

Overview and Scrutiny Committee

Agenda

Members of the Committee

Cllr S Riley (Chairman)

Cllr M Murrell (Vice Chairman)

Cllr N J Brennan

Cllr P E Bulman

Cllr S J Catchpole

Cllr J Davis

Cllr N J Harpley

Cllr S I Holland

Cllr C Karimi-Ghovanlou

Cllr K S Kelly

Cllr D King

Cllr K Leggett MBE

Cllr G K Nurden

Cllr S M Prutton

Cllr N C Shaw

Date & Time:

Tuesday 29 March 2022 at 10.00am

Place:

Council Chamber Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU

Contact:

James Overy tel (01603) 430540 Email: james.overy@southnorfolkandbroadland.gov.uk

Website: 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 24 March 2022. Please see further guidance on the options for public speaking at page 2 of this agenda.

Rules on Public Speaking

All public speakers are required to register a request to speak at public meetings by the date / time stipulated on the relevant agenda. Requests should be sent to:

committee.bdc@southnorfolkandbroadland.gov.uk

Public speaking can take place:

- Through a written representation (which will be read out at the meeting)
- In person at the Council offices

Please note that the Council cannot guarantee the number of places available for public attendance, but we will endeavour to meet all requests.

All those attending the meeting in person must, sign in on the QR code for the building and promptly arrive at, and leave the venue. The hand sanitiser provided should be used and social distancing must be observed at all times. Further guidance on what to do on arrival will follow once your public speaking registration has been accepted.

AGENDA

1. To receive declarations of interest under Procedural Rule no 8 4
2. Apologies for absence
3. Minutes of meeting held on 8 March 2022 6
4. Matters arising therefrom (if any)
5. Chairman's Announcements
6. 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.
7. Overview and Scrutiny Committee Annual Report 16
8. Overview and Scrutiny Committee Work Programme 36
9. Exclusion of Press and Public
The Chairman will move 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.
10. Update Report on the Performance of the Material Recycling Facility and NEWS 42

DECLARATIONS OF INTEREST AT MEETINGS

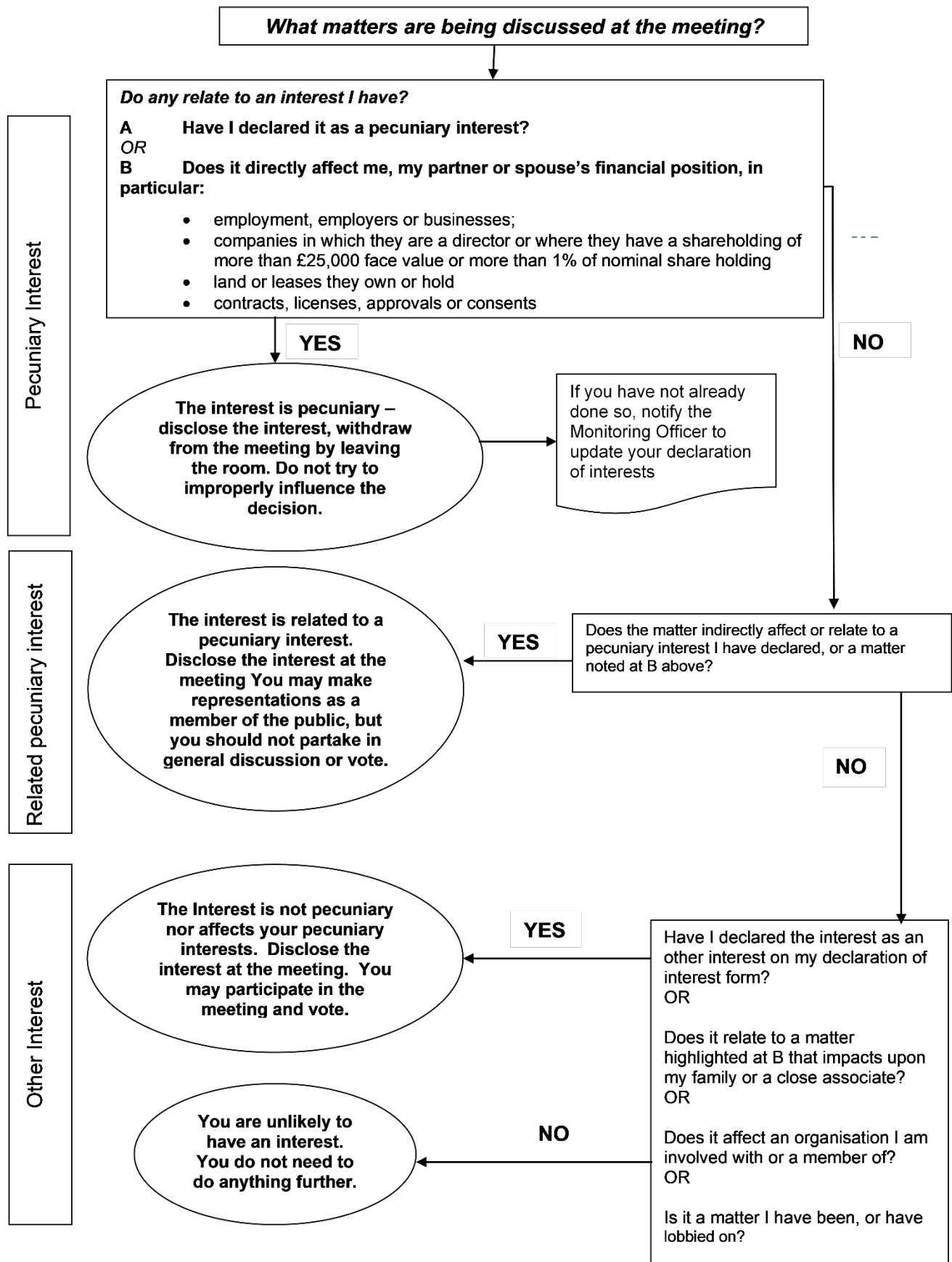
When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

<p>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</p>
<p>Does the interest directly:</p> <ol style="list-style-type: none"> 1. affect yours, or your spouse / partner's financial position? 2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner? 3. Relate to a contract you, or your spouse / partner have with the Council 4. Affect land you or your spouse / partner own 5. Affect a company that you or your partner own, or have a shareholding in <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</p>
<p>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</p>

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



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 8 March 2022 at 10.00 am when there were present:

Committee Members Present: Councillors: S Riley (Chairman), N J Brennan, S J Catchpole, J Davis, N J Harpley, S I Holland, K S Kelly, KG Leggett MBE, G K Nurden, G Peck and S M Prutton.

Other Member in Attendance: Councillor: J Emsell

Officers in Attendance: The Director of People and Communities, Chief of Staff (Monitoring Officer), Assistant Director Economic Growth, Housing and Wellbeing Senior Manager, Policy and Partnerships Officer, Senior Heritage and Design Officer, Revenues Manager, Internal Consultancy Senior Lead, Senior Governance Officer (SW), and Democratic Services Officer (LA)

113 DECLARATIONS OF INTEREST

Member	Minute No & Heading	Nature of Interest
Cllr J Davis	121 - Community Infrastructure Fund Application: Brundall Parish Council	Non-pecuniary, local ward member
Cllr K Kelly	123 - Taverham GP Surgery and Health Hub	Cllr Kelly advised that he was predetermined and left the room for this item
Cllr S Riley & Cllr G Peck	123 - Taverham GP Surgery and Health Hub	Non-pecuniary, County Councillor

114 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bulman, Cllr Karimi-Ghovanlou, Cllr King, Cllr Murrell and Cllr Shaw.

115 MINUTES

The minutes of the meeting held on 1 February 2022 were agreed as a correct record.

116 MATTERS ARISING

The Chairman advised the meeting that he had received further clarification at the 8 February 2022 meeting of Cabinet regarding the In Year Budget Options report, which had not been available for the Committee to consider at the last meeting. He had been assured that the major projects coming forward from the report would all be subject to a business case and considered by the Committee prior to determination by Cabinet.

