

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 N J Harpley

Cllr S I Holland

Cllr C Karimi-Ghovanlou

Cllr K S Kelly

Cllr D King

Cllr K Leggett

Cllr G K Nurden

Cllr S M Prutton

Cllr C E Ryman-Tubb

Cllr N C Shaw

Date & Time:

Tuesday 24 August 2021 at 10.00am

Place:

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

Contact:

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Email: committee.services@broadland.gov.uk

Website: www.broadland.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.services@broadland.gov.uk, no later than 5.00pm Thursday 19 August 2021. Please see further guidance on the options for public speaking at page 2 of this agenda. Places will be limited.

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.services@broadland.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 due to the current rules on social distancing, the Council cannot guarantee that you will be permitted to attend the meeting in person. Democratic Services will endeavour to ensure that public attendance is allocated as fairly as possible within the constraints of the places available.

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 29 June 2021 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. Parish Council Involvement with Developers and the Planning Authority 20
Regarding the Allocation of Public Open Space**

8. Overview and Scrutiny Committee Work Programme 27

9. Cabinet Reports

To consider the Cabinet reports in respect of the 31 August 2021 meeting.

N.B. the Cabinet Agenda will be published on the Council's website on 19 August 2021.

DECLARATIONS OF INTEREST AT MEETINGS

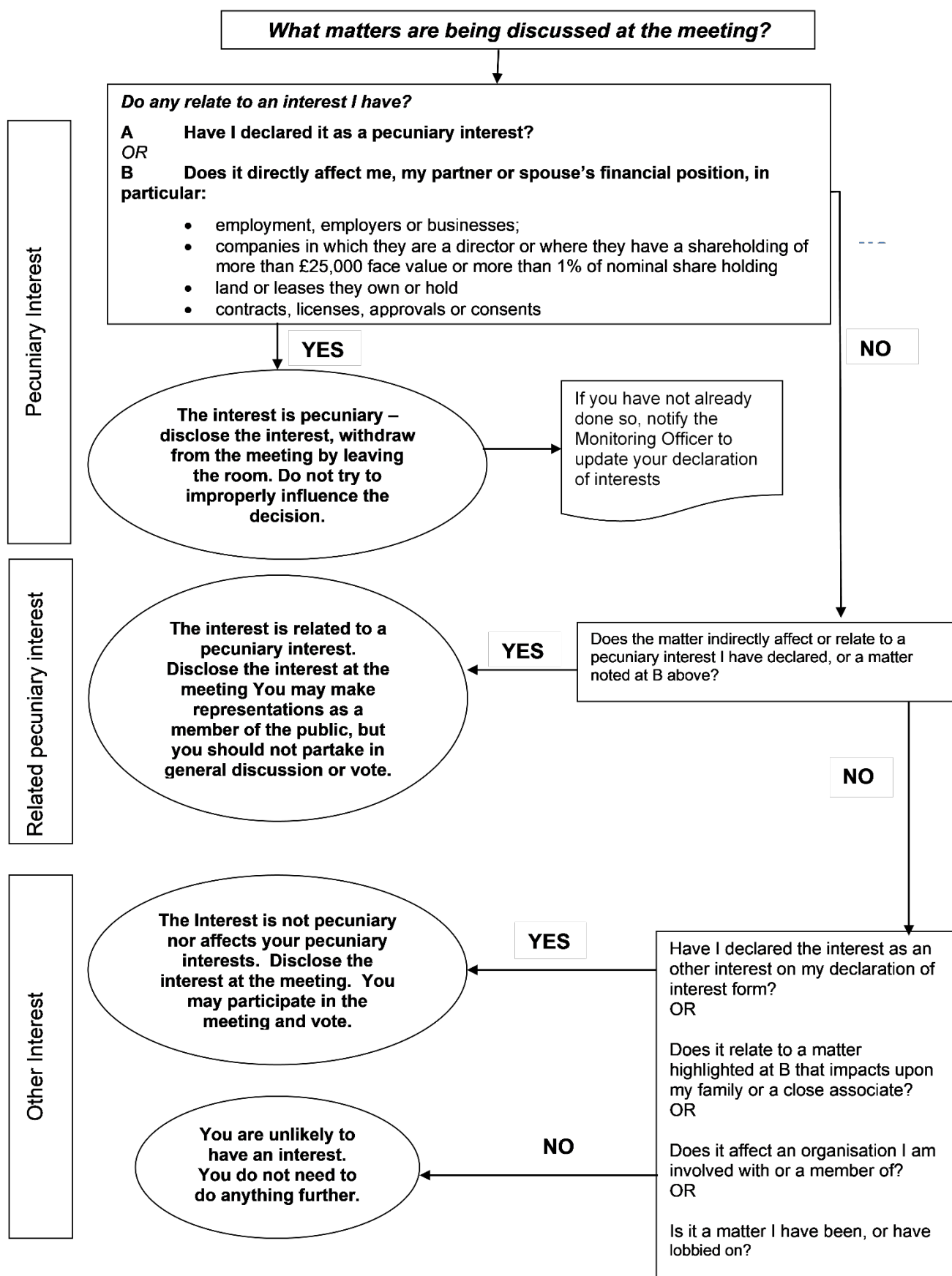
When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda 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 29 June 2021 at 10.00 am when there were present:

Committee Members Present: Councillors: S Riley (Chairman), M L Murrell (Vice-Chairman), N J Brennan, S J Catchpole, N J Harpley, S I Holland, C Karimi-Ghovanlou, K S Kelly, K G Leggett G K Nurden and S M Prutton.

