

Broadland Cabinet

Agenda

Members of the Broadland Cabinet

Cllr Susan Holland (Chairman)
Cllr Stuart Beadle
Cllr Martin Booth
Cllr Jan Davis

Cllr Natasha Harpley (Vice-Chair)
Cllr Steve Riley
Cllr Dan Roper

Date & Time:

Tuesday, 21 May 2024 at 6.00 pm

Place:

Upper & Lower Yare - Horizon Centre, Peachman Way, Norwich, NR7 0WF

Contact:

James Overy, tel 01603450540
Email: committee.bdc@southnorfolkandbroadland.gov.uk
Website: <http://www.southnorfolkandbroadland.gov.uk/>

Public Attendance:

This meeting will be live streamed for public viewing via the following link:

<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

If a member of the public would like to attend to speak on an agenda item, please email your request to committee.bdc@southnorfolkandbroadland.gov.uk, no later than 5.00pm Thursday, 16 May 2024.

AGENDA

1. **Declarations of Interest** (Pages 4 - 6)
To receive declarations of Interest from Members (guidance attached).
2. **Apologies for absence**
To report apologies for absence from members.
3. **Minutes** (Pages 7 - 12)
To confirm the minutes from the meeting of the Cabinet held on 23 April 2024, and to consider any matters arising.
4. **Public Speaking**
To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.

In accordance with the Constitution a period of 3 minutes is allowed per member of the public.
5. **Overview and Scrutiny Committee**
Cabinet will be advised of the views expressed by the Committee at its prior meeting. The Chair of the Committee will provide the feedback in relation to all items on the agenda at this point. The Chair will use their discretion as to whether further clarity is required when particular agenda items are decided upon later in the agenda.
6. **Representations from Non-Cabinet Members**
To receive views from non-cabinet members on items in this agenda. Each member may have three minutes to speak on any of the upcoming items at this point in the proceedings. All non-Cabinet members must ensure that they are within the set 15 minutes overall.
7. **Forward Plan** (Pages 13 - 22)
8. **Exclusion of the Press and Public**
To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.
9. **Lease of the Annex and Mezzanine Floor at the Horizon Centre** (Pages 23 - 32)
10. **Exempt Minutes** (Pages 33 - 34)
To confirm the exempt minutes from the meeting of the Cabinet held on 23 April 2024, and to consider any matters arising.