In respect of the £5 a week increase to the non-dependent deduction in Council Tax Assistance, officers and the Portfolio Holder for Housing and Wellbeing had confirmed that those in need would not be disadvantaged by the proposed changes and those affected would be contacted directly and advised of the Hardship Fund and how to apply for it.

117 CHAIRMAN'S ANNOUNCEMENTS

The Committee was saddened to hear that James Overy, the Democratic Service Officer who usually clerked the meeting was unwell, and members wished him a speedy recovery.

CABINET REPORTS

118 DELIVERY PLAN 2022-2024

This item had been considered and discussed by the Committee at the 1 February 2022 meeting.

119 COVID-19 RECOVERY PLAN 2021 – 2022: PROGRESS REPORT AND FINANCIAL POSITION

The Director for People and Communities introduced the report, which provided a progress update on delivery of the COVID Recovery Plan agreed by Cabinet in June 2021.

Funding for the Recovery Plan had come from two main sources. The first was the Contain Outbreak Management Fund, which had been used for test, trace and contain activity, as well as support to those isolating. The fund was currently either spent or fully committed.

The second source of funding was the un-ringfenced COVID Grant, which had been used for a vast amount of support activity for residents and businesses in the District. This fund had a sizable underspend of £443,732.

The report proposed three options for the reallocation of the un-ringfenced COVID funding. The first was to provide a Community Connector service in urban areas of Broadland not currently covered by the service. The cost of providing this service, over a period from June 2022 until March 2024 was £175,000. The aim of the project was to demonstrate to the GP surgeries in these areas the value of the Community Connector service with the view that after 2024 they would directly commission the service from the Council. It was confirmed that the new service would cover Aylsham and the surrounding practices.

The second option was to allocate a further £30,000 to the Broadland Local Hospitality Grant scheme, which had proved a valuable support to businesses in Broadland in a sector that had been badly affected by the pandemic.

The third option was to set aside a budget of £35,000 to improve catering and informal seating facilities at Thorpe Lodge. This was considered an important means of re-engaging staff in their service areas and across the One Team, as more staff came back to the office.

In response to a question regarding the improvement of facilities, it was confirmed that this would encourage staff back to the office, but also encourage collaboration and creativity within and across teams, which was important following a prolonged period when most staff were working from home. It was also emphasised that any investment would be transferable to any other location, subject to the ongoing accommodation business case. Currently the Council had arrangements in place with local businesses for providing food for staff and this was something that could be looked at for catering at meetings in the future.

The Chairman noted that these facilities would be used for a number of different purposes including lunch and breakout meetings.

In respect of Community Connectors, members were informed that the service was welcomed by GPs and had been very successful where it had already been rolled out. The service enabled the Council to pick up on social and economic issues that were presented clinically to GPs, but where the solution was not a clinical one. The test of the service would be when it became due for recommission in March 2024. However, each time that the Council had initiated this service it had gone on to be taken up and funded by the NHS, as it was recognised as such a valuable preventative service.

It was confirmed that the service was a mature and developed model that had increased from four to 24 Community Connectors over four years and was backed up by qualitative and quantitative analysis that clearly demonstrated the value of the service.

In response to a query from the Chairman about the risk that spending the un-ringfenced COVID funding could be followed by a further outbreak of Covid-19 (as highlighted in paragraph 6.1 of the report), the Director for People and Communities confirmed that whilst it could not be categorically stated that a new variant would not lead to an escalation in restrictions, it would appear in the current climate to be unlikely. He added that the Council had been prudent and was one of the few in Norfolk that had an underspend on the un-ringfenced COVID funding and members were asked to note that if a new surge caused further demand on the Council, it was highly likely that the Government would provide further funding.

Following a show of hands, it was unanimously:

RECOMMENDED TO CABINET

1. To note the progress made against the COVID recovery plan, endorsed by Cabinet in June 2021; and
2. To agree to the deployment of un-ringfenced COVID grant to fund options presented in section 5.

120 SOUTH NORFOLK AND BROADLAND ROUGH SLEEPER STRATEGY 2022-2025

The Policy and Partnerships Officer introduced the report, which presented the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025 and provided background to the context within which the Strategy had been developed.

As part of the development of the Strategy a review of the people accessing the Council's Rough Sleeper service since August 2019 had been conducted. This information had also been included in the Council's Joint Rough Sleeper Initiative bid for three years additional funding to continue with the Rough Sleeper Team if successful.

The Strategy set the commitment to eliminate rough sleeping in South Norfolk and Broadland through four identified priority areas and strategic objectives:

- Priority One: Prevention: Rough sleeping is prevented (there were currently no rough sleepers in Broadland).
- Priority Two: Intervention: Offer the right accommodation and support at the right time. No second night sleeping rough
- Priority Three: Recovery: The impact of the service is positive and long lasting for the customer
- Priority Four: Systems: Working together to eliminate rough sleeping

In answer to a query about the higher number of rough sleepers in South Norfolk, Members were advised that this could be due to places such as Diss, which was some distance from Norwich, the area that most rough sleepers

gravitated to and the first stop by rail. It was also emphasised that both Districts had large open areas where it could be difficult to find rough sleepers.

The Council utilised the parish council's network to conduct an annual count of rough sleepers in the District. Once found rough sleepers were offered accommodation and support. However, they could not be compelled to accept fixed accommodation. People who have no recourse to public funds status, such as some people from abroad were assisted but the Council only had a limited budget to do this. The Council also liaises with the people from abroad team. Thankfully, this had not been a significant issue in the District, so far.

Members were informed that a model for assisting refugees from Syria and Afghanistan had been in place for some time. As yet there had not been any details received about arrangements for Ukrainian refugees. A report would be going to the Corporate Leadership Management Team on this in due course.

The Committee was advised that most of the rough sleepers in both Districts originated in Broadland and South Norfolk, with only a very small number coming from outside of the area. The Rough Sleeping Team also had a very good relationship with staff at Norwich City Council, who directed staff to rough sleepers from Broadland, so officers could provide them with assistance. Officers believed that there were no Broadland rough sleepers currently in Norwich.

In answer to a question it was confirmed that rough sleepers and people who were homeless and 'sofa surfing' were both given the same level of service from the Council, but were considered under a slightly different legal criteria. The Committee was also informed that the pandemic had helped get rough sleepers into accommodation, through the 'Everyone In' initiative.

The Chairman noted there was a capacity issue amongst bodies supporting people who ended up sleeping rough and he suggested a lack of mental health support was one of the reasons for this.

In response the Housing and Wellbeing Senior Manager confirmed that a new emphasis was to be placed on the prevention of rough sleeping and homelessness by Norfolk and Suffolk Foundation Mental Health Trust. This would be via a new, fully resourced Rehab Team to help people discharged from mental health units into accommodation, with support for them to stay there. This would also have the benefit of freeing up beds in mental health units more quickly. The Greater Norwich area was being used as a pilot for this scheme. This was a very new development, but in due course a report on this would be taken to the Wellbeing Policy Development Panel.

The Chairman requested that the Overview and Scrutiny Committee was kept informed of this initiative, either through a briefing paper or through the usual

Cabinet cycle. The Chief of Staff confirmed that Members would be kept informed about the project.

A member suggested that people such as care leavers, substance misusers and those with learning difficulties could miss out on assistance because they did not fit into the mental health target group.

In response, the Housing and Wellbeing Senior Manager advised the meeting that care leavers were assisted with accessing a stable and suitable home and he held regular meetings with social services to facilitate this. Work was in its early stages on developing a policy on housing assistance for people with learning and development issues and would be brought to members in due course.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Cabinet to approve adoption of the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025.

The Committee adjourned at 11.20am and reconvened at 11.30am, when all the Committee members listed above were present.

