

COUNCIL

To: All members of the Council

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

Yours sincerely



Trevor Holden
Managing Director

Cllr F Ellis
Chairman of the Council

Cllr J Easter
Vice-Chairman of the Council

Date & Time:

Monday 26 July 2021
7.30pm

Place:

Council Chamber 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 July 2021.

Guidance on Public Speaking

All public speakers are required to register 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)
- In person at the Council offices

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

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

AGENDA

1. To report apologies for absence
2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;
3. To receive Declarations of Interest from Members;
(Please see guidance form and flow chart attached – page 6)
4. To confirm the minutes of the meeting of the Council held on 26 April 2021;
(attached – page 8)
5. Chairman's Announcements
(engagements attached – page 26)
6. To consider any petitions received under Section I of the “Rights of the Public at Meetings”;
7. Recommendations from the Cabinet, arising from the meetings held on 1 June and 19 July 2021
 - (a) 1 June 2021 Cabinet meeting
 - (i) Update to Local Development Scheme
(item 6, page 394 of the Cabinet agenda for the meeting held 1 June 2021)

RESOLVED:	TO RECOMMEND THAT COUNCIL approves the proposed amendments to the current Local Development Scheme.
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- (ii) **Strategic Performance, Risk and Finance Report for Quarter 4 2020/21**
(item 7 of the Cabinet agenda for the meeting held 1 June 2021 – issued separately to the main papers)

RESOLVED:	To: <ol style="list-style-type: none">1. RECOMMEND TO COUNCIL the slippage requests for both Revenue (as detailed in paragraph 3.30) & Capital (as detailed in paragraph 3.32).2. RECOMMEND TO COUNCIL the recreation of three new earmarked reserves;<ol style="list-style-type: none">a) Covid Recovery Reserve (see 3.4)b) Leisure Services Recovery Reserve (see 3.11)c) Waste Reserve (see 3.15)
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(b) 19 July 2021 Cabinet meeting

The recommendations to Council arising from the Cabinet meeting to be held on 19 July will be sent to members separately

8. Recommendations from the Finance, Resource, Audit and Governance Committee, arising from the meeting held on 25 June 2021

Review of Contract Procedure Rules

(see page 105 of the FRAG agenda for the meeting held 25 June 2021)

RESOLVED:	TO RECOMMEND THAT COUNCIL approves the amended contract procedure rules, as outlined at Appendix A of the report.
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9. Monitoring Officer Report; (report attached – page 27)

10. Adoption of Poringland Neighbourhood Plan; (report attached – page 39)

11. Questions to Chairmen and Portfolio Holders

To take questions from Councillors and the Public

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

a. Cabinet

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

Questions to the Leader and other Cabinet members:

John Fuller	The Leader, External Affairs and Policy
Alison Thomas	Better Lives
Michael Edney	Clean and Safe Environment
Richard Elliott	Customer Focus
Kay Mason Billig	Governance and Efficiency
Lisa Neal	Stronger Economy
Josh Worley	Finance and Resources