Other Members in Attendance: Councillor: J Copplestone.

Officers in Attendance: The Director of Resources, Director of People and Communities, Chief of Staff, Assistant Director of Individuals and Families, Assistant Director Community Services, Assistant Director Planning, Assistant Director Regulatory, Greater Norwich Planning Policy Manager, Transformation and Innovation Lead, Economic Growth Administrator, Senior Governance Officer (SW), and Democratic Services Officers (LA, JO)

16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bulman, Cllr King and Cllr Shaw.

17 MINUTES

The minutes of the meeting held on 15 June 2021 were agreed as a correct record, save for the following amendment:
Cllr K Leggett was added to the list of attendees.

CABINET REPORTS

18 CAPITAL BUDGET

The report recommended that the Capital Budget for Refuse Services be increased from £3m to £5.7m.

The Committee was advised that when the budget was agreed in February 2021 it was uncertain whether the Council would need to purchase refuse vehicles and / or update the Frettenham Depot. This was because, as part of the re-tender of its Strategic Environment contract, the Council wanted to see whether it would be more cost effective: to use an alternative depot, and / or for the contractor to purchase the refuse vehicles.

It had since become clear during the initial stages of the procurement process that local authority funding of the refuse vehicles was the most cost effective solution. Although the actual capital cost of the vehicles was not known it was evident that more than £3m would be required.

The proposed figure of £5.7m was at the top end of the likely cost range and the actual cost was likely to be lower, however, it was considered prudent to provide the full sum. The additional capital requirement could be funded from reserves.

Members were advised that a cost analysis had estimated a saving of between £0.5m and £0.75m over the life of the 10 year contract.

In answer to a query it was confirmed that this sum was not included in the Medium Term Financial Plan, but it would be updated when the outcome of the waste contract was known.

It was confirmed that electric powered waste collection vehicles were not viable at this moment due to cost (they were double the price of conventional diesel vehicles) and lack of battery range. Alternative fuels such as HVO, which eliminated up to 90 percent of CO2 and particulates, could be looked at however. There was also the possibility of converting diesel waste collection vehicles to electric in the future if they became viable and that the facility to borrow to do this remained available, if there were not sufficient capital reserves.

RECOMMENDED TO CABINET

(Option 1)

To recommend to Council that the 20/21 Capital Budget for Refuse Services is increased from £3m to £5.7m.

19 INSURANCE CONTRACT – REQUEST FOR DELEGATION TO AWARD

The report requested delegated authority to award a new joint insurance contract.

Broadland and South Norfolk were currently in the process of tendering for a new joint insurance contract. The compressed timeline meant that current Cabinet dates did not correspond with the date that was required for sign off. It was, therefore, requested that Cabinet delegate the award of the contract to the Assistant Director of Finance in consultation with the Portfolio Holder for Finance.

It was confirmed that the current cost of insurance cover for the Council was £100,000 per annum. South Norfolk's insurance cover was £400,000 per annum, due to the greater number of assets that it owned, such as its leisure centres.

It was confirmed that officer time on the tender had been split on a 45/55 basis between the Councils and the Portfolio Holder for Finance had been fully involved in the tender process.

RECOMMENDED TO CABINET

(Option 1)

To delegate authority to the Assistant Director of Finance, in consultation with the BDC Portfolio Holder for Finance and the SNC Portfolio Holder for Finance and Resources to award a new insurance contract.

20 BROADLAND USE OF THE NORFOLK STRATEGIC FUND GRANT

The report sought Cabinet's endorsement of a revised programme of work funded by the Norfolk Strategic Fund grant and requested that authority be delegated to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the use of the balance of the grant monies in support of the economic recovery.

The Norfolk Strategic Fund was a one-off grant programme, funded primarily from Norfolk's pooled business rates, that was to be used to support economic recovery activities.

In October 2020 the Council was awarded £428,573 from the Norfolk Strategic Fund based on a proposed programme of works that had been informally agreed by Cabinet in late 2020, where it was provisionally agreed to allocate most of the funding to an entrepreneurship development programme known as Enterprise Facilitation®.

However, following a presentation and further internal discussions, it was decided by Members not to proceed with the Enterprise Facilitation® programme, as it was not seen to represent good value for money nor to add significantly to services currently being delivered locally by the Council and other organisations.

A new programme of work had subsequently been drafted that remained consistent with the aims of the Norfolk Strategic Fund grant and the Council's emerging programme of business support activities. These funds were due to be expended by December 2022.

Included in the programme was £135,000 to fund a range of minor public realm improvements in market towns to ensure high streets and the public realm remain attractive and accessible destinations and to increase footfall following the pandemic.

In addition to the listed projects £99,000 was to be retained to be allocated to related additional activities as required.

In answer to a question members were reassured that the Economic Development Team was developing an extensive scheme of business support and assistance that would ensure that all of the funding was used by the due date. The delegation of the balance of the grant monies would allow for the flexibility to respond and meet need as it arose.

The portfolio Holder for Economic Development added that it was hoped that these grants would see an increase in start-up businesses, which the Council would be in a good position to support and assist.

It was confirmed that all of the Norfolk Strategic Fund monies would be used to support business in the District and that no expenses for officer time would be taken from the fund.

RECOMMENDED TO CABINET

(Options 1 and 2)

1. Cabinet endorses the proposed revised programme of activity to be funded from the Norfolk Strategic Fund grant.
2. Cabinet agrees to delegate authority to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the use of the balance of the grant monies (~ £99,000) in support of the economic recovery.