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

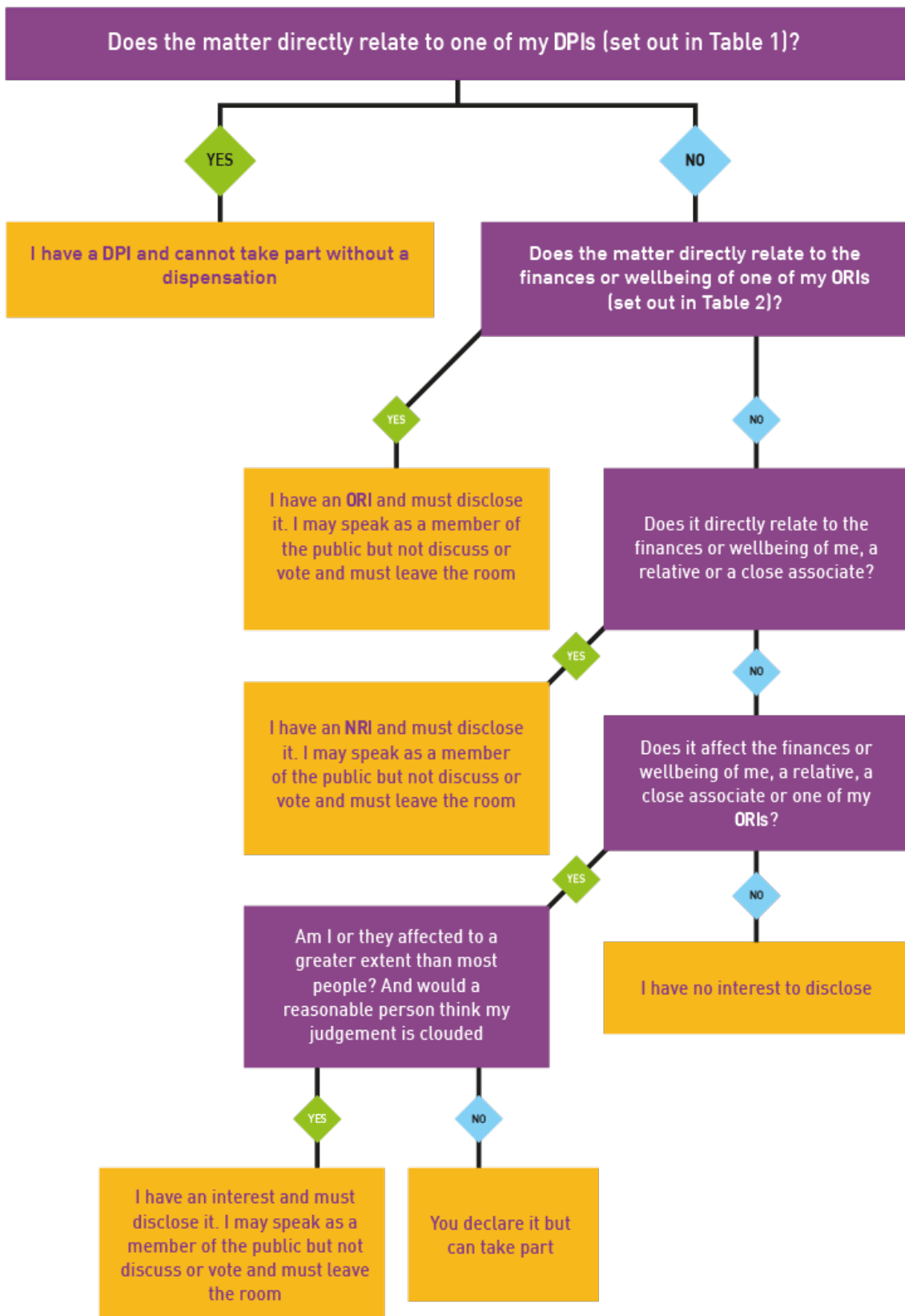


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registrable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management
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Agenda Item 3



BROADLAND CABINET

Minutes of a meeting of the Broadland Cabinet of Broadland District Council, held on Tuesday, 23 April 2024 at 6.00 pm.

Committee Members Present: Councillors: S Holland (Chairman), N Harpley (Vice-Chair), S Beadle, M Booth, J Davis, S Riley and D Roper

Also in Attendance: Councillors: M Murrell and F Whymark

Officers in Attendance: T Holden (Managing Director), D Lorimer (Director of Resources), J Sutterby (Director of People and Communities), M Pursehouse (Assistant Director of Individuals and Families), S Phelan (Assistant Director of Community Services), R Dunsire (Head of Housing and Benefits), R Fincham (Assistant Director of Finance), L Mockford (Governance Manager) and J Overy (Democratic Services Officer)

103. MINUTES

The minutes of the meeting held on 19 March 2024 were confirmed as a correct record.

104. OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of the Overview and Scrutiny Committee advised the meeting that the Committee had acknowledged the hard work of officers in drafting the housing reports that made up a large part of the agenda. Members had asked a lot of questions of the Head of Housing and Benefits and the Assistant Director for Individuals and Families had received satisfactory answers to them. All of the recommendations to Cabinet had unanimous.

105. REPRESENTATIONS FROM NON-CABINET MEMBERS

Cllr F Whymark confirmed that the Overview and Scrutiny Committee had held a good meeting. He requested to speak on one of the exempt reports on the agenda after the exclusion of the press and public.

106. POLICY FOR RESIDENTS EXPERIENCING DOMESTIC ABUSE

The Head of Housing and Benefits introduced the report, which explained that Broadland was working towards achieving Domestic Abuse Housing Alliance (DAHA) accreditation by autumn 2024, and as part of this work it was proposed that a Policy on domestic abuse be adopted by the Council.

DAHA Accreditation (Foundation Level) was considered the benchmark for local authorities, and the proposed Policy would enhance the comprehensive support the Council offered residents experiencing domestic abuse. Several Housing Associations were also working towards DAHA accreditation.

Members were informed that domestic abuse was a significant problem and that in October 2023 the Council had recorded a 62 percent rise in domestic abuse, which was averaging 6 to 7 presentations a month many of which required temporary accommodation.

Members were also advised that the Policy included a Sanctuary Scheme, which allowed victims of domestic abuse to remain in their own homes and was a scheme that Broadland had put more support into than any other local authority in Norfolk.

Domestic abuse training was mandatory for officers, and was available to members via the Skillgate online training course. Member training on domestic abuse awareness had been held in December 2023, but attendance had been disappointing. However, further training could be scheduled going forward.

The Portfolio for Housing and Communities noted the significant member input that had been taken on board when drafting the Policy.

It was,

RESOLVED

To agree the Policy for supporting residents experiencing domestic abuse.

Reasons for Decision

To adopt a Policy that aligns with the values of the Council and supports residents experiencing domestic abuse.