121 APPROVAL OF EXTENSION TO BELAUGH CONSERVATION AREA AND ADOPTION OF CONSERVATION AREA APPRAISAL

The Senior Heritage and Design Officer introduced the report, which recommended that Council approve and adopt the Belaugh Conservation Area Appraisal and the extension of the Conservation Area boundary.

The Conservation Area had last been re-appraised in 2011. At that time it was recommended that the area should be extended to include the property Piper's Haigh, which fell within the Broadland District Council area.

However, although approved by the Broads Authority the additional extended area was not adopted by Broadland District Council so the boundary remained legally the same.

The Broads Authority conducted a re-appraisal in 2021 and it was concluded that a single change to the boundary, as initially recommended in 2011, should again be proposed.

The Broads Authority conducted a comprehensive consultation with all residents that ran until 10 September 2021 and the responses to the consultation were set out in Appendix B to the report. No consultation response was received from the owner of Piper's Haigh.

It was, therefore, proposed that Cabinet recommends to Council to adopt the Conservation Area appraisal produced by the Broads Authority and approve the extension to the Conservation Area boundary to include the property

Piper's Haigh and its associated curtilage land which fell within the Broadland District Council planning area.

It was confirmed that Piper's Haigh inclusion within the Conservation Area, would not make it subject to the withdrawal of Permitted Development Rights in respect of the installation of solar panels.

It was also confirmed that planning officers were mindful of the need to reduce CO2 emissions and if an air source heat pump or solar panel did require planning permission officers would seek to permit their installation where possible with advice so that they did not detract from the character and appearance of the conservation.

Following a show of hands, it was agreed by a vote of 10-0:

RECOMMENDED TO CABINET

1. That Cabinet recommends to Council to approve the adoption of the proposed extension of the boundary of Belaugh Conservation Area to include Piper's Haigh and its curtilage; and
2. That Cabinet recommends to Council to approve and adopt the conservation area appraisal for Belaugh Conservation Area.

122 COMMUNITY INFRASTRUCTURE FUND APPLICATION: BRUNDALL PARISH COUNCIL

The Assistant Director Economic Growth presented the report, which sought approval to offer a loan of £231,318.85 to Brundall Parish Council to part fund phase one of the new Brundall Sports Hub, using the Community Infrastructure Loan facility.

Phase one of the project would deliver a new multi-sport floodlit 3G pitch and associated community building. Upon delivery, the new Sports Hub would be capable of hosting various sports clubs, teams and coaching sessions within the community, whilst drawing people into the village.

To facilitate this loan the earmarked reserve of the Community Infrastructure Fund would need to be increased by £150,000. It was proposed to make this increase permanent to cover existing commitments and the proposed loan to Brundall Parish Council. This would result in the Community Infrastructure Fund increasing to a total value of £650,000.

Members' attention was drawn to appendix one to the report, which set out the deliverables and benefits of the proposed scheme. Members were also advised that the structure of the Community Infrastructure Loan Fund meant that there would be very little risk to the Council in making this loan.

The local member for Brundall confirmed his support for the scheme, which was easily accessible for local people to travel to without using a car and was widely welcomed by the surrounding community. The design had not yet been finalised, but the Parish Council was likely to be considering both energy efficiency and energy production opportunities at the Sports Hub.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

1. Cabinet to recommend to Council to allocate an additional earmarked reserve of £150,000, to permanently increase the Community Infrastructure Fund loan facility to cover the existing commitments, plus the proposed loan to Brundall Parish Council. This will result in the Community Infrastructure Fund increasing to a total value of £650,000;
2. Cabinet to agree to a £231,318.85 loan to Brundall Parish Council for the design and construction of the Brundall Sports Hub;
3. Cabinet to agree delegated authority to the Director of Place, in consultation with the Section 151 officer and Portfolio Holder of Economic Growth, to review and approve the legal agreement which confirms the loan on behalf of the Council.

123 EXCLUSION OF 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.

124 TAVERHAM GP SURGERY AND HEALTH HUB

The Director of People and Communities presented the exempt report, regarding the Taverham GP Surgery and Health Hub.

Further details were clarified which included the funding bids outcomes, the low percentage of risk to the Council and the next steps in the process.

The Chairman welcomed the report and thanked the reporting Officer.

Following a show of hands, it was agreed by a vote of 10-0:

RECOMMENDED TO CABINET

Cabinet to agree to:-

To support recommendations contained in the exempt report.

125 ENFORCEMENT AGENT SERVICES

The Revenue Manager presented the exempt report, regarding a review of the Council's enforcement service.

Members sought clarification on the options presented to them in the report.

Reference was made to the current financial climate and the effect it would have on residents paying bills.

In answer to a question from the Chairman, the Revenues Manager informed the meeting that the fees were statutory charges set by the Government to cover the cost of enforcement.

The Revenues Manager answered further questions surrounding financial details and statistics set out in the exempt report.

Following a show of hands, it was agreed by a vote of 9-0 with two abstentions:

RECOMMENDED TO CABINET

To support recommendations contained in the exempt report

126 BURE VALLEY RAILWAY FUTURE OPTIONS REVIEW

The Assistant Director of Economic Development presented the exempt report, which outlined the findings from the Bure Valley Railway Future Options review.

Reference was made to the Economic Success Policy Development Panel where the report was originally heard. Members noted that a different outcome was reached at the meeting which could be seen in section 5.1 of the exempt report.

The Committee noted that maintenance works had started on the Bure Valley Rail and would continue working on the areas listed in the appendices of the exempt report. Concerns were noted on the delay in commencement of the maintenance works.

Several members raised concerns about elements of the proposals and asked officers to be minded of any potential impacts. Officers explained that the company had been informed that a review had taken place.

The Director of Economic Development highlighted key areas in the report and some of the numeric information was clarified.

Several Members agreed that moving forward it would be in the best interests of both the Council and the Bure Valley Railway to have a regular dialogue with each other.

Following a show of hands, it was agreed by a vote of 8-2 with one abstention:

RECOMMENDED TO CABINET

To support recommendations contained in the exempt report.

127 SINGLE IT SOLUTION FOR REVENUES AND BENEFITS

The Internal Consultant Senior Lead introduced the exempt report, which presented a business case for a joint Revenues and Benefits IT solution.

It was explained that moving to a single solution would realise significant financial savings for both Councils in the form of reduced software licensing and annual support costs.

A single solution would also increase resilience across the service and the alignment of working practices, which in turn would improve the overall customer journey offered to residents and businesses.

It was confirmed that if agreed by Cabinet a full procurement process would follow to secure the best product. Members were advised of the timeframes involved.

Following a show of hands, it was unanimously:

RECOMMENDED TO CABINET

1. That Cabinet agree to and endorse the Business Case attached in Appendix 2; and
2. Agree to delegate authority to award the contract for a single Revenues & Benefits solution to the Assistant Director of Individuals and Families in consultation with the portfolio holder for Finance.

(The meeting concluded at 12.58pm)

Chairman

OVERVIEW AND SCRUTINY COMMITTEE

ANNUAL REPORT 2021/22

Report Author: Sue White
Senior Governance and Deputy Monitoring Officer
01508 533800
sue.white@southnorfolkandbroadland.gov.uk

Portfolio: All

Wards Affected: All

Purpose of the Report:

To consider and approve the Annual Report of the Overview and Scrutiny Committee.

Recommendations:

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; and
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.

1. Summary

- 1.1 Each year, the Overview and Scrutiny Committee gathers information about the work it has carried out over the last year and reports to Council its outcomes and achievements.
- 1.2 This report presents the Committee's Annual Report for 2021/22, which is attached at Appendix A.
- 1.3 A record of the recommendations which the Overview and Scrutiny Committee has made when Scrutinising Cabinet agendas, together with the final decisions made by Cabinet, is attached at Appendix B.

