

COUNCIL

To: All members of the Council

You are hereby summoned to attend a meeting of South Norfolk Council for the purpose of transacting the business set out in this agenda.

Yours sincerely



Trevor Holden
Managing Director

Mr G Minshull
Chairman of the Council

Mrs F Ellis
Vice-Chairman of the Council

Group Meetings

Conservatives:
Colman and Cavell Rooms at 6.00pm

Liberal Democrats:
Blomefield Room at 6.00pm

AGENDA

Date

Monday 16 September 2019

Time

7.30pm

Place

Council Chamber
South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE

Contact

Claire White
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This meeting may be filmed, recorded or photographed by the public; however, anyone who wishes to do so must inform the Chairman and ensure it is done in a non-disruptive and public manner. Please review the Council's guidance on filming and recording meetings available in the meeting room.

If you have any special requirements in order to attend this meeting,
please let us know in advance

Large print version can be made available

The Council's Prayer

A G E N D A

1 Apologies for absence

2 Urgent Items:

Any items of business which the Chairman decides should be considered as matters of urgency pursuant to Section 100 B (4) (b) of the Local Government Act, 1972; [Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.]

3 To Receive Declarations of Interest from Members

(please see guidance – pages 5)

4 To confirm the minutes of the meetings of the Council held on 15 July 2019;

(attached – pages 7 & 11)

5 Chairman's Announcements;

(engagements attached – page 15)

6 To consider any petitions received under Section I of the "Rights of the Public at Meetings"

7 Recommendations from the Cabinet arising from the meetings held on 22 July and 9 September 2019;

(a) Cabinet Meeting 22 July 2019

- (i) **Performance, Risk, Revenue and Capital Budget Position for Quarter Four 2018/19** (page 14 of the Cabinet Agenda)

RESOLVED: TO RECOMMEND THAT COUNCIL:

- a) Approves the budget virement which exceeds £100,000 in accordance with the rules of financial governance (section 1.12).
- b) Approves the movement in reserves as outlined in Section 1.12
- c) Approves the slippage requests of £267,957 on revenue and £677,885 on capital
- d) Approves the amended Capital programme and its financing for the next four financial years as set out in Appendices 7 and 8.

(ii) **Treasury Management Annual Report 2018/19**

(page 85 of the Cabinet Agenda)

RESOLVED: TO RECOMMEND THAT COUNCIL:

- a) Notes the treasury activity for the second half of the year and that it complies with the agreed strategy.
- b) Notes the 2018/19 prudential indicators for the latter six months of the year.

(b) Cabinet Meeting 9 September 2019

(i) **Norfolk Strategic Planning Framework, June 2019**

Shared Spatial Objectives for a Growing County and Statement of Common Ground

(page 22 of the Cabinet Agenda)

NOTE: Recommendations from the Cabinet meeting held 9 September 2019 will be tabled at the meeting

8 Monitoring Officer Report (report attached – page 16)

9 Annual Report on Standards Activity (report attached – page 19)

10 Questions to Chairmen and Portfolio Holders

To take questions from Councillors and the Public

Note: Time allocated to be at the discretion of the Chairman. No notice is required of questions; however, it may be necessary for written answers to be provided where an immediate response cannot be supplied. If members choose to submit questions in writing in advance, they will be circulated before the meeting.

a. Cabinet

Please [click here](#) to view the most recent Cabinet minutes available

Questions to the Leader and other Cabinet members

| | |
|-------------------------|--|
| John Fuller | The Leader, External Affairs and Policy |
| Yvonne Bendle | Health, Housing and Wellbeing |
| Alison Thomas | Finance and Resources |
| Keith Kiddie | Regulatory and Environmental Excellence |
| Kay Mason Billig | Stronger Communities and Governance |
| Lisa Neal | Planning and Economic Growth |

b. Scrutiny Committee - Questions to the Chairman

Please [click here](#) to view the most recent Scrutiny Committee minutes

c. Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee – Questions to the Chairman;

Please [click here](#) to view the most recent Licensing Committee minutes

d. Development Management Committee – Questions to the Chairman

Please [click here](#) to view the most recent Development Management Committee minutes

e. Electoral Arrangements Review Committee – Questions to the Chairman

Please [click here](#) to view the most recent Electoral Arrangements Review Committee minutes

11 Outside Bodies – Feedback from Representatives:

AGENDA ITEM 3

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.