107. TENANCY POLICY

The Head of Housing and Benefits introduced the report which recommended adopting a Policy that would set out how the Council would meet the regulatory standards that all social landlords were expected to meet and was part of the Council's continued drive to improve support for its residents.

The Policy was applicable to tenants of the Council and clarified how Broadland would support tenancy sustainment, prevent unnecessary evictions, tackle tenancy fraud, and ensure the appropriate management of tenancies.

It was noted that the Council facilitated an extensive range of support to help residents maintain their tenancy.

Cabinet was reminded that many of the provisions set out in the Policy were not currently applicable, as the Council only held housing stock for the purposes of temporary accommodation, but it would meet ongoing requirements should this change in the future.

It was unanimously,

RECOMMENDED TO COUNCIL

To adopt the Tenancy Policy.

Reasons for Decision

To meet legislative requirements as a Registered Housing Provider.

108. TEMPORARY ACCOMMODATION PLACEMENT POLICY

The Head of Housing and Benefits introduced the report which recommended the adoption of a Temporary Accommodation Placement Policy to meet with the Council's statutory duty as a registered provider and clearly set out the key principles that would be adhered to when making temporary accommodation placements.

The Portfolio Holder for Communities and Housing emphasised that the Policy would take a common sense approach to placing people in suitable accommodation, and she had faith in officers to implement it with the care of residents in mind

It was unanimously,

RECOMMENDED TO COUNCIL

To adopt the Temporary Accommodation Placement Policy.

Reasons for Decision

To meet legislative requirements and to set the standards that should be expected from the Council when making temporary accommodation placements.

109. PRIVATE RENTED SECTOR OFFER (PRSO) POLICY

The Head of Housing and Benefits introduced the report which proposed the adoption of a Policy on the fair use of the Private Rented Sector Offer. The Policy provided a framework for empowering people to move out of temporary accommodation into suitable private rented sector dwellings and discharge the Council's homelessness duty.

Cabinet was also reminded that encouraging residents who had sufficient income to rent private accommodation would reduce the pressure on scarce social housing stock.

In response to a query, the Head of Housing and Benefits confirmed that the first action taken by the Housing Team when informed of a resident's tenancy coming to an end was to contact the landlord to seek to prevent or delay an eviction, if this was not possible officers would seek to get them in an alternative property as soon as possible to avoid putting them into temporary accommodation.

It was unanimously,

RECOMMENDED TO COUNCIL

To adopt the Private Rented Sector Offer Policy.

Reasons for Decision

To extend the range of options available to the Council to discharge its homeless duties efficiently and fairly.

110. PROCEDURE FOR CONDUCTING INTERNAL (STATUTORY) REVIEWS OF HOMELESS DECISIONS

The Head of Housing and Benefits introduced the report, which proposed adopting a procedure for undertaking statutory reviews of homeless cases.

Members were advised that Broadland had no procedure set out within the Constitution in respect of Homelessness Reviews, which were currently being undertaken by officers, acting within a best practice model. The proposed procedure recommended that regular reports on the reviews undertaken be made to the relevant Portfolio Holder and the Leader of the Council.

The Leader noted that was useful members to have an understanding of the homelessness review process and it was also noted that member involvement could reassure the public, as councillors were often the first point of contact by residents.

It was unanimously,

RECOMMENDED TO COUNCIL

That the proposed process for undertaking statutory reviews of homeless cases is adopted and exceed the minimum statutory requirements by involving the Leader of the Council and relevant Portfolio Holder in six monthly reviews.

Reasons for Decision

To provide a consistency of approach in undertaking statutory reviews of homelessness appeals.

111. FORWARD PLAN

Members considered the latest version of the Council's Forward Plan.

It was requested that the Portfolio Holder for Finance be added to the report for the Robotic Processing Automation Business Case that was being considered at the 5 November 2024 meeting of Cabinet.

It was also suggested that the Leader replace the Portfolio Holder for Economic Development for the Plumstead Road Land Options report scheduled for 11 June 2024.

112. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

113. HOUSING SYSTEM PROCUREMENT

The Head of Housing and Benefits introduced the exempt report, which proposed the procurement of a housing data system to continue to process and support residents and assist the work of the Housing Team.

Members were advised that the new IT system would meet all the needs of the Housing Team and that a minimum contract of 2 + 1 + 1 years was preferred, as this would allow the flexibility to ensure that customers were getting the best service.

It was also explained that the system would help administer S106 regulations, which prioritised the housing allocation of residents according to their local connection to a parish and could be complex and time consuming if undertaken manually.

