

COUNCIL AGM

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

A handwritten signature in black ink, appearing to read "Trevor Holden", with a long, sweeping horizontal stroke at the end.

Trevor Holden
Managing Director

Cllr G Minshull
Chairman of the Council

Mrs F Ellis
Vice-Chairman of the Council

Date & Time:

Monday 26 April 2021
7.00pm

Place:

To be hosted remotely at: South Norfolk House, Cygnet Court, Long Stratton, Norwich, NR15 2XE

Contact:

Claire White tel (01508) 533669
Email: democracy@s-norfolk.gov.uk
Website: www.south-norfolk.gov.uk

PUBLIC ATTENDANCE:

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

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

If a member of the public would like to attend to ask a question, please email your request to democracy@s-norfolk.gov.uk, no later than 5.00pm on Thursday 22 April 2021.

AGENDA

- 1. To report apologies for absence**
- 2. To receive Declarations of interest from Members**
(Please see guidance form and flow chart attached – page 5)
- 3. Chairman's Engagements;** (attached – page 7)
- 4. Appointment of Chairman of the Council for 2021/22 and Declaration of Acceptance of Office;**
- 5. Appointment of Vice Chairman of the Council for 2021/22 and Declaration of Acceptance of Office;**
- 6. Election of Leader of the Council for 2021/22**
- 7. Vote of Thanks to the Retiring Chairman**
- 8. Chairman's Announcements;**
- 9. To confirm the minutes of the meeting of the Council held on 24 February 2021;**
(attached – page 8)
- 10. Monitoring Officer Report;** (report attached – page 28)
- 11. Appointments to Outside Bodies** (report attached – page 43)
- 12. In Person Meetings** (report attached – page 47)

13. Recommendations from the Cabinet, arising from the meeting held 19 April 2021

(a) Endorsement of the Norfolk Strategic Planning Framework

(page 44 of the Cabinet agenda)

TO RECOMMEND THAT COUNCIL endorses the update to the Norfolk Strategic Planning Framework and agrees to remain a signatory to the document.

(b) Review of Policies

(page 232 of the Cabinet agenda)

TO RECOMMEND TO COUNCIL adoption of the:

- a) Counter Fraud, Corruption and Bribery Policy
- b) Anti-Money Laundering Policy
- c) Whistleblowing Policy

14. Annual Report of the Finance Resources Audit and Governance Committee

(report attached – page 64)

Recommendation from Finance Resources Audit and Governance Committee to Council:

To recommend that Council approves the content of the Annual Report of the Finance, Resources, Audit and Governance Committee

15. Questions to Chairmen and Portfolio Holders and Scrutiny Annual Report

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

b. Annual Review of the Scrutiny Committee 2020/21 and Questions to the Chairman

(report attached – page 68)

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

16. Outside Bodies – Feedback from Representatives

DECLARATIONS OF INTEREST AT MEETINGS

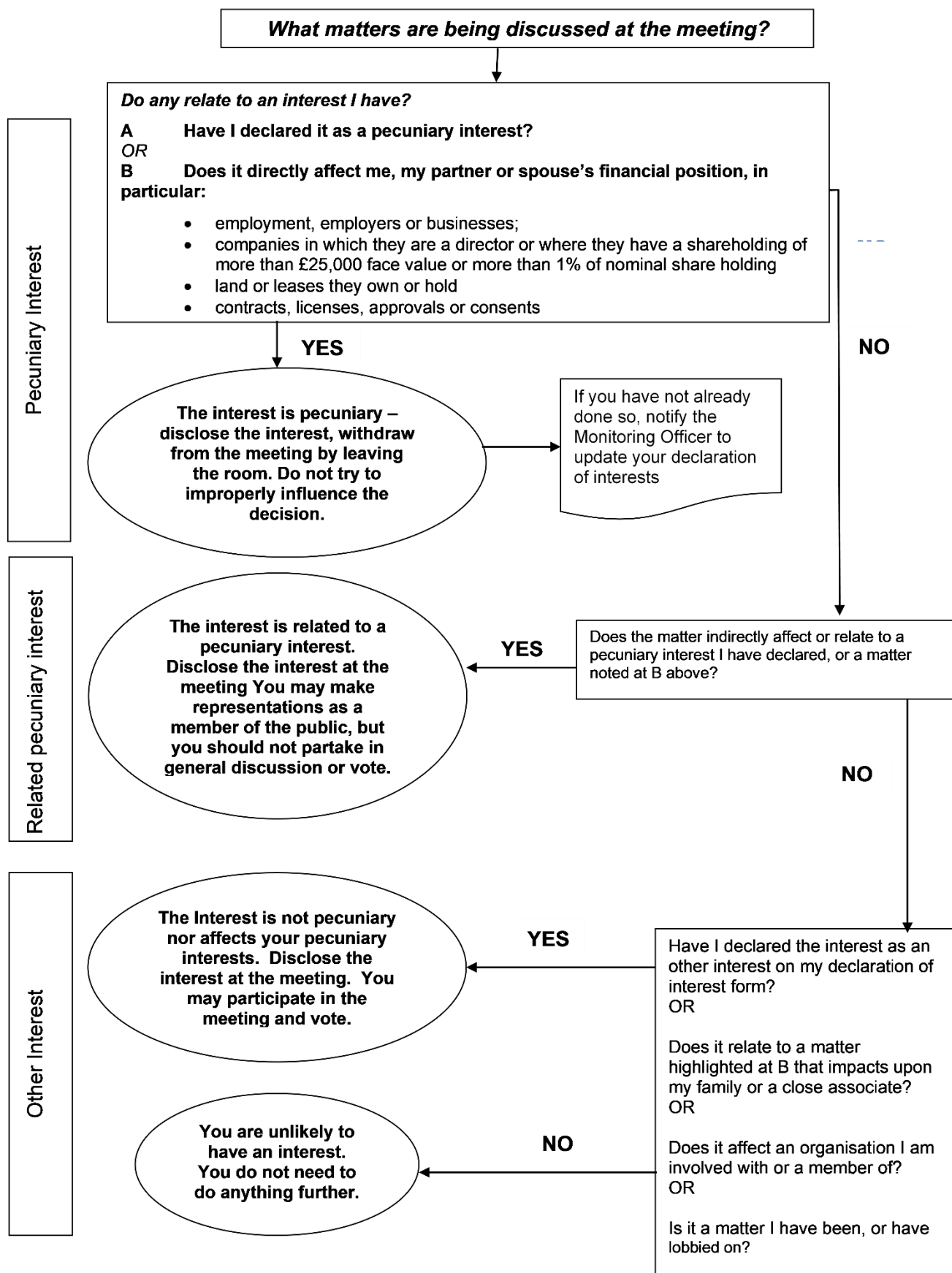
When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda 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.

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| <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



**CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN
FOR THE PERIOD: 24 February – 26 April 2021**

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|-------------|---|
| March/April | The Chairman gave various interviews to Park Radio to ensure the Council's messaging around Covid arrangements was communicated to residents in the District. |
| 16 April | The Chairman and Vice Chairman attended commemorative services in Diss and Long Stratton to remember the life of the late Duke of Edinburgh. |

Agenda Item: 9

COUNCIL

**Minutes of a remote meeting of South Norfolk District Council, held on
Wednesday 24 February 2021 at 7.00pm.**

Committee Members Present: Councillors: Minshull (Chairman), Amis (for part of the meeting), Bendle, Bernard, Bills (for part of the meeting), Blundell, Brown, Burrill, Clifford-Jackson, Dearnley, Dewsbury, Duffin, Elliott, Ellis, Elmer, Francis, Fuller, Glover (for part of the meeting), Halls, Hardy, Holden, Hornby (for part of the meeting), Hudson, Hurn, Kemp, Kiddie, Knight, Laidlaw, Legg, Mason Billig, Neal, Nuri-Nixon, Overton, Ridley, Rowe (for part of the meeting), J Savage, R Savage, Thomas, J Wilby, M Wilby and Worley.

Apologies Councillors: Curson, Easter, Edney, Spruce and Thomson

Officers in Attendance: The Managing Director (T Holden), the Director of People and Communities (J Sutterby), the Director of Place (P Courtier), the Director of Resources (D Lorimer) the Assistant Director Governance and Business Support (E Hodds), the Assistant Director of Finance (R Fincham) and the Assistant Director Chief of Staff (H Ralph)

3571 DECLARATIONS OF INTEREST

Cllrs D Burrill and L Glover declared pecuniary interests relating to item 8 (a) on the agenda, the Greater Norwich Growth Board; Joint Five-Year Investment Plan. Cllrs Burrill and Glover explained that their employers would be benefitting from the proposed allocation of funding. Both councillors left the meeting for the duration of the discussion on this item.

Cllr A Thomas declared an 'other' interest under item 5, Chairman's Announcements, as a resident affected by the recent flooding in the District.

3572 MINUTES

The minutes of the meeting held on 14 December 2020 were confirmed as a correct record and signed by the Chairman.

3573 CHAIRMAN'S ANNOUNCEMENTS

The Chairman referred to his message detailed at page 21 of the agenda, and explained that civic events had all but ceased in the traditional sense.

The Chairman wished to record his thanks to all staff who had worked over the Christmas period, to assist residents affected by the recent flooding in the District. In response to a query, he explained that he had, in his role as Chairman of the Scrutiny Committee, attended a meeting chaired by General the Lord Dannatt, to investigate the causes of flooding and the subsequent response from agencies. The Managing Director explained that the meeting was attended by 36 different organisations, which had been responsible in some way for flood prevention or assisting those affected by the flooding. Members noted that the terms of reference of the Group were yet to be finalised. The Group was due to meet again in March and Lord Dannatt hoped to present his final report sometime in June 2021.

The Chairman also referred to the recent Covid-19 surge testing in Diss, and explained that 80% of residents had taken the test within the first five days. He felt this to be a remarkable achievement, which he felt would not have been possible without the excellent work of the Council's Help Hub.

3574 NOTICE OF MOTIONS

Cllr V Clifford-Jackson moved the following motion, seconded by Cllr C Brown:

"Leisure Services fit for the future

This Council notes:

- The sterling work Leisure Services staff have done during the Covid crisis
- The investment which has been made over the years in the Leisure Services
- The pre-pandemic increases in use of this service by residents
- The work being done on the Leisure Services recovery plan

This Council believes:

- The Leisure Services provide a significant and essential support for the health and wellbeing of residents

- At this time, and as we look beyond the current lockdown, this support will be needed more than ever
- All the Leisure Centres should re-open as soon as is safely and practically possible after the lockdown
- The Leisure Services have also provided a useful source of revenue and post-pandemic, with the delivery of the recovery plan, they will provide beneficial revenue again
- Delivery of our Leisure Services is best done as a Council service, with the assets and delivery of the service remaining in the Council's control, and not delivered through a private provider

This Council resolves to:

- Re-open all Leisure Centres as soon as is safe and practical to do so after the current lockdown
- Encourage residents from across the District to make full use of the Leisure Centres and other leisure services available
- Maintain the current status of the Leisure Services, delivered as an in-house service of the Council with the assets owned by the Council, for the foreseeable future."

Cllr Clifford-Jackson referred to the work of the leisure services staff, many of whom had been redeployed in other areas and also stressed the importance of the service on the health and wellbeing of residents, in addition to it being a useful income stream for the Council. She was very grateful for the previous investments and growth in the service and hoped that the Council could commit to it remaining as an in-house function.

Cllr A Thomas felt it regrettable that Cllr Clifford-Jackson had failed to consult her, as Portfolio Holder, prior to the publication of the motion. There were many aspects of the motion that she agreed with, none more than the references to the sterling work of leisure staff, and she wished to place on record her appreciation and support for their dedication, hard work and flexibility. Cllr Thomas, however, did feel that the motion implied that the Council did not have a current commitment to its leisure centres and was concerned that this would cast some doubt for both staff and users. She explained that the motion also contained some inaccuracies, and she referred to the reference to the centres providing a useful source of revenue. Cllr Thomas explained that even prior to the pandemic, the service was in deficit budget, and was not providing an income stream. She therefore proposed the following amendments:

To delete bullet points 4 and 5 under "This Council believes..."

To delete bullet point 3 under "This Council Resolves to.." and to replace it with "Demonstrate its ongoing commitment to the Leisure Service with a £2.492m investment spread over 3 years to enable its recovery to a balanced

budget position following a revised recovery plan which will be presented to the Commercial Trading and Customer Focus Committee and agreed by Cabinet in due course.”

Cllr Thomas explained that the Leisure Service had been tasked with producing a revised recovery plan within an agreed budget, which she hoped would leave staff and residents with no doubt of the Council’s commitment to the service.

The amendment was seconded by Cllr C Hudson.

Cllr Clifford-Jackson apologised and explained that she had been unable to contact Cllr Thomas prior to the publication of the motion. She expressed her support for the amendment and explained that she was very grateful for the ongoing commitment to leisure demonstrated by the Council.

A roll call vote was conducted, and the amendment was unanimously carried.

Cllr Fuller reminded Council that when the Conservatives inherited the Council back in 2007, Wymondham Leisure Centre alone was running at a net loss of £1.8m per annum. Since then, the Council had invested £4m in Wymondham Leisure Centre, £2m in Long Stratton Leisure Centre and pitch and had made other improvements in Diss. Footfall had risen considerably since 2007, and he felt that no one could doubt the Council’s commitment to the service.

Cllr Brown stressed that his Group acknowledged and supported the improvements that had been made to the leisure service over the years. The intention of the motion was to highlight the importance of the health and wellbeing of residents and how the Council’s leisure provision was a vital service, especially as the country came out of lockdown.