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.

Does the interest directly:

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

If the answer is "yes" to any of the above, it is likely to be pecuniary.

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.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as would a member of the public, but you should not partake in general discussion or vote.

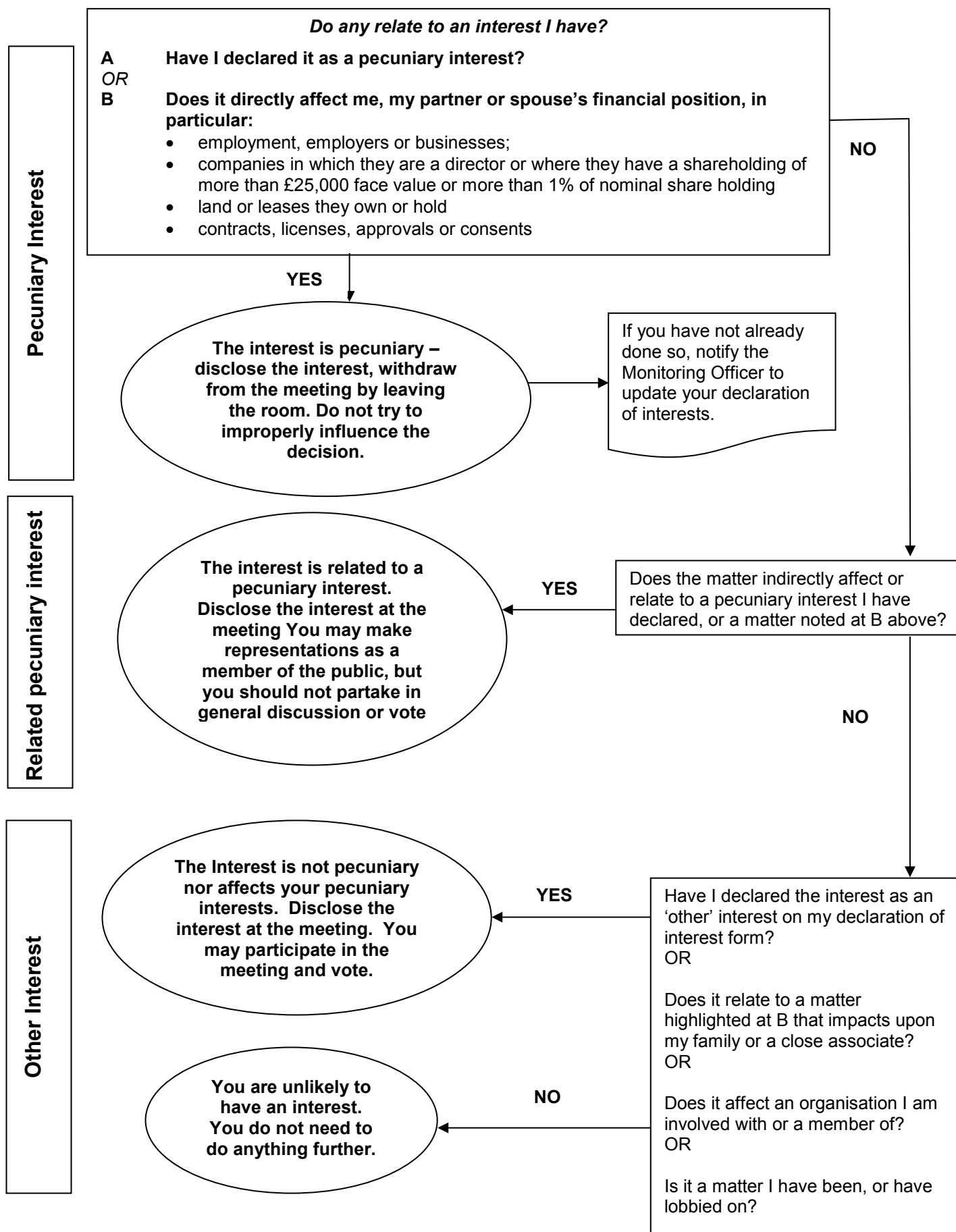
Is the interest not related to any of the above? If so, it is likely to be an 'other' interest. You will need to declare the interest but may participate in discussion and voting on the item.

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.