2. Background

- 2.1 It is important for the Overview and Scrutiny Committee to ensure they are effective in the reviews they carry out and efficient in holding the Cabinet to account. Through the use of monitoring Committee recommendations to the Cabinet in addition to their scrutiny review recommendations, the Committee is able to identify where future work can be focused.
- 2.2 The report is broken down into sections to clearly show the different areas of work the Committee has undertaken, and as such, it is a summary document to provide an analysis of what the Committee has achieved and delivered. Further details of the Committee's work can be found within the minutes on the Council's website and also by viewing the videoed recordings of its virtual meetings.
- 2.3 The Annual Report further documents areas of overview and scrutiny outside of the Committee, including the achievements from joint budget discussions with the Cabinet and the work of the Time and Task Limited Panel.

3. Proposed action

- 3.1 The Overview and Scrutiny Committee is asked to consider this report, suggesting revisions where necessary, before it is presented to the Council AGM on 26 May 2022.
- 3.2 It is proposed that any revisions agreed by the Overview and Scrutiny Committee at its meeting on 29 March 2022, will be updated in the report, with the final wording being agreed by the Chairman of the Committee.
- 3.3 It is also proposed that the report will be updated following consideration of other items considered by the Overview and Scrutiny Committee on 29 March 2022, with the final wording being agreed by the Chairman of the Committee.

4. Other options

- 4.1 The Committee is required by the Council's Constitution to make an Annual Report to the Council. The report can be submitted as presented or as amended.

5. Issues and risks

- 5.1 **Resource implications** – there are no resource implications directly related to this report. Resource implications were considered for each review undertaken by the Overview and Scrutiny Committee, outlined in the specific terms of reference for each review.
- 5.2 **Legal implications** – there are no legal implications arising from this report. Article 6.5(4) of the Constitution requires the Overview and Scrutiny Committee to make an Annual Report to the Council and make recommendations for future work programmes.
- 5.3 **Equality implications** – there are no equality implications arising directly from this report. The Overview and Scrutiny Committee do, as a matter of course, consider equalities when reviewing all Cabinet reports and have requested copies of Equality Assessments, when necessary, in order to inform their recommendations to Cabinet or Council.
- 5.4 **Environmental impact** – there are no environmental impacts arising from this report.
- 5.5 **Crime and disorder** – there are no crime and disorder impacts arising from this report.
- 5.6 **Risks** – there are no other risk implications arising from this report.

6. Conclusion

- 6.1 The Overview and Scrutiny Committee is requested to agree its Annual Report which sets out the work it has undertaken over the last year and its outcomes and achievements.

7. Recommendations

- 7.1 To recommend the Annual Report of the Overview and Scrutiny Committee 2021/22 to be presented to Council;
- 7.2 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; and

- 7.3 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.

Background papers

None



Overview and Scrutiny Committee



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Committee Chairman Foreword

The Committee's aims are to provide real benefits to the people of Broadland and through its work, bring forward appropriate recommendations to Cabinet and Council.

This year has seen many changes and we have continued to review and change our ways of working, due to COVID-19. The Overview and Scrutiny Committee was regularly meeting via Zoom at the start of the year but, when the remote meetings legislation ceased in May 2021, the Committee reverted to holding its meetings in-person. Despite these changes, we have still managed to undertake some important work this year. In recognising this, I would like to pay tribute to my fellow members who have shown commitment and devotion in serving the Committee and seeking the best outcomes for our residents and services, whilst recognising the substantial additional strain on the Council's officers and resources.

The topics discussed over the last year have covered various areas of the Council's work such as pre-scrutinising the Council's budgets and performance, reviewing several important policies, including those in place for empty homes, houses in multiple occupation (HMOs), the Council Tax Assistance Scheme, and various environmental issues. Members of the Overview and Scrutiny Committee also championed the needs of Broadland residents by strongly highlighting their concerns regarding the removal of the cap on the Care and Repair service, when reviewing the Independent Living Assistance Policy, which prompted further assurance from the Portfolio Holder that no residents would be disadvantaged. When reviewing the Treasury Management Report, the Committee recommended that the Council adopt a green and ethical approach to treasury management. Cabinet agreed that consideration would be given to making the existing content of the Strategy more stringent at its next review. In addition to pre-scrutinising the Cabinet agenda, the Committee also provided feedback to assist Cabinet in wording the Council's response to the Transport for Norwich Strategy Consultation, to ensure this reflected and reinforced the needs of Broadland residents.

Whilst the pandemic has continued to cause some delays to our work programme, the Committee has future plans to review some important Council policies to ensure they are achieving their objectives and providing the best in customer service and value for money for our residents, and to ensure that residents are at the heart of what Broadland District Council does. We continue to reach out to our towns and parishes and look forward to examining some of the issues that face our communities and, where necessary, identifying and recommending solutions to improve services for residents.

The Overview and Scrutiny function of a local authority has many objectives, but its main focus is to ensure better outcomes for our communities through constructive engagement with officers, Cabinet, Council and our partners.

I enjoy chairing this Committee and would like to offer my thanks and appreciation to the officers and members who support the Committee and to the Vice-Chairman, Martin Murrell.



Councillor Steve Riley
Overview and Scrutiny Committee Chairman

Introduction

Broadland District Council adopts the Cabinet system to operate its decision-making. The Overview and Scrutiny Committee is politically balanced and is made up of councillors from the political groups that make up the Council. As only non-cabinet members can be on the Committee, this enables those members to have an active role in the Council's decision-making process.

Overview and Scrutiny is central to the Council's decision-making process and has two main roles.

- (1) The development and review of policies for a wide range of subjects and services.
- (2) The critical examination of the Council's performance and effectiveness of its decisions.

The Overview and Scrutiny Committee looks into areas of local concern and recommends improvements the Council can make to ensure quality of life is improved for all. The main tasks of the Committee are:

- **Performance Monitoring** - We have to meet corporate priorities set out in the Broadland Business Plan and report against those indicators. Scrutiny can examine any aspect of our performance, including services that we deliver through partnerships with other organisations.
- **Holding the Cabinet to Account** - Decisions made by the Cabinet but not yet put into practice can be reviewed by the Overview and Scrutiny Committee and challenged.
- **Policy review and development** - Overview and Scrutiny can propose new policies or review existing policies and recommend changes to the Cabinet.
- **External Scrutiny** - Any issue directly affecting Broadland residents can be scrutinised by the Committee, including services provided by another organisation.

It is through demonstrating the value and impact that effective scrutiny can have in supporting councils and other organisations to deliver better, more cost-effective services, that scrutiny is a valued element of local democracy.

Overview and Scrutiny Reviews

An Overview and Scrutiny Committee has responsibility to both scrutinise and monitor on an ongoing basis. To that end, the Committee strives to develop a balanced Work Programme which is published on the Council's website for information. Since the Committee's last annual report, which was commended to Council on 27 May 2021, there have been five meetings to consider items on the Work Programme.

The Reviews undertaken during these meetings were as follows:

Maintenance of Bridges in Broadland

On 15 June 2021, the Committee reviewed a report which it had requested due to concerns about the level of reserves that had been set aside to meet the Council's future liabilities for bridge maintenance. This important review allowed the Committee to thoroughly scrutinise the budgetary measures that the Council had put in place to fund the maintenance of the bridges. It also provided members with reassurance that a review was being conducted of all of the Council's assets and that a programme was to be drawn up to undertake identified maintenance works, within the allocated budgets.

Parish Council Involvement with Developers and the Planning Authority regarding the Allocation of Public Open Space

At the heart of good Scrutiny is engagement with residents and parish councils. The Chairman of the Overview and Scrutiny Committee invited all town and parish councils within the District to put forward any items they wished the Committee to scrutinise. In response, Sprowston Town Council requested that the Committee review the Council's involvement with town and parish councils and developers regarding the allocation of public open spaces.