A vote was conducted by way of a roll call and it was unanimously

RESOLVED

This Council notes:

- The sterling work Leisure Services staff have done during the Covid crisis
- The investment which has been made over the years in the Leisure Services
- The pre-pandemic increases in use of this service by residents
- The work being done on the Leisure Services recovery plan

This Council believes:

- The Leisure Services provide a significant and essential support for the health and wellbeing of residents

- At this time, and as we look beyond the current lockdown, this support will be needed more than ever
- All the Leisure Centres should re-open as soon as is safely and practically possible after the lockdown

This Council resolves to:

- Re-open all Leisure Centres as soon as is safe and practical to do so after the current lockdown
- Encourage residents from across the District to make full use of the Leisure Centres and other leisure services available
- Demonstrate its ongoing commitment to the Leisure Service with a £2.492m investment spread over 3 years to enable its recovery to a balanced budget position following a revised recovery plan which will be presented to the Commercial Trading and Customer Focus committee and agreed by Cabinet in due course.

3575 RECOMMENDATIONS FROM THE CABINET MEETING HELD 8 FEBRUARY 2021

(a) Greater Norwich Growth Board: Joint Five-Year Investment Plan

(Cllrs D Burill and L Glover left the meeting for the duration of this item)

Cllr J Fuller presented the recommendations from Cabinet, which sought approval of the Greater Norwich Growth Board Joint Five-Year Investment Plan 2021-26, and the allocation of CIL to four specified projects.

He referred to the significant investment in education and gave mention to the plans at Wymondham railway station to make the platforms accessible to all.

Voting was carried out by roll call and it was unanimously

RESOLVED

1. To agree the Greater Norwich Joint Five-Year Infrastructure Investment Plan 2021-2026, included at Appendix A of the report.
2. Approve the allocation of CIL to 4 specified projects, these projects will form the 2021/22 Annual Growth Programme (AGP); the allocation of £2M to support the Education Capital Programme within Greater Norwich; and, the allocation of an additional £341,000 to projects GP46 and GP53 that were initially allocated funding within the 2018/19 AGP.

(b) Update to Local Development Scheme

Cllr J Fuller presented the recommendations from Cabinet, which proposed amendments to the current Local Development Scheme.

Cllr Fuller explained that the proposed amendments to the Local Development Scheme were necessary to reflect the changes to the timetable for the South Norfolk Village Clusters Housing Allocations Document.

Members noted that approximately 400 sites had come forward for development, many more than anticipated. Cllr Fuller stressed the importance of ensuring sites were considered fully in a fair and consistent way, and advised that the document might not be ready to go out to consultation until June.

Voting was carried out by roll call and it was unanimously

RESOLVED

To approve the proposed amendments to the current Local Development Scheme (LDS)

(c) Council Tax Assistance Scheme 2021/22

The Portfolio Holder, Cllr Y Bendle presented the recommendations from the Cabinet, regarding the removal of the discretionary payments from the Council Tax Assistance Scheme, into a separate stand-alone policy.

Cllr Bendle explained that there was a need to separate out the discretionary payments, to ensure that they could be amended without being tied into the timing restrictions of Council Tax Assistance regulations. She added that a further report would follow to reinstate the policy as part of the Covid-19 Hardship Fund, which would provide more flexibility.

Voting was carried out by way of roll call and it was unanimously

RESOLVED

To approve the removal of the discretionary payments from the Council Tax Assistance Scheme, into a separate stand-alone policy

The Chairman then explained that the following items would be debated together; (d) the Delivery Plan 2021/22, (e) the Treasury Management Strategy Statement 2021/22, (f) the Capital Strategy and Capital Programme 2021/22 to 2025/26, and (g) the Revenue Budget and Council Tax 2021. Members noted that each item would be voted on separately. The Chairman

proposed, seconded by Cllr Ellis that Group Leaders be permitted to speak for up to 15 minutes in total whilst debating the items, and this was agreed by Council.

Cllr Fuller began by explaining that although no one could have predicted a pandemic, he was proud that the Council had been ready to respond. This had only been possible due to the astute management of the Council's finances, and the substantial reserves that had been built up over the years. Investments had previously been made in IT and equipment which allowed staff to work at home, and the Help Hub was well established and was ready to support those in need. Systems and processes were in place which allowed business grants to be paid out quickly and efficiently.

He was proud of the Council's leisure facilities which would play an important role in the recovery, helping residents get fit and healthy. He was so grateful to all the leisure staff who had been open to redeployment throughout the year, explaining that some had even been redeployed to work for the NHS, to support clinicians in ward-based work. He added his thanks to all staff across the Council who had gone above and beyond, working many additional hours over the previous year.

Referring to the capital programme, Cllr Fuller was pleased to announce that over 75% of the capital programme for approved schemes was forecast to be spent by year end, despite the impact of the pandemic.

Looking ahead, the revenue budget and capital programme were ambitious, but also affordable, as confirmed by the Council's Section 151 Officer. Cllr Fuller believed that the proposed budget would keep a promise to create better lives and a stronger economy, to benefit every resident and business in the District. This was a budget, not just about Covid-19, but about everything else that mattered too.

He drew attention to the balance of risk and reward in the Treasury Management Strategy and the apportionment of resources in the asset allocation strategy.

Cllr Fuller then turned to the environment and explained that priority would be placed on elements of the Environmental Strategy, that would focus on protecting the local environment, with tangible and visible results. He advised that some of the money available for allocation to reserves would be used to establish new positions to co-ordinate enforcement activity to protect the local environment. He acknowledged that this was about more than flooding, and that a holistic approach was needed to protect the whole of the District's environment. He made reference to illegal roadside encampments, unlicensed Houses of Multiple Occupation, fly tipping, dog fouling and air quality. The Council would demonstrate a shared commitment to "our" environment through both protection and enforcement.

Summing up, he suggested that the mark of a good Council could be demonstrated through its ability to "step up", when needed, and this had been

proven over the last 12 months, through the selfless devotion of both staff and members. He then commended the budget to members.

Cllr J Worley expressed his gratitude for the previous 14 years of careful, prudent and responsible Conservative led management, which had left the Council well prepared for the pandemic. He acknowledged that there would be future challenges, and he made reference to loss of income, and the reduced support from central government.

He referred to the loss of income in Leisure, but also the need to invest in the future health of residents, and he drew attention to the proposed budget allocation of £2.5 million over the next three years in the Leisure service.

Cllr Worley made reference to the end of furlough and what that might bring, for example more housing benefit claims, and an increase in homelessness. Members noted that the Council had set aside £380k to respond to homelessness and hardship as a consequence of the pandemic.

Attention was drawn to the potential loss of New Homes Bonus and a Business Rates reset, and also made reference to the uncertainties within the housing market, which could impact on the returns from Big Sky. He stressed that there was now a need more than ever to make savings and efficiencies and drive forward commercial activities to create income and invest in the local economy.

Despite the challenges, he believed that the budget still demonstrated an ambitious capital programme, that showed commitment to investing in the local economy, creating jobs and building homes in the District. He outlined numerous projects where the Council was placing significant investment, which in turn would benefit residents.

He referred to the Council's cautious but ambitious approach to investments, which were made up of one third cash, one third wholly owned trading companies, and one third in property assets, which ensured that not the Council's "eggs were in one basket"

Turning to the £5.00 increase in council tax for band D properties, he suggested this was an open, honest and transparent long term strategy, helping the Council prepare for the future and raising an extra £250k per year.

In referring to the Section 151 Officer's opinion that the revenue budget was robust and provided the Council with adequate reserves, and that the capital programme was both affordable and prudent, Cllr Worley had no hesitation in commending the budget to members.

Cllr C Brown then addressed the Council, explaining that he felt the previous year had demonstrated how well communities could come together and provide support to those in need. He praised the Council's response and referring to the Emergency Committee, he explained that he felt that all members had worked well across the political divide. He praised the

distribution of business grants which had been executed in a quick and efficient manner, and suggested that much further work would be needed in the coming months. He wished to place on record his thanks to all staff throughout the organisation, for their dedication and hard work over the last 12 months and gave mention to the work of the Help Hub, Community Connectors and Leisure staff.

Referring to the Delivery Plan, Cllr Brown explained that he felt it contained a lot of positive detail, however he would have liked to have seen it give more priority to the local and global environment. He acknowledged that the Council had agreed an Environment Strategy but felt that there was not enough ambition or urgency to deliver on it.

Turning to the capital programme, Cllr Brown expressed concerns with regard to its deliverability, and also explained that he felt the response to the budget public consultation to be far too low and should be examined further to see if it could be improved.

With regard to the Council Tax increase, he explained that after careful consideration, he had concluded that a £5.00 increase was necessary to ensure that the Council remained financially stable. He suggested however, that the Council had relied on the New Homes Bonus for day to day operations for far too long, and he hoped that it would be replaced with something as equally rewarding for the Council.

Cllr Brown then moved the following amendment:

“That £44k of funds currently earmarked to be added to General Reserves, be used instead to fund an additional resource to implement the actions set out in the Environment Strategy”

Cllr Brown stressed that this was a different resource to that referred to earlier in the debate by Cllr Fuller to provide enforcement for the prevention of flooding; this was to directly support the delivery of the Environment Strategy.

The amendment was seconded by Cllr D Burrill.

Cllr Fuller had no hesitation in rejecting the amendment, stating that he thought that he had clearly laid out earlier proposals to implement the vast majority of recommendations in the Environment Strategy, and also explained that many “global” environmental issues referred to by Cllr Brown, would be addressed in the new Local Plan. He explained that the Conservatives were pledging £50k in pursuance of environmental objectives, and he was perplexed as to why the Liberal Democrats were pledging £6k less. He urged members to vote against the amendment.

Cllr Burrill was disappointed that the Conservative group had failed to make clear its proposal to use £50k of reserves in support of the environment, and felt it was convenient that this was only announced after the Liberal Democrat amendment had been put forward.

In response, Cllr Fuller suggested that both he, and the supporting papers, had made this proposal clear.

Members then voted on the amendment by way of a recorded vote.

A recorded vote on the amendment was conducted as follows:

Cllrs Bernard, Blundell, Brown, Burrill, Clifford-Jackson, Halls, Laidlaw and Nuri-Nixon voted in support of the amendment.

Cllrs Bendle, Bills, Dearnley, Dewsbury, Duffin, Elliott, Ellis, Elmer, Francis, Fuller, Hardy, Holden, Hornby, Hudson, Hurn, Kemp, Kiddie, Knight, Legg, Mason Billig, Minshull, Neal, Overton, Ridley, J Savage, R Savage, Thomas, J Wilby, M Wilby and J Worley voted against the amendment.

Cllr J Amis abstained from the vote.

With 8 votes for, 30 against, and 1 abstention, the amendment was lost.

Cllr T Laidlaw explained that he was pleased to see the capital programme had been separated in to approved and provisional categories in the budget papers, and he thanked the Assistant Director Finance. He advised that his greatest concern lay with achievement, referring to the previous three years' achievements of 21%, 51% and 25%, and he feared that 20/21 did not look much better. He stressed that it was the provisional projects that were causing the most slippage and he queried what impact non achievement would have on the revenue budget (for example when monies could have been invested elsewhere). Of particular concern was the significant sums being earmarked for the funding of the 5 Year Strategic Plan for Big Sky, and whether its non delivery was inhibiting the bringing forward of other more deliverable capital projects in other areas. He suggested that such matters required further member review, for example via a monthly analysis at the Commercial, Trading and Customer Focus Policy Committee. Due to all these concerns he explained that he would be abstaining from the vote on the capital programme.

With reference to the Delivery Plan, Cllr J Halls raised concerns that some of the delivery measures were too aspirational, referring in particular to those concerning the delivery of Food Safety regulation.

Cllr P Hardy urged members to support the Delivery Plan and budget, referring to it as manageable, affordable, ambitious and audacious. He referred to the Council's excellent record of delivery, and the recent response to the Covid-19 pandemic. He believed it was imperative that the Council pushed ahead with commercial ventures, and accepted that this came with some risks, but stressed that these risks were qualified and well considered.

Cllr J Hornby also expressed his support for the budget and the need to press ahead with commercial ventures. He referred to the Council's investments

over the years in Leisure, Big Sky, and the Early Help Hub, which had been instrumental in helping the vulnerable during the pandemic. He considered the opposition to be unambitious, and he referred to the Liberal Democrat amendment which had proposed an investment in the environment of £6k less than the Conservative proposal.

Cllr L Neal referred to the Council's response to the pandemic and explained how proud she was of the Economic Development team, which had dealt with the huge task of supporting South Norfolk businesses and the delivery of over £11.5m of grants. She drew attention to the Council's confidence campaign and the need to ensure that residents had confidence in shopping locally, and she made reference to the planned improvements at Harleston to pedestrianize the High Street to make it more shopper and cycle friendly. She believed the Council was in a strong position going forward to support residents and businesses, and she commended the budget to Council.

Cllr K Mason Billig outlined some of the successes of Big Sky and explained that the return received on this investment equated to one tenth of the Council's annual budget. She made reference to a number of Big Sky developments and advised that it offered high quality housing on larger plots, and also catered for those in need of affordable housing. She was proud of the Council's entrepreneurial and commercial approach and believed the Council was well placed to continue moving forward and ensure that the District remained one of the most desirable places to live. She commended the budget to members.

Cllr A Thomas outlined the plans to reopen the Council's leisure facilities, when permitted to do so and drew attention to the proposed three-year financial package to assist the leisure recovery. Members noted that £1.56m would be made available for the service during 21/22, £814k in 22/23 and £114k in 23/24. She was hoping that officers would be presenting details of the recovery plan shortly and she welcomed the monitoring of the Plan through the Commercial, Trading and Customer Focus Policy Committee. She hoped that the Plan would help to rebuild and improve the leisure provision to provide a platform for residents to get fit and healthy with confidence.