**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

What matters are being discussed at the meeting?





SPECIAL COUNCIL

Minutes of a Special meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 15 July 2019 at 8.00 pm

| | |
|--------------------------------|--|
| Members Present: | Councillors: Overton (Chairman for the meeting), Amis, Bendle, Bills, Blundell, Brown, Burrill, Clifford-Jackson, Curson, Dearnley, Dewsbury, Duffin, Easter, Edney, Elliott, Elmer, Francis, Fuller, Glover, Hornby, Hurn, Kemp, Kiddie, Knight, Laidlaw, Legg, Mason Billig, Neal, Nuri, Ridley, Rowe, J Savage, R Savage, Spruce, Thomas, Thomson, M Wilby and Worley |
| Apologies: | Councillors: Bernard, Ellis, Halls, Holden, Hudson, Minshull and J Wilby |
| Officers in Attendance: | The Managing Director (T Holden), the Director of People and Communities (J Sutterby), the Director of Place (P Courtier), the Assistant Director, Governance and Business Support (E Hodds) and the Assistant Director, Chief of Staff (H Ralph) |
| Also in Attendance | Mrs. V Bell, Mr. D Goldson, Prof. M Gray, Mrs. S Thomson, Mr. G Wheatley Nine members of the public |

3503 APPOINTMENT OF CHAIRMAN

In the absence of the Chairman and the Vice-Chairman, it was proposed by Cllr V Thomson, and seconded by Cllr D Bills, that Cllr J Overton be appointed as the Chairman for both the special and ordinary Council meetings to be held that evening.

In the absence of other nominations, ***it was RESOLVED*** that Cllr J Overton be appointed as Chairman for both the special and ordinary meetings of the Council, to be held that evening.

3504 APPOINTMENT OF HONORARY ALDERMEN

The Chairman outlined the agreed criteria for the enrolment of Honorary Alderman and referred to those who currently held the title. He also made reference to those Honorary Aldermen who had passed away since their appointment.

He was sad to report the recent passing of former councillor and Honorary Alderman, Mr John Halliday.

Cllr V Clifford-Jackson paid tribute to Mr Halliday, advising that he had been the South Norfolk member for the Beckvale Ward, from 1995, to 2007. He had been portfolio holder for the Economy from 2000, until 2005, and was involved in establishing the Hethel Engineering Centre, and the Bio-incubator at the Norwich Research Park. He had held leading roles in a number of projects such as Leader Plus and Visit Norwich and served on numerous committees. He had loved science, the countryside and poetry and was known for his great wit and sense of humour. On behalf of the Council, she expressed her sadness on his passing and forwarded condolences to Mr Halliday's family.

Council then stood and observed a minute's silence in memory of Mr Halliday.

The Chairman then referred to the list of nominations for Honorary Aldermen, recommended by the Aldermanic Review Panel, and invited members to speak on each nominee.

Mrs. V Bell
Mr. David Goldson
Mr. Colin Gould
Prof. M Gray
Mrs. S Thomson
Mr. G Wheatley

(a) Mrs. V Bell

Cllr L Glover outlined some of Mrs. Bell's achievements during her time as councillor at South Norfolk Council. Mrs. Bell had served as a District Councillor for Costessey for 16 years, from 2003 until 2019. During this time, she sat on numerous committees, including Licensing, Scrutiny and Standards and Ethics, and chaired the Culture and Learning Policy Development Panel during her first term on the Council. She had also been a member of the Council's Planning and Area Planning Committees for over twelve years and had been involved in the production of the Local Plan, serving on the Local Planning Steering Group for a period. Mrs. Bell had worked tirelessly for the community of Costessey, representing her constituents with energy, care and positivity. She was very well known locally and had spearheaded the change in Costessey Parish Council to Town Council status, a body on which she had served for many years and chaired for four. She always demonstrated good will, high spirits and humour, even during the most difficult of times, and was always willing to help those in need, and work collaboratively for the good of all.