At its meeting on 24 August 2021, the Committee reviewed a report which had been prepared by officers in response to the request from Sprowston Town Council. Members of the Town Council were invited to attend and participate in the meeting. After scrutinising the issue thoroughly and hearing the views of the Town Council, the Committee requested that Broadland District Council officers, together with a working group of members, produce a planning guidance note for town and parish councils. The Committee also agreed that a letter should be sent to developers in the District to remind them of their obligations, under the Statement of Community Involvement, to engage meaningfully with parish and town councils.

Review of the Environmental Strategy

At its meeting on 30 November 2021, the Committee was provided with an update on the delivery of the Environmental Strategy across the District. Members were reassured by the content of the update report and were pleased to note that, in addition to the projects being developed through the Action Plan, the Council was undertaking a wide range of business activities that contributed to carbon reduction, such as: recycling, the Warm Homes Project, fly tipping enforcement and the planning policy. The Committee was satisfied that no further scrutiny would be required at this time.

Member Ward Grant – Spend Review

On 30 November 2021, members undertook their six-monthly review of the member-led grant scheme. The Committee scrutinised information regarding the spending of the grant monies and requested that the level of funding should be increased from £500 to £1000 per annum, to match that at South Norfolk Council. It was suggested that this issue should be raised during the joint budget meeting with Cabinet in January 2022. This was consequently raised as a request at the budget meeting but was refused by Cabinet who deemed there was no need to align the two schemes as the Councils were separate and sovereign entities.

Staff Turnover at Broadland

During 2021, a Time and Task Limited Panel was convened to analyse staff turnover at Broadland District Council. The Panel scrutinised local and comparative data in order to identify any potential solutions deemed necessary to aid the Council in its retention of staff. On 30 November 2021, members reviewed the interesting findings of the Panel but noted that there had been a low percentage of leavers who had chosen to complete exit interviews, making it difficult to ascertain the reasons that some staff had left the Council's employment. It was agreed by the Committee that these ex-employees be contacted (to be completed after this is discussed on 29 March 2022).

Review of the Public Consultation Processes

On 18 January 2022, members considered a report which had been drafted as a result of the Committee's request to review the way in which the Council engaged its residents in public consultations. Members had wished to understand the current processes for engaging the public in consultations and to explore how these processes could be improved to maximise response rates. The Committee felt that by reaching and engaging with the widest possible audience, results would be more likely to demonstrate the wide-ranging views of the community rather than be skewed by limited responses from a small section of residents.

Members scrutinised the processes for formal consultations and then considered ways in which more residents could be reached regarding less formal consultations and general matters. After discussion, the Committee requested that the report of the recently appointed Customer Insight and Experience Lead, which was scheduled to be presented to the Committee in June 2022, include details of how the Council could better publicise and raise awareness of consultations.

Norse Environmental Waste Services

(To be added after the meeting on 29 March 2022).

Overviewing

In addition to the above stand-alone reviews, the Committee continually monitors certain Council activities. In the past year these have included:

- Water – Supply, Management and Climate Change Updates
- Community Safety Updates
- Leisure and Community Wellbeing Briefings

Scrutiny of the Cabinet

Broadland District Council conducts a practice of the Overview and Scrutiny Committee appraising Cabinet reports one week before Cabinet meetings. This provides opportunity for Committee to ask officers questions and enables the Committee to be fully briefed before making recommendations to Cabinet. This practice is considered by the Committee to keep call-ins to a minimum and build a good working relationship between Cabinet and officers.

Furthermore, Committee members are able to attend Cabinet meetings when those reports are discussed, to make any further comment through the Committee Chairman and to witness how the Cabinet arrives at its decisions. There were no call-ins this year.

Meeting with Cabinet to discuss the budget

In October 2021, the Committee held a pre-budget workshop to discuss proposed questions for Cabinet on the budget for 2022/23. These were presented at the meeting on 18 January 2022 and Cabinet Members were in attendance to respond.

Committee Training

In March 2021, members of the Overview and Scrutiny Committee attended a virtual training session, which was delivered by the Centre for Governance and Scrutiny (CfGS). This focussed mainly on developing effective questioning skills and the use of funnelling methods to drill down on specific points and to turn these findings into sound recommendations. During 2021/22, members have been able to put these skills into practice when scrutinising items.

Communicating Scrutiny

The Overview and Scrutiny Committee recognises that although the scrutiny function is councillor-led, the communities of Broadland can and should influence their Work Programme and involve themselves in scrutiny reviews. During 2022/23, the Committee will continue to promote scrutiny and consider important local issues.

Membership of the Overview and Scrutiny Committee

Cllr S Riley (Chairman)	Cllr M Murrell (Vice Chairman)	Cllr N J Brennan
Cllr P E Bulman	Cllr S J Catchpole	Cllr J Davis
Cllr N J Harpley	Cllr S I Holland	Cllr C Karimi-Ghovanlou
Cllr K S Kelly	Cllr D King	Cllr K Leggett MBE
Cllr G K Nurden	Cllr S M Prutton	Cllr N C Shaw

Support for Overview and Scrutiny

The Senior Governance Officer provides advice to both members and officers and supports the Overview and Scrutiny Committee and the various Time and Task Limited Panels that may be set up. Democratic Services Officers produce agendas and clerk the meetings. Senior officers and managers of the Council are expected to attend Overview and Scrutiny Committee meetings and present reports at the request of the Committee. In addition, Cabinet members are often present to aid the Committee's understanding of a particular item, which makes the scrutiny process more effective and constructive.

Have your Say

Members of the public are welcome to attend any of the Overview and Scrutiny Committee meetings. Public speaking is allowed on any matter on the agenda, excluding the Minutes of the previous meeting. Speakers must advise the Senior Governance Officer of their wish to speak two clear working days before the Committee. Members of the public can also make their views known to their local District Councillor or any member of the Overview and Scrutiny Committee.

Members of the public may also write to the Senior Governance Officer at the below address to request that a relevant subject or issue be investigated by the Overview and Scrutiny Committee.

The Chairman of Overview & Scrutiny and the Committee Services Team,
Broadland District Council
Democratic Services
Thorpe Lodge
Yarmouth Road, Norwich
NR7 0DU

Email: cllr.steve.riley@southnorfolkandbroadland.gov.uk and
committee.bdc@southnorfolkandbroadland.gov.uk

The Overview and Scrutiny Committee does not get involved with individual cases and cannot look at individual planning / licensing applications. These should be addressed through the appropriate service area or the local councillor. It also cannot deal with individual complaints; these should be raised through the Council's Complaints Procedure.

All suggestions will be considered by the Chairman and Vice Chairman. You will then be informed of the outcome by the Senior Governance Officer.

Overview and Scrutiny Committee Recommendations to Cabinet 2021/22

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
20 April 2021	Covid Recovery Report	As per report with extra recommendation: <i>“To maintain the provision of the Young Person Mental Health Support Worker Funding”</i> .	As per report	Partial – extra rec not accepted	
20 April 2021	Social Prescribing	As per report	Amended in part: To agree to recruit 2 FTEs on a 12-month contract with the intention to review in six months from when they commence in post to evaluate the benefits to residents of the Community Connectors, as part of setting the 2022/23 budget.	Partial	
20 April 2021	The Debt Respite Scheme Request for Additional Resource	As per report	Amended in part: To review the Recovery Team capacity after 12 months, to assess if the increased resource is meeting the anticipated increase in workload.	Partial	
20 April 2021	Endorsement of the Norfolk Strategic Planning Framework Update	As per report	As per report	Yes	
20 April 2021	Plumstead Road: Proposed Compulsory Purchase Order to Enable a New Roundabout	As per report	As per report	Yes	
20 April 2021	Public Sector Equality Duty Annual Report	As per report	As per report with minor additions requested by officer	Yes	