Cllr Y Bendle referred to the work of the Help Hub, which had proved invaluable over the last year. She also drew attention to other services where workloads had increased, referring to Housing Officers, Welfare Rights and those officers distributing hardship funds. She referred to the coordination of Mutual Aid Groups and the work officers had carried out in support of the Track and Trace scheme. Unfortunately, there had been an increase in domestic breakdowns and domestic abuse, and there was a threat of an increase in homelessness levels. She explained that officers were extremely dedicated and ready for the challenges that lay ahead.

Cllr V Clifford-Jackson queried whether the Community Connectors and the Help Hub were funded by partners and what percentage was financed by the Council. She also referred to the recent trend of people working from home

and wondered whether members were concerned that this might impact upon the Council's investments in office space. Referring to the Council's Delivery Plan, she suggested that members could spend more time together debating the issues and also proposed that each committee could consider its own element of the Plan.

Referring to the environment, Cllr Clifford-Jackson explained that she had been disappointed to learn that the Economy and Environment Policy Committee had only met twice in the last six months. She felt that the Council lacked ambition referring in particular to recycling and the delay in the installation of electric car charging points.

In response, Cllr Fuller explained that the electric car charging points had been installed two years ago. Every member of the Council had an opportunity to be involved in shaping the budget and business plan, and the budget was now set on a two year rolling programme.

He explained that everyone, not just the Liberal Democrats, was concerned about future losses of income, and it was more important than ever for the Council to continue to be ambitious in its investments and commercial activities. In response to concerns regarding the capital programme, he informed Council that 66% had been spent up to Quarter 3 of 20/21, and the Council was on target to achieve 75% by the end of the year.

Summing up, Cllr Fuller considered his administration to have the right policies, the right finances, the best ideas, and the right people to take the Council forward to benefit residents and businesses, and he commended the budget to members.

Members then voted on each of the budget items.

(d) Delivery Plan 2021/22

Voting was carried out by way of roll call and with 30 votes for, 8 against and 1 abstention, it was

RESOLVED

To approve the adoption of the one-year Delivery Plan for 2021/22

(e) Treasury Management Strategy Statement 2021/22

Voting was carried out by way of roll call and it was unanimously

RESOLVED

To approve

- (a) The Treasury Management Strategy Statement 2021/22;
- (b) The Treasury Management Policy Statement 2021/22
(Appendix 1 of the report);
- (c) The Annual Investment Strategy 2021/22 (Appendix 2 of the report);
- (d) The Treasury Management Practice (TMP1) (Appendix 3 of the report);
- (e) The Treasury Management Scheme of Delegation (Appendix 4 of the report);
- (f) The Prudential Indicators (Appendix 5 of the report);
- (g) The Minimum Revenue Provision (MRP) Statement
(Appendix 6 of the report) and
- (h) That Hong Kong be removed from the list of approved countries for investment in the Treasury Management Practice (TMP1) document
(Appendix 3)

(f) Capital Strategy and Capital Programme 2021/22 to 2025/26

A recorded vote was conducted as follows:

Cllrs Bendle, Bills, Dearnley, Dewsbury, Duffin, Elliott, Ellis, Elmer, Francis, Fuller, Hardy, Holden, Hornby, Hudson, Hurn, Kemp, Kiddie, Knight, Legg, Mason Billig, Minshull, Neal, Overton, Ridley, J Savage, R Savage, Thomas, J Wilby, M Wilby and J Worley voted in favour of the recommendations.

No members voted against and Cllrs Bernard, Blundell, Brown, Burrill, Clifford-Jackson, Halls, Laidlaw and Nuri-Nixon abstained from the vote.

With 30 votes for, 0 against and 8 abstentions, it was

RESOLVED

To approve

- (a) the Capital Strategy (at Appendix A of the report)
- (b) the Capital Programme for 2021/22-2025/26 (at Appendix B of the report).

(g) Revenue Budget and Council Tax 2021/22

A recorded vote was conducted as follows:

Cllrs Bendle, Bernard, Bills, Brown, Burrill, Clifford-Jackson, Dearnley, Dewsbury, Duffin, Elliott, Ellis, Elmer, Francis, Fuller, Halls, Hardy, Holden, Hornby, Hudson, Hurn, Kemp, Kiddie, Knight, Laidlaw, Legg, Mason Billig, Minshull, Neal, Overton, Ridley, J Savage, R Savage, Thomas, J Wilby, M Wilby and J Worley voted in favour of the recommendations.

No members voted against and Cllrs Blundell and Nuri-Nixon abstained from the vote.

With 36 members voting for, 0 against, and 2 abstentions, it was

RESOLVED

To agree

- (a) The approval of the base budget; subject to confirmation of the finalised Local Government Finance Settlement figures which may necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget. Authority to make any such change to be delegated to the Assistant Director of Finance;
- (b) The use of the revenue reserves as set out in Appendix E of the report;
- (c) That the Council's demand on the Collection Fund for 2021/22 for General Expenditure shall be £8,037,280 and for Special Expenditure shall be £7,192;
- (d) That the Band D level of Council Tax be £160.00 for General Expenditure and £0.14 for Special Expenditure

3576 COUNCIL TAX RESOLUTION 21/22

Cllr J Worley presented the Council Tax Resolution 2021/22, drawing members' attention to the proposed increase in Band D Council Tax by £5.00, up to £160 for the year, the Special Expenses that amounted to £7,192, and the table at paragraph 1.7 of the report, which outlined the other elements of Council Tax, added by Norfolk County Council and the Police and Crime Commissioner.

Cllr J Fuller drew attention to the some of the parish council charges, explaining that some were now higher than the South Norfolk Council element of council tax.

A recorded vote was conducted as follows:

Cllrs Bendle, Bernard, Bills, Blundell, Brown, Burrill, Clifford-Jackson, Dearnley, Dewsbury, Duffin, Elliott, Ellis, Elmer, Francis, Fuller, Halls, Hardy, Holden, Hornby, Hudson, Hurn, Kemp, Kiddie, Knight, Laidlaw, Legg, Mason Billig, Minshull, Neal, Nuri-Nixon, Overton, Ridley, J Savage, R Savage, Thomas, J Wilby, M Wilby and J Worley voted in favour of the recommendations.

No members voted against or abstained from the vote. It was unanimously

RESOLVED

- 1 To note that the following amounts for 2021/22 have been determined under delegated authority and in accordance with regulations made under the local Government Finance Act 1992:

- a) **50,233** being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.
- b) The amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items (i.e. Parish precepts) relate, as shown in **Appendix A**.
- 2 That the Council calculates the following amounts for 2021/22 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011):
- a) **£61,161,953** being the aggregate expenditure which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act (including the General Fund, Special Expenses and Parish Precepts).
- b) **£48,928,506** being the aggregate income which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act.
- c) **£12,233,447** as its council tax requirement for the year including Special Expenses and Parish Precepts being the amount by which the aggregate expenditure at 2(a) above exceeds the aggregate income at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act.
- d) **£243.53** as the basic amount of its Council Tax for the year, being the council tax requirement at 2(c), divided by the Council Tax Base for the year (50,233) at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act.
- e) **£4,196,167** being the aggregate amount of all special items referred to in Section 34(1) of the Act (i.e. Parish Precepts and street lighting special expenses).
- f) **£160.00** as the basic amount of its Council Tax for dwellings in its area, excluding Special Expenses and Parish Precepts, being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act.
- g) The amounts given by adding to the amount at 2(f) above the amounts of the special items for the relevant Parish divided in each case by the Council Tax Base for the Parish at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in each Parish is as set out in **Appendix B**.
- h) The amounts given by multiplying the basic amounts for each Parish 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of

dwellings listed in different valuation bands.

- 3 To note that for the year 2021/22 the main precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with s40 of the Local Government Finance Act 1992.

| Band | Norfolk County Council £ | Police & Crime Commissioner £ | Total Preceptors £ |
|------|-----------------------------|----------------------------------|-----------------------|
| A | 981.96 | 185.34 | 1,167.30 |
| B | 1,145.62 | 216.23 | 1,361.85 |
| C | 1,309.28 | 247.12 | 1,556.40 |
| D | 1,472.94 | 278.01 | 1,750.95 |
| E | 1,800.26 | 339.79 | 2,140.05 |
| F | 2,127.58 | 401.57 | 2,529.15 |
| G | 2,454.90 | 463.35 | 2,918.25 |
| H | 2,945.88 | 556.02 | 3,501.90 |

- 4 That, having calculated the aggregate in each case of the amounts of the District's and preceptors requirements, in accordance with s30(2) of the Local Government Finance Act 1992, **hereby sets** amounts of the council tax for the year 2021/22 for each category of dwelling as follows.

| Band | District & Parishes Council Tax £ | Total Preceptors £ | Total 2021/22 Council Tax £ |
|------|--------------------------------------|-----------------------|--------------------------------|
| A | 162.35 | 1,167.30 | 1,329.65 |
| B | 189.41 | 1,361.85 | 1,551.26 |
| C | 216.47 | 1,556.40 | 1,772.87 |
| D | 243.53 | 1,750.95 | 1,994.48 |
| E | 297.65 | 2,140.05 | 2,437.70 |
| F | 351.77 | 2,529.15 | 2,880.92 |
| G | 405.88 | 2,918.25 | 3,324.13 |
| H | 487.06 | 3,501.90 | 3,988.96 |

The council tax for each category of dwelling by parish is as set out in **Appendix C**.

5. That the Council's basic amount of Council Tax (including special expenses) for 2021/22 is not excessive, in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992, and thus there is no need to hold a Council Tax referendum.

3577 MONITORING OFFICER REPORT

Members considered the report of the Monitoring Officer, which sought member agreement to disband the Joint Lead Members Group.

Cllr Fuller presented the report, explaining that as Broadland District Council had agreed to disband the Joint Lead Members Group, it could therefore no longer meet.

Cllr Brown felt this to be a substantive loss, as the JLMG had allowed the opposition groups at both councils to contribute to the debate as the collaboration had progressed. He queried whether all members would be welcome to attend the Joint Informal Cabinet meetings.

In response, Cllr Fuller explained that the next meeting of the Joint Informal Cabinet was on Monday 8 March. He stressed that this was not a decision-making body, and he queried whether it was time for the Joint Scrutiny Committee arrangements to become mobilised. In response to a query regarding the Chairman of Scrutiny, and whether this role could be designated to a member of the opposition, he stressed that this debate was for the Council's AGM in May. He reminded members that there was an arrangement in place where the Vice-Chairman (an opposition member) received 20% of the Chairman's Special Responsibility Allowance.

Voting was carried out by way of roll call and it was unanimously

RESOLVED

To disband the Joint Lead Members Group

3578 PAY POLICY STATEMENT 2021/22

Members considered the report of the Senior HR Lead, which sought approval for the South Norfolk Council Pay Policy Statement 2021/22.

The Portfolio Holder, Cllr J Worley, presented the report, explaining that it was a statutory requirement to produce a policy on an annual basis.

Drawing attention to paragraph 11 of the Statement, which referred to the Council's Honoraria Policy, Cllr C Brown hoped that this could be used to reward staff whose service had gone above and beyond during the last year.

Voting was carried out by way of roll call and it was unanimously

RESOLVED

To approve the content of South Norfolk Council's 2021/22 Pay Policy Statement.

3579 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS

(a) Cabinet

Referring back to the Liberal Democrat proposed amendment in the budget, discussed earlier in the meeting, Cllr C Brown asked Cllr J Fuller, why it was felt that the proposed amendment would result in £6k less being earmarked for the environment. The amendment, which was subsequently lost, had proposed taking £44k out of the earmarked reserves to support the environment, which, as far as he could see, was £44k more than that proposed by the Conservatives.

Cllr Fuller stated that the papers clearly indicated that £50k of the £386k available in the general reserves, had been earmarked for the environment, thus £6k more than the amendment put forward by the Liberal Democrat Group.

Cllr V Clifford-Jackson raised a question relating to a forthcoming planning application. The Managing Director ruled that it was not appropriate to discuss any planning applications at a Council meeting, and that there should be no further discussion on the matter.

Cllr Fuller reminded Council, that as legislation currently stood, the ability for committees to meet remotely, would cease on 6 May 2021. He was aware that the Monitoring Officer and the Chief of Staff were currently contemplating ways in which members and officers could meet safely in person at meetings, and he anticipated further discussion on this in the coming weeks.

Cllr B Bernard asked Cllr L Neal if the Council supported the recent call by Railfuture for the building of a new railway station on the Great Eastern mainline, in Long Stratton.

Cllr Fuller responded by explaining that the proposals were desirable, however would require much further thought and detailed planning with Network Rail. Members also needed to recognise that the current rail budget was already under pressure, and that the Ely junction was a current priority, which would allow commuters to travel from Norwich to Cambridge within an hour.

In response to a further query from Cllr Bernard regarding issues experienced by local businesses in the sending of and receiving agricultural or manufactured goods to and from Europe, Cllr Fuller advised that on a personal level, he had not experienced any issues on shipments of agricultural goods since Brexit. He referred back to his earlier point regarding Ely railway junction, and further stressed its importance in goods being speedily transported to the east of England, from Felixstowe port.

Cllr F Ellis asked Cllr Thomas if those staff who had been redeployed to work at the Norfolk and Norwich University Hospital, were receiving any kind of support for their mental wellbeing.