21 MOVING TOWARDS A FIRST-CLASS CUSTOMER SERVICE

The report presented the Customer Strategy and Customer Charter for approval and adoption, as well as asking Cabinet to note details of a Customer Experience and Insight lead role and a new Complaints Handling Policy.

Research into the Councils current approach to customer satisfaction and approach of other organisations both in the private and public sectors, had been undertaken in late 2020.

Staff workshops had been held to identify areas of strength and weakness in the current customer service provision and best practices and agreed ambitions were identified and used to formulate the proposed Customer Strategy, as well as a Customer Charter.

The Strategy aimed to put customers at the heart of the Councils activities, could provide benefits in customer satisfaction, efficiencies through service improvements and reduce waste by identifying and resolving causes of dissatisfaction and complaint.

The Strategy placed an emphasis on being able to understand and react to changing customer behaviours and expectations in order to shape and transform services to meet needs. To do this effectively the Council would seek to put the right resources and mechanisms in place to gather, collate and analyse customer feedback and insight and ensure that decisions were informed by data.

It was confirmed that following the collation of baseline data measures would be reported to members on a regular basis via the Service Improvement and Efficiency Committee and Cabinet Performance Reports.

The Chairman proposed and it was agreed that the Committee receive an update on these measures nine months after the Customer Engagement and Insight Lead was in post. The item would be placed on the Committee's Work Programme.

In response to a concern about the lack of direct departmental phone numbers on the Council's website the Committee was advised that it was considered to be more efficient to be directed to the department required by the caller through reception to an individual rather to a number that might go through to voicemail. However, this was just the sort of question that officers would like to explore through customer feedback to find out what they really want from the Council. It was also noted that many transactional activities with the Council could now be done outside of office hours via the website.

A member suggested that 'customers' was an inappropriate term for residents, who could be seen as more like partners of the Council. In response, the Committee was reminded that the Council dealt with many businesses, agents and land developers, as well as residents and that and

that many of the services it offered were discretionary and used by people not resident in the District.

In answer to a query about the new Customer Engagement and Insight Lead role, it was confirmed that this was a 2-year fixed term appointment, funded through Covid-19 money from the Government and could be extended or made permanent, if it was seen to be delivering value for money.

It was confirmed that parish and town councils would be informed of changes to the Customer Services Team via the annual forum with parishes held by the Council.

RECOMMENDED TO CABINET

(Options 1, 2, 3 and 1, 2)

That Cabinet consider and approve:

1. The adoption of the proposed Customer Strategy;
2. The adoption of the proposed Customer Charter; and
3. To note the appointment of a new Customer Experience & Insight Lead role.

That Cabinet approve and recommend to Council:

1. The adoption of the proposed Complaints Handling Policy.
2. The adoption of the proposed Unreasonably Persistent Complainants Policy.

22 SKILLS AND TRAINING PROJECT

The report provided an overview of the changes in policy and the economic environment that had impacted upon skills and training and defined the target cohorts for the Council's skills and training offer. It also set out a summary of the Council's current skills and training provision and outlined a project plan to enable a positive impact for the identified cohorts.

Research by the Centre for Progressive Policy predicted that Broadland and South Norfolk would be amongst the third of local authorities whose economies would fully recover in five years. Additionally, the Joseph Rowntree Foundation has published research suggesting that recovery in both Districts would feature in the best 20 percent of the country.

Crucially, this might mean that future targeted support would not go towards Broadland and South Norfolk (especially in light of the 'levelling up' agenda).

This presented a strong case for reviewing the current skills and training offer to ensure the Councils were providing a good level of support for those who need it most.

It was recognised that other organisations already made significant contribution to skills and training and, therefore, to avoid duplication of effort, it was intended to focus on specific cohorts of residents who had been adversely affected by the economic consequences of the pandemic and to target gaps to help those who would not otherwise benefit from skills and training.

The cohorts identified for these interventions were:

- School leavers
- Higher education leavers
- Recently unemployed including underemployed
- Start-ups (individuals and entrepreneurs looking to start their own business)

Consultations had been held with both internal and external stakeholders to understand the impact of their services and identify areas where additional support could be provided by the Council. These areas were:

- Direct delivery by both Councils
- Signposting / facilitating other skills and training provision
- Advocacy / influencing

Direct delivery included an Apprenticeship Scheme to ensure both Councils utilised their Apprenticeship Levy funding and met the Local Government Association's requirement of 2.3 percent of new entrants (this was anticipated to be in the region of 24 members of staff). The Committee was informed that this scheme would be funded through existing underspend and would not incur any additional cost.

The apprenticeships would be mostly vocational, in areas such as planning, environmental health and occupational therapy, but would also include some graduate apprenticeships. A Skills Training Board would be established to assess what skills were needed at the Council in order to target apprentices. It was intended that apprentices would come from a mix of age groups and that as this cohort increased details would be reported to Members.

A member suggested that it would be more appropriate for the scheme to support school leavers and the unemployed, rather than upskilling people who were already employed.

The Councils were also working with the Local Enterprise Partnership, schools and businesses to proactively promote better quality career advice for young people.

In answer to a query, the Committee was informed that a review of Carrowbreck was to be undertaken regarding its use as a training facility. However, it was emphasised that the Council was seeking to identify gaps in training, rather than duplicate training in areas such as construction that was already being provided by City College.

It was acknowledged that affordable transport to attend training, was a challenge, especially for those in rural areas, and that the Council was working with Norfolk County Council to address this issue.

The Chairman commended the report which contained much to be welcomed.