b. Scrutiny Committee - Questions to the Chairman

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

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

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

d. Development Management Committee – Questions to the Chairman

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

e. Electoral Arrangements Review Committee – Questions to the Chairman

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

12. Outside Bodies – Feedback from Representatives

DECLARATIONS OF INTEREST AT MEETINGS

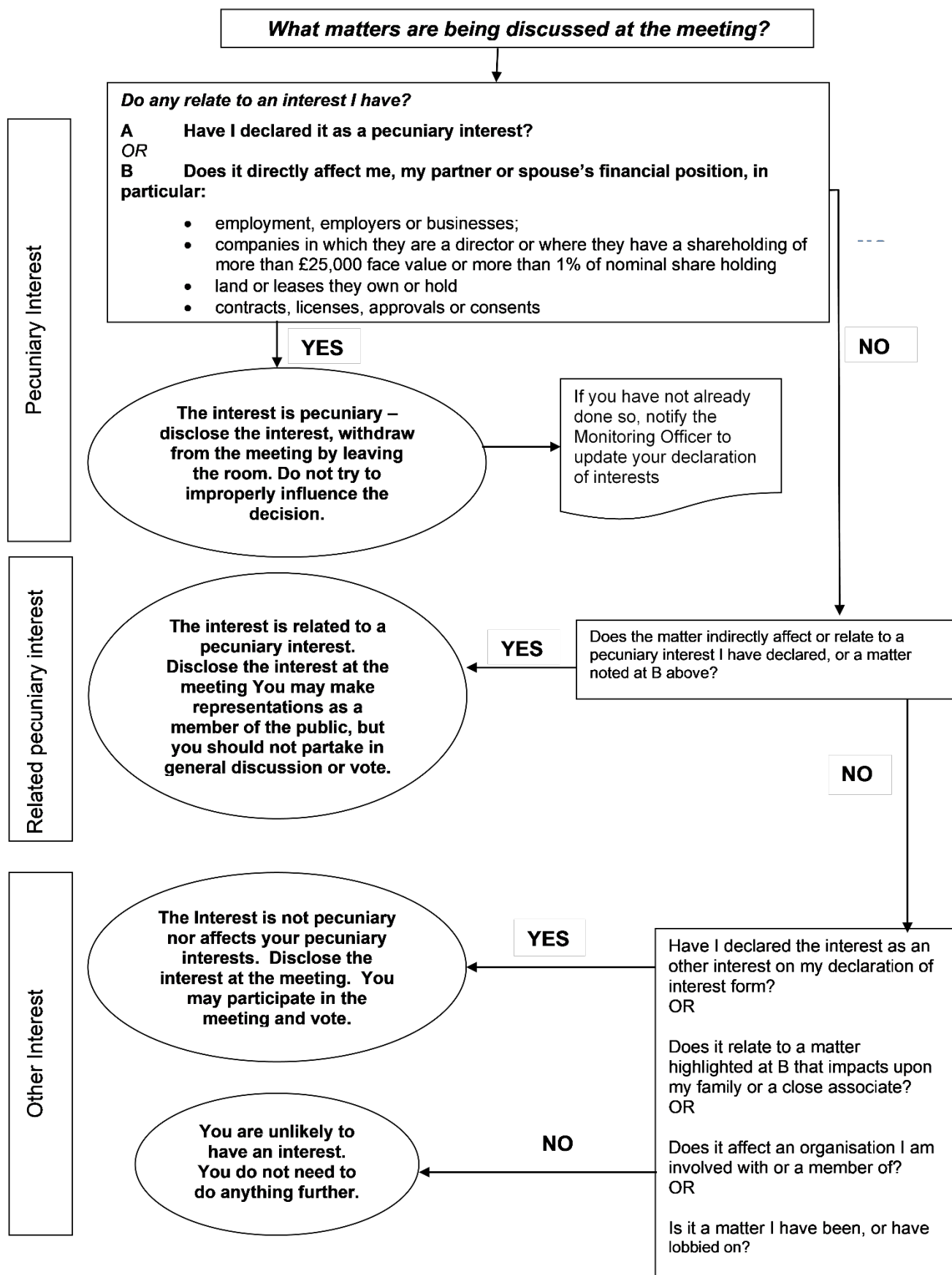
When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda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

<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



Agenda Item: 4

COUNCIL AGM

Minutes of a remote meeting of South Norfolk District Council, held on Monday 26 April 2021 at 7.00pm.

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

Apologies Councillors: Clifford-Jackson, Curson, Elmer and Hornby

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)

3581 CHAIRMAN'S ENGAGEMENTS

The Chairman advised Council that he had signed a letter of condolence, on behalf of the Council, to her Majesty the Queen, following the death of Prince Philip, Duke of Edinburgh. Members then observed a minute's silence in his honour.

Members noted the civic engagements attended by the Chairman and Vice-Chairman for the period 24 February to 26 April 2021.