Cllr Thomas explained that Daniel Infanti, the Leisure Operations Manager, was based at the hospital for at least two days each week to deal with any queries and concerns from South Norfolk staff. The nursing teams were also providing support when needed, and a counselling support system was in place for all employees of the Council. She stressed that South Norfolk employees were only based at the hospital if they had volunteered to do so. These volunteers were mainly younger and newer members of staff, and she stressed that these volunteers deserved the Council's support and thanks.

(b) Scrutiny Committee

The Chairman referred to the recent flooding over the Christmas period and wished to thank Jamie Sutterby, the Director of People and Communities, and Mike Pursehouse, the Assistant Director of Individuals and Families, for their outstanding contribution in supporting those residents affected.

(c) Licensing Committee

There were no questions to the Chairman of the Licensing Committee. The Chairman advised that some member training on licensing would be arranged in the near future.

(d) Development Management Committee

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

(e) Electoral Arrangements Review Committee

The Chairman, Cllr K Kiddie, advised members that the last formal meeting of the Committee had taken place the previous November, and had addressed some issues regarding polling stations.

He referred to the upcoming elections in May, which were still going ahead, despite Covid-19. He explained that this would be a real challenge to deliver and would require detailed planning. He urged members to encourage residents to obtain postal votes.

The Managing Director referred to two key dates; 19 April to register to vote and 20 April to register for a postal vote. He assured members that the elections would be delivered in a Covid compliant and safe environment, and

explained that the Council was awaiting further guidance from the Government. In response to a query, he confirmed that the count would be conducted at the Royal Norfolk Showground. Due to Covid-19, the number of observers and counting staff would be restricted.

3580 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES

There were no reports from representatives on outside bodies to consider.

The meeting concluded at 10.08 pm

Chairman

Monitoring Officer Report

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

Portfolio: Leader and External Affairs

Ward(s) Affected: All

Purpose of the Report:

This annual report to Council seeks approval of the Council's committee structure, the appointments therein, to update the Council's Constitution.

Recommendations:

That Full Council approves:

1. Subject to the consent of the elected Leader of the Council, the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees as included in section 2 and Appendix 1 of this report.
2. The allocation of seats on Council Committees in accordance with Appendix 2 of the report and to appoint to these seats as advised by Group Leaders.
3. The appointment of Chairman and Vice-Chairman as set out in Appendix 3 of this report.
4. The change in Director appointment to Big Sky Ventures.
5. The revisions to the Scheme of Delegation as outlined in this report
6. The amendment to the Terms of Reference for the Finance, Resources, Audit and Governance Committee (FRAG).
7. That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

1. Summary

- 1.1 This annual report to Council seeks to approval to the Council's committee structure, to agree the appointments therein and to update the Council's Constitution.

2. Committee Structure

- 2.1 The Leader of the Council, once elected, will confirm to this meeting their Cabinet Members and corresponding portfolios. The Leader of the Conservative Party has confirmed that if elected, he proposes to keep the current portfolio arrangements which were convened in June 2020 and as detailed in Appendix 1. In summary, the following portfolios are proposed:

| Cabinet Portfolio | Corresponding Cabinet Policy Committees |
|----------------------------|---|
| Leader | <ul style="list-style-type: none">• Regulation & Planning• Cross-cutting |
| Clean and Safe Environment | <ul style="list-style-type: none">• Economy and Environment• Regulation and Planning• People and Communities |
| Stronger Economy | <ul style="list-style-type: none">• Economy and Environment• Regulation and Planning |
| Better Lives | <ul style="list-style-type: none">• People and Communities |
| Customer Focus | <ul style="list-style-type: none">• Commercial, Trading and Customer Focus |
| Finance and Resources | <ul style="list-style-type: none">• Finance, Resources, Audit and Governance• Cross Cutting |
| Governance and Efficiency | <ul style="list-style-type: none">• Finance, Resources, Audit and Governance• Commercial, Trading and Customer Focus• Cross Cutting |

3. Appointments to Committees

- 3.1 Following the approval of the Committee Structure, the Council must review its appointments to the Committees.
- 3.2 To confirm, the Council is responsible for appointing Members to fill the allocated seats on Council Committees but can only appoint Members proposed by the

Group Leaders. Group Leaders have been asked to make nominations on this basis.

- 3.3 Seats on the Council Committees and Scrutiny Committee have to be allocated to reflect the strength of each political group on the Council. Group Leaders have been notified of the proposed allocations under the political balance rules. The political balance of the Council has been calculated on a 35:10 split basis.
- 3.4 Under the Local Government Act 2000, Cabinet and its non-decision-making Policy Committees are exempt under the rules of political balance. However, the Council elects to appoint Members to the Policy Committee on a politically balanced basis.
- 3.5 As with previous years, 15 Members will be appointed to the Licensing, Appeals and Complaints Committee and the Licensing and Gambling Act Committee. These committees may meet as a full committee, however will more often meet as a sub-committee of 3 Members to consider individual appeals and applications; officers will seek to ensure that by using a rotation system, overall political balance is maintained over the year.
- 3.6 The Development Management Committee works on an appointment basis, with any substitutes to be drawn from the substitute pool in the first instance, in accordance with the scheme of substitutes.
- 3.7 The Monitoring Officer has been informed by the Conservative Group that they do not wish to take their full allocation of seats on Scrutiny Committee and the Electoral Arrangements Committee. On Scrutiny Committee, the Conservative Group will have 6 seats, the Liberal Democrat Group will be allocated 2 seats (which conforms to the political balance rules) and the Labour Member has been allocated 1 seat. With the Electoral Arrangements Review Committee, the Conservative Group is not taking their full allocation and allocating one of their seats to the Labour Member. As these are contrary to the rules of political balance, a nem com (with no Member voting against) resolution is required in relation to both.
- 3.8 A full schedule of the appointments to Committees 2021/22 is included at Appendix 2.
- 3.9 The Council is also responsible for appointing the Chairman and Vice-Chairman of specific committees, as set out in Appendix 3 of the report.
- 3.10 At the Council meeting on 14 December 2020, it was agreed to increase the number of Directors on the Board of Big Sky Ventures to a total of three. Cllr Mason Billig and Cllr Thomas joined Cllr Fuller as Directors on the Board. It is proposed by the Leader that Cllr Elliott replaces Cllr Thomas on the Board.

4. Amendments to the Constitution

- 4.1 Following the departure of the current Chief of Staff at the end of April 2021, a number of realignments to the Council's officer structure will take effect from 1 May 2021. It is subsequently proposed to change the Scheme of Delegation as follows to also take effect from 1 May 2021, as also reflected in Appendix 1:

The following services to be delegated to the Managing Director:

- **Human Resources**
- **Governance**
including: Data Protection, Freedom of Information, and Equalities
- **Elections and Electoral Registration**
- **Legal Services**
- **Democratic Services**
including: Committee Services, and Member Support
- **Audit**

The following services to be delegated to the Director of Resources:

- **Service Improvement and Efficiency**
including: Business development, Business Improvement, Customer Insight, and Performance Improvement
- **Policy and Strategy**

- 4.2 Further to the approval of the Council's new Risk Management Policy and Strategy, the Terms of Reference of the Finance, Resources, Audit and Governance Committee have been reviewed to ensure that they are fit for purpose to ensure the Committee undertakes its wider remit in regard to risk. Subsequently it is proposed to change the Terms of Reference by adding the following at paragraph 3.3.

To oversee the implementation of the risk management policy to ensure that a proper system of risk management is maintain. Regular risk report will be provided to the Committee to enable it to undertake this role.

5. Issues and risks

- 5.1 **Resource Implications** – not applicable to this report.
- 5.2 **Legal Implications** – the recommendations contained in this report ensures that the Council remains compliant with relevant legislation.
- 5.3 **Equality Implications** – not applicable to this report.
- 5.4 **Environmental Impact** – not applicable to this report.
- 5.5 **Crime and Disorder** – not applicable to this report.

5.6 **Risks** – not applicable to this report.

6 Conclusion

6.1 This report asks Council to agree to the appointments to Committee, including Chairman and Vice-Chairman.

7 Recommendations

That Full Council approves:

7.1 Subject to the consent of the elected Leader of the Council, the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees as included in section 2 and Appendix 1 of this report.

7.2 The allocation of seats on Council Committees in accordance with Appendix 2 of the report and to appoint to these seats as advised by Group Leaders.

7.3 The appointment of Chairman and Vice-Chairman as set out in Appendix 3 of this report.

7.4 The change in Director appointment to Big Sky Ventures.

7.5 The revisions to the Scheme of Delegation as outlined in this report.

7.6 The amendment to the Terms of Reference for the Finance, Resources, Audit and Governance Committee (FRAG).

7.7 That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

| Portfolio | Service Activity | Director | Policy Committee |
|--------------------------------------|--|-------------------------------|--------------------------------------|
| LEADER & External Affairs | Policy and Strategy | Director Resources | Cross Cutting |
| | Communications and Marketing | Managing Director | Cross Cutting |
| | Strategic Planning Policy including: - Community Infrastructure Levy - Local Development Framework - Joint Core Strategy - New Homes Bonus - Town Plans and Developer Guidance | Director Place | Regulation and Planning |
| | External Affairs | Managing Director | Cross Cutting |
| | Commercial Ventures | Managing Director | Commercial, Trading & Customer Focus |
| | Emergency Planning and Business Continuity | Director Place | Cross Cutting |
| | Elections and Electoral Registration | Managing Director | Cross Cutting |
| Clean & Safe Environment | Street Lighting | Director Place | Economy and Environment |
| | Public Conveniences – Policy | Director Place | Economy and Environment |
| | Public Conveniences – Cleansing | Director People & Communities | Economy and Environment |
| | Strategic Waste including: | Director People & Communities | Economy and Environment |

| | | |
|---|---------------------------------|---|
| <ul style="list-style-type: none"> - Waste Partnerships - Waste and Environmental Strategy development - Reuse and Recycling Project Work | | |
| Waste including; <ul style="list-style-type: none"> - Domestic Recycling - Domestic Refuse Collection - Mini Recycling Centres - Commercial Waste - Grounds Maintenance | Director People & Communities | Economy and Environment (Commercial Waste – also Commercial, Trading & Customer Focus) |
| Community Protection and Environmental Quality including: <ul style="list-style-type: none"> - Surface Water & Sewerage - Environmental Crime - Environmental Health - Pest Control - Dog Control - Disease Control - Neglected Sites - Pollution - Community Safety - High Hedges | Director Place | Economy and Environment |
| Licensing including: <ul style="list-style-type: none"> - Alcohol Licensing - Animal Licensing - Gambling Licensing - Regulated Entertainment Licensing - Taxi Licensing - Hypnosis Licensing - Skin piercing registration | Director Place | Regulation and Planning |
| Food Safety | Director Place | Regulation and Planning |
| Burials | Director People and Communities | People and Communities |
| Public Health Protection | Director Place | Economy and Environment |

| Stronger Economy | | | |
|-------------------------|--|----------------|--|
| | Community Assets including: - Play Site Inspection and Adoption - Commons - Community Right to Buy - Heritage Site Management - Parish Land Management | Director Place | People and Communities |
| | Design and Conservation including: - Biodiversity / Ecology - Dangerous, ruinous or dilapidated buildings - Listed buildings - Tree preservation | Director Place | Regulation and Planning |
| | Development Control including; - Building Control - client functions - Planning Applications - Planning Appeals - Planning Enforcement - Street Naming & Numbering - Community Infrastructure Levy | Director Place | Regulation and Planning |
| | Land Charges | Director Place | Regulation and Planning |
| | CNC Building Control | Director Place | Regulation and Planning; and Commercial, Trading & Customer Focus) |
| | Economic Development including: - Regeneration - Visitor Economy Initiative - Tourism - Commercial Property - Market Towns | Director Place | Economy and Environment |

| | | | |
|-----------------------|---|---|---|
| Better Lives | <p>Benefits including:</p> <ul style="list-style-type: none"> - Council Tax Benefit - Housing Benefits <p>Gypsies and Travellers</p> <p>Housing Standards and Advice including:-</p> <ul style="list-style-type: none"> - Homelessness and Homelessness Prevention - Leased Properties and Hostels - Housing Advances - Housing Advice - Housing Register and Home Options - Housing Enforcement - Renovation Grants - Units Houses and HMOs <p>Independent Living including;</p> <ul style="list-style-type: none"> - Care and Repair - Disabled Facilities Grants // Aids and Adaptations - Home Maintenance Advice - Supporting People - Welfare Rights and Advice - Handyperson Scheme - caravan site enforcement <p>Early Help</p> | <p>Director People & Communities</p> <p>Director People & Communities</p> <p>Director People & Communities</p> <p>Director People & Communities</p> | <p>People and Communities</p> <p>People and Communities</p> <p>People and Communities</p> <p>People and Communities</p> |
| Customer Focus | <p>Broadband for the Community</p> <p>Car Parks</p> | <p>Director Place</p> <p>Director Place</p> | <p>Economy and Environment</p> <p>Commercial, Trading & Customer Focus</p> |

| | | | |
|--------------------------------|---|-------------------------------|--|
| | Parking Enforcement | Director People & Communities | Commercial, Trading & Customer Focus |
| | Sport Development including; - Community Sport Network - Leisure Development - Play Development | Director People & Communities | Commercial, Trading & Customer Focus |
| | Leisure Services | Director People & Communities | Commercial, Trading & Customer Focus |
| | Big Sky | Managing Director | Commercial, Trading & Customer Focus |
| Finance & Resources | Audit | Managing Director | Finance, Resources, Audit and Governance |
| | Accountancy and Treasury Management | Director Resources | Finance, Resources, Audit and Governance |
| | Finance including; - Income - Payments - Sundry Debtors | Director Resources | Finance, Resources, Audit and Governance |
| | Procurement and Supply Contracts | Director Resources | Finance, Resources, Audit and Governance |
| | Health and Safety at SNC | Director Resources | Cross Cutting |
| | Human Resources | Managing Director | Finance, Resources, Audit and Governance |
| | Land and Property including; - Asset Management - Building Maintenance - Facilities Management | Director Resources | Finance, Resources, Audit and Governance |

| | | | |
|----------------------------------|---|--------------------|--|
| | Revenues including; <ul style="list-style-type: none"> - Council Tax Collection - National Non-Domestic Rates - Rate Relief Schemes - Benefit Fraud | Director Resources | Finance, Resources, Audit and Governance |
| Governance and Efficiency | Service Improvement and Efficiency <ul style="list-style-type: none"> - Organisational Development - Business Development - Business Improvement - Performance Improvement - Customer Insight | Director Resources | Cross Cutting |
| | Shared Services with Broadland | Managing Director | Cross Cutting |
| | Legal Services | Managing Director | Finance, Resources, Audit and Governance |
| | Risk Management | Managing Director | Finance, Resources, Audit and Governance |
| | Governance including; <ul style="list-style-type: none"> - Data Protection - Freedom of Information - Equalities | Managing Director | Cross Cutting |
| | Democratic Services including; <ul style="list-style-type: none"> - Committee Services - Member Support | Managing Director | Cross Cutting |
| | Local Government Review | Managing Director | Commercial, Trading & Customer Focus |
| | Information Technology, ICT Strategy, Telephony and GIS | Director Resources | Commercial, Trading & Customer Focus |