(b) Mr. D Goldson

Cllr J Fuller outlined some of Mr. Goldson's achievements during his time as councillor for South Norfolk Council. He explained that during Mr. Goldson's early career, he had served in the Royal Navy, as an engineer officer, in nuclear submarines, retiring in the rank of Captain. During his time as a councillor, he had represented the Roydon ward from 2007, until 2019, when he stood down. He served on numerous committees, chairing the Loans and Grants Panel and the Licensing Committee and was Chairman of the Council during 2014/15. He was heavily involved in the local community, serving also as a member of the parish council and Governor of Roydon Primary School. He was proud to have led litter

picks, footpath working parties and been part of the Brewers Green Committee restoring this valued asset for residents. He was known for his tenacity and dry sense of humour and had celebrated a milestone birthday with a Sky Dive to raise funds for young people in the County.

(c) Mr. C Gould

Cllr K Mason Billig referred to Mr. Gould's achievements during the 28 years he had spent as a District Councillor for the Loddon Ward, from 1991, until his decision to stand down in 2019. He had been very involved in the local community, and had served on numerous committees, serving as Chairman of the Council during 2013/14 and was Vice-Chairman of Planning, Licensing and Appeals, and the Local Development Framework Steering Group. He had also represented the Council on the Greater Norwich Development Partnership. Mr. Gould was actively involved in local matters, assisting people with planning applications and housing matters, and the application of "Restorative Justice" to provide resolution to problems.

(d) Prof. M Gray

Cllr C Brown outlined Prof. Gray's achievements during the 28 years he served as a District Councillor. He had represented the Earsham ward from 1991, until his decision to stand down in 2019. During this time he had served on a huge number of committees, including the Planning and Area Planning Committees which he had chaired for a period. He served his local people with exceptional energy and determination, assisting, campaigning and advising, helping people find the support they needed.

Prof. Gray had led the Liberal Democrat Group for a number of years and was also a member of the Broads Authority, chairing that body's Planning Committee with distinction. He had also a successful academic career, having trained as a glacial geomorphologist and he still travelled the world giving conference presentations as a leading international expert on geodiversity. This had culminated in his conferment as an Honorary Professor of Geography earlier in the year.

(e) Mrs. S Thomson

Cllr L Neal outlined Mrs. S Thomson's achievements during her time as councillor for South Norfolk Council. Mrs. Thomson represented the Rockland ward from 2003 until 2015, when she decided to stand down. She was a committed community champion, not afraid to stand up and speak out on the real issues that mattered to her residents. She was committed to socially responsible and economically feasible solutions and was an advocate for truly affordable local housing in the rural communities.

Mrs. Thomson sat on numerous committees, including Scrutiny Committee, and the Joint Consultative Committee, and had chaired the Licensing Committee for a period. She served as Chairman of the Council in 2011-12.

(f) Mr. G Wheatley

Cllr Y Bendle outlined Mr. Wheatley's achievements during his time as councillor for South Norfolk Council. Cllr Wheatley was councillor for the Cringleford ward for 16 years, from 2003 until he stood down in 2019. Mr Wheatley served as cabinet member for finance and resources for eight years, and under his careful and astute guidance, council tax was frozen, and reserves increased. He served on numerous other committees, such as the Finance, Resources, Audit and Governance Committee, Development Management Committee and he chaired the Joint Consultative Committee for a time. He served as Chairman of the Council during 2016/17.

The Chairman then drew attention to the recommendations from the Aldermanic Review Panel, and it was unanimously

RESOLVED: That Mrs. V Bell, Mr. D Goldson, Mr. C Gould, Prof. M Gray, Mrs. S Thomson and Mr. G Wheatley be appointed as Honorary Aldermen of South Norfolk Council, in recognition of the eminent service they have rendered to the Council as former members.

Prof. M Gray, on behalf of all those newly appointed Honorary Aldermen, thanked Council for the great honour that had been bestowed upon them, and thanked members and officers for a most enjoyable evening.

(The meeting concluded at 8.39 pm)