20 April 2021	Review of Policies (Counter - Fraud, Corruption & Bribery, Anti Money Laundering & Whistleblowing)	As per report	As per report	Yes	
20 April 2021	Member IT	Recommended amendments: That Cabinet approve the recommendation from the Service Improvement and Efficiency Committee to retain the current provision of iPads <i>for the next two years and to hold a full review of member IT provision by October 2022; and That Cabinet agree that the final decision on member IT provision would be made by Council</i>	Amended: To approve the recommendation from the SIEC to retain the current provision of iPads; with a review in July covering the O365 rollout and training undertaken by members with another member survey and workshop to enable officers to have information on software improvements to report back to the Oct Cabinet.	No	
20 April 2021	St Faiths Common – Lease (exempt)	As per report	As per report	Yes	
20 April 2021	Managed Service – Payroll (exempt)	As per report	As per report	Yes	
20 April 2021	Food Innovation Centre (exempt)	As per report	As per report	Yes	
15 June 2021	Covid-19 Recovery Plan	As per report	As per report	Yes	
15 June 2021	Strategic performance & finance report Q4	Recs 1, 4 & 5 endorsed. Amended 2 to incl all sickness absence to perf measures. Rec 3 not endorsed as wish to retain current reporting frequency.	As per report with some more detail added. O&S recommendations not accepted.	Partial	
15 June 2021	Empty Homes Policy	Recommended as per report (with officer revision) and added recommendation to review policy in 1 year.	As per report (with officer revision) Also, a Housing Standards formal enforcement budget of 50,000 p.a.	Yes, with addition from Cabinet	

15 June 2021	Bid to the Community Infrastructure Fund - Sprowston Town Council	As per report	As per report	Yes	
15 June 2021	Houses in Multiple Occupation Discretionary Activity Policy	As per report	As per report with added resolution: <i>That a 0.5 fte Community Enforcement Officer post will be in place for two years and will be funded through the Covid-19 Outbreak Management Fund.</i>	Yes, with addition from Cabinet	
6 July 2021	Capital Budget	As per report	As per report	Yes	
6 July 2021	Use of the Norfolk Strategic Fund Grant	As per report	As per report	Yes	
6 July 2021	Moving Towards a First-Class Customer Service	As per report	As per report	Yes	
6 July 2021	Skills and Training Project	As per report	As per report	Yes	
6 July 2021	Emergency Planning Structures	As per report	As per report	Yes	
6 July 2021	GNLP Submission for Independent Examination	As per report	As per report	Yes	
6 July 2021	Pensions Discretions Policy	As per report	As per report	Yes	
6 July 2021	Shared Procurement Service Business Case (exempt)	As per report	As per report	Yes	
6 July 2021	Finance System Business Case (exempt)	As per report	As per report	Yes	
6 July 2021	ICT / Digital Strategy Review (exempt)	As per report	As per report	Yes	
6 July 2021	Food and Garden Waste Disposal Contract (exempt)	As per report	As per report	Yes	
31 August 2021	Insurance Contract – Decision Award	As per report	As per report	Yes	

31 August 2021	Strategic Environmental Services Contract (exempt)	(Option 1, as amended) To award a contract to Bidder C <i>on the basis of Option B</i> for a period of 10 years, with the option for further extension of up to 10 years, for provision of the Council's Strategic Environmental Waste services.	To award a contract to Bidder C for a period of 10 years, with the option for a further extension of up to 10 years, for provision of the Council's Strategic Environmental Waste services.	Partial	Recommendation regarding the Basis of Option B was not accepted by Cabinet.
14 September 2021	Covid-19 Recovery Plan 2021–2022: Progress Update	As per report	As per report	Yes	
14 September 2021	Transport for Norwich Strategy Consultation Response	(Options 1 and 2, as amended) 1. That the consultation response place greater emphasis on connectivity to rural areas beyond the Norwich fringe to allow access to those seeking employment, education and training; and 2. That Cabinet agree the amended response to the Transport for Norwich (TfN) Strategy Consultation.	That subject to consultation with the Place Shaping Policy Development Panel to delegate the final response to the Transport for Norwich Strategy Consultation to the Director of Place, in consultation with the Portfolio Holder for Planning and Leader.	No	
14 September 2021	Norfolk Strategic Flood Alliance Strategy Consultation Response	As per report	As per report	Yes	
19 October 2021	Independent Living Assistance Policy	As per report with rec to amend '2', as follows: <i>2. A revised Care and Repair fees procedure as amended - 'That Cabinet amend the Policy to ensure that the removal of the £1,500 cap on the Care and Repair Service did not result in less funding being made available for adaptations, than before the cap was removed.'</i>	As per report – O&S Recommendation was not accepted.	Partial	Cabinet thanked O&S for highlighting this as an area of concern. The Portfolio Holder for Housing and Wellbeing assured O&S that there were other elements in the Policy that would ensure that no residents were disadvantaged by the removal of the cap.

19 October 2021	Warm Homes Fund – Additional Funding	As per report	As per report with additional rec: That Cabinet and the Environmental Excellence Panel be provided with progress reports on delivery of the Warm Homes Prog on a six- monthly basis.	Yes	
19 October 2021	Mobile Homes Fees and Charges Policy	As per report	As per report	Yes	
19 October 2021	Social Prescribing: Contracting with the NHS	As per report	As per report	Yes	
19 October 2021	Review of the Material Recycling Facility Contract (exempt)	As per report	As per report	Yes	
23 November 2021	Treasury Management Quarter 2 Report 2021/22	As per report with additional recommendation: <i>3. That the Council adopts a commissioning policy that encapsulates a green and ethical approach to treasury management.</i>	As per report – Cabinet did not accept O&S Committee's recommendation 3.	Partial	Cabinet advised the Strategy would be reviewed as part of budget setting process and noted the current Strategy already went some way to address the issue. The PH Finance advised that when next reviewed, would look to make this more stringent.
23 November 2021	Household Support Fund	As per report	As per report	Yes	
23 November 2021	Strategic Performance and Finance Report for Quarter 1 and Quarter 2	As per report with the exception of 'rec 1a', which the Committee recommended that Cabinet reject: <i>1a. To agree proposals for the usage of this year's potential underspends</i>	Cabinet accepted the recommendation from O&S Committee and rejected 'rec 1a'	Yes	The Portfolio Holder for Finance advised the meeting that further work needed to be undertaken on how these funds should be spent and, therefore, proposed that recommendation 1a should be deleted.

23 November 2021	Update On Member IT	As per report	As per report	Yes	
23 November 2021	Award Of Contract – Bure Valley Railway Fencing (exempt)	As per report	As per report	Yes	
23 November 2021	Proposal for a Second Building at the Food Enterprise Park (exempt)	As per report	To not proceed	No	
21 December 2021	Introduction Of District Wide Kerb Side Food Waste Collection Service	As per report	As per report with additional resolution: <i>That a District-wide food waste collection service commence in October 2022</i>	Yes	
21 December 2021	Housing Allocation Policy Review	As per report	As per report	Yes	
21 December 2021	Review Of Usable Reserves	As per report	As per report	Yes	
21 December 2021	Environmental Waste Contract and Hydrogenated Vegetable Oil Fuel	As per report	As per report	Yes	
21 December 2021	Review Of Environmental Enforcement Penalties	As per report	As per report	Yes	
21 December 2021	Street Naming and Numbering Policy and Introduction of Charges	As per report with the addition to recommendation 1: <i>‘That Cabinet recommends to Council the introduction of charges from 1 April 2022 as set out in Appendix 1, subject to an exemption from the charge in the policy for existing homes, where the owner wished to change the name of their property’.</i>	As per report – Cabinet did not accept O&S Committee’s proposed amendment to the recommendation	Partial	The PH for Finance noted the recommendation from O&S but felt this was a householder choice. Cabinet agreed this work incurred costs for the Council.
21 December 2021	S106 Agreements Monitoring Fees	As per report	As per report	Yes	