Appointments to Committees, 2021/22

Allocation of Seats on Committees

Committees of the Council's Executive

Cabinet (7)

(7 Conservative)

Regulation and Planning (9)

(7 Conservative / 2 Liberal Democrat)

Economy and Environment (9)

(7 Conservative / 2 Liberal Democrat)

People and Communities (9)

(7 Conservative / 2 Liberal Democrat)

Commercial, Trading and Customer Focus (9)

(7 Conservative / 2 Liberal Democrat)

Finance, Resources, Audit and Governance (9)

(7 Conservative / 2 Liberal Democrat)

Joint Consultative Committee (6)

(5 Conservative/ 1 Liberal Democrat)

Community Action Fund Panel (5)

(4 Conservative / 1 Liberal Democrat)

To be composed of the Portfolio Holder for Better Lives, the Chairman of the People and Communities Policy Committee, and the Shadow Portfolio Holder for Better Lives, plus two other members nominated by the Leader of the Council.

Other Committees

Scrutiny Committee (9)

(6 Conservative / 2 Liberal Democrat / 1 Labour) NOTE the Conservative Group has elected not to take their full allocation of seats

Licensing Appeals and Complaints Committee / Licensing and Gambling Act Committee (15)

(12 Conservative / 3 Liberal Democrat)

Standards Committee (5)

(4 Conservative/ 1 Liberal Democrat)

Awards Committee (5)

(4 Conservatives, 1 Liberal Democrat)

Development Management Committee (5)

(4 Conservative / 1 Liberal Democrat)

Development Management Substitute Pool (7)

(5 Conservative / 2 Liberal Democrat)

Sites Sub- Committee (6)

(5 Conservative / 1 Liberal Democrat)

Six Members of the Sub-Committee including either the Chairman or Vice Chairman will be drawn from amongst membership of the Development Management Committee in rotation.

Emergency Committee (5)

(4 Conservative / 1 Liberal Democrat)

Electoral Arrangements Review Committee (7)

(4 Conservative / 2 Liberal Democrat / 1 Labour)

NOTE the Conservative Group has elected not to take their full allocation of seats

Aldermanic Review Panel

To be composed the Chairman of the Council, the leaders of both the majority and main opposition groups, and any current members who have previously served as Chairman of the Council

Joint Meetings with Broadland District Council**Joint Statutory Officer Hearing Committee (2 SNC members)**

Membership shall consist of one member of the Cabinet and one member of the Standards Committee

Joint Statutory Officer Appeals Committee (3 SNC members)

Members to be appointed from the Standards Committee who were not present at the Statutory Officer Hearing Committee at which the original recommendation was made to Council

Joint Appointments Panel (4 SNC members)

(3 Conservative / 1 Liberal Democrat)

Joint Scrutiny Committee (6 SNC members)

5 Conservative / 1 Liberal Democrat)

Chairmen of Committees

Council Committees

| Body | Chairman | Vice-Chairman |
|--|-----------------|----------------------|
| Council | | |
| Scrutiny Committee | | |
| Development Management Committee | | |
| Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee | | |
| Standards Committee | | |
| Electoral Arrangements Review Committee | | |
| Awards Committee | | |
| Emergency Committee | | |

Executive Committees

| Body | Chairman | Vice-Chairman |
|--|-----------------------------------|-----------------------------------|
| Cabinet | Leader of the Council | Deputy Leader of the Council |
| Regulation and Planning | | |
| Economy and Environment | | |
| People and Communities | | |
| Commercial, Trading and Customer Focus | | |
| Finance, Resources, Audit and Governance | | |
| Joint Consultative Committee | UNISON | To be determined by the Committee |
| Community Action Fund Panel | Portfolio holder for Better Lives | |

Joint Committees

| Body | Chairman | Vice-Chairman |
|---|--|----------------------|
| Joint Statutory Officer Hearing Committee | To be chaired by the Independent Person from Broadland or South Norfolk (to be determined at the meeting) | |
| Joint Statutory Officer Appeals Committee | To be chaired by the Chairman of Standards Committee from South Norfolk or Broadland (to be determined at the meeting) | |
| Joint Appointment Panel | To be determined by the meeting | |
| Joint Scrutiny Committee | Chairman of the SNC Scrutiny Committee (chair to be shared with Broadland DC) | |

APPOINTMENTS TO OUTSIDE BODIES

Report Author: Leah Arthurton
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Portfolio: Leader, External Affairs and Policy

Wards Affected: None

Purpose of the Report:

This report sets out the organisations on which the Council has been represented during 2020/21, and those organisations that have invited Council representation for 2021/22.

Recommendation:

To recommend that Council makes member appointments to those outside organisations listed at Appendix 1 of the report for 2021/22.

1. Summary

- 1.1 This report sets out the organisations on which the Council has been represented during 2020/21, and those organisations that have invited Council representation for 2021/22. The Council needs to consider if it wishes to continue to appoint to outside organisations and which members to appoint as representatives.

2. Background

- 2.1 The Council is responsible for making appointments of representatives to serve on outside organisations.
- 2.2 Representation on outside bodies strengthens the community leadership role of elected members. It ensures that the Council is made aware of issues within partner organisations and ensures the interests of the Council and its residents are presented in the wider community.

3. Current position/findings

- 3.1 Attached at Appendix 1 is a list of organisations to which the Council is invited to make appointments for 2021/22.
- 3.2 Members should note the following changes since the Council last made formal appointments to outside bodies back in May 2019:
- Citizens Advice Bureaux no longer require South Norfolk Council representation.
 - Nplaw no longer requires South Norfolk Council representation.
 - In December 2020, the Council accepted an invitation to be represented on the Broadland Futures Initiative Elected Members Forum.
- 3.3 The member nominations contained within Appendix 1 are carried over from 2020/21. This will be updated and issued once all nominations have been received from both Group Leaders.

4. Proposed action

- 4.1 It is proposed that the Council continues to appoint to outside organisations during 2021/22, as listed at Appendix 1 of the report. Group Leaders have been asked to consider member appointments and an updated list of member nominations will follow.

5. Other options

- 5.1 The Council could decide not to accept invitations to be represented on outside bodies.

6. Issues and risks

6.1 **Financial** – there is a direct cost to the Council in members' travelling and subsistence costs, but this is taken into account in the current budget.

6.2 **Resource Implications** – None

6.3 **Legal Implications** – None

6.4 **Equality Implications** – None

6.5 **Environmental Impact** – None

6.6 **Crime and Disorder** – None

6.7 **Risks** – None

7. Recommendation

7.1 To recommend that Council makes appointments to those outside organisations listed in Appendix 1 of the report for 2021/22.

Outside Bodies Requiring Council Representation for 2021/22

| Organisation | No. REPS | Member Representative for 2020/21 |
|---|-------------|--|
| A47 Alliance | One | Phil Hardy |
| Aldeby Pits Liaison Committee | One | James Knight |
| Border Hoppa | One | Jenny Wilby |
| Big Sky Ventures Board | Three | John Fuller, Kay Mason Billig Alison Thomas |
| Broadland Futures Initiative Elected Members Forum | One (+sub) | Kay Mason Billig (James Knight) |
| Broads Authority | One | James Knight |
| CNC Board | One | David Bills |
| Community Safety Partnership (Scrutiny) | One (+sub) | James Easter (Tony Holden) |
| District Council's Network | One (+ sub) | John Fuller (Kay Mason Billig) |
| East of England Leaders' Board | One (+sub) | John Fuller (Kay Mason Billig) |
| Greater Norwich Development Partnership | Three | John Fuller Lisa Neal Florence Ellis |
| Greater Norwich Growth Board | One | John Fuller |
| Hingham Education Trust | One | Yvonne Bendle |
| Local Government Ass. - General Assembly | One (+ sub) | John Fuller (Kay Mason Billig) |
| Local Government Ass -Rural Services Network | One (+ sub) | Jeremy Savage (James Easter) |
| Local Government Information Unit | One (+ sub) | Yvonne Bendle (Phil Hardy) |
| Norfolk Arts Forum Steering Committee | One (+ sub) | Adrian Dearnley (Sharon Blundell) |
| Norfolk Strategic Planning Member Forum | One (+ sub) | John Fuller (Lisa Neal) |
| Norfolk Health Overview and Scrutiny Committee | One (+ sub) | Nigel Legg (David Bills) |
| Norfolk Health and Wellbeing Board | One (+ sub) | Yvonne Bendle (Florence Ellis) |
| Norfolk Joint Museums Committee | One (+ sub) | Robert Savage (Jenny Wilby) |
| Norfolk Leaders' Group | One | John Fuller |
| Norfolk Parking Partnership Joint Committee | One (+ sub) | Alison Thomas (Kay Mason Billig) |
| Norfolk Police and Crime Panel | One (+ sub) | Michael Edney (James Easter) |
| Norfolk Rail Policy Group | One (+ sub) | William Kemp, (Dan Burrill) |
| Norfolk Records Committee | One (+ sub) | Barry Duffin (Libby Glover) |
| Norfolk Rivers Internal Drainage Board | Three | Nigel Legg Tony Holden Robert Savage |
| Norfolk Waste Partnership | One (+ sub) | Keith Kiddie (Kay Mason Billig) |
| Norwich Area Museums Committee | One | James Easter |
| Queens' Hills CIO | One | Adrian Dearnley |
| Royal Norfolk Agricultural Ass. - Council | One | John Fuller |
| SNC Wholly Owned Companies (Shareholder Rep) | One | John Fuller |
| South Norfolk Youth Advisory Board | One | Jack Hornby |
| Transforming Cities Fund Joint Committee | One | Kay Mason Billig |
| Venta Icenorum JAB | Three | Florence Ellis Gerry Francis John Overton |
| Water Management Strategy Forum | One | Robert Savage |
| Waveney Valley Local Action Group | One | John Overton |
| Waveney, Lower Yare & Lothingland IDB | Up to seven | James Knight Jeremy Savage Clayton Hudson Brendon Bernard |
| Your Voice in South Norfolk (prev Older People's Forum) | One | Robert Savage |

In Person Meetings

Report Author(s): Emma Hodds
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Portfolio: Leader

Ward(s) Affected: All

Purpose of the Report:

This report provides Council with an updated report following discussion at Cabinet on 19 April 2021. The report provides a way forward following the announcement from the Ministry of Housing, Communities and Local Government that The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 will not apply to meetings on or after 7 May 2021.

Recommendations:

Council to:

1. Note the guidelines and protocols for In Person meetings from the 7 May 2021.
2. Approve the subsequent amendments to the standing orders as a result of adopting this approach and as outlined in **Appendix A**.
3. Note the proposal to set up a cross party member working group to manage capacity/priority, and to keep procedures, policies and standing orders under review.
4. Delegate to the Monitoring Officer in consultation with the member working group the ability to amend the standing orders as required in this regard.

1. Summary

- 1.1 This report provides Council with an updated report following discussion at Cabinet on 19 April 2021. The report provides a way forward following the announcement from the Ministry of Housing, Communities and Local Government that The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 will not apply to meetings on or after 7 May 2021.

2. Background

- 2.1 At its meeting on 24 April 2020 the Emergency Committee agreed to the new governance arrangements for all Committee meetings that would be held during the strict conditions of the initial national lockdown, due to the pandemic. This enabled such meetings to be held virtually and the Constitution was appropriately updated at; *Part 4.5 Standing Orders & Rights of Public at Meetings – (I) Meetings held in accordance with Section 78 of the Coronavirus Act 2020.*
- 2.2 The Council initially conducted business through the Emergency Committee, however quickly moved to a full calendar of meetings and has successfully held all of these meetings using the Zoom platform for Members, Officers and those members of the public wishing to speak on items. A number of public facing meetings have then been live streamed to the Council's You Tube channel, enabling members of the press and public to view the meeting. This approach has resulted in much more engagement and awareness in decision making and the Council is keen to continue with these benefits as far as legally possible.
- 2.3 During May and June 2020 the Council ensured that the office space became Covid secure, which has resulted in changes being made to the Council offices in conjunction with an agile workforce that still predominantly works at home. Covid-Security means that only every other desk is equipped to be used by staff, not all toilets are in use, there is hand sanitiser at key points throughout the building, doors are propped open to ensure a well ventilated office space, staff sign in & out of the building and there is regular touch point cleaning throughout the day.
- 2.4 When in-person meetings resume and a greater number of staff work from the office, many of these Covid Secure features will remain alongside additional capacity and distancing constraints relating to the whole building itself and rooms and spaces within it.
- 2.5 A workplace risk assessment has also been undertaken to ensure that the Council meets the requirements as set out by the Health and Safety Executive, these are regularly reviewed and are available on the Council website. It is important that any introduction of physical Committee meetings is in line with these risk assessments, which will be updated to reflect this. Members should be aware that the buildings will look and feel quite different and a video will be made available to all Members to view ahead of any return.