Chairman



COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 15 July 2019 at 8.52 pm

| | |
|--------------------------------|---|
| Members Present: | Councillors: Overton (Chairman for the meeting), Amis, Bendle, Bills, Blundell, Brown, Burrill, Clifford-Jackson, Curson, Dearnley, Dewsbury, Duffin, Easter, Elliott, Elmer, Francis, Fuller, Glover, Hornby, Hurn, Kemp, Kiddie, Knight, Laidlaw, Legg, Mason Billig, Neal, Nuri, Ridley, Rowe, J Savage, R Savage, Spruce, Thomas, Thomson, M Wilby and Worley |
| Apologies: | Councillors: Bernard, Edney, Ellis, Halls, Holden, Hudson, Minshull and J Wilby |
| Officers in Attendance: | The Managing Director (T Holden), the Director of People and Communities (J Sutterby), the Director of Place (P Courtier), the Assistant Director, Governance and Business Support (E Hodds) and the Assistant Director, Chief of Staff (H Ralph) |
| Also in Attendance | Former members: Mrs. V Bell, Mr. P Broome, Mr. L Dale, Mr. C Foulger, Mr. D Fulcher, Mr. D Goldson, Dr. M Gray, Mr. L Hornby, Dr. C Kemp, Mr. T Lewis, Mr. J Mooney, Mr. T Palmer, Mr. A Pond, and Mr. G Wheatley. |
| | 9 members of the public |

3505 MINUTES

With reference to minute number 3494, members noted that the minute should have read that the shadow cabinet member for Finance and Resources was Cllr T Laidlaw, and for Stronger Communities and Governance, Cllr V Clifford-Jackson.

Subject to the above change, the minutes of the meeting held Wednesday 22 May 2019 were confirmed as a correct record and signed by the Chairman.

3506 CHAIRMAN'S ANNOUNCEMENTS

Members noted the civic engagements attended by the Chairman and Vice-Chairman for the period 22 May to 14 July 2019.

3507 PRESENTATION TO FORMER MEMBERS

The Chairman welcomed former members to the meeting.

On behalf of the Council, the Chairman thanked the 20 former members whose terms of office ended in May 2019, for their services to the Council:

Mrs. Vivienne Bell
Mr. Peter Broome
Mr. Leslie Dale
Mr. Charles Easton
Mr. Colin Foulger
Mr. Des Fulcher
Mr. David Goldson
Mr. Colin Gould
Prof. Murray Gray
Mr. Lee Hornby
Dr. Christopher Kemp
Mr. Jaan Lerner
Mr. Trevor Lewis
Mr. Joe Mooney
Mr. Tony Palmer
Mr. Andrew Pond
Mr. Brian Riches
Mr. Barry Stone
Mr. Garry Wheatley
Mr. Kevin Worsley

The Chairman then presented each of the former members present with a certificate of appreciation and a small gift from the Council.

On behalf of all former members, Mr. J Mooney thanked Council for a most enjoyable evening. He had thoroughly enjoyed serving as a District Councillor, and it had been a pleasure working with fellow members and staff.

3508 RECOMMENDATIONS FROM THE CABINET

(a) Update to Local Development Scheme

Cllr J Fuller outlined the recommendations of the Cabinet, regarding the proposed amendments to the current Local Development Scheme. Members noted the importance of ensuring that the document was kept up to date.

It was unanimously

RESOLVED: To approve the proposed amendments to the current Local Development Scheme (October 2018)

(b) Update to Statement of Community Involvement

Cllr J Fuller outlined the recommendations from the Cabinet, regarding the proposed amendments to the Statement of Community Involvement.

Cllr Fuller explained that the proposed amendments included the advice and support the Council could give to communities involved in the preparation or modification of Neighbourhood Plans or Neighbourhood Development Orders in the District.

It was unanimously

RESOLVED: To approve the proposed amendments to the current Statement of Community Involvement (October 2018)

3509 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS**(a) Cabinet**

Cllr C Brown asked Cllr J Fuller whether the Council had made any preparations for a “no deal” Brexit.

Cllr Fuller stressed the need for a co-ordinated and integrated approach and he explained that this issue was being considered on a county-wide basis, led by Norfolk County Council. He advised that the implications of Brexit had been discussed at a meeting of the Norfolk Leaders Board, where the implications on ports, transport issues and issues of public safety had been raised.

Cllr F Curson asked Cllr Y Bendle what the position was with regard to rough sleepers in the area. Cllr Bendle explained that the number of rough sleepers had been relatively low in many parts of the District, as they tended to be drawn to more urban areas. However, the numbers of rough sleepers in the market towns had increased slightly, and it was believed that there had been 65 rough sleepers across the South Norfolk and Broadland District, the previous year. She went on to advise members that officers had recently been successful in applying for a grant to help tackle this problem. Members noted that the £128,000 awarded, would be used to employ officers to work closely with Registered Social Landlords, in an attempt to identify those people at risk of sleeping rough, at an early stage. Cllr Bendle looked forward to seeing positive results from the project.