RECOMMENDED TO CABINET

(Options 1 and 2)

1. To note the impacts on skills, training and the wider economy in South Norfolk and Broadland and to note the intended approach to tailor our support to specific cohorts of residents and start-up businesses.
2. To agree to the establishment of a centralised apprenticeship budget comprised of existing apprenticeship posts across all directorates, topped up through increasing the vacancy factor from 2% to 3.5% to generate an additional £245,000 from recurring underspend across both councils.

The Committee adjourned at 11.48am and reconvened at 12.05pm, when all the Committee members listed above except for Cllr Nurden were present.

23 EMERGENCY PLANNING STRUCTURES

The Assistant Director Regulatory presented the report, which proposed establishing a 24/7/365 Emergency Incident Officer Scheme to provide a guaranteed response to defined serious emergency incidents.

The Committee was advised that the Council had a unique role in Emergency Planning, as a Category 1 responder, with formal responsibilities under the Civil Contingency Act 2004 and operational Emergency Plans were maintained to fulfil this duty

These plans were updated over time to reflect changes in organisational arrangements and learning from emergency incidents and it had been identified that it would be beneficial to augment the Council's emergency planning mechanisms with a 24/7/365 Emergency Incident Officer Scheme to guarantee a response to the scene of a serious incident. The depth of knowledge about local communities and their vulnerabilities and the resourceful problem-solving skills of officers would demonstrate emphatically and visibly the Council's commitment and support during emergency incidents.

The proposed role of the Emergency Incident Officer would cover the following three main areas:

- a. To provide the initial call receipt and point of contact for other agencies regarding emergencies in the District. The Emergency Incident Officer would make an assessment on whether he/she needs to attend the scene and whether other Council resources were required.
- b. To attend emergency scenes under defined response commitments and/or when requested by other agencies or the officer's own determination. Once on-scene, to assess the incident and whether additional Council resources are required.
- c. To provide a visible and constructive physical presence working with local people and partner agencies to best respond to this incident without taking unacceptable risks. NB: We do not aim to replicate or disrupt any other agency's remit and responsibilities.

The Council would look for approximately eight officers to volunteer to be trained and rostered to provide the basic cover on a one week in eight basis. The cost would comprise of a weekly gross standby payment and an allowance for a payment for call-out to major incidents. A budget of £15,000 was proposed to cover these costs.

A senior officer would also always be 'on call' on a rota system to provide senior decision making in support of the Emergency Incident Officer. This would not require any additional payment.

In answer to a query, members were advised that a number of parishes had Community Emergency Plans in place and that the Council encouraged and assisted parishes in formulating these plans. These were routinely promoted to parishes and a briefing session on Community Emergency Plans for members would be held later in the year.

It was confirmed that Emergency Planning Officers across Greater Norwich had a very close relationship and that emergency planning for cross-border facilities such as Norwich Airport were considered on a regular basis.

RECOMMENDED TO CABINET

(Option 1)

Cabinet to agree to establish a 24/7/365 Emergency Incident Officer scheme offering a guaranteed response to defined serious emergency incidents, at an additional annual revenue cost of £13k revenue and £2k equipment, tools and clothing annually borne 45% BDC / 55% SNC.

24 GREATER NORWICH LOCAL PLAN (GNLP) – SUBMISSION TO THE SECRETARY OF STATE FOR INDEPENDENT EXAMINATION

The Assistant Director of Planning advised members that the report had been considered and endorsed by the Place Shaping Policy Development Panel at its meeting yesterday.

The Greater Norwich Planning Policy Manager informed the Committee that the report set out the main issues raised through the Regulation 19 consultation stage of plan-making for the Greater Norwich Local Plan (GNLP). It concluded that the representations received regarding the soundness and legal compliance of the Plan had identified no significant issues, in principle, that could not be addressed or were such a risk to the GNLP that it should not be submitted to the Secretary of State for Public Examination in the near future.

However, some representations had raised issues which had to be addressed before submission, in particular, with Natural England on protecting key habitats from increased visitor pressure due to growth. This would be addressed through a Statement of Common Ground in relation to the mitigation necessary to protect sites under the Habitat Regulations.

Ongoing work was also required to proactively identify and bring forward sufficient Gypsy and Traveller sites to meet identified need.

The recommendation provided the caveat that submission of the Plan was subject to progress being made on key issues relating to protected habitats and Gypsy and Traveller sites.

Legal advice had confirmed that the above issues did not make the Plan unsound.

The other recommendations in the report were procedural and would allow the planning inspector to make any main modifications necessary to make the plan sound and legally compliant. The modifications would be reported back to each authority to ensure that they were satisfactory.

In response to a concern raised about the lack of reference to the numerous objections to the proposed development in Aylsham in the report, the Greater Norwich Planning Policy Manager advised the Committee that the report was focused on the process issues for the submission of the Plan. The appended Greater Norwich Development Partnership report set out the main issues raised in relation to the additional site allocated at Norwich Road, Aylsham. He added that it was very common for sites to be added between the Regulation 18 and the Regulation 19 stages and that the Norwich Road site had already been consulted upon and identified as a reasonable alternative.

The Chairman drew members' attention to risks in the report and that the GNLP had been prepared under an accelerated timetable, which meant that

the sites added at the Regulation 19 stage had not been consulted upon in the same way as they had been at the Regulation 18 stage, in particular the Norwich Road site had not been considered in conjunction with the development of Burgh Road. He questioned the soundness of the Plan in the light of this issue and suggested that it would be safer to strike out the Norwich Road site at this stage.

In response, the Greater Norwich Planning Policy Manager reiterated that the legal view was that the report remained sound and that the Norwich Road site had already been identified as a reasonable alternative. However, he added that the final decision would be made by the Planning Inspector, who could decide to strike out, approve or consult on the site.

