



# Northumberland County Council

**Your ref:**

**Our ref:**

**Enquiries to:** Karon Hadfield

**Email:**

Democraticservices@northumberland.gov.uk

**Tel direct:** 0345 600 6400

**Date:** 26 April 2024

Dear Sir or Madam,

Your attendance is requested at a meeting of the **CABINET** to be held in **COUNCIL CHAMBER - COUNTY HALL** on **TUESDAY, 7 MAY 2024** at **10.00 AM**.

Yours faithfully

Dr Helen Paterson  
Chief Executive

**To Cabinet members as follows:-**

**V Jones, G Renner-Thompson, J Riddle, G Sanderson (Chair), J Watson, R Wearmouth (Vice-Chair), C Horncastle, W Pattison, W Ploszaj and G Stewart**



**Dr Helen Paterson, Chief Executive**  
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# AGENDA

## PART I

It is expected that the matters included in this part of the agenda will be dealt with in public.

### 1. APOLOGIES FOR ABSENCE

### 2. MINUTES

(Pages 1  
- 8)

Minutes of the meeting of the meeting of Cabinet held on Tuesday 9 April 2024, as circulated, to be confirmed as a true record and signed by the Chair.

### 3. DISCLOSURE OF MEMBERS' INTERESTS

Unless already entered in the Council's Register of Members' interests, members are required where a matter arises at a meeting;

a. Which directly relates to Disclosable Pecuniary Interest ('DPI') as set out in Appendix B, Table 1 of the Code of Conduct, to disclose the interest, not participate in any discussion or vote and not to remain in room. Where members have a DPI or if the matter concerns an executive function and is being considered by a Cabinet Member with a DPI they must notify the Monitoring Officer and arrange for somebody else to deal with the matter.

b. Which directly relates to the financial interest or well being of a Other Registrable Interest as set out in Appendix B, Table 2 of the Code of Conduct to disclose the interest and only speak on the matter if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain the room.

c. Which directly relates to their financial interest or well-being (and is not DPI) or the financial well being of a relative or close associate, to declare the interest and members may only speak on the matter if members of the public are also allowed to speak. Otherwise, the member must not take part in discussion or vote on the matter and must leave the room.

d. Which affects the financial well-being of the member, a relative or close associate or a body included under the Other Registrable Interests column in Table 2, to disclose the interest and apply the test set out at paragraph 9 of Appendix B before deciding whether they may remain in the meeting.

e. Where Members have or a Cabinet Member has an Other Registerable Interest or Non Registerable Interest in a matter being considered in exercise of their executive function, they must notify the

Monitoring Officer and arrange for somebody else to deal with it.

NB Any member needing clarification must contact [monitoringofficer@northumberland.gov.uk](mailto:monitoringofficer@northumberland.gov.uk). Members are referred to the Code of Conduct which contains the matters above in full. Please refer to the guidance on disclosures at the rear of this agenda letter.

4. **REPORT OF THE DEPUTY LEADER AND CABINET MEMBER FOR SUPPORTING BUSINESS AND OPPORTUNITIES** (Pages 9 - 20)

**Enterprise Zone – Ashwood Business Park**

The purpose of this report is to update Cabinet on the most recent variation to the Ashwood Enterprise Zone (EZ) business case application from Advance Northumberland (Commercial) Ltd to the NELEP. The business case requests approval to the investment in site works and utility costs and the need to address higher cost inflation on site works.

5. **REPORT OF THE DEPUTY LEADER AND CABINET MEMBER FOR SUPPORTING BUSINESS AND OPPORTUNITIES** (Pages 21 - 76)

**Bowes Court Housing Energy Improvements – Outline Business Case**

In accordance with the Energising Blyth Programme - Local Assurance Framework, the report seeks the approval of the Outline Business Case (OBC) for Bowes Court Housing Energy Improvements as part of the £20.71m Levelling Up Deep Dive (LUDD) funding awarded to Blyth in 2023. The OBC has been externally appraised with estimated costs, and with a recommendation to proceed to Full Business Case (FBC).

6. **REPORT OF THE CABINET MEMBER FOR CORPORATE SERVICES** (Pages 77 - 80)

**Oracle Contract Refresh**

As outlined in the Constitution, any contract award of the value over £0.5m is deemed to be a key decision that requires Cabinet's approval. This report seeks to gain Cabinet's approval to delegate authority to progress procurement for the Oracle E-Business Cloud Solution core services. The expected value of the contract is above the £0.5m key decision threshold.

7. **REPORT OF THE CABINET MEMBER FOR CORPORATE SERVICES** (Pages 81 - 136)

**Financial Performance 2023-24 – Position at the end of February 2024 (Provisional Outturn)**

The purpose of the report is to ensure that the Cabinet is informed of the provisional outturn for the Council against the Budget for 2023-24. Due to the timing of the statutory accounts deadline the forecast provisional outturn is based on the position at the end of February.

8. **REPORT OF THE CABINET MEMBER FOR CORPORATE SERVICES** (Pages 137 -

**Loan to Branxton Parish Council** 142)

This report provides details of a potential loan facility to Branxton Parish Council of up to £1,300 in support of their 2024-25 budget.

**9. REPORT OF THE CABINET MEMBER FOR TACKLING INEQUALITIES** (Pages 143 - 220)  
**Public and Community Transport Health Needs Assessment**

This report aims to identify what is currently provided in terms of public and community transport across Northumberland, what is needed by the people of Northumberland and where the gaps are.

**10. REPORT OF THE LEADER** (Pages 221 - 226)  
**Nominations to Outside Bodies**

To agree Cabinet's nominations to outside bodies.

**11. APPOINTMENT OF CABINET SHAREHOLDER COMMITTEE**

To appoint the Cabinet Shareholder Committee as follows:

**Membership**

Such members of the Cabinet, as may be appointed from time to time by the Leader.

**Quorum:**

Three members, which must include:

- the Leader (or other Cabinet member appointed by the Leader for this purpose);
- Cabinet member with portfolio for finance and resources; and
- Cabinet member(s) with portfolio for most closely associated with the company or companies concerned with the items of business.

**Terms of Reference**

The Shareholder Cabinet Committee will exercise responsibility for the Cabinet's functions in respect of:

1. The Council's approach to membership of a company or companies, including:
  - a. evaluation of potential new opportunities to deliver social and financial returns on investment through company holdings;
  - b. approval of comprehensive statements (business cases) to establish a new company, company membership or joint venture;
  - c. sale or liquidation of Council interests in companies;
  - d. the adoption of investment or contractual strategies in relation to council held company memberships;
  - e. the provision or requirement of services to or by a company; and
  - f. the governance framework and over-arching approach to company

memberships.

2. Decisions concerning the evaluation, monitoring or acting upon:
  - a. the financial and social returns on investment (be that shareholding, loans or direct investment); and
  - b. risks and opportunitiesarising from any shareholding in a company or companies, including contracts or financial investments in respect of such companies.
3. Decisions concerning the performance of a company in relation to its Business Plan and, in particular, the company's performance:
  - a. in financial matters
  - b. against the social goals of the company as set out in the company's Objects, Business Case or Business Plan; and
  - c. against the values of the Council.
4. All decisions reserved to the Council for shareholder approval, such as (but not limited to):
  - a. Varying Articles of Association
  - b. Varying ownership and structure
  - c. Variations to shares (number of, rights, etc.)
  - d. Entering contracts that:
    - i. have a material effect on Council business (including other companies within the group)
    - ii. are outside of the business plan or do not relate to the business
    - iii. significant in relation to the size of the business, the business plan, etc.
  - e. Material legal proceedings outside of ordinary business
  - f. Adopting and amending business plans each year and strategic plans (3 years)
  - g. Appointment, removal and the remuneration of directors (members of the company board)
  - h. Selection of the chair of the board
  - i. Appointment of auditors
  - j. Issue of dividendsas more particularly set out in a company's Articles of Association or Shareholder Agreement.
5. Other matters as may be referred to the Cabinet Committee for consideration by the CSR, s.151 officer, monitoring officer or chief executive

## **12. URGENT BUSINESS**

To consider such other business as, in the opinion of the Chair, should, by reason of special circumstances, be considered as a matter of urgency.

**IF YOU HAVE AN INTEREST AT THIS MEETING, PLEASE:**

- Declare it and give details of its nature before the matter is discussed or as soon as it becomes apparent to you.
- Complete this sheet and pass it to the Democratic Services Officer.

<b>Name:</b>		<b>Date of meeting:</b>	
<b>Meeting:</b>			
<b>Item to which your interest relates:</b>			
<b>Nature of Interest i.e. either disclosable pecuniary interest (as defined by Table 1 of Appendix B to the Code of Conduct, Other Registerable Interest or Non-Registerable Interest (as defined by Appendix B to Code of Conduct) (please give details):</b>			
<b>Are you intending to withdraw from the meeting?</b>		Yes - <input type="checkbox"/>	No - <input type="checkbox"/>

## Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

### Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
  
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
  
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well- being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.



## 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
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	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.
<b>Contracts</b>	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.
<b>Land and Property</b>	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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	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.
<b>Securities</b>	Any beneficial interest in securities* of a body

	<p>where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <ul style="list-style-type: none"> <li>i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>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 has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li> </ul>
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\* ‘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

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
  - i. exercising functions of a public nature
  - ii. any body 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)