Cllr C Brown asked Cllr K Kiddie if he had seen the plantation of wild flowers along the A143 and the roundabout at Ditchingham, and he asked whether he had considered implementing similar schemes elsewhere. Cllr Kiddie had not seen the site to which Cllr Brown referred, but explained that it was a Norfolk County Council initiative to improve the quality of wildlife along its highways, and that he also knew of similar schemes at more local levels such as in Diss. He thoroughly supported such initiatives, adding that over 400 acres of farmland in Norfolk was used to produce wildflower seeds to be sown on roadsides and roundabouts.

Cllr Kiddie advised Cabinet that he had recently visited the NEWS Costessey Materials Recycling Facility, and he encouraged members to take up the recent offer of member tours, to see for themselves how the recycling process worked. He urged members to help in educating members of the public with regard to recycling, explaining that contaminated recycling was a big issue at the Facility, and members noted that a large percentage of this contamination was caused by disposable nappies being placed in green bins.

Cllr K Mason Billig updated members with regard to the Council's collaboration with Broadland District Council and the move to a "one officer team". She explained that all the Assistant Director posts had been appointed to, and staff continued to receive regular briefings from the Managing Director. New joint terms and conditions were currently being drafted and the formal consultation period for staff would commence on 2 September. Members noted that a joint member briefing session with Broadland, was to be held the end of August. The new structures would be in place by the New Year, with some teams working under the new arrangements, much earlier.

(b) Scrutiny Committee

There were no questions regarding the work of the Scrutiny Committee.

(c) Licensing Committee

There were no questions to the Chairman of the Licensing Committee.

(d) Development Management Committee

There were no questions to the Chairman of the Development Management Committee.

(e) Electoral Arrangements Review Committee

There were no questions to the Chairman of the Electoral Arrangements Review Committee.

Cllr K Kiddie advised that a meeting was scheduled to take place in August, to discuss a review of Polling Places and Polling Stations, to ensure that suitable and convenient polling arrangements were provided for local electors.

3510 FEEDBACK ON OUTSIDE BODIES

There was no feedback on outside bodies.

(The meeting concluded at 9.21pm)

Chairman

| CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 15 July to 15 September 2019 | |
|--|---|
| Date | Event |
| 19 July | Annual Summer Reception: Hosted by the Chairman of Norfolk County Council at King's Lynn Town Hall. |
| 26 July | Norfolk Day: Photoshoot to kick off the annual celebration of Norfolk. |
| 27 July | New Mayors and Chairmen BBQ: Hosted by Colonel Pananon at RAF Mildenhall. |
| 23 August | Visit: To the opening of The Nook, the new EACH hospice at Framingham Earl. |
| 28 August | Civic Summer Reception: Hosted by the Mayor of Great Yarmouth at the Boating Lake. |
| 3 September | Flag-flying ceremony: The Red Ensign flag raised to celebrate Merchant Navy Day. |
| 9 September | Opening of Battle of Britain Week: Hosted by the Lord Mayor of Norwich and Sheriff of Norwich, held at City Hall. |
| 13 September | Battle of Britain Commemorative Event: Hosted by the Chairman of Norfolk County Council at County Hall. |

16 September 2019

MONITORING OFFICER REPORT

Report Author(s): Emma Hodds, Monitoring Officer
ehodds@s-norfolk.gov.uk 01508 533791

Portfolio: Leader and Economy and External Affairs

Ward(s) Affected: All

Purpose of the Report: The purpose of this report is to seek approval to make amendments to the Council's Constitution

Recommendations:

That Council agree to:

1. Amend the Scheme of Delegation with regard to planning applications submitted by staff, councillors and those related to staff and councillors of both South Norfolk Council and Broadland District Council, and to clarify interpretation of the clause in relation to employment, as outlined at section 2.2 and 2.5 of this report.
2. Increase the membership of the Community Action Fund (CAF) Panel from three to five.
3. Appoint Cllr Yvonne Bendle to the Norfolk Against Scams Partnership.

1. SUMMARY

- 1.1 The purpose of this report is to seek approval to make amendments to the Council's Constitution.

