

# Overview and Scrutiny Committee

## Review of Cabinet Agenda

### Members of the Committee

Cllr M Murrell (Chairman)  
Cllr S Riley (Vice Chairman)  
Cllr N Brennan  
Cllr P Bulman  
Cllr S Catchpole  
Cllr J Davis  
Cllr N Harpley  
Cllr S Holland

Cllr C Karimi-Ghovanlou  
Cllr K Kelly  
Cllr K Leggett MBE  
Cllr G Nurden  
Cllr R Potter  
Cllr S Prutton  
Cllr N Shaw

### Date & Time:

Tuesday 12 July 2022 at 4.00pm

### Place:

Council Chamber Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich

### Contact:

Leah Arthurton tel (01508) 533610  
Email: [Leah.arthurton@southnorfolkandbroadland.gov.uk](mailto:Leah.arthurton@southnorfolkandbroadland.gov.uk)  
Website: [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk)

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

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

### PUBLIC ATTENDANCE:

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](mailto:committee.bdc@southnorfolkandbroadland.gov.uk), no later than 5.00pm on Thursday 7 July 2022.

# AGENDA

1. To receive declarations of interest under Procedural Rule no 8 3
2. Apologies for absence
3. Minutes of meeting held on 28 June 2022 5
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. Cabinet Reports

To consider the Cabinet reports in respect of the 19 July 2022 meeting.

Members are asked to refer to the Cabinet Agenda, which will be published on the Council's website no later than Thursday 7 July 2022.

## DECLARATIONS OF INTEREST AT MEETINGS

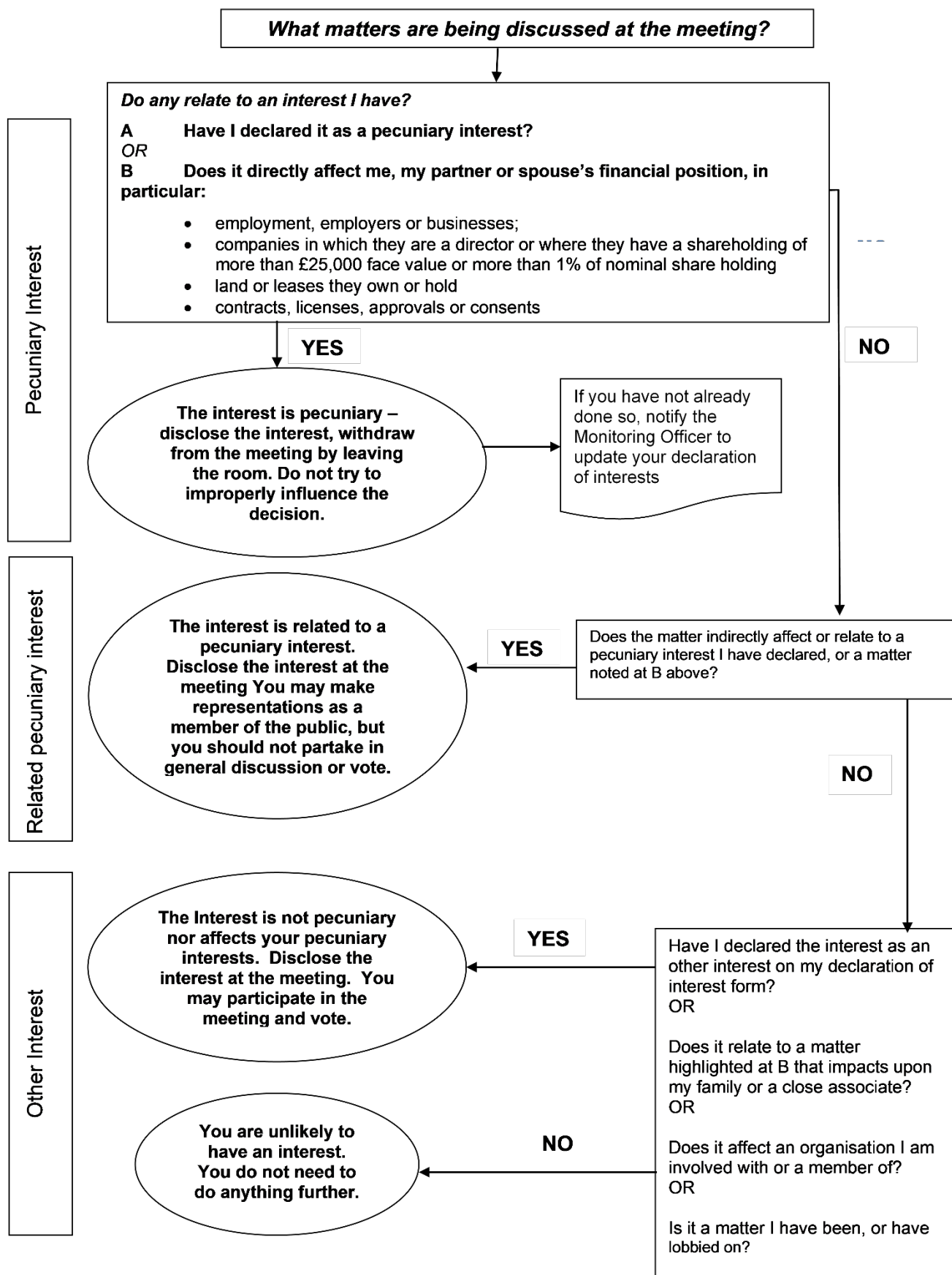
When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda 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"> <li>1. affect yours, or your spouse / partner's financial position?</li> <li>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</li> <li>3. Relate to a contract you, or your spouse / partner have with the Council</li> <li>4. Affect land you or your spouse / partner own</li> <li>5. Affect a company that you or your partner own, or have a shareholding in</li> </ol> <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 28 June 2022 at 4.00 pm when there were present:

<b>Committee Members Present:</b>	Councillors: M Murrell (Chairman), P Bulman, K Leggett MBE, G Nurden, S Prutton and N Shaw.
<b>Other Member in Attendance:</b>	Councillor: F Whymark
<b>Officers in Attendance:</b>	Chief of Staff and Monitoring Officer, the Director of Place, the Assistant Director for Individuals and Families, Housing Standards Senior Manager, Senior Governance and Deputy Monitoring Officer (SW), and Democratic Services Officer (LA)

### 14 DECLARATIONS OF INTEREST

No declarations of interest were made.

### 15 APOLOGIES FOR ABSENCE

Apologies for absence were received from, Cllr N Brennan, Cllr S Catchpole, Cllr K Kelly and Cllr R Potter.

### 16 MINUTES

The minutes of the meeting held on 7 June 2022 were agreed as a correct record.

The Chairman informed the meeting that the amended recommendations put forward by the Committee detailed in minute numbers 7 and 8 were not accepted by Cabinet as the reports proposals were for enhancements to existing services only and the existing services would not be changed.

### 17 REVIEW OF EMPTY HOMES POLICY

The Housing Standards Senior Manager introduced the report which reviewed Broadland's Empty Homes Policy. The policy set out the parameters where

discretionary activity would take place in relation to empty homes in the District. Members noted the policy was originally approved by Cabinet on the 15 June 2021 and it was good practice to review how the policy was working within the District a year on.

The Housing Standards Senior Manager further explained the key reasons behind a home becoming classed as an Empty Home under the policy:

- Financially prohibitive for owners to undertake repairs or property upkeep.
- Poor marketing or pricing of the property on the market.
- Difficulty identifying owners of property, for example tracking down heirs to a property or owner disputes.
- Planning restrictions.
- Owners unwilling to sell, let or inhabit the property.

The Committee noted that data gathered by the Department for Levelling Up, Housing and Communities, which was informed by the Council Tax Base, showed Broadland District Council having the lowest rates of empty homes in the County. Since the policy has been in place, 14 properties have been reported to the Housing Standards team for being empty and through investigations the properties fall into two categories; properties which need further investigation, and short term empty properties where support is offered to reinstate occupation as soon as possible. Members also noted that a report containing a property deemed as an Empty Home was set to come before Cabinet at the next meeting.

The Chairman thanked officers for their report and the team's work implementing the policy. He noted that the policy was working well and there were no further concerns raised by the Committee.

It was then;

### **AGREED**

1. To acknowledge the report
2. to continue the procedures as detailed in the current Policy

## **18 BROADLAND DISTRICT COUNCIL STAFF TURNOVER TIME AND TASK PANEL REPORT**

The Chief of Staff (Monitoring Officer) presented the report which detailed the latest findings from the Time and Task Panel regarding the request to further review the Council's legal position regarding exit interviews.

During the recent meeting, the Panel had focused on its rights to access to the personal data of previous employees. It was explained that personal data was held by the Human Resources team for all staff currently employed and that were different retention purposes for different sets of data that needed to be adhered to in line with data protection principles. In relation to the personal information of ex-employees being used to make contact for the purposes of conducting exit interviews, officers had sought the opinion of an expert in Data Protection Law and Information Governance. Their opinion had been that to access the contact details of ex-employees for this purpose would breach the first principle of the GDPR on the grounds that it would amount to 'unfair processing' of their personal data.

The Chief of Staff (Monitoring Officer) concluded that due to further interventions which had been put in place, the uptake of exit interviews had in fact increased over the last two years and more meaningful data was now being received. This was being reported to Cabinet, and the Overview and Scrutiny Committee, as part of the Performance and Risk Reports.

The Committee noted the position of the Time and Task Panel and it was;

### **AGREED**

To note the content of the report and the conclusions of the Panel.

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

The Senior Governance and Deputy Monitoring Officer updated the Committee on its Work Programme. Members noted the dates of the upcoming meetings.

(The meeting concluded at 4.17pm)

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Chairman