3. Current position

- 3.1 A letter from the Minister for Local Government Finance & Growth, Luke Hall has the following salient points that the Council needs to have regard to in the next

steps for Committee meetings. This has also been reflected in the government guidance on the safe use of council buildings.

- Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely.
- Consider the use of existing powers to delegate decision making to key individuals such as the Head of Paid Service, as this can be used to minimise the number of meetings needed.
- Consider relying on single Member decision making without the need to convene Cabinet.
- Consider bringing forward the Annual General Meeting.
- Encourage the use of remote access to minimise the need for the public to physically attend the meetings.
- A consultation has been launched which calls for evidence on the use of the current arrangements and to gather views on whether these should be permanent arrangements.

3.2 In addition the accompanying guidance has also confirmed the following:

- Strongly encouraged to wear face coverings in enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.
- Local authorities to consider whether each meeting needs to continue for the local authority to operate, if it does not then it should consider cancelling these meetings.
- Where elected Members, officers and others attend physical meetings, social distancing must be maintained.
- Only absolutely necessary participants should physically attend meetings I.e. the decision makers.
- Meeting rooms should be equipped with hand sanitiser, floor signage, and be well ventilated.
- Members should not share pens, documents and any other objects.
- Where this cannot be maintained it should be considered whether the meeting can be redesigned to maintain a 2-metre social distance or 1 metre with mitigations. These could include further increasing the frequency of hand washing & surface cleaning, keeping the meeting time as short as possible, using screens or barriers to separate people from each other and using back to back, or side to side working (rather than face to face).
- Social distancing applies to all areas of the building and Members should be reminded to observe this at all times.
- Local authorities that require additional space for essential meetings can hire function & event space at permitted venues, however this should not be done for non-essential meetings.

3.3 The Government has announced a consultation into how remote meetings might resume. Such a resumption would require primary legislation and is unlikely to be in place during this calendar year. In the meantime most formally constituted meetings can only be held in person.

3.4 Whilst all meetings have been held remotely Council Staff and members participate in a number of different types of meeting:

- Executive Meetings like Cabinet and Council
- Quasi-Judicial Meetings like planning & licencing
- Scrutiny Panels & Working Groups
- Policy Panels
- Informal Member Officer Briefings
- One to One meetings

These meetings have different sizes, lengths, public or member participation, significance and different requirements to be broadcast. In devising a way forward for in person meetings, an approach that recognises the different circumstances and status of each type of meeting needs to be considered,

- 3.5 The following table sets out at a high level how physical meetings were held prior to Covid, and how remote meetings have been held over the past year.

| In Person Meetings - pre-Covid | Remote Meetings |
|--|---|
| <ul style="list-style-type: none"> - Officers in the room - Members in the room - Public attendance in person - Public speaking in person (written rep allowed at some meetings) - Media in the room - No live streaming - No remote access to meetings - Presentations on a projector in the room | <ul style="list-style-type: none"> - Officers on zoom (whatever location necessary) - Members on zoom (all from home apart from Chairman for assistance) - Public attendance through viewing on YouTube - Public speaking through Zoom invite (also some written reps) - Use of live streaming – You Tube - Use of remote access – Zoom - Presentations through Zoom |

4. Proposed action

- 4.1 In order to ensure that the Council meets the requirements going forwards in a balanced way the following is proposed for the time being, subject to a continuous review in the light of changing circumstances, legislation and public health conditions.
- 4.2 To ensure the Council is able to respond to changing circumstances it is recommended that Council establishes a working group of members comprising committee Chairs with political representation from minority groups to keep procedures, policies and standing orders under review.

The Council will publish a maximum room capacity for the building and each meeting space commensurate with the risk profile.

The members that are appointed to the committee or their substitutes will physically be located in the room and then only up to the maximum room limit.

It is proposed that such Committee Officers as are necessary are in the room when the meeting is taking place to ensure the smooth running of the meeting – it is likely that there will need to be at least two officers to achieve this as presently with remote meetings.

Members who are non-decision makers will have the ability to participate remotely into the meeting by video, telephone conference or written representation or to participate subject only to the space capacity

Other officers will have the ability to dial into the meeting or attend in person, this will be dependant on the maximum occupancy within the room

Pursuant to equality impact legislation, there may be limited circumstances where, particularly for quasi-judicial meetings, it will be expedient to invite directly impacted persons to attend in person so that their circumstances can be taken into account. In this case there will be risk-based conditions applied to social distancing, mask wearing or any other precautionary actions.

Public and media viewing will continue through live streaming to YouTube only. Public viewing will not be accommodated in the council building. The Council will need to procure appropriate equipment to enable this which is currently being investigated but members are asked to appreciate it is unlikely be of a broadcast-standard quality.

Public speaking will be possible through three options, with each option written notice must be given to the Committee Team two clear working days in advance. The requirement for this will be confirmed on the agenda, and the standing orders will be updated to reflect this (**see Appendix A**). Committee clerks will have discretion to ensure that representatives holding opposing views will have their chance to participate and it will not just be a case of first come first served.

1. Remote attendance will be possible through the Zoom link.
2. Where In person attendance is appropriate it will be subject to priority and capacity limits - once capacity is reached for the room being used, this option will closed and not be possible for any more members of the public wishing to speak to attend in person. Standing orders will be modified to allow the Chairman to regulate the number of people attending the meeting having regard to prioritising decision makers and committee clerks, local members, those with a direct interest over those with a general or non specific interest. A one-in, one-out procedure is likely to apply.
3. Written representation will be possible.

Consistent with the overarching capacity constraints in the room and the building more generally, where multiple members of the public wish to speak there will be additional procedures so that, for example, in Development Management Committee places are reserved for supporters, objectors, parishes etc. The agenda will be timed so that applications can be considered

with public speaking managed through appointment times to enable a rolling programme of speakers. Once the application has been heard all those registered to speak must leave, the meeting will be paused and this will enable the cleaning of equipment and surfaces in between each set of speakers.

Officers will work with the Chairman to anticipate room capacities and, if necessary a venue change at short notice may be required but cannot be guaranteed,

Where presentations are provided to the Committee these will be both through the projector in the room and through the Zoom platform.

The meeting room is to be used only for the meeting, those attending are required to arrive promptly and leave promptly. The room will then be cleaned immediately after use.

Members are requested to not gather before or after the meeting, to observe the Covid secure measures in place in the building and to keep the meeting on point.

Members and guests/speakers are requested to wear face coverings when moving around the building, unless there is a relevant exemption. Lateral flow tests will also be encouraged.

For the time being, the maximum capacity with the Council Chamber is considered to be 20 including the balcony, **Appendix B** shows the layout which enables this. It is proposed that this is the only room that is used for Committee meetings. Where a larger room is needed, for example for Full Council an alternative venue will be sought.

The Chamber will be set up to ensure side to side working, rather than face to face working when in the meetings.

The Monitoring Officer will review the schedule of meetings to ensure that only business critical meetings occur over the forthcoming months, to help to manage the associated risks to Members and Officers. This will be discussed with the Leader in this first instance and also the appropriate Chairman of each Committee.

4.3 The standing orders will be reviewed and updated to reflect these changes as appropriate, as outlined in **Appendix A**.

4.4 To complement this report guidance will be issued to all Members, and to ensure there is public awareness guidance will be added to all agendas and will be included on our website and social media channels.

5. Other options

5.1 A further option for the Council to consider is the further risk mitigations as outlined in the guidance, using screens or barriers to separate people from each other.

5.2 In adopting the proposal as outlined in section 4 the Council are meeting the guidelines as set out by central government. The only exception being the use of (dividing) screens. The Council needs to be aware of the public perception of this and whether Members and Officers would be comfortable with this practice.

Council is asked to consider whether to proceed with this as an approach, which would enable those in the Council Chamber to be placed less than 2 meters apart.

6. Updates from Cabinet

Six-month rule

- 6.1 At the start of the pandemic the six-month rule for Councillors was temporarily suspended, pursuant to Section 85(1) of the Local Government Act 1972, this came back into force in December 2020. It was queried at Cabinet as to whether this should be suspended again in relation to In Person meetings.
- 6.2 The council offices are all Covid secure, risk assessments have been put in place and are regularly reviewed. Staff regularly work within the buildings, and in this regard, Members would be utilising the same space, therefore it is not proposed to suspend the six-month rule.

Protocol

- 6.3 To enable the Council to be open and transparent regarding Committee meetings over the forthcoming period of “In Person” meetings guidance is attached at **Appendix C** to this report. This covers:
- what will be confirmed on each agenda in terms of public viewing and public speaking,
 - supporting guidance for the Democratic Services Team,
 - Rules for the Chairman and
 - guidance for Members and Officers.

Development Management Committee (DMC) Membership

- 6.4 The membership of DMC is currently reduced to five, with a political split of 4:1. The Leader confirmed at Cabinet that he was minded to keep the membership to five whilst the Council navigates through the next few months in terms of In Person meetings. This will be reviewed in September 2021.

Consultation

- 6.5 Cabinet also discussed the consultation that commenced on 25 March 2021 for 12 weeks. The Monitoring Officer will prepare a consultation response and discuss this with the working groups ahead of submission to central government.

7. Issues and risks

- 7.1 **Resource Implications** – it is proposed that this can be managed by the Committee Team, however this will need to be kept under review. The IT team are currently reviewing equipment to enable live streaming to continue, it is proposed that this can be bought from existing budget due to proposed low cost in the interim period.
- 7.2 **Legal Implications** – the report is line with the legislation that will in place from 7 May 2021.

- 7.3 **Equality Implications** – solutions for public viewing will be in line with the equalities guidance to ensure access for all.
- 7.4 **Environmental Impact** – with only the decision makers in the room and key officers, the Council will continue to reduce its carbon footprint.
- 7.5 **Crime and Disorder** – not applicable to this report.
- 7.6 **Risks** – as outlined in the report and as documented and mitigated in the Councils Covid risk assessment.

8. Conclusion

- 8.1.1 The Council have been faced with a challenge in the current environment to cease with virtual / remote meetings and return to these In Person, this report provides the Council with a practical solution.

9. Recommendations

Council to:

- 9.1 Note the guidelines and protocols for In Person meetings from the 7 May 2021.
- 9.2 Approve the subsequent amendments to the standing orders as a result of adopting this approach and as outlined in **Appendix A**.
- 9.3 Note the proposal to set up a cross party member working group to manage capacity/priority, and to keep procedures, policies and standing orders under review.
- 9.4 Delegate to the Monitoring Officer in consultation with the member working group the ability to amend the standing orders as required in this regard.

Appendix A

Part 4.5 Standing Orders and Right of the Public at Meetings

G Public Speaking at Committees

G1 General Arrangements for Public Speaking

- G1.1 With the exception of any Committee in respect of which the right is from time to time removed by Council and in respect of enforcement matters and confidential or exempt business at any Committee, and generally subject to other paragraphs of this document and of the Council's Standing Orders, the public may speak at Committees of the Council. **The right to speak is provided however they must register with the Democratic Services Team two full working days in advance of the meeting.**

Each committee meeting / agenda item if required will have a quota for the number of public allowed to physically attend the meeting in person. Those quotas will be published on the relevant agendas.

Once the quota for public speaking is reached, members of the public and Members will be advised and offered the right to speak through written representation or by joining the meeting remotely via a video link. The member of the public, when in the meeting must first identify themselves, say where they live and whom they represent.

To ensure that the widest spectrum of views is presented to the meeting, in consultation with the Chairman, officers may allocate speaking rights to interest groups [for example, supporters or objectors] and members of the public may need to identify their interest in the proceedings to assist this commensurate with the capacity limit of the meeting.

- G1.2 Early in the meeting or before each item, the Chairman will invite people who wish to speak on any item to identify themselves and indicate whether they wish to support or oppose the officer recommendations. Alternatively anyone wishing to speak should indicate this to the Chairman when the particular item is reached by raising her/his hand and where appropriate saying clearly "I wish to speak for/ against the officer recommendation (or to the application if that is what is being discussed) on this item."
- G1.3 The Chairman will invite those who are to speak to move to a point set aside for public speaking.
- G1.4 Representatives from parish councils will together, be allowed 5 minutes to speak on the item in question.
- G1.5 The objectors to the officer recommendation (or to the application, as the case may be) will, together have 5 minutes to speak on the item. Unless those wishing to speak collectively indicate that they wish otherwise, the person who first indicated her/his wish to speak will be invited to speak first within the 5 minutes allocation.
- G1.6 Supporters of the officer recommendation (or of the application, as the case may be) will be allocated 5 minutes in total. Unless those wishing to speak collectively indicate that they wish otherwise the person who first indicated her/his wish to speak will be invited to speak first within the 5 minute allocation.