2. CONSTITUTION UPDATES

Scheme of Delegation

- 2.1 The Council's Constitution currently states in Part 3 that the Director of Place and such officers as that Director may approve, are authorised to determine planning applications except where:

5.1.1.1 The applicant is known to be a member, employee, or close relative of a member of South Norfolk Council. Close relative is defined as spouse, partner, parent, parent-in-law, son or daughter

- 2.2 This requires every application relating to the above to be determined by the Development Management Committee (DMC), many of which are minor householder applications that do not attract any objections.
- 2.3 To ensure that the development management process remains efficient, allowing the DMC to focus on applications that require their detailed consideration, it is proposed that the Constitution is amended to allow officers to determine applications of this kind where there are no objections and the proposal is not contrary to policy. It is also important to recognise that the constitution needs to reference those staff employed by South Norfolk Council and Broadland District Council due to the one officer team. Therefore, it is recommended that Council approve the amended wording below (additional text highlighted in bold):

*5.1.1.1 The applicant is known to be a member, employee, or close relative of a member of South Norfolk Council **or Broadland District Council and the application has received one or more objections and/or is contrary to policy.** Close relative is defined as spouse, partner, parent, parent-in-law, son or daughter*

- 2.4 The proposed change to the determination of these applications aligns the processes of both South Norfolk and Broadland Councils.
- 2.5 Clarification is also required in relation to section 5.1.1.5 to ensure that the interpretation of this aspect is clear (this is not a change in process), the changes again are marked in bold:

*The proposal has potential to generate employment, **or result in the loss of employment,** but the recommendation is for refusal.*

Community Action Fund (CAF) Panel

- 2.6 The Leader has indicated his desire to widen the membership of the CAF from three to five Members. The current membership is as follows:

- Portfolio Holder for Stronger Communities
- Chairman of the People and Communities Policy Committee
- Shadow Portfolio Holder for Stronger Communities

2.7 The Leader has nominated Cllrs John Overton and Martin Wilby as additional members of this Panel. The terms of reference will be amended to reflect this change

3. MEMBER APPOINTMENT

3.1 Norfolk County Council has invited the Council to join the Norfolk Against Scams Partnership (NASP). It is proposed that Council appoints Cllr Yvonne Bendle to represent t South Norfolk Council on this body.

4. ISSUES AND RISKS

4.1 **Resource Implications** – none

4.2 **Legal Implications** – none

4.3 **Equality Implications** – none

4.4 **Environmental Impact** – none

4.5 **Crime and Disorder**- none

4.6 **Risks** – none

5. CONCLUSION

5.1 This report asks the Council to agree amendments to the Council's Constitution and appoint to the Norfolk Against Scams Partnership.

6. RECOMMENDATIONS

That Council agree to:

6.1 Amend the Scheme of Delegation with regard to planning applications submitted by staff, councillors and those related to staff and councillors of both South Norfolk Council and Broadland District Council, and to clarify interpretation of the clause in relation to employment, as outlined at section 2.2 and 2.5 of this report.

6.2 Increase the membership of the Community Action Fund (CAF) Panel, from three to five.

6.3 Appoint Cllr Yvonne Bendle to the Norfolk Against Scams Partnership.

ANNUAL REPORT ON STANDARDS ACTIVITY

Report Author(s): Emma Hodds, Monitoring Officer
ehodds@s-norfolk.gov.uk
01508 533791

Portfolio: Stronger Communities & Governance

Ward(s) Affected: All

Purpose of the Report:

The report outlines how the Standards regime has operated during 2018/19 at South Norfolk Council, and how the Council fulfils its duty to promote and maintain high standards of conduct by Councillors across the District.

Recommendations:

Council is requested to endorse the Annual Report on Standards activity.

1 SUMMARY

- 1.1 The report outlines how the Standards regime has operated during 2018/19 at South Norfolk Council, and how the Council fulfils its duty to promote and maintain high standards of conduct by Councillors across the District.