Cabinet was informed that a Housing Allocations Policy Review would be reported to Cabinet at the 16 July 2024 meeting.

RESOLVED

To agree to delegate authority to award the contract of the Housing System Solution, to the Assistant Director of Individuals and Families, in consultation with the S151 Officer and Portfolio Holder for Communities and Housing and the Portfolio Holder for Finance.

Reasons for Decision

To procure a single system IT solution to support the statutory functions of the Housing Service.

114. FRETtenham DEPOT - AWARD OF REDEVELOPMENT CONTRACT

The Assistant Director for Community Services introduced the exempt report which provided an update on the work undertaken for the redevelopment works at the Frettenham depot.

Following discussion, as set out in the exempt minute, it was unanimously,

RESOLVED

1. Approve the utilisation of additional funding as set out in the table at 3.7 in the report from the Refuse Services Reserve required to complete the redevelopment of the Frettenham Depot now that all costs are known.
2. Delegate to the Assistant Director Community Services, in consultation with the Portfolio Holder for Environmental Excellence, approval to utilise the project contingency if required.

Reasons for Decision

To ensure that the depot remains fit for purpose.

(The meeting concluded at 7.07 pm)

Chairman



Forward Plan

The Forward Plan sets out the decisions that the Cabinet will be taking over the coming months. The Plan identifies which decisions are key and also highlights the decisions that Cabinet intend to take, which may result in part of the meeting being held in private.

This document will be updated and republished on the Council's website each month. Any queries relating to the Plan should be forwarded to Democratic Services, Horizon Centre, Peachman Way, Norwich, NR7 0WF, or via email at committee.bdc@southnorthfolkandbroadland.gov.uk

What is a Key Decision?

Key Decisions are those that are likely:

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

Why might a decision be made in private?

The public may be excluded from a meeting whenever it is likely that in view of the nature of the business to be transacted, exempt information will be disclosed, for example, information which may reveal the identity of an individual or relates to the financial or business affairs of an individual or organisation. Information should only be made exempt, if it is in the public interest to do so.

Members of the Cabinet:

Susan Holland (Chairman)	- Policy	Jan Davis	- Environmental Excellence
Natasha Harpley (Vice-Chairman)	- Communities & Housing	Steve Riley	- Finance
Stuart Beadle	- Planning	Dan Roper	- Transformation & Organisational Development
Martin Booth	- Economic Development		

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
May 2024						
Leases at Horizon Centre of the Annex and Mezzanine Floor	Broadland Cabinet	21 May 2024	Yes	<i>Debbie Lorimer, Director of Resources debbie.lorimer@southnorfolkandbr oadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Fully exempt
Housing - Policy & Strategy Implementation & Updates - Tenancy Policy - Temporary Accommodation Placement Policy - Procedure for Conducting Internal (Statutory) reviews of Homeless Decisions - Statement on Accommodation Officers to Discharge Homeless Duties and Private Rented Sector Offer (PRSO) Policy	Broadland Council	23 May 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkand dbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandb roadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
June 2024						
Public Sector Equality Duty Annual Update and Equality Objectives	Broadland Cabinet	11 Jun 2024	No	<i>Sinead Carey, Strategic Advisor and Deputy Monitoring Officer sinead.carey@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Policy (Leader)	Public
Performance Report Quarter 4	Broadland Cabinet	11 Jun 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Helen Hall, Performance Lead helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public
Funding options for projects in Broadland Growth Triangle	Broadland Cabinet	11 Jun 2024	Yes	<i>Nina Cunningham, Strategic Growth Projects Manager nina.cunningham@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Fully exempt
Local Authority Housing Fund: Round 3	Broadland Cabinet Broadland Council	11 Jun 2024 25 Jul 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Victoria Parsons, People from Abroad Programme Manager victoria.parsons@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Finance	Fully exempt

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
Tenancy Strategy	Broadland Cabinet	11 Jun 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public
July 2024						
Housing Allocations Policy Review	Broadland Cabinet	16 Jul 2024	Yes	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public
	Broadland Council	25 Jul 2024				
Future Delivery Vehicle for CNTC	Broadland Cabinet	16 Jul 2024	No	<i>George Denton, Assistant Director of Economic Growth george.denton@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Public
Mobile SIM and Data - Contract Award	Broadland Cabinet	16 Jul 2024	No	<i>Emma Pepper, Transformation and Innovation Manager emma.pepper@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Fully exempt