The Chairman explained that it had been both an honour and a privilege to have represented the Council throughout the two years he had been Chairman. It had been a difficult two years in so many ways, and he thanked the Vice-Chairman, Cllr F Ellis, for all her support. He also thanked numerous officers for their assistance and announced that each of his chosen charities, the Royal Anglian Regiment Benevolent Fund, and the Muscular Dystrophy Association, would each receive £1,000 from the Council.

3582 APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR 2021/22 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr J Fuller proposed, seconded by Cllr M Wilby, that Cllr F Ellis be appointed Chairman of the Council for the ensuing municipal year.

In the absence of other nominations, ***it was RESOLVED*** that Cllr F Ellis be elected Chairman of the Council for 2021/22.

Cllr Ellis took the Chair and signed the Declaration of Acceptance of Office. She announced that she was very honoured to have been appointed as Chairman and she promised to serve all equally and to the best of her ability. She looked forward to meeting residents across the whole of the district.

3583 APPOINTMENT OF VICE CHAIRMAN OF THE COUNCIL FOR 2021/22 AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr B Duffin proposed, seconded by Cllr P Hardy, that Cllr J Easter be appointed Vice-Chairman of the Council for the ensuing municipal year.

In the absence of other nominations, ***it was RESOLVED*** that Cllr J Easter be elected Vice-Chairman of the Council for 2021/22.

Cllr Easter signed the Declaration of Acceptance of Office. He felt it an honour to have been appointed Vice-Chairman of the Council and he looked forward to assisting the Chairman throughout the coming year.

3584 ELECTION OF THE LEADER OF THE COUNCIL FOR 2021/22

Cllr K Mason Billig proposed, seconded by Cllr L Neal, that Cllr J Fuller be appointed Leader of the Council for the ensuing municipal year.

In the absence of other nominations, ***it was RESOLVED*** that Cllr J Fuller be elected Leader of the Council for 2021/22.

Cllr Fuller then announced his Cabinet members and portfolios, and Cllr C Brown announced the shadow portfolio holders (as detailed below):

Cabinet Member	Portfolio	Shadow Cabinet Member
Cllr J Fuller	The Leader, External Affairs and Policy	Cllr C Brown (and Leader of the opposition)
Cllr K Mason Billig	Governance and Efficiency (and Deputy Leader)	Cllr J Halls
Cllr J Worley	Finance and Resources	Cllr T Laidlaw
Cllr R Elliott	Customer Focus	Cllr D Burrill
Cllr M Edney	Clean and Safe Environment	Cllr V Clifford-Jackson
Cllr A Thomas	Better Lives	Cllr S Blundell (and Deputy Leader of the Opposition)
Cllr L Neal	Stronger Economy	Cllr S Nuri-Nixon

Cllr Fuller paid tribute to Cllr Y Bendle, who had decided to step down from the Cabinet, after 10 years. He referred to a number of her achievements, and her passion and commitment to residents and the Council. He explained that Cllr Bendle would be taking on the role of Chairman of the Licensing Committee, following Cllr Elliott's appointment to Cabinet.

Cllr L Neal referred to Cllr Bendle as an outstanding portfolio holder and Cllr K Mason Billig explained that she was an excellent advocate for the Council. Cllr Bills had worked with Cllr Bendle for some considerable time as her deputy portfolio holder and he wished her all the very best in her new role as Chairman of the Licensing Committee. Cllr S Blundell thanked Cllr Bendle for all her hard work which she felt had made such a positive difference to the lives of so many residents across the district.

3585 VOTE OF THANKS TO RETIRING CHAIRMAN

Cllr J Fuller paid tribute to Cllr G Minshull's service as the Chairman of the Council over the last two years. He admired his calm approach during what had been a difficult 2 years, and referred to his hard work and commitment to residents, explaining that he had personally taken charge of co-ordinating the response to the recent flooding in Diss.

Cllr C Brown also paid tribute to Cllr Minshull, thanking him for his fair and calm approach to all members.

3586 CHAIRMAN'S ANNOUNCEMENTS

The Chairman referred to the impacts of the Covid-19 pandemic, explaining that the Council's response had filled her with pride. She had therefore decided that her theme for the year would be Communities and Business Recovery.