2 STANDARDS ALLEGATIONS AND INVESTIGATIONS

- 2.1 The annual report in 2016/17 outlined a concerning picture in South Norfolk in relation to the increasing number of complaints received, however it is pleasing to report that the number of complaints has remained constant over the last two years. This can be seen in the table below:

| Year | Number of complaints | | | Outcomes | | | |
|---------|----------------------|--------|----------|-------------------|--------------|--------------------------|--------------------------------------|
| | TOTAL | Parish | District | No Further Action | Other Action | Investigation: no breach | Investigation: breach / other action |
| 2014/15 | 9 | 9 | 0 | 8 | 1 | 0 | 0 |
| 2015/16 | 7 | 7 | 0 | 6 | 0 | 0 | 1 |
| 2016/17 | 20 | 19 | 1 | 10 | 9 | 0 | 1 |
| 2017/18 | 7 | 3 | 4 | 7 | 0 | 0 | 0 |
| 2018/19 | 11 | 9* | 2 | 11 | 0 | 0 | 0 |

* the 9 parish complaints relate to 3 councils (6 complaints relating to 1 council, 2 about another and 1 regarding a third).

- 2.2 As the table at paragraph 2.1 outlines, none of the complaints resulted in further action and the Standards Committee was not required to consider the complaints. Two of the Parish cases resulted in no further action due to the subsequent resignation of the councillor involved. None of the decisions were appealed.
- 2.3 The lack of further action is due to the conduct not approaching a level that would breach the Code of Conduct, issues being resolved at the informal stage of the process, or it being clear that further investigation would not address the issues raised or prove/disprove the allegations as no further evidence or witnesses were available.

3 UPHOLDING HIGH STANDARD OF CONDUCT

- 3.1 District Councillors attended a number of training sessions during their 2015-2019 term of office, including extensive training, an induction programme and refresher training in February 2017, therefore it was not deemed necessary to conduct further training in 2018/19, particularly before an election year when specific training was planned. The Monitoring Officer, or their Deputy, continue to attend the *Members' Question Time* before meetings of the Development Management Committee. This assists members to raise queries regarding interests in relation to planning applications being considered at the meeting. Councillors are aware that they can raise any queries with the Monitoring Officer or Deputy Monitoring Officer at any time regarding standards issues and do so when in need of advice.

- 3.2 In last year's report, it was reported that the Monitoring Officer was required to write to one Parish Council twice in 2017/18 in response to a high number of complaints being received. The Parish Council was requested to establish an Action Plan to address a number of issues. These included reviewing its governance procedures, providing training and guidance on standards issues to councillors, providing training for the Clerk and also providing conflict resolution to assist the council deal with issues. In response, the Parish Council established a Working Party to address the issues raised, which appears to have resolved many of the concerns presented to the Council.

4 NATIONAL SCENE

- 4.1 The Committee for Standards in Public Life issued the results of its review into local government ethical standards on 29 January 2019. The review took account of the structures, processes and practices involved in governing standards and included a broad range of issues including codes of conduct, sanctions, investigatory processes, roles of Monitoring Officers, Clerks, and Independent Persons. A number of recommendations were made, however crucially they did not favour a move back to the centralised system of the Standards Board for England.
- 4.2 The Review made 26 recommendations mainly directed to central government, however also made 8 best practice recommendations aimed at local authorities; including defining bullying and harassment in the Code of Conduct, regularly reviewing the Code, requiring councillors to comply with formal standards investigations and prohibiting trivial or malicious allegations by councillors, and encouraging councils to publish how allegations are initially filtered which should involve the Independent Person.
- 4.3 The Monitoring Officer and the Deputy attended a local seminar alongside other supporting officers and Independent Persons from other authorities. This proved useful on a number of levels as it provided the opportunity not only to discuss the report, but also the experience of other Monitoring Officer's in dealing with complaints raised.
- 4.4 Due to the local government elections in May 2019, a meeting of the Standards Committee has not been called to date to consider the Committee's best practice recommendations, however this work will begin shortly. It is hoped that this can be considered in collaboration with Broadland District Council

5 LOOKING AHEAD

- 5.1 The local council elections in May 2019 saw many new councillors join the Council. The focus in the imminent future will be to ensure that members are fully aware of their responsibilities under the Code. Already in 2019/20, two training sessions have been held for members in relation to standards and interests, and this topic was also covered in the new members' induction day.

6 ISSUES AND RISKS

6.1 **Resource Implications** – none

6.2 **Legal Implications** – none

6.3 **Equality Implications** – none

6.4 **Environmental Impact** – none

6.5 **Crime and Disorder** – none

6.6 **Risks** – none

7 RECOMMENDATIONS

7.1 Council is requested to endorse the Annual Report on Standards activity.