21 December 2021	Finance Cash Receipting System Business Case (exempt)	As per report	As per report	Yes	
21 December 2021	Planning, Regulatory, Housing Standards and Waste Team Services IT Migration (exempt)	O&S Recommended Cabinet approve Option 4 of the exempt report.	Cabinet rejected this recommendation and approved the officer recommendation of Option 2.	No	
21 December 2021	Broadland Food Innovation Centre- Dynamic Purchasing System (exempt)	As per report	As per report	Yes	
21 December 2021	Future Management of Streetlights in Drayton – Drayton Parish Council (exempt)	As per report	As per report	Yes	
8 February 2022	Revenue Budget and Council Tax 2022/23	As per report	As per report	Yes	
8 February 2022	Capital Strategy and Capital Programme 2022/23-2026/27	As per report	As per report	Yes	
8 February 2022	Treasury Management Strategy Statement 2022/23	As per report	As per report	Yes	
8 February 2022	Delivery Plan 2022-2024	As per report but with rec that the wording be amended: <i>'Work with the Norfolk Parking Partnership to develop and implement a car parking strategy for Broadland and South Norfolk including and/or the provision of electric vehicle charging points.'</i> as this could allow the provision of electric vehicle charging points prior to the completion of the Car Parking Strategy.	Deferred to the March 2022 meeting so the 'In Year Budget Options' paper could be included in the Plan.	N/a	
8 February 2022	Greater Norwich Joint Five-Year Infrastructure Investment Plan and Annual Growth Programme	As per report	As per report	Yes	

8 February 2022	Council Tax Assistance Scheme 2022/23	As per report but with a recommendation that <i>Cabinet consider whether the £5pw increase to the non-dependent deduction in Council Tax Assistance (as set out in Proposal 2) was reasonable.</i>	As per report: Cabinet considered the increase. O&S was reassured that the few residents affected (52) would be advised that help would be available via the Council's Hardship Fund.	Yes	
8 February 2022	Adoption of the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation (Girams) Strategy	As per report	As per report	Yes	
8 February 2022	Microsoft Enterprise Agreement – Contract Award (exempt)	As per report	As per report	Yes	
15 March 2022	Covid-19 Recovery Plan 2021 – 2022	As per report	As per report	Yes	
15 March 2022	South Norfolk and Broadland Rough Sleeper Strategy 2022-2025	As per report (with an update requested either as an item or via pre-Cabinet)	As per report	Yes	
15 March 2022	Extension to Belaugh Conservation Area and Conservation Area Appraisal	As per report	As per report	Yes	
15 March 2022	Community Infrastructure Fund Application: Brundall Parish Council	As per report	As per report	Yes	
15 March 2022	Taverham GP Surgery and Health Hub (Exempt)	As per report	As per report	Yes	
15 March 2022	Enforcement Agent Services (Exempt)	As per report	As per report	Yes	
15 March 2022	Bure Valley Railway Future Options Review (Exempt)	As per report	As per report	Yes	
15 March 2022	Single IT Solution-Revenues and Benefits (Exempt)	As per report	As per report	Yes	

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2020–2021

In setting future Overview and Scrutiny **TOPICS**, Members are asked to consider the following: **T**imely – **O**bjective – **P**erformance – **I**nterest – **C**orporate Priority

T Is this the right **time** to review this issue and is there sufficient **officer time** and resource to conduct the review? What is the **timescale**?

O What is the reason for review; do officers have a clear **objective**?

P Can **performance** in this area be improved by input from scrutiny?

I Is there sufficient **interest** (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.

C Will the review assist the Council to achieve its **Corporate Priorities**?

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comments
29/3/2022 (added Oct 2021)	Norse Environmental Waste Services (NEWS)	Assistant Director Community Services	To receive an update on the financial position of Norse Environmental Waste Services (NEWS)	Agreed by the Committee at the meeting on 14 November 2017. To be received at the March 2022 meeting when the financials are available.
29/3/2022	Overview and Scrutiny Committee Annual Report	Senior Governance Officer / Policy	Committee to approve the draft Annual Report for presentation to the Council's AGM in May.	
28/6/2022 (added 29/6/2021)	Customer Strategy Update	Customer Engagement and Insight Lead	To receive an update on the measures being used to deliver the Customer Strategy. To include details of how to better publicise and raise awareness of consultations.	To be received nine months after the Customer Engagement and Insight Lead took up her post.
28/6/2022 (added 15/6/2021)	Review of Empty Homes Policy	Assistant Director Individuals & Families	To review the Empty Homes Policy to ensure it meets desired outcomes and to identify and make any recommendations for improvement.	Review of policy following its implementation in June 2021.
15/11/2022 (added Dec 2021)	Housing Allocations Policy	Assistant Director Individuals & Families / Housing & Wellbeing	To review the Housing Allocation Policy to ensure it meets desired outcomes and to identify and make any recommendations for improvement.	Review of policy following its implementation in April 2021. Reviewed in December 2021, due to be reviewed again in 9-12 months.

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comments
24/1/2023	Joint Budget Meeting	Assistant Director Finance and all Portfolio Holders	To receive responses to the Committee's budget questions and to raise any further questions with Portfolio Holders.	Annual item.
Update	Apprenticeships and new schemes	Asst Director Ec Growth Ec Development Manager Asst Director Governance Skills Development Officer HR Business Partner / Economic Development	Agreed at meeting on 30/3/2021: That the Council should make representation to the Secretary of State in light of the detrimental effect that the Apprenticeships Levy was having on 16 to 19-year-olds and that officers should draft a report to support this recommendation to Government.	Chairman sent letter to Secretary of State. Response received – as appended to this Work Programme.
Update	Future topics for scrutiny To invite town/parish councils to submit topics for future consideration	Senior Governance Officer	'Good work' article to be placed in Broadland News.	Broadland News article to be written from Chairman and submitted to comms team.
Update	Broadband and mobile phone coverage in the district	Assistant Director Economic Growth / Economic Development	To be decided – see comments	Project delayed due to Covid-19. Jo Copplestone will be arranging for Better Broadband for Norfolk (BBfN) to provide an all-member briefing in the future.
As and when appropriate	Water – supply, management and climate change	Water Management Officer / Environmental Excellence	To investigate how water was being managed in the district and what measures were being put in place to address climate change.	To receive updates from Jo Copplestone as BDC's rep on Water Resources East or Ken Kelly as representative on Broads & Rivers IDB as and when appropriate.
	Council partnership register review	Policy & Partnerships Officer / All Portfolios	Committee to receive an update against the Council's partnership register and to identify any partnership concerns that may require further investigation by a nominated time and task limited panel.	On hold due to Covid19

Meeting dates: 29 March 2022, 28 June 2022, 6 September 2022, 15 November 2022, 24 January 2023, 4 April 2023

