

## OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Tuesday 29 March 2022 at 10.00 am when there were present:

**Committee Members Present:** Councillors: S Riley (Chairman), P Bulman, N Brennan, S Catchpole, J Davis, N Harpley, S Holland, K Leggett MBE and S Prutton.

**Other Member in Attendance:** Councillor: J Leggett

**Officers in Attendance:** Assistant Director Community Services, Senior Governance and Deputy Monitoring Officer (SW), and Democratic Services Officer (LA)

### 128 DECLARATIONS OF INTEREST

No declarations of interest were made.

### 129 APOLOGIES FOR ABSENCE

Apologies for absence were received from, Cllr K Kelly, Cllr C Karimi-Ghovanlou, Cllr M Murrell, Cllr G Nurden and Cllr N Shaw

### 130 MINUTES

The minutes of the meeting held on 8 March 2022 were agreed as a correct record.

### 131 OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT

The Senior Governance and Deputy Monitoring Officer presented the Annual Report of the Overview and Scrutiny Committee, which set out the work it had undertaken over the last year and reported to Council its outcomes and achievements.

Members' attention was drawn to the following reviews undertaken since last June:

- Maintenance of Bridges in Broadland
- Parish Council Involvement with Developers and the Planning Authority regarding the Allocation of Public Open Space
- Review of the Environmental Strategy
- Member Ward Grant – Spend Review.
- Staff Turnover at Broadland
- Review of the Public Consultation Processes
- Norse Environmental Waste Services

The Annual Report noted the work undertaken by the Committee in its scrutiny of Cabinet and provided details of the Committee's meeting with Cabinet to discuss the budget alongside the ongoing monitoring of Water – Supply, Management and Climate Change Updates, Community Safety Updates, and Leisure and Community Wellbeing Briefings.

The Report also highlighted the training undertaken by the Committee in March 2021, which had focused on developing effective scrutiny questioning skills and the use of funnelling methods to drill down on specific points for recommendations.

A record of the recommendations made by the Committee when reviewing the Cabinet agenda was also appended to the report. Members noted that the final decisions made by Cabinet, when taking into account these recommendations from the Overview and Scrutiny Committee, were highlighted within the report.

In answer to a member's query, the officer clarified that where recommendations from the Committee and decisions by Cabinet were marked as 'partially aligned' this referred to instances where Cabinet and the Committee were in agreement with part of the recommendation, but where Cabinet had either rejected part of the recommendations made by Overview and Scrutiny, or where Cabinet had made additional decisions itself.

The Chairman drew the Committee's attention to the review of staff turnover undertaken by the Time and Task Panel, as noted in the Annual Report. The Senior Governance and Deputy Monitoring Officer addressed the Committee to advise them of the advice from the Monitoring Officer, the Council's Data Protection Officer, and the legal advice obtained regarding GDPR legislation around the legality of using the personal contact details of ex-staff. She stated that GDPR legislation required the Council to be clear on the purpose and reasons for continuing to hold personal data after a member of staff left its employment. She advised that the processing grounds for the Council to continue to hold personal data for ex members of staff would be for taxation purposes and, because the data had not been provided in order for the Council to gain feedback from staff, to do so would be unlawful processing and could constitute an actionable breach of GDPR. Members were reminded that there had been many positive outcomes from the review by the Time and Task Panel; the uptake in exit interviews had increased over the last two years, the reasons given for leaving had been made more explicit, and the term "other reasons" had been minimised meaning employees were more

open about their reasons for leaving, all provided the Council with good learning, moving forwards. It was also noted that the Panel had recognised that the group of people they were focussing on had left almost two years ago, and things had moved on considerably during that time. In response, members agreed that the Time and Task Panel should reconvene to further discuss the matter.