She also advised that her chosen charities for the year were the Swardeston Day Centre (formally known as the Edith Cavell Day Centre), and Norfolk Blood Banks. The Swardeston Day Centre helped to prevent isolation and loneliness for elderly people and attracted people from all over the district. Norfolk Blood Banks transported blood, plasma and other urgently needed medical items to hospitals across Norfolk.

3587 MINUTES

The minutes of the meeting held on 24 February 2021 were confirmed as a correct record.

3588 MONITORING OFFICER REPORT

Cllr J Fuller presented the report of the Monitoring Officer, regarding changes to the structure of committees, and the allocation of seats and member appointments on committees for 2021/22.

Members noted that there were some minor grammatical errors at paragraph 2 of the report, which outlined proposed changes to the terms of reference of the Finance, Resources, Audit, and Governance Committee (FRAG). Cllr Fuller confirmed that the additional paragraph should read:

"To oversee the implementation of the risk management policy to ensure that a proposed system of risk management is maintained. Regular risk reports will be provided to the Committee to enable it to undertake this role."

Referring to Appendix 2 (the Allocation of Seats on Committees), Cllr Fuller also explained that there were 6 seats on the Emergency Committee (not 5 as listed in the agenda), with a 5:1 political split.

Members' attention was then drawn to the full list of committees and allocation of seats. Cllr Fuller suggested that as in previous years, the final member appointments to each Committee be delegated to Group Leaders and advised at a later date.

Referring to the proposals regarding the changes to the Big Sky Ventures Board, Cllr Fuller explained that now that Cllr R Elliott had replaced Cllr A Thomas as portfolio holder for Customer Focus, it was appropriate for him to also replace Cllr Thomas on the Board.

The Chairman reminded members that as the allocation of seats on the Electoral Arrangements Committee, the Scrutiny Committee, and the Licensing Committee were a departure from the rules of political balance, the allocation of seats would need to be approved "*nem con*" by Council.

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

RESOLVED

To agree

1. The delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees as included in section 2 and Appendix 1 of the report.
2. The allocation of seats on Council Committees in accordance with Appendix 2 of the report (as amended at the meeting) the final appointments to these seats to be delegated to Group Leaders and appended to these minutes.
3. The appointment of Chairman and Vice-Chairman as set out in Appendix 3 of the 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 (as amended at the meeting)
7. That the Monitoring Officer makes the consequential changes to the Constitution as a result of the report.

3589 APPOINTMENTS TO OUTSIDE BODIES

Cllr J Fuller introduced the report and referred members to the list of appointments to outside bodies required for 2021/22. He explained that the Norfolk Flooding Panel (not currently listed at Appendix 1) had also invited representation from the Council and that he intended to appoint Cllr G Minshull to this position.

Members agreed, that as in previous years, the final member appointments should be delegated to the Leader of the Council (in consultation with the Leader of the Opposition Group), and circulated at a later date.

It was unanimously

RESOLVED:

To make appointments to those outside organisations listed in Appendix 1 of the report, for 2021/22 (as amended at the meeting), the final member appointments to be delegated to the Leader of the Council in consultation with the Leader of the Opposition (and appended to these minutes).

3590 IN PERSON MEETINGS

Cllr J Fuller presented the report of the Monitoring Officer, which outlined the way forward for committee meetings, 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, would not apply to meetings on or after 7 May 2021, meaning that formal remote meetings could not continue.

Cllr Fuller stressed the importance of ensuring a safe and Covid-secure environment for the return of in-person meetings. He thanked the Monitoring Officer, and members, particularly Cllr V Thomson, for their input on devising a way forward. He considered the future live streaming of meetings to be important and suggested that hybrid meetings would also be a requirement but acknowledged that this would be an added complication as meetings returned to the Chamber. He added that it would need regular review and he suggested that an interim report be presented to the September meeting of the Council for consideration.