- G1.7 Any member or officer of the District Council may ask questions of any speaker but they should be confined to points of clarification or material consideration. No member of the public may question any other speaker.
- G1.8 The Chairman has discretion to increase the time allowed and the number of speakers in cases of exceptional interest.
- G1.9 The failure of any person to attend and exercise the right to speak will not by itself affect the right to speak for any other person.
- G1.10 After the item has been resolved, all speakers for that item should leave the public speaking area.
- G1.11 The right of the public to speak (or indeed to attend) does not apply to business in respect of which a resolution to exclude the press and public for the consideration of confidential or exempt business has been carried.

Appendix B





Appendix C

Public attendance – the following will be on the front of each agenda

PUBLIC ATTENDANCE

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

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

The public will not be permitted to attend the Council offices to observe meetings.

PUBLIC SPEAKING

If a member of the public would like to speak on an agenda item, please email your request to democracy@s-norfolk.gov.uk, no later than 5.00pm on “*insert date two full working days before the meeting*”. Please see further guidance on the options for public speaking at page 2 of this agenda.

To be attached at page 2 of each agenda

Rules on Public Speaking

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

democracy@s-norfolk.gov.uk

Public speaking can take place:

- Through a written representation (which will be read out at the meeting)
- Through remote attendance
- 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. No more than 20 people are permitted in the Council Chamber at any one time and the numbers of public speakers permitted in the room will vary for each meeting. Democratic Services will endeavour to ensure that each relevant group (ie. supporters, objectors, representatives from parish councils and local members) can be represented at meetings for public speaking purposes.

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

Supporting guidelines for the Democratic Services Team

When issuing all agendas ensure that the above is inserted on the agenda.

For meetings whereby there is likely to be increased public speaking (mainly DMC) please ensure that each agenda item is given a timed slot and make it clear on the agenda that each item will start at that time or afterwards and not before.

All meetings are to be held in the Council Chamber in this intervening period, note that the maximum capacity for this room is 20.

Register of attendance for all meetings to be kept, thus managing numbers. Attendance will be in the following order:

1. Committee Members (the decision-making Members)
2. Committee Clerk(s)
3. Officers wishing to attend in person – report authors must confirm this the day after the agenda has been issued
4. Public speaking – this will be the number of “places” available for in person speaking. Note that it must be ensured that a balanced view can be sought in the Chamber i.e. supporters / objectors

Example register:

Council Chamber Register of attendance – maximum capacity 20 – meeting of Cabinet

| | | |
|---|--|--------------|
| Committee Members | Cllr Fuller - yes Cllr Mason Billig - yes Cllr Bendle - apologies Cllr Edney - yes Cllr Neal - apologies Cllr Thomas - yes Cllr Worley - yes | 5 |
| Committee Clerk(s) | Officer x Officer y | 2 |
| Officers | Officer a Officer b | 2 |
| Public Speaking Agenda item 1 Agenda item 2 Etc. | | 11 remaining |

When members of the public email to confirm they wish to speak on the item you must:

- encourage remote attendance,
- ensure that they are clear as to the expectations as outlined on the front of the agenda,
- ensure that they have notified you two clear working days in advance – any requests after this date will not be accommodated.

Note, order for DMC:

- 1 officially from PC

- 1 Objector
- 1 Applicant/Agent
- 1 District member

Rules for the Chairman

The standing orders are clear with the following salient points:

1. The right to speak is provided however they must register to speak with the Democratic Services Team two full working days in advance of the meeting.
2. Once the quota for public speaking is reached, members of the public will be advised and offered the right to speak through written representation or by joining the meeting remotely via a video link.

Chairmen have the authority to ensure that only those on the list provided by the Democratic Services Team are allowed into the Council Chamber for the meeting / designated agenda item. Those not on the list must be asked to leave the Council Chamber. The meeting will not be convened until this is achieved.

If at any point in the meeting, the Council Chamber has breached capacity (note this should not happen if all of the above is observed) the meeting must be paused whilst the public are asked to leave the building to reduce the numbers back down. The meeting will not be convened until this is achieved.

Where public speaking slots have been arranged per agenda item, the meeting will need to be paused in between items to enable staff to clean down the desks and seats used by the public. The meeting will not reconvene until this has been achieved.

Guidance for Members and Officers

Only the Members that are the decision makers for the particular meeting are requested to be in the building for the meeting. Other Members wishing to attend are expected to attend remotely or observe through the You Tube channel.

Committee Officers need to be in the room to ensure that smooth running of the meeting.

Report authors do not need to be in the room and can attend the meeting remotely, you must inform the Committee Team whether you will be at the meeting in person or remotely the day after the agenda is issued.

When arriving in the building and moving around the building ensure that face masks are worn at all times.

Arrive at the building promptly for the meeting, and ensure you leave promptly.

Sign into the building using the sign in sheets on the reception desk and ensure that you sign out.

Use the hand sanitiser that is around the office regularly and observe the floor markings.

Ensure that you observe social distancing at all times and when in the Chamber go straight to your allocated seat.

Note that there are no refreshments on site, so you will need to bring your own food and drink if it is likely to be a long meeting.

Do not share any items with other Members when in meetings i.e. pens, documents and any other objects.

Note that we reserve the right to change the venue for meetings should we need to accommodate more public speaking, please ensure that you keep an eye on your emails for such occurrences.

The risk assessment for the building is on the Council website: <https://www.south-norfolk.gov.uk/coronavirus-information> – please see the following in particular:

A [statement to confirm](#) that our premises (South Norfolk House) are COVID-19 secure, in line with government guidance, and full details of [our risk assessment](#) of Thorpe Lodge and South Norfolk House.

The following link to videos on You Tube will also be helpful for you so that you know what to expect when coming back to the building: [Reopening our Offices videos](#)

ANNUAL REPORT OF THE FINANCE, RESOURCES, AUDIT AND GOVERNANCE COMMITTEE 2020-21

Report Author(s): Emma Hodds
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Portfolio: Finance and Resources

Ward(s) Affected: All

Purpose of the Report:

This report is to update Members of the work of the Finance, Resources, Audit and Governance Committee during 2020/21, confirms that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its meetings.

Recommendations:

To recommend that Council approves the content of the Annual Report of the Finance, Resources, Audit and Governance Committee.

1 SUMMARY

- 1.1 This report is to update Members of the work of the Finance, Resources, Audit and Governance Committee during 2020 and will also go forward to Full Council, for approval.

2 BACKGROUND

- 2.1 South Norfolk Council's Finance, Resources, Audit and Governance Committee has been in operation since 2012, and this is the sixth annual report of the Committee.
- 2.2 The annual report will look back at the meetings held since March 2020, and the activity of the Committee during this time.

3 CURRENT POSITION

- 3.1 The Terms of reference of the Committee are well established in the Council's Constitution, and the key features include reviewing:
- The draft and final statement of accounts;
 - The external auditors report on the statement of accounts; and
 - The external auditors plan of work.

The Committee is also required to approve:

- The statement of accounts;
 - The annual governance statement;
 - The internal audit plan of work; and
 - The Head of Internal Audit's annual report and opinion.
- 3.2 The Committee has met formally on three occasions (July 2020, November 2020 and February 2021) since its meeting in March 2020 and Member attendance is high. There is a consistent strong officer attendance throughout the year, with regular representation from Accounts, Internal Audit and the Council's External Auditors.
- 3.3 The work programme of the Committee has been impacted on by the Covid-19 pandemic, with these meetings being temporarily paused whilst the Council focussed its efforts on the initial response to the crisis being faced by the world. Once the initial response was dealt with, and the Council had found a good solution for remote meetings, the Committee began meeting again with its first remote meeting being held in July 2020.
- 3.3 The Committee also ensures that it operates to the highest standards, and with that in mind a self-assessment is undertaken against best practice. This is currently on the work programme for the meeting on 5 March 2021.
- 3.4 In addition, a work programme is in place which is reviewed and discussed at each formal meeting and, in line with good practice, a pre-agenda meeting is also held between the Chair and key officers.

Overview of the key items considered over the year

3.5 Risk Management Policy

At the July meeting of FRAG, the Committee considered a new Risk Management Policy, to be used to guide officers, managers and members, regarding the risk appetite of the Council and the approach to be taken in relation to the assessment of risk, the management of risk and the associated actions being taken by the Council. This has resulted in a more mature approach to risk management, with FRAG being a key part of assessing the risks of the Council and ensuring that appropriate action is being taken. The new Policy was endorsed by Cabinet on 24 August 2020 and approved by Council on 21 September.

3.6 Annual Governance Statement 2019/20

The Annual Governance Statement was considered at the July 2020 meeting where Members considered the current governance arrangements of the Council.

3.7 Statement of Accounts

The draft Statement of Accounts were reviewed by the Committee in November 2020 before they were brought back to the Committee for final approval and publication in February 2021. The review and sign off of the accounts were heavily impacted on by the Covid-19 pandemic.

3.8 External Audit

The reports received by External Audit this year, and the timing of these have been impacted on by the Covid-19 pandemic.

EY has experienced significant resource challenges resulting in delays to external audit work. The accounts were published as required by South Norfolk but not signed off by EY within the deadline. At the meeting held on Friday 20 November, the Committee was informed that EY would be unable to issue an audit opinion by 30 November 2020. The Committee was therefore required to meet again on 5 February, to finalise the 2019/20 Statement of Accounts, and to consider the Audit Results Report.

3.9 Internal Audit

On an annual basis the Committee reviews and approves the Strategic and Annual Internal Audit Plan for the forthcoming year. The Committee then regularly receives updates on the progress of the completion of the plan of work and the position with the action taken by management to progress audit recommendations. Finally, at the end of the financial year, the Annual Report and Opinion of the Head of Internal Audit is considered by the Committee in terms of the conclusions made in relation to the adequacy and effectiveness of the Council's framework of governance, risk management and control.

The Audit Plan was revised back in July, in response to the unprecedented circumstances relating to the Covid-19 pandemic, with the majority of audits moving to quarters 3 and 4 for the period 2020/21, and a reduction in coverage also being agreed by the Committee.

3.10 MHCLG Response to Redmond Review

At the February meeting of the Committee, members noted the MHCLG Response to the Redmond Review, an independent review of the effectiveness of local audit and the transparency of local authority financial reporting. Members' attention was particularly drawn to areas of the response regarding audit fees, audit deadlines, a requirement to present the annual audit letter to full Council meetings, and a standardised statement of service information and costs.

4 PROPOSED ACTION

- 4.1 To note the work of the Finance, Resources, Audit and Governance Committee during 2020/21 and approve the contents of the Annual Report.

5 OTHER OPTIONS

- 5.1 Not applicable to this report.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** – not applicable to this report.
- 6.2 **Legal Implications** – not applicable to this report.
- 6.3 **Equality Implications** – not applicable to this report.
- 6.4 **Environmental Impact** – not applicable to this report.
- 6.5 **Crime and Disorder** – not applicable to this report.
- 6.6 **Risks** – not applicable to this report.

7 CONCLUSION

- 7.1 This report highlights that the Committee continues to operate in accordance with best practice. It plays an important part in the Council's governance framework, remaining an active Committee and ensuring that it delivers its remit and reviews a wide range of items, providing an appropriate level of support.

8 RECOMMENDATIONS

- 8.1 To recommend that Council approves the content of the Annual Report of the Finance, Resources, Audit and Governance Committee.



Annual review of the Scrutiny Committee 2020/21

Introduction by Cllr Graham Minshull, Chairman of the Scrutiny Committee

I am pleased to present this Annual Report of South Norfolk Council's Scrutiny Committee.

A variety of issues were scrutinised by the Committee this year, however there have been no Task and Finish Groups. Any South Norfolk member or parish council can suggest a topic for investigation or review by the Committee and all are welcome to attend our meetings.

The Scrutiny Committee was initially disrupted by the coronavirus pandemic at the beginning of the year, however we have been able to resume virtually with considerable success, which has also meant that our meetings are available to the public online.

The Joint Scrutiny Committee that was established to oversee the collaborative working between South Norfolk and Broadland District Councils has not met in the last year as it has not been required.

I would like to thank all the officers who contribute the information and research required for our committee work, and the Senior Governance Officer, Emma Goddard, for her support and for co-ordinating everything so effectively.

This year I was also delighted to welcome to scrutiny Cllr Jack Hornby to replace Cllr Josh Worley.

I commend the report to the Council.

Graham Minshull, Chairman of the Scrutiny Committee

Working style of the Scrutiny Committee

Independence

Members of the Scrutiny Committee will not be subject to whipping arrangements by party groups.

Member leadership

Members of the Committee will take the lead in selecting topics for and in questioning witnesses. The Committee will expect members of Cabinet, rather than officers, to take the main responsibility for answering the Committee's questions about topics, which relate mainly to the Council's activities.

A constructive atmosphere

Meetings of the Committee will be constructive, and not judgmental, accepting that effective overview and scrutiny is best achieved through challenging and constructive enquiry. People giving evidence at the Committee should not feel under attack.

Respect and trust

Meetings will be conducted in a spirit of mutual respect and trust.

Openness and transparency

The Committee's business will be open and transparent, except where there are sound reasons for protecting confidentiality. In particular, the minutes of the Committee's meetings will explain the discussion and debate, so that it could be understood by those who were not present.

Consensus

Members of the Committee will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed recommendations.

Impartial and independent officer advice

Officers who advise and support the Committee will give impartial and independent advice, recognising the importance of the Scrutiny Committee in the Council's arrangements for governance, as set out in the Constitution.

Regular review

There will be regular reviews of how the overview and scrutiny process is working, and a willingness to change if it is not working well.