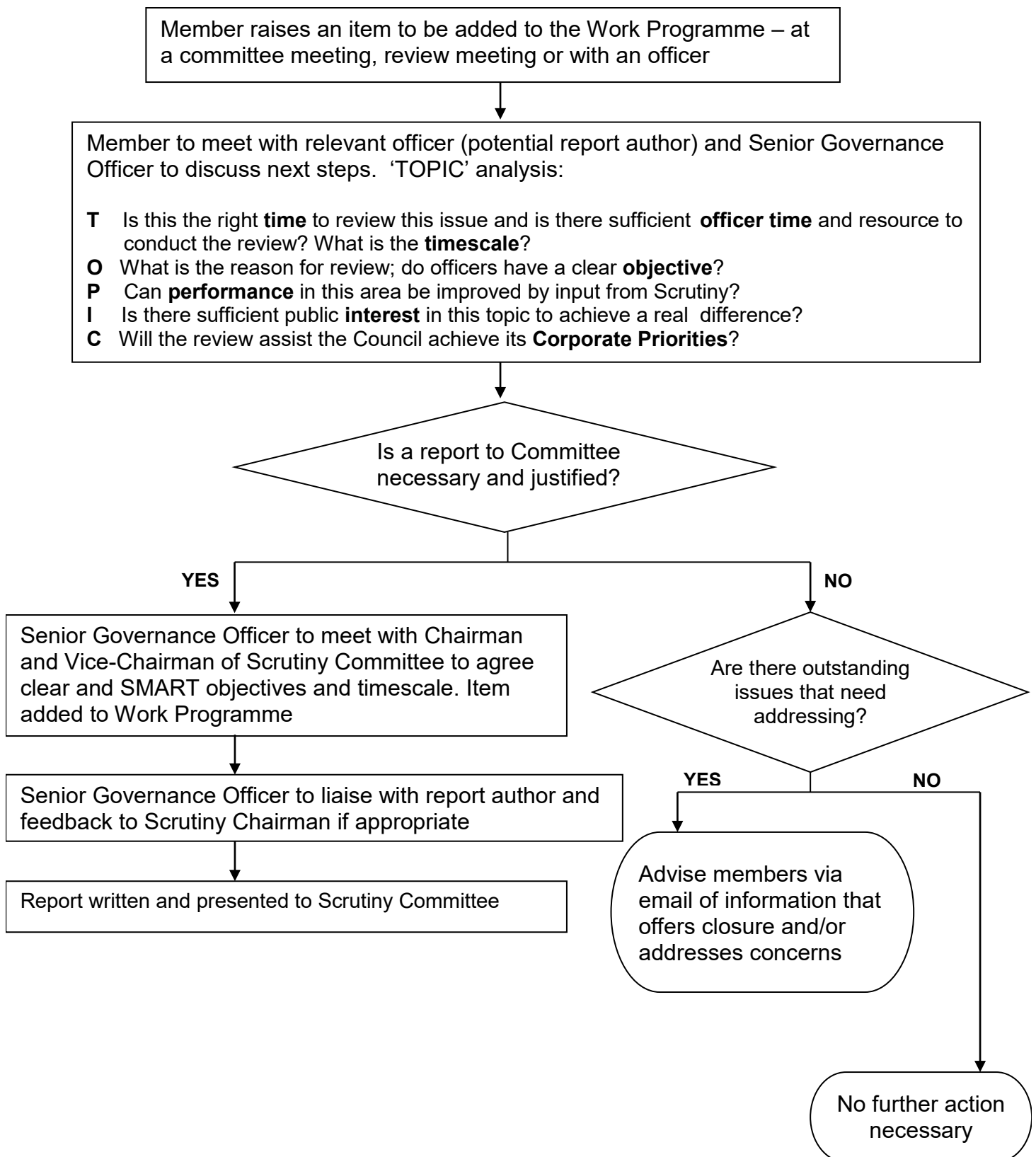
Time and Task Panel reviews

Topic	Objectives	Lead Officers	Comments
<u>Staff turnover</u> Mr Adams; Mr Brennan; Ms Harpley; Ms Holland, Mr Nurden and Mr Riley	To scrutinise the staff turnover figures further, incl: <ul style="list-style-type: none"> • Break-down of figures by department and by grade • Analysis of what stage in their career employees were leaving 	Assistant Director Governance & Business Support	Further work requested by the Committee around reasons for leaving.

Workshops

Topic	Objectives	Lead Officers	Date
Preparing to meet with Cabinet to discuss budget performance	A facilitated workshop attended by the Assistant Director of Finance for committee members to identify, agree, and allocate questions for Cabinet to answer at the joint budget meeting.	Assistant Director of Finance Finance Team staff Senior Governance Officer	October 2022

Process for adding items to the Overview and Scrutiny Committee Work Programme



Response to the Chairman's letter to the Minister of State for Apprenticeships

Dear Sirs

I am writing to thank you for your email of 28 July passing on Councillor Riley's letter to the Minister of State for Apprenticeships. The letter has been passed to me and I have been asked to reply on the minister's behalf.

I am sure you will appreciate the COVID-19 pandemic has resulted in unprecedented levels of correspondence for the department, and I apologise for the delay in replying.

With regard to the issues raised in the letter, I should highlight that our reforms have fundamentally changed what apprenticeships are, and the long-term opportunities they can provide. Employers are at the heart of our reforms designing new standards to improve the quality and to deliver the skills they need in the workplace.

The government strongly believes that apprenticeships are key to our economic recovery with many employers recognising the value apprenticeships can bring to their businesses as well as providing fantastic opportunities for young people to obtain the knowledge and skills needed to progress in their chosen careers. An apprenticeship is however, first and foremost a job and their availability are determined by employers choosing to offer an apprenticeship, either by taking on new staff as apprentices or supporting the training of existing staff where an apprenticeship meets their needs.

As a core part of our work to improve the quality of apprenticeships and to ensure that apprenticeships meet the needs of employers, frameworks were withdrawn on 31 July 2020 and replaced with apprenticeship standards. All standards are designed directly by employers to meet the current and future skills needs of their sector, and to ensure apprentices are fully competent in a distinct occupational role. We recognise the importance of intermediate (level 2) apprenticeships, which is borne out by over a quarter of all starts being at this level, and there are currently 135 different standards approved for delivery at level 2.

Where employers believe there is a genuine occupational gap not met by existing standards, they should contact the Institute for Apprenticeships and Technical Education (the Institute) at: enquiries.ifa@education.gov.uk

To address your comments around young people who do not achieve in a traditional learning environment and may not have the necessary requirement of English and maths attainment, employers are clear that they need their staff to have the range of skills required to work effectively. This includes a basic level of English and maths as well as the job-specific competencies and the softer work-readiness skills. Although some apprenticeship providers and employers set minimum entry requirements, some do not. Often the apprenticeship vacancies will state the desired qualifications when advertising the apprenticeship opportunity. If the minimum standard of English and maths have not been achieved prior to starting an apprenticeship, funding is provided as part of the apprenticeship to allow the apprentice to complete the required level of English and maths. Functional Skills tests can be undertaken alongside the apprenticeship to achieve these which the training provider or

employer offering the apprenticeship will arrange.

As young people are currently facing additional challenges due to the pandemic, in securing an apprenticeship or job, you may also be interested to know that we have invested in making more traineeship places available for young people. Traineeships are specifically tailored to the needs of 16- to 24-year-olds. They provide an opportunity to further develop your skills, undertake work preparation training and a work placement along with support to help prepare for progression into an apprenticeship or job.

We are working to develop more occupational traineeship opportunities in the adult care, construction, digital, engineering, logistics, automotive and nuclear sectors that will be launching in the future.

Details of Traineeships that are available can be found by contacting your local college or training provider, or at Find a Traineeship on the GOV.UK website: <https://www.gov.uk/find-traineeship>

I hope this information is useful.

Thank you once again for taking the time to write to the minister about this important matter.

Your correspondence has been allocated reference number 2021-0036669. If you need to respond to us, please visit <https://www.education.gov.uk/contactus> and quote your reference number.

As part of our commitment to improving the service we provide to our customers, we are interested in hearing your views and would welcome your comments via our website at: <https://form.education.gov.uk/service/PCTfeedback>

Yours sincerely

A Townsend

Ministerial and Public Communications Division

Web: <https://www.education.gov.uk>

Twitter: <https://www.twitter.com/educationgovuk>

Facebook: <https://www.facebook.com/educationgovuk>

**NOT FOR PUBLICATION BY VIRTUE OF SCHEDULE 12A OF PART 1
PARAGRAPH 3 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) BY
THE LOCAL AUTHORITIES (ACCESS TO INFORMATION) (VARIATION) ORDER
2006 (contains information relating to the financial or business affairs of any
particular person (including the authority holding that information))**

Pages 42 to 48 are not available
to the public because the
information is confidential as it
includes exempt information about
the financial or business affairs of
a person