Cllr C Brown expressed his support for the report recommendations and was grateful for the cross party working group, and he thanked all officers and members who had been involved in the process. He was disappointed that the Government had chosen to cease to allow remote meetings at such an early stage, and felt this demonstrated a lack of appreciation and understanding of the impacts of Covid-19 on local government. He agreed that in-person meetings should be regularly reviewed, and he hoped that the shadow portfolio holders would be able to positively participate in future Cabinet meetings, as had been the case during remote meetings and before the pandemic.

Cllr J Halls welcomed the proposals and flexible approach going forward and referred to the need to ensure that local members, including those in multi-member wards, could participate in Development Management Committee meetings. He also raised the requirement for visitors to sign in on the QR code for the building, and he suggested that not all visitors would have smart phones. Cllr Legg also stressed that it was important not to exclude members of the public due to this requirement.

Cllr Fuller explained that the QR code would be the most convenient way of “signing in” for most, and it was important that the Council, as a public authority, encouraged this approach. The Monitoring Officer confirmed that there were alternative methods of signing in, when visiting the building.

Voting was carried out by way of roll call and with 40 votes for and 0 against, it was

RESOLVED

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.

3591 RECOMMENDATIONS FROM THE CABINET, ARISING FROM THE MEETING HELD 19 APRIL 2021

(a) Endorsement of the Norfolk Strategic Planning Framework

Cllr J Fuller referred members to the recommendations of the Cabinet, to endorse the update to the Norfolk Strategic Planning Framework and to remain a signatory to the document.

Cllr Fuller explained that there was an obligation for each of the nine planning authorities in Norfolk, to demonstrate co-operation with each other with regard to common strategic planning issues. He referred to the proposals for a joined up and shared approach to 4 and 5 G mobile phone coverage, to

achieve consistent and proactive coverage and implementation in planning terms.

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

RESOLVED:

To endorse the update to the Norfolk Strategic Planning Framework and agree to remain a signatory to document

(b) Review of Policies

Cllr P Hardy, as Chairman of the Finance, Resources, Audit and Governance Committee (FRAG), presented the recommendations from Cabinet, which sought adoption of the Counter Fraud, Corruption and Bribery Policy, the Anti-Money Laundering Policy, and the Whistleblowing Policy. Cllr Hardy explained that all the policies had been reviewed and agreed by the FRAG Committee, and he commended them to members.

Cllr Fuller added that a Complaints Policy would also be presented for approval at the July meeting of the Council.

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

RESOLVED:

To adopt the:

- (1) Counter Fraud, Corruption and Bribery Policy
- (2) Anti-Money Laundering Policy
- (3) Whistleblowing Policy

3592 ANNUAL REPORT OF THE FINANCE RESOURCES AUDIT AND GOVERNANCE COMMITTEE

Cllr P Hardy, as Chairman of the Finance, Resources, Audit and Governance Committee (FRAG), presented the Annual Report of the FRAG Committee to Council for approval.

Cllr Hardy explained that it had been a challenging year, and he outlined some of the achievements of the Committee during the last 12 months. He had signed off the accounts a few weeks ago, which had been the earliest external auditor, Ernst Young could achieve. The Council had been issued with an unqualified audit opinion, and this he felt was a reflection on the excellent work of officers.

Cllr Hardy explained that Ernst Young had been experiencing ongoing resource issues but that the Committee had been assured that these would be resolved shortly. He stressed that the FRAG Committee would continue to challenge both internal and external audit going forward.

Members noted that the Committee would be issuing leaflets regarding its achievements, and that feedback from all members on the work of the Committee was welcome.

The Portfolio Holder, Cllr J Worley echoed Cllr Hardy's comments and thanked officers for their hard work over the last 12 months. He thanked Cllr Hardy for his excellent chairmanship and all members of the Committee for their healthy questioning and positive debate.

Cllr T Laidlaw concurred with the views of Cllrs Hardy and Worley, adding that the achievements of officers during such challenging times had been commendable.

It was

RESOLVED:

To approve the content of the Annual Report of the Finance Resources, Audit and Governance Committee

3593 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS AND SCRUTINY ANNUAL REPORT

(a) Cabinet

Cllr B Bernard asked Cllr J Fuller what EPC rating did Big Sky consider their minimum level for new buildings and whether Big Sky housing stock would be upgraded to this minimum.