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
The Annual Treasury Review Report 2023/24	Broadland Cabinet	16 Jul 2024	No	<i>Georgina Pell, Corporate Accountant georgina.pell@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Finance	Public
	Broadland Council	25 Jul 2024				
Productivity Plan	Broadland Cabinet	16 Jul 2024	No	<i>Sinead Carey, Strategic Advisor and Deputy Monitoring Officer sinead.carey@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Policy (Leader)	Public
Plumstead Road Land Delivery	Broadland Cabinet	16 Jul 2024	Yes	<i>Hazel Ellard, Broadland Growth Limited Development Manager hazel.ellard@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Policy (Leader)	Fully exempt
September 2024						
Dog and Litter Bin Policy	Broadland Cabinet	3 Sep 2024	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public
One Network Business Case	Broadland Cabinet	3 Sep 2024	Yes	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Public
Recycling Action Plan	Broadland Cabinet	3 Sep 2024	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
Clean Hydrogen Strategy and Road Map	Broadland Cabinet	3 Sep 2024	Yes	<i>Nina Cunningham, Strategic Growth Projects Manager nina.cunningham@southnorfolkan dbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Public
Revised Complaints Policy	Broadland Cabinet	3 Sep 2024	No	<i>Hannah Mawson, Customer Experience and Insight Lead hannah.mawson@southnorfolkan dbroadland.gov.uk</i>	All	Public
	Broadland Council	17 Oct 2024				
Review of Environmental Enforcement penalties	Broadland Cabinet	3 Sep 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbro adland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public
October 2024						
BDC Leisure Strategy	Broadland Cabinet	8 Oct 2024	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbr oadland.gov.uk, Steve Peet, Leisure Business Development Manager steven.peet@southnorfolkandbroa dland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
Registered Provider Policies	Broadland Cabinet	8 Oct 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public
November 2024						
Refreshed IT Strategy	Broadland Cabinet	5 Nov 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Public
	Broadland Council	19 Dec 2024				
Robotic Processing Automation (RPA) Business Case	Broadland Cabinet	5 Nov 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Finance, Broadland Portfolio Holder for Transformation & Organisational Development	Public
	Broadland Council	19 Dec 2024				
Local Air Quality Strategy	Broadland Cabinet	5 Nov 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk, Stewart Petrie, Environmental Protection Manager stewart.petrie@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
Food and Safety Team Transformational Service Review	Broadland Cabinet	5 Nov 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Fully exempt
Treasury Management Report Quarter 2	Broadland Cabinet	5 Nov 2024	No	<i>Georgina Pell, Corporate Accountant georgina.pell@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Finance	Public
Microsoft Enterprise Agreement Renewal	Broadland Cabinet	5 Nov 2024	Yes	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Public
Cleaning - Contract Award	Broadland Cabinet	5 Nov 2024	No	<i>Emma Pepper, Transformation and Innovation Manager emma.pepper@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Transformation & Organisational Development	Fully exempt
December 2024						
Review of Sexual Entertainment Venue Licensing Policy and Fee	Broadland Cabinet	10 Dec 2024	Yes	<i>Leigh Chant, Food, Safety and Licensing Team Manager leigh.chant@southnorfolkandbroadland.gov.uk, Sarah Harris, Licensing Team Leader sarah.harris@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
January 2025						
GN Green Infrastructure Strategy Adoption	Broadland Cabinet	14 Jan 2025	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Planning	Public
February 2025						
Greater Norwich 5 Year Infrastructure Investment Plan 2025 to 2030 (5YIIP) and Annual Growth Programme (AGP) 2025/26	Broadland Cabinet	11 Feb 2025	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Planning	Public
	Broadland Council	20 Feb 2025				
Council Tax Assistance Scheme	Broadland Cabinet	11 Feb 2025	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Lindsay Sayer, Housing and Benefits Manager lindsay.sayer@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Communities & Housing (Deputy Leader)	Public
	Broadland Council	20 Feb 2025				
Options Appraisal for the Future of Business Builder Programme	Broadland Cabinet	11 Feb 2025	No	<i>Dave Disney, Market Towns and Business Development Manager dave.disney@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
March 2025						
Broadland Country Park - Award of Contracts	Broadland Cabinet	18 Mar 2025	Yes	<i>Annie Sommazzi, Clean Growth and Sustainability Manager annie.sommazzi@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Economic Development	Fully exempt
April 2025						
Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions	Broadland Cabinet Broadland Council	22 Apr 2025 22 May 2025	Yes	<i>Leigh Chant, Food, Safety and Licensing Team Manager leigh.chant@southnorfolkandbroadland.gov.uk, Sarah Harris, Licensing Team Leader sarah.harris@southnorfolkandbroadland.gov.uk</i>	Broadland Portfolio Holder for Environmental Excellence	Public

Agenda Item 9

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Agenda Item 10

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