the East Suffolk Business Plan.	
<b>CABINET DECISIONS:</b>  1. That Delegated Authority be given to the Head of Housing Services, in consultation with the Head of Legal and Democratic Services, to enter into a contract with the successful supplier on terms that best protect the Council’s interests within the approved budget.  2. That funding for this support should not exceed the budgeted amount, as discussed at the meeting, for 2017-20.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Procurement of Consultancy Services to Assess the Area Action Plan (AAP) (Exempt Report)
<b>Report Reference</b>	REP1554

### **Purpose of Report**

To seek approval to use Homes and Community Agency (HCA) funding in order to undertake a range of site investigations on land within the Area Action Plan and to procure and award consultancy services in this respect.

### **Options Considered**

None. The funding from the HCA will enable significant work to be carried out in order to move forward the viability of housing development within the Area Action Plan.

### **Reason for Decision**

To enable the financial resources to be made available through grant funding from the HCA to be used for site investigations, as detailed within the report. This will enable the Council to meet its objectives, as outlined in the East Suffolk Business Plan.

### **CABINET DECISION:**

That the request to procure be approved, and Delegated Authority be granted to the Head of Housing, in consultation with the Head of Legal and Democratic Services, to award, a contract for consultancy support to undertake site investigation and engineering investigations, as detailed in the table at 2.2 in the report, with a budget cost of the sum as discussed at the meeting, subject to receiving HCA funding. This, and other consultancy services detailed, will be procured in line with the Council's Contract Procedure Rules on terms that protect the Council's interests.

<b>Declarations of Interest / Conflicts of Interest</b>	None
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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Award of Planned Maintenance of Works for 2017-20 for Kitchen Units (Exempt Report)
<b>Report Reference</b>	REP1556

<b>Purpose of Report</b>  To seek approval to undertake a procurement exercise to appoint a new kitchen unit supplier, in accordance with the Contract Procedure Rules and procurement legislation.	
<b>Options Considered</b>  Not to continue with the kitchen replacement programme. This was rejected as it would prevent the Council from complying with its legal obligation under the Landlord and Tenant Act 1985.	
<b>Reason for Decision</b>  To allow the Council's ongoing maintenance programmes to continue as proposed and for which budget approval has already been given. This will avoid long term empty properties and associated rent loss, as well as increased levels of dissatisfaction from tenants regarding their home.	
<b>CABINET DECISION:</b>  That the procurement be approved, and Delegated Authority be granted to the Head of Housing, in consultation with the Head of Legal and Democratic Services, to award a contract for the supply of kitchen units at an estimated total value of the sum, as discussed at the meeting. This will be procured in line with the Council's Contract Procedure Rules (including EU procurement requirements) and subject to terms that protect the Council's interests.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Award of Planned Maintenance of Works for 2017-120 for the Supply, Installation and Maintenance of Stairlifts (EXEMPT)
<b>Report Reference</b>	REP1557

### Purpose of Report

To seek approval to procure and award a contract for the supply, installation and maintenance of stairlifts in Council housing, in accordance with the Contract Procedure Rules and procurement legislation.

### Options Considered

Not to provide stairlifts for Council tenants, who have undergone an independent assessment of their needs. This was rejected as it is recognised that there is limited specialist accommodation available, and the Council chooses to assist tenants wherever reasonably possible, to remain in their homes.

### Reason for Decision

To enable appropriate adaptations to take place, that assist tenants to remain in their homes independently for longer periods, suitable contracts must be procured. The Council has a limited supply of housing units available and cannot always guarantee that alternative suitable accommodation is available at the time of need. Alternatively, many tenants are reluctant to move and would prefer adaptations to be made where reasonably practicable.

### CABINET DECISION:

That the procurement be approved, and Delegated Authority be granted to the Head of Housing, in consultation with the Head of Legal and Democratic Services, to award a contract for the supply of stairlifts at an estimated total value of the sum, as discussed at the meeting. This will be procured in line with the Council's Contract Procedure Rules and subject to terms that protect the Council's interests.

<b>Declarations of Interest / Conflicts of Interest</b>	None
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## OPEN CABINET DECISION NOTICE – FOR EXEMPT ITEM

<b>Cabinet Area</b>	Housing
<b>Title of Report</b>	Housing Section Growth and Restructure Proposal (EXEMPT)
<b>Report Reference</b>	REP1547

<b>Purpose of Report</b>  To seek approval to increase the Housing Revenue Account budget, in order to provide additional resources for the Housing Team. This will help the Council to meet its housing objectives, as outlined in the East Suffolk Business Plan.	
<b>Options Considered</b>  A number of options were considered, however they were deemed to be not in the best interests of the Council.	
<b>Reason for Decision</b>  The East Suffolk Housing Development Programme was expanding and additional resources were required to manage the increased workload in a number of areas of the Council. This would help the Council to meet its housing objectives, as outlined in the East Suffolk Business Plan.	
<b>CABINET DECISION:</b>  That the increase in the Housing Revenue Account budget of the sum, as discussed at the meeting, per annum, to provide additional resources to support the housing development programme, be approved.	
<b>Declarations of Interest / Conflicts of Interest</b>	None

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