Cllr Fuller explained that EPC ratings depended on the individual property, and he assured members that the Council aspired to the highest levels, and this was demonstrated in the Council's current draft Local Plan. He did however stress the importance of also considering affordability and liveability when setting EPC ratings.

Cllr Bernard then asked whether it was the intention of Big Sky to build housing with electric vehicle charging points in all of its new properties.

Cllr Fuller explained that unfortunately, due to a severe lack of power in the South West of the District, the highest rate of charging would not be available for new homes in Cringleford, although he understood that UK Power Networks were improving supply during 2023-28. He referred to the Council's

enviable record across other areas of the District and he gave mention to the charging points provided in the Council's car parks.

Cllr Bernard also asked Cllr Fuller whether representatives on outside bodies could provide an annual review to other members at a meeting of the Council. Cllr Fuller felt that there were too many outside bodies for this to be feasible but suggested that the Scrutiny Committee could receive updates if considered relevant. The Chairman of the Scrutiny Committee, Cllr G Minshull explained that two such reports were due at its next meeting, and that the Committee would be looking for any relevant outside body reports going forward.

Cllr Bernard asked Cllr J Worley what the Council's policy was towards the investment of reserves in fossil fuel industries. In response, Cllr Worley explained that policy was set within the Treasury Management Strategy, and that this was last approved at the February Council meeting. The Council's policy was to make socially responsible investments and there were currently no investments in fossil fuel industries. Members noted that Pension Fund investments were managed by Norfolk County Council and were not within the control of South Norfolk Council. Cllr Fuller added that it was important to remember that maximum returns on investments were sought, in order to benefit residents.

Cllr C Brown asked Cllr M Edney if there were any plans for the Council to return to supporting litter picks, as it had done so previously, as a number of parish councils and residents had commented on the increase in litter across the countryside since lockdown. Cllr Edney agreed that this was something that needed addressing and assured members that support for litter picks would continue when Covid restrictions had been lifted. He stressed that street cleaning had continued in the more urban areas.

Cllr B Bernard asked Cllr Thomas if she knew how many food parcels had been given out by the Council in South Norfolk in the past year. In response, Cllr Thomas advised that the following had been provided across both South Norfolk and Broadland:

3,227 food collections
2581 medicine collections
1025 food boxes
3,150 shopping trips
560 families fed
45 community groups supported

She explained that these figures and more data were included in a Cabinet report that was considered at its meeting on 19 April, and she urged those members who had not read it, to do so.

Cllr Bernard asked Cllr L Neal what had been the usage of the electric vehicle charging points, that the Council had installed in a number of car parks two years ago, and whether they appeared to be value for money. He queried the

revenue received and also asked if there were plans to upgrade the charging points, as he understood them to be slow charging.

Cllr Neal informed Council that the charging points were still some of the most modern on the market and were in fact, fast charging, and therefore there were no plans to upgrade them. She commended the Council's proactive record in installing the charging points across towns in the District. She was unable to provide figures on usage but would endeavour to provide this after the meeting.

(b) Annual Report of the Scrutiny Committee 2020/21 and questions to the Chairman

Members noted the Annual Report of the Scrutiny Committee.

Referring to a recommendation of the Committee, made on 27 January, Cllr S Nuri-Nixon asked Cllr G Minshull whether any plans were in place to provide training to town and parish councils on emergency response planning.

Cllr Minshall explained that it was hoped that this training could be carried out some time in the Summer. This was particularly pertinent due to the recent flooding and he referred to the Scrutiny Committee's recommendation for the appointment of an Environmental Protection Officer, which had been accepted by Cabinet.

The Managing Director added that he had been asked to support Cllr Minshull in dealing with flooding, as part of the Norfolk Strategic Flood Alliance. He explained that as part of this, there were plans to work with the community, hopefully culminating in an exercise in the Autumn.