It was confirmed that all representations were considered by the Planning Inspector, who then decided what to discuss at the Examination. It was very likely that Aylsham would be one of those considered. Respondents could also attend and make representations in person at the Examination.

In respect of accessible housing in Policy 5 Homes of the GNLP, it was confirmed that developers had objected to their provision, as they involved additional expense, but a hard line was being taken on this issue as there was a clear need for these type of dwellings.

Members were advised that Planners worked closely with Housing Enabling Officers when considering planning applications to ensure that the right types of dwellings were delivered for the housing need in the area.

The Chairman advised the Committee that he would not be supporting the recommendations, as he did not consider the Plan to be sound, due to the lack of consultation on sites added at the Regulation 19 stage.

Following a vote with five in favour, two against and three abstentions it was:

RECOMMENDED TO CABINET

(Options 1,2,3,4 a & b)

Cabinet to recommend that Council:

1. Agree that the Greater Norwich Local Plan (GNLP) is sound and to submit the Plan to the Secretary of State for independent examination subject to reaching an agreement in principle with Natural England, in the form of a signed statement of common ground, in relation to the mitigation necessary to protect sites protected under the Habitat Regulations.
2. Commit to proactively identify and bring forward sufficient Gypsy and Traveller sites to meet identified needs in accordance with the criteria based policies of the current and emerging Development Plans.

3. Agree to request that the appointed independent inspector make any Main Modifications necessary to make the plan sound and legally compliant;

and,
4. Delegate authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning, and in conjunction with Norwich City and South Norfolk Councils, to:
 - a. agree minor modifications to the GNLP prior to its submission.

and,
 - b. negotiate any main modifications necessary to make the GNLP Sound as part of the Independent Examination.

25 PENSIONS DISCRETIONS POLICY

The Chief of Staff introduced the report, which confirmed that the Council was required by law to create a Pensions Policy in relation to the discretions under the Local Government Pension Scheme. The policy was linked to the One Team terms and conditions and was appropriate for the same pensions' discretions to be awarded.

RECOMMENDED TO CABINET

(Option 1)

Cabinet to approve:

The Councils Pension Discretion Policy.

26 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

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

27 ICT AND DIGITAL STRATEGY REVIEW

The exempt report summarised the objectives of the ICT & Digital Strategy, which would enable the Council to drive forward the alignment, development, and expansion of ICT & Digital Services in a coordinated and efficient manner.

In response to a query from the Chairman, it was confirmed that individual elements of the technical landscape in the Strategy would be brought to members for determination on a case by case basis.

Following discussion it was:

RECOMMENDED TO CABINET

(Options 1 and 2)

To approve

1. The ICT & Digital Strategy in terms of its direction and action plan; and
2. The proposals to deliver digital services for our customers.

28 SHARED PROCUREMENT SERVICE BUSINESS CASE

The exempt report set out a business case for a shared procurement service.

The Vice Chairman noted the clear economic benefits of taking a shared approach to procurement.

Following discussion it was:

RECOMMENDED TO CABINET

(Options 1 and 2)

1. Cabinet to agree to the establishment of a shared procurement service, with Breckland Council being the host authority (subject to South Norfolk Council and Breckland Council also agreeing this.)
2. Cabinet to agree to delegate the detail of the agreement to the Director Resources, in consultation with the Portfolio Holder Finance and Resources.

29 FINANCE SYSTEM BUSINESS CASE

The exempt report proposed a business case for a Joint Finance System, which it was suggested would bring significant operational benefits.

Following discussion it was:

RECOMMENDED TO CABINET

(Option 1)

To award a contract, as set out in the report.

30 FOOD WASTE AND GARDEN WASTE DISPOSAL CONTRACT

The exempt report asked for approval to award a new contract for the disposal of food waste and to extend the current garden waste disposal contract.

Following discussion it was:

RECOMMENDED TO CABINET

(Options 1, 2 and 3)

Cabinet to agree to

1. Proceed with the award for the processing of food waste, as set out in the report;
2. Proceed with the award for the processing of garden waste, as set out in the report;
3. Proceed with a joint procurement of a garden waste disposal contract, as set out in the report and to delegate any decisions regarding the length/type of contract to the Director of People and Communities, in consultation with the Portfolio Holder for Environmental Excellence.

(The meeting concluded at 1.40pm)

Chairman

PARISH COUNCIL INVOLVEMENT WITH DEVELOPERS AND THE PLANNING AUTHORITY REGARDING THE ALLOCATION OF PUBLIC OPEN SPACE

Report Author: Stuart Pontin
Business Improvement Team Manager
01508 533796
stuart.pontin@broadland.gov.uk

Portfolio: Planning

Wards Affected: All

Purpose of the Report:

The report has been requested to outline how town and parish councils can engage with Broadland District Council through the planning process, specifically with regard to the requirements contained in Section 106 Legal Agreements (S106) relating to open space and sports provision.

Recommendations:

1. Overview and Scrutiny Committee is asked to note the report and offer its views, identifying any additional recommendations relating to its content; and
2. Overview and Scrutiny Committee is asked to support the plans for officers to offer a training session for town and parish councils within six months of this report, and to endorse the production of a guidance note for town and parish councils, following this training session.

1. Summary

- 1.1 Following a request to town and parish council's for suggested topic papers to be considered by the Overview and Scrutiny Committee, Sprowston Town Council requested the Committee to consider :

“Production of a guidance document on the process for when town and parish councils should get involved with developers and the planning authority to ensure they have an opportunity to participate in discussions about the allocation of public open space.”