Programming and planning

The Scrutiny Committee will have a programme of work. Members will agree the topics to be included in the work programme, the extent of the investigation to be undertaken in relation to resources, and the witnesses to be invited to give evidence.

Managing time

The Committee will attempt to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.

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The membership of the Scrutiny Committees 2020/21

At South Norfolk Council the scrutiny function is carried out by the Council's Scrutiny Committee, the Joint Scrutiny Committee and any Scrutiny Task and Finish Groups that it may appoint to investigate specific issues in greater depth.

The Scrutiny Committee is made up of councillors from the political groups that make up the Council. Only non-cabinet members can be on the committee and this allows those members to have an active role in the Council's decision-making process. The Committee is chaired by Cllr Graham Minshull, who is a member of the Conservative party which is the majority party at South Norfolk Council. The Committee's Vice-Chairman is Cllr Vivienne Clifford-Jackson, who is a member of the Liberal Democrat Party. The Scrutiny Committee is made up of nine Councillors and membership is as follows:

Members of the Scrutiny Committee:

Graham Minshull (**Chairman**)

Vivienne Clifford-Jackson (**Vice-Chairman**)

Brendon Bernard

Barry Duffin

Jack Hornby

Jeremy Rowe

Robert Savage

Trevor Spruce

Jenny Wilby

Other non-executive members also took part as substitute members as and when required

South Norfolk Council Members on the Joint Scrutiny Committee:

Graham Minshull (**Joint Chairman**)

Brendon Bernard

David Bills

Barry Duffin

Daniel Elmer

Robert Savage

The Scrutiny Year and how it operates at South Norfolk

What is scrutiny and how does it select topics for scrutiny?

Scrutiny is an essential part of ensuring that the Council, its partners and other public bodies remain effective and accountable. Scrutiny can examine and monitor all or part of the activity of a public sector body with the aim of improving the quality of public services. Scrutiny ensures that executives are held accountable for their decisions, that their decision-making process is clear and accessible to the public and that there are opportunities for the public and their representatives to influence and improve public policy.

Predominantly, Scrutiny Committee carries out most of its work in relation to the work of the Council. It undertakes this through scheduled reviews of decisions and policies that have been agreed by the Cabinet in order to hold it to account. In addition, Scrutiny considers call-ins. A summary of decisions made by Cabinet is published immediately after each meeting of Cabinet and any three members of the Council may call-in a decision for Scrutiny to consider, which effectively means the decision is delayed until Scrutiny can examine the decision at its next meeting. After examination, Scrutiny can decide to recommend an alternative option or endorse the decision of the Cabinet. There was no call-ins for the period that this Annual Report covers.

To assist and progress the Council's collaboration with Broadland District Council, a formal Joint Scrutiny Committee was constituted. This Committee meets on an ad-hoc basis, linked to the key stages in the collaboration, however has not met for the period that this Annual Report covers.

Support for the Scrutiny function

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

Policy Committees

Policy development is undertaken by the Council's Policy Committees. This enables a clear segregation between scrutiny and policy development. In the past, the Scrutiny Committee supported the development of policy, whilst also evaluating and assessing policies at an early stage. This structure affords the Scrutiny Committee a more independent role when challenging service delivery. In addition, the Scrutiny Committee may still appoint Task and Finish Groups to look at matters in more depth when required.

The Policy Committees feed directly into Cabinet and make recommendations based on their research and findings. Working on a formal and informal basis, these Committees are flexible to programme their work around upcoming policy and can focus on specific areas of the Council.

The work programme for Scrutiny Committee

The Scrutiny Committee has a structured work programme that sets out the investigations and reviews that will be carried out and reported to Committee, which is decided by members. There are also opportunities for parish councils to suggest topics for the Committee to look into.

Members of the Council are able to raise topics by way of a simple form or discussion with the Chairman or the Senior Governance Officer. Potential reports are assessed by way of the Council TOPIC analysis which evaluates the merits of scrutinising the issue in terms of Timeliness, Objectives, Performance, Interest and Corporate priorities, as outlined below.

- 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**?

Joint scrutiny bodies

Norfolk County Health Overview and Scrutiny Committee (HOSC): South Norfolk Council has a member representative who sits on the Norfolk County HOSC plus one substitute member. For the period 2020/21 the member representative has been Councillor Nigel Legg.

The role of the Norfolk County HOSC is to look at the work of the clinical commissioning groups and National Health Service (NHS) trusts and the local area team of NHS England. It acts as a 'critical friend' by suggesting ways that health related services might be improved. The Norfolk Health Overview and Scrutiny Committee considers all matters relating to the needs, health and health related-services of the population of Norfolk. It scrutinises services that have an impact on the health of Norfolk's citizens and challenges the outcomes of interventions designed to support the health of Norfolk people

Please follow the link to the Norfolk County Council website for papers and minutes concerning the above:

http://norfolkcc.cmis.uk.com/norfolkcc/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/22/Default.aspx

Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel: South Norfolk Council has a member representative who sits on the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel plus one substitute member. For the period 2020/21, the member representative has been Councillor James Easter.

The role of the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel is to:

- Scrutinise the actions, decisions and priorities of the Norfolk Countywide Community Safety Crime and Disorder Partnership in respect of crime and disorder on behalf of the (County) Community Services Overview and Scrutiny Panel

- Scrutinise the priorities as set out in the annual Countywide Community Safety Partnership Plan
- Make any reports or recommendations to the Countywide Community Safety Partnership and/or where considered appropriate to the communities Committee.

The work of the Scrutiny Committee and outcomes

The scrutiny tracker provides an overview of the work carried out by the Scrutiny Committee over the last 12-month period. This demonstrates that scrutiny investigation can not only produce outcomes in terms of feeding into the decisions that are made but that it can also play a valuable role in informing and developing knowledge for members.

Scrutiny Committee Recommendation Tracker 2020/21

| Date | Topic | Responsible Officer | Resolution and Recommendations | Progress | Outcome |
|-------------|---|--|--|---|--|
| 5 Aug 2020 | REVIEW OF MARKET TOWNS CONFIDENCE CAMPAIGN | Assistant Director of Economic Growth | <ol style="list-style-type: none"> 1. To note the contents of the report; and 2. To recommend that: <ol style="list-style-type: none"> a. Officers consider the suggestions put forward by the Committee and provide feedback at a future meeting in six months' time. b. Cabinet considers future free parking in the Council's car parks during the COVID-19 pandemic, in order to encourage continued local support of the market towns. | <p>Officers have reviewed this and have reported back to the Committee via email</p> <p>Recommendation withdrawn at mtg on 9 Sept 2020. Officers to keep watching brief, and will report as above</p> | Members were able to review the work undertaken in order to support the reopening of businesses in the Market Towns. This will enable the Council to effectively respond to a future second wave of the virus, which could lead to further lockdowns. In addition, the review allows lessons to be learned and ways of working adapted accordingly. |
| 9 Sept 2020 | REVIEW OF COVID 19 RESPONSE | Assistant Director Governance and Business Support, Chief of Staff, Assistant Director Finance , Assistant Director Individuals and Families | <p>RESOLVED</p> <p>To:</p> <ol style="list-style-type: none"> 1. Note the response of the Council to support the District's communities and businesses during the COVID-19 pandemic; and 2. Endorse the key learning identified in the report | <p>No further action necessary</p> <p>No further action necessary</p> | <p>The Committee was able to assess key areas of the Council's response to the Covid-19 pandemic:</p> <ol style="list-style-type: none"> 1. the governance arrangements put in place to support the Council's response; 2. the support provided to residents and businesses; and 3. the financial implications of the coronavirus. <p>The report provided the key learning that officers had identified</p> |

| Date | Topic | Responsible Officer | Resolution and Recommendations | Progress | Outcome |
|-------------|--|--|---|--|--|
| | | | | | and members were able to endorse these without the need to make further recommendations. |
| 21 Dec 2020 | MEMBER LED FUNDING | the Assistant Director of Individuals and Families, and the Communities Senior Manager | <p>It was resolved that</p> <ol style="list-style-type: none"> 1. Members funding has been spent in accordance with the ground rules. 2. The scheme has been shown to have a positive impact on the local community and is reducing the demand on Council services as outlined by the examples given. | No further action necessary | <p>The Committee was able to assess whether the decisions taken by members regarding the allocation of their funding was in line with the ground rules. This enables the Council to ensure good governance of the Scheme.</p> <p>Members were also able to evaluate the impact on the scheme on both the local community and demand on Council services. The Committee was pleased to note the positive effect that the funding had realised via the projects that Councillors had assisted.</p> |
| 27 Jan 2021 | BRIEFING REPORT ON RECENT FLOODING IN SOUTH NORFOLK | Assistant Director – Regulatory & Assistant Director of Individuals and Families | <p>RESOLVED</p> <ol style="list-style-type: none"> 1. To note the contents of the report; 2. To request that Officers prepare a report focussing on the planning considerations regarding flood prevention in respect of the consideration of planning applications, to be presented to the committee on 31 March 2021; and 3. To recommend that: | <p>No action necessary</p> <p>Report to be prepared by the Assistant Director - Planning</p> | Councillors were able to fully consider the organisations and bodies responsible for flood prevention, and review the Council's response to the recent flooding in the District. |

| Date | Topic | Responsible Officer | Resolution and Recommendations | Progress | Outcome |
|------|-------|---------------------|--|---|---------|
| | | | <p>a. Officers prepare an article for the Link Magazine providing the public with information on flooding support and Floodline.</p> <p>b. Officers consider the appointment of Environmental Protection Officer(s) and/or Emergency Incident Officer(s) to provide a response on-site in the event of an emergency situation (including flooding) or an out of hours community protection complaint (eg, noise). Consideration also to be given whether these officers could assist with ensuring that work to ditches etc is completed by landowners with riparian rights.</p> <p>c. The Council provides training workshops to Town and Parish Councils to support them to devise or update their local emergency response plans and resilience response groups.</p> <p>d. Officers review the Council's policy regarding the provision of sandbags across the District and</p> | <p>Accepted by officers. An article will appear in <i>The Link</i>, following a leaflet being produced by the Norfolk Strategic Flooding Alliance.</p> <p>Accepted - discussions are ongoing.</p> <p>This is referenced in the Service Delivery Plan, under Community Emergency Planning, by way of seeking to promote emergency planning to Town and Parish Councils.</p> <p>Accepted - this will be reviewed and reported</p> | |

| Date | Topic | Responsible Officer | Resolution and Recommendations | Progress | Outcome |
|---------------|--|--|--|---|--|
| | | | research alternative methods of flood defence. | back to Scrutiny Committee members | |
| 31 March 2021 | BRIEFING REPORT ON HOW THE PLANNING SYSTEM ASSESSES FLOODING ISSUES | Development Management Manager & Portfolio Holder for Stronger Economy | <ol style="list-style-type: none"> To note the contents of the report To recommend that: <ol style="list-style-type: none"> Training regarding the role of planning in regard to how the planning system assesses flooding issues be provided to all members The Water Management Officer post become a full-time role, in line with paragraph 2.34 of the report An additional condition be added to all relevant planning application approvals, requiring a verification report to be submitted to provide assurance that drainage has been installed and meets relevant requirements, in line with paragraph 2.34 of the report To note the Committee's disappointment that the Lead Local Flood Authority does not comment on planning applications of less than 100 houses. | <p>No action required</p> <p>To be reported</p> | The report and discussion at Scrutiny Committee enabled members to understand how the planning system assesses flood risk. Members had the opportunity to gain an insight into this detailed area of work and assess whether there was any further work that could be undertaken to identify and manage potential flood risks of development in the district. It also gave members the opportunity to consider the advice received from other bodies and consultees. |

A Quick Guide to Scrutiny

Recommendations and Reporting

Once Scrutiny has reviewed work that has taken place, recommendations are sometimes made and reported to the Cabinet for consideration, or made directly to officers. This is usually done as part of the relevant report or paying regard to the minutes of the Scrutiny Committee in informing the final decision. Recommendations should strive to be, as much as possible, specific measurable achievable relevant and timed - SMART.

What happens next?

Once agreement to a scrutiny recommendation has taken place, whether it be something that officers have agreed to, or the Cabinet, this should not always be where the scrutiny process ends. It is good practice for the Scrutiny Committee to set a review date to receive an update from the relevant portfolio holder on the cabinet or officers, on the progress that has been made towards implementation of the Scrutiny Committee's recommendations.

Scrutiny Task and Finish Groups

Task and Finish Groups are time-limited focus groups that report their review findings to the main committee or Cabinet and are supported by relevant officers of the council and or outside contributors.

If a Task and Finish Group is to be set up in place of a full committee review taking place, interested members should volunteer to be involved. It is usual that task & finish groups are not politically balanced unless a strong need exists. This is because the main Scrutiny Committee which is balanced has to agree the findings, or delegates the Task & Finish Group on behalf of the whole committee to report directly to the cabinet. Actually, it is much more important to appoint those members with an interest or expertise in the issue, irrespective of political groups.

Public involvement

Meetings of the Scrutiny Committee are usually as informal as possible and as well as scrutiny members, are attended by portfolio holders, officers, partners and anyone else who can assist with the work and provide evidence for reviews. Members of the public are also welcome to attend meetings of the Scrutiny Committee and can participate at the discretion of the Committee's Chairman.

Getting in touch with Scrutiny

If you are a member of the public and wish to find out more about the scrutiny process and the committee, or if you have any queries regarding this Annual Report, please feel free to contact Emma Goddard, Senior Governance Officer by sending an email to: egoddard@s-norfolk.gov.uk. If you have any topic suggestions for scrutiny please raise this first with your local Councillor, who details can be found here: <https://www.south-norfolk.gov.uk/your-councillors>