(c) Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee

Cllr Y Bendle, the newly appointed Chairman of the Licensing Committee, advised that member training on licensing would shortly be taking place. This training would count towards the accreditation of Licensing Committee members, but all members were welcome to attend.

(d) Development Management Committee

Cllr V Thomson congratulated all staff and members involved in the virtual DMC meetings that had taken place over the last 12 months.

Cllr Thomson was sorry to see that Cllr Laidlaw would no longer be serving on the Committee and he thanked him for his valuable contribution, referring to

his inquisitive nature. Cllr Laidlaw thanked Cllr Thomson for his kind words, explaining that he had enjoyed serving on the Committee.

(e) Electoral Arrangements Review Committee

Cllr K Kiddie referred to upcoming local elections in May, and the difficulties in administering it, due to Covid-19 restrictions. He thanked the Elections team for all their hard work and preparation.

3594 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES

There were no reports from representatives on outside bodies to consider

The meeting concluded at 9.10 pm

Chairman

Member Appointments 2021/22

Chairman of the Council	Florence Ellis
Vice Chairman of the Council	James Easter
Leader of the Council	John Fuller
Deputy Leader of the Council	Kay Mason Billig
Leader of the Opposition	Chris Brown
Deputy Leader of the Opposition	Sharon Blundell

Cabinet Members, Portfolios and Shadow Portfolio Holders

Member	Portfolio	Shadow
John Fuller	The Leader, External Affairs and Policy	Chris Brown
Josh Worley	Finance and Resources	Terry Laidlaw
Richard Elliott	Customer Focus	Dan Burrill
Michael Edney	Clean and Safe Environment	Vivienne Clifford Jackson
Alison Thomas	Better Lives	Sharon Blundell
Lisa Neal	Stronger Economy	Suzanne Nuri-Nixon
Kay Mason Billig	Governance and Efficiency	Julian Halls

Scrutiny Committee (9)

(6 Conservative / 2 Liberal Democrat/ 1 Labour

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

Graham Minshull (Chairman)	Vivienne Clifford-Jackson (Vice-Chairman)	Jeremy Rowe
Barry Duffin	Brendon Bernard	
Jenny Wilby		
James Easter		
Yvonne Bendle		
Trevor Spruce		

Emergency Committee (6)

(5 Conservative / 1 Liberal Democrat)

John Fuller (Chairman)	Chris Brown
Kay Mason Billig	
Michael Edney	
Richard Elliott	
Keith Kiddie	

**Licensing Appeals & Complaints Committee /
Licensing & Gambling Act Committee (15)**

(11 Conservative / 3 Liberal Democrat / 1 Labour)

Yvonne Bendle (Chairman)	Dan Burrill	Jeremy Rowe
William Kemp (Vice-Chairman)	Libby Glover	
James Easter	Julian Halls	
Nigel Legg		
Phil Hardy		
Jack Hornby		
Jenny Wilby		
Trevor Spruce		
Tony Holden		
Jeremy Savage		
Fleur Curson		

Standards Committee (5)

(4 Conservative / 1 Liberal Democrat)

Kay Mason Billig (Chairman)	Sharon Blundell
James Easter (Vice Chairman)	
Stephen Ridley	
Jenny Wilby	

Development Management Committee (5)

(4 Conservative / 1 Liberal Democrat)

Vic Thomson (Chairman)	Julian Halls
Lisa Neal (Vice Chairman)	
Graham Minshull	
David Bills	

Development Management Substitute Pool (8)

(6 Conservative / 2 Liberal Democrat)

Yvonne Bendle	Vivienne Clifford Jackson
Florence Ellis	Terry Laidlaw
James Easter	
Kevin Hurn	
Tony Holden	
Barry Duffin	

Sites Sub-Committee (5)

(4 Conservative / 1 Liberal Democrat)

Membership to consist of members of the Development Management Committee.

People and Communities Policy Committee (9)

(7 Conservative / 2 Liberal Democrat)

David Bills (Chairman)	Sharon Blundell
Jack Hornby (Vice- Chairman)	Suzanne Nuri Nixon
Margaret Dewsbury