- 1.2 A note prepared by Sprowston Town Council is attached at Appendix 1.

- 1.3 The report outlines the key stages in the planning process at which Town and Parish Councils can get involved with the planning process to contribute to the considerations relating to the provision of open space associated with new developments.

2. Background

- 2.1 Town and parish councils are a statutory consultee in relation to the consideration of planning applications and can be actively involved in the development of policy through the Development Plan and through developing their own Neighbourhood Plans.

3. Current position

- 3.1 The details below set out the key stages in the planning process and outline how Town and Parish Councils can contribute at each stage.

Statement of community involvement

- 3.2 Broadland District Council's Statement of Community Involvement (SCI) sets out who the Council will consult with and at what stages in relation to the preparation of the local plan and in the determination of planning applications.
- 3.3 The SCI also details how the Council expects developers with significant development proposals to engage with communities prior to an application being made.

Local Plan Preparation

- 3.4 Town and parish councils are involved at the following stages of the preparation of Local Plan documents :
- **Evidence gathering**
 - **Consultation on initial documents**

- **Pre submission publication**

- 3.5 During these consultation stages, town and parish councils can comment on the location and form of development and the associated infrastructure needs.

Neighbourhood plans

- 3.6 In addition to contributing to the Development Plan, all town and parish councils can prepare their own Neighbourhood plans.
- 3.7 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided.
- 3.8 The Council has two Community Planning Officers (Richard Squires and Vicky West) who work with town and parish councils in developing their Neighbourhood Plans. Neighbourhood Plans are part of the overall Development Plan and are a consideration when determining planning applications.
- 3.9 In addition, where a Neighbourhood Plan has been adopted, the Town or Parish Council will receive a greater proportion of the Community Infrastructure Levy (CIL) resulting from development in their area (CIL increase from 15% to 25% of the total received).

Supplementary Planning Documents

- 3.10 The Council has an adopted Supplementary Planning Document (SPD), "Recreational Provision in Residential Development" which relates to developments of 5 or more dwellings. This sets out the amount of open space required for play, formal pitches, allotments and informal open space (Green Infrastructure). It also sets out in relation to the scale of development, when this can be provided off site and when it needs to be provided on site.

No of dwellings	Informal open space	Allotments	Formal
5 – 24	Off - site	Off – site	Off – site
25 – 149	Off - site	Off – site	Child play on site, remainder off site
150 – 399	On site	Off - site	Child play on site, remainder on / off site
400 – 999	On site	On site	Child play on site, remainder on / off site
1000+	On site	On site	On site where characteristics allow

- 3.11 Where provision is to be made off site, a financial contribution is required, and this is calculated in accordance with the SPD and is secured through the completion of a Section 106 Legal Agreement (S106). The District Council will look to liaise with town and parish councils with regard to how these contributions are used.

Pre application advice

- 3.12 Developers and land owners can seek an informal opinion from Planning Officers prior to submitting a planning application to establish the planning policy considerations and requirements. For larger developments, in line with the SCI, Officers will encourage developers to engage with community groups, including town and parish councils to enable them to comment on the proposals and to help identify and infrastructure needs.
- 3.13 Town and parish councils can discuss open space proposals at this stage with the developer and help to identify where these could be provided and whether the town and parish council would wish to take on responsibility for these at a later date.

Planning applications

- 3.14 Town and parish councils are a statutory consultee for planning applications and frequently submit comments on proposals which will be considered as part of the determination of the application. Comments received will be assessed in the determination report and where this is considered by the Planning Committee, the town and parish council can speak at the meeting.
- 3.15 If the town or parish council has specific comments relating to proposals for the provision of open space in the application, then these can be raised at this stage and will be taken into account.

Section 106 Legal Agreements

- 3.16 For larger developments a legal agreement is usually required to secure the provision, implementation and future maintenance of the open space requirements. This can relate to on site or off site provision (or a mix). For on site provision this will be implemented by the developer and once completed will be passed to either a management company, the town or parish council or the District Council, together with a 10 year maintenance contribution.
- 3.17 Where there is an off-site contribution, this will be paid to the District Council at a specified point in the development, usually linked to occupation of a set number of houses.
- 3.18 The District Council will usually work with the town or parish council to secure delivery of open space within the locality, to serve the new development. Broadland District Council has two officers who work with the town and parish councils in relation to the spend of S106 and CIL contributions (Sally Hoare - Community Infrastructure Officer and Emily Lipscomb - S106 and Community Infrastructure Officer).

- 3.19 In addition, Officers from the Economic Development Team and Help Hub and Communities Team can assist town and parish councils with securing match funding etc for projects.
- 3.20 While there are significant opportunities for town and parish council's to engage with the Council as part of the development process as outlined above, it is recognised that this may not always be clear and that the Council could do more to engage with them during these stages. The Council has recently increased the hours of the previous S106 monitoring post (now S106 and Community Infrastructure Officer) to enable that officer to engage more proactively with town and parish councils and to help identify priorities for the area.
- 3.21 It is also recognised that in some locations where off site contributions have been accepted, there are limited opportunities to expand / enhance existing facilities and there are difficulties in securing land to provide new facilities. The Community Infrastructure Officer and S106 and Community Infrastructure Officer, together with the Community Planning Officers can work with town and parish councils to progress this. In addition in developing Neighbourhood Plans, town and parish councils can look to allocate land for these provisions.
- 3.22 In addition, through the Greater Norwich Local Plan (GNLP) a Greater Norwich Sport and Physical Activity Strategy is being developed and a scope is also currently being carried out for a Greater Norwich Green Infrastructure Strategy which in time will help to identify where there are shortfalls in formal and informal provision and where these need to be prioritised.