It was then;

### **AGREED**

1. To recommend the Annual Report of the Overview and Scrutiny Committee 2021/22 to be presented to Council;
2. That any revisions made by the Committee will be updated in the report with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee;
3. That the report will be updated following the consideration of other items at the meeting held on 29 March 2022, with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee and;
4. That the Time and Task Panel be reconvened to further discuss the GDPR issues around contacting former members of staff.

## **132 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME**

The Senior Governance and Deputy Monitoring Officer updated the Committee on its Work Programme.

The Committee noted that a response had been received from the Minister of State for Apprenticeships regarding the Chairman's letter sent last year on the new schemes for apprenticeships.

There were no updates to reports on broadband coverage and water supply and management. Members discussed broadband and it was requested and agreed that an update report be brought to a future meeting of the Committee.

Following a query, members were reminded that they had considered a report on public consultations in January 2022 but that the further detail requested on this would form part of the wider Customer Strategy Update to be considered at the June 2022 meeting. The Chairman agreed that he would review the original report and minutes after the meeting.

Conversation turned to the Town and Parish Forum, and the consultations which had taken place. Several members stated that they were unaware of

the meetings. The Assistant Director of Community Services confirmed that the meetings had covered topics such as the implications to town and parish councils regarding the Levelling Up paper received from Central Government. It was noted that the next meeting was scheduled for Monday 4 April at 10:30 am on Zoom. It was agreed that the Committee should have access to the previous meeting's recording and the Senior Governance and Deputy Monitoring Officer confirmed that she would investigate the matter and update members with further information after the meeting.

It was agreed that the Council Partnership Register Review item be taken off hold, in line with the Council's progression out of the pandemic.

Addressing the Committee, the Chairman explained that one of the roles of the Overview and Scrutiny Committee was to review the Council's policies and he urged members to highlight items that could be brought forward for future consideration.

A query was raised on how the new Census data would be reviewed and responded to in regard to any changes identified. Members noted that information gathered by the Census could be found on the Norfolk Insight website and was accessible to all. In response to a question regarding whether the data would be presented to the Committee in the future, members noted that the new data collected from the recent Census would form part of the 2022/3 Equality Annual Duty Report. The Senior Governance and Deputy Monitoring Officer further explained that she could provide members with an update in the future but advised that this data might not become available for some time. In the meantime, she would provide those present with a link to the Norfolk Insight website to enable members to research their own wards. It was also agreed that a link to the Norfolk Insight website would be added to the Council's website to provide new businesses with an insight to the demographic of the area.

One member suggested an item on carbonation, noting any progress made by the Council. The Portfolio Holder for Environmental Excellence explained that a carbon audit had taken place. Officers were currently drafting a de-carbonation plan which would progress through the committee route in due course.

The Chairman requested for letters to be sent out to all Parish Councils to make them aware of the Overview and Scrutiny function and to invite suggestions for future items, as had been done in previous years.

### **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.

### **134 UPDATE REPORT ON THE PERFORMANCE OF THE MATERIAL RECYCLING FACILITY AND NEWS**

The Assistant Director of Community Services presented the exempt report, which gave an update on the performance of the material recycling facility and NEWS. Members noted the relevant background and financial details contained within the report alongside the projected figures going forward from the partnership.

In response to a question regarding how the Council could do more to support recycling in the District, members noted that promotion within wards would help increase recycling rates.

The Committee noted that a major issue faced by the Council was contamination amongst the recycling materials. The Assistant Director of Community Services advised that a wide range of information was in the process of being released by the Recycling Team to provide information to residents regarding good practices for recycling.

Members were pleased to learn that Council staff were available to visit community groups within the district to offer advice and help on recycling.

The Chairman welcomed the report, highlighting the positive figures and outcomes it brought. However he stressed that the Council should be mindful that changes to commodity prices could result in risks to the Authority in the future, so it would be prudent to monitor and review this matter in the future.

### **AGREED**

To note the latest performance of the MRF and the NEWS operation

(The meeting concluded at 11.35am)

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Chairman