4. Proposed action

- 4.1 In order to ensure that town and parish councils are aware of the opportunities through the planning process for them to contribute to decisions relating to the provision of open space, it is proposed that a training session is offered to town and parish councils and that this is then followed up with a guidance note which includes a summary of the details in this report.

5. Other options

- 5.1 Other options which could be considered would be to either just produce a guidance note or to include a session as part of a wider session with town and parish councils.

6. Issues and risks

- 6.1 It will be necessary to balance the aspirations of town and parish councils with the requirements of the planning policies, requirements of the Supplementary Planning Documents and guidance from open space officers in the Council regarding the most suitable provision.

- 6.2 There are significant benefits from working closely with the town and parish councils in ensuring that the contributions are used effectively and in a timely manner, to ensure that infrastructure is delivered at the appropriate time and to ensure that funds do not have to be repaid to the developer if unused within the clawback period set out in the legal agreements.
- 6.3 **Resource Implications** – There is already provision for engagement with town and parish councils through the planning process and through the increased hours for the S106 and Community Infrastructure Officer post, there is an opportunity for greater engagement.
- 6.4 **Legal Implications** – none
- 6.5 **Equality Implications** – none
- 6.6 **Environmental Impact** – The provision of appropriate open space in association with developments will enhance the locality for residents, with Green Infrastructure provision seeking to mitigate any environmental implications.
- 6.7 **Crime and Disorder** – none
- 6.8 **Risks** – none

7. Recommendations

- 7.1 To assist town and parish councils it is recommended that :
1. Overview and Scrutiny Committee is asked to note the report and offer its views, identifying any additional recommendations relating to its content; and
 2. Overview and Scrutiny Committee is asked to support the plans for officers to offer a training session for town and parish councils within six months of this report, and to endorse the production of a guidance note for town and parish councils, following this training session.

Background papers

None

Sprowston Town Council
Notes re Broadland Overview and Scrutiny request

Introduction.

Planning is a hot topic! As legislative changes loom, it is important that parish and town councils work together with the District Council to build sustainable communities and pleasant places to live, to which the built environment contributes so much.

Suggested outcome.

The Committee is asked to look at the procedures in place to engage with parish and town councils during the planning process and to establish a document which can be shared and agreed with all parish and town councils in the Broadland Area. This would ensure that all parties, District Council, parish or town council and developer, are all aware of the opportunities available to them and that procedures are applied consistently.

It is recognised that the procedure for small planning applications may well differ from that for large, multi-property developments.

Possible work programme.

Some questions the Committee may like to ask itself in order to plan evidence-gathering:

What is the procedure for consulting with parish and town councils on planning applications, both at pre-submission stage and formal stage?

Are there different procedures for small and large applications?

Is the procedure for consulting parish and town councils on planning applications documented?

Are all planning and other staff aware of the procedure?

Is it applied consistently and in all cases?

Has the procedure been agreed and shared with parish and town councils?

Are developers made aware of the procedure and their options to engage with parish and town councils?

At what stages in the process is a parish or town council's Neighbourhood Plan considered?

Is a Neighbourhood Plan brought to the attention of developers?

Councillor Barbara Lashley
14th July 2021

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
24/8/2021 (Item added 26/1/2021) Req'st by Sprowston Parish Council	Guidance for town and parish councils in respect of public open space discussions	Assistant Director of Planning / Planning	Request – “Production of a guidance document on the process for when town and parish councils should get involved with developers and the planning authority to ensure they have an opportunity to participate in discussions about the allocation of public open space”.	
24/8/2021	Provision of leisure principles / Community Wellbeing	Communities Manager / Housing & Wellbeing	To receive an overview and to review progress with initiatives to improve the health and wellbeing of residents in Broadland, including costs of projects.	Withdrawn at the request of the Assistant Director for Individuals and Families to avoid duplication of officer time.
2/11/2021 (Item put forward by Cllr N Shaw 26/1/2021)	Engagement in Public Consultations	ADs: Planning, Finance, Ind & Families' Chief of Staff / All	To review how the Council engages residents in public consultations and to explore how this process could be improved to maximise response rates. To help to ensure that responses to consultations are not limited and demonstrate the wide-ranging views of the community.	Moved from 24 August due to full agenda as a result of pre-scrutiny of additional Cabinet meeting.
2/11/2021 (added June 2021)	Review of the Environmental Strategy	Director Planning and Environmental Coordinator	To review the Environmental Strategy to ensure it is delivering desired outcomes, to obtain an overview of the plans for the Environmental Projects Reserve, and to identify and make any recommendations.	

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comments
2/11/2021 (added April 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.
2/11/2021 (added March 2021)	Review of Member Grants	Assistant Director Individuals & Families / Economic Development	To review the Member Grants Scheme to ensure it meets desired outcomes and to identify and make any recommendations for improvement.	
18/1/2022				
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.	29/3/2022
June 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.
Upon conclusion of Time & Task Panel	Staff turnover at Broadland	HR Lead / Transformation & Organisational Development	To receive a report setting out the levels of staff turnover from 2015 to present and identify any trends.	Time and Task Panel set up to investigate further (see below) and feed its conclusions back to a future meeting of the Committee.
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 (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.

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comments
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 later in the year.
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: **30 March 2021, 15 June 2021, 24 August 2021, 2 November 2021, 18 January 2022 and 29 March 2022**

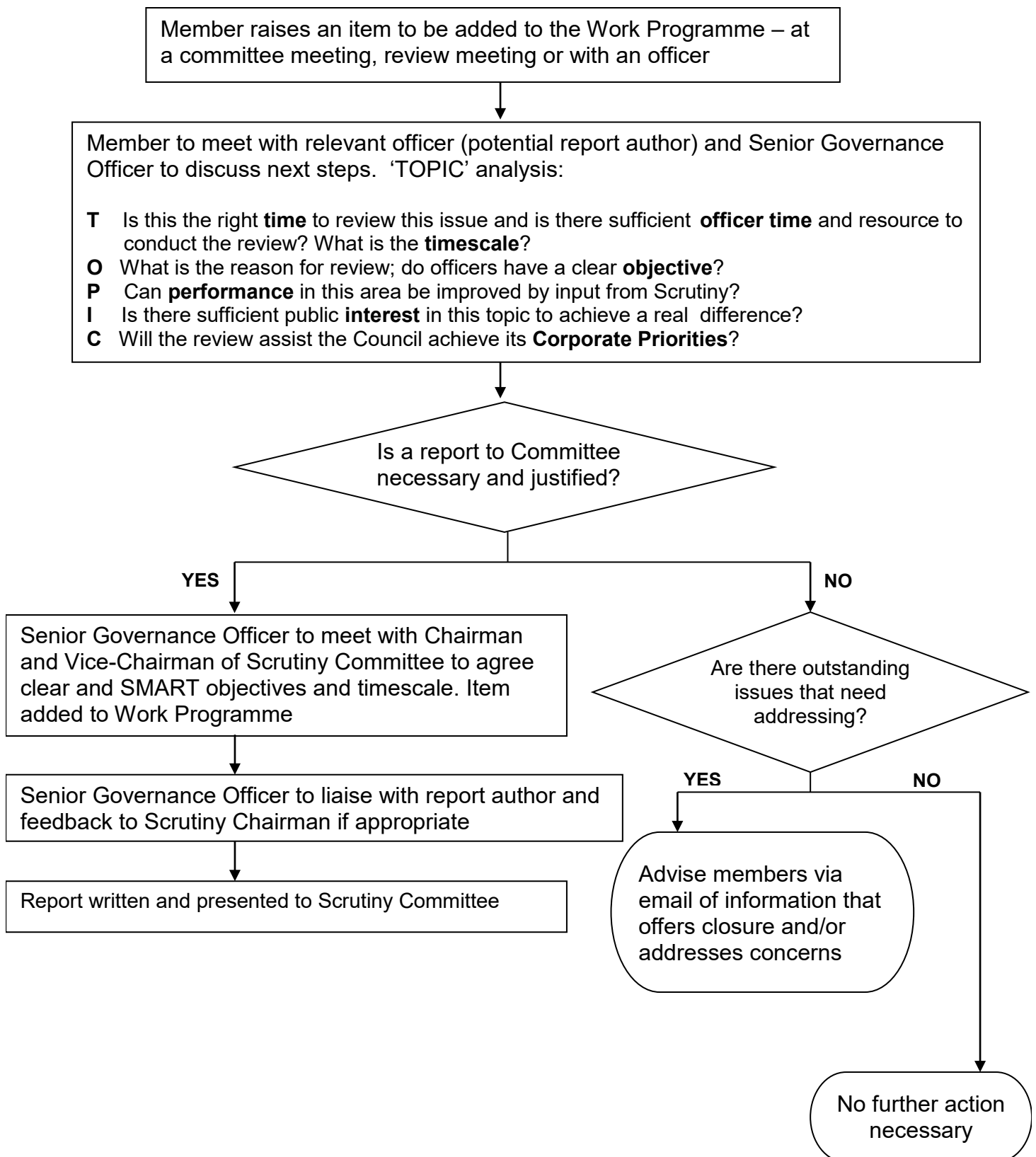
Time and Task Panel reviews

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	T&TP met on 16/7/2021. Next meeting scheduled for September 2021 to consider further information.

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	26 October 2021.

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



July 2021

Dear Minister

I write on behalf of the Overview and Scrutiny Committee of Broadland District Council concerning the declining rate of apprenticeship recruitment and opportunity at intermediate level for 16 – 18-year-olds in the Broadland area of Norfolk.

Since the Apprenticeship Levy was introduced in 2017, the rate of engagement for this group in our area has reduced by 23%.

We understand that promotion of apprenticeships is a national priority and as a local authority we are supporting a range of interventions to promote apprenticeship participation. However, it seems that a barrier to that aim is the reduction in learning opportunities for apprentices aged 16 - 18, at Intermediate Level.

As Intermediate Frameworks are being withdrawn, many are being replaced by new standards at advanced levels which often have minimum entry requirements including those around English and Maths attainment. This can exclude young talent who do not achieve in traditional education settings but benefit and thrive through the Intermediate Apprenticeship route into work.

The Intermediate Apprenticeship route has proved to be a valuable and popular first step into future employment for young people who found classroom learning was not sufficient to meet their individual learning and development needs. Through this Apprenticeship route they gained a sound work-based qualification on which to build, alongside essential work skills such as teamwork and problem solving, as well as building the self-worth that achievement brings.

We request that, as a matter of social inclusion, you review the levy and give serious consideration to developing Intermediate Level Standards that provide a valuable first step into work for young learners aged 16 - 18 who cannot excel in a traditional classroom setting.

I look forward to your reply.

Yours sincerely

Cllr Steve Riley
Chairman of Overview and Scrutiny Committee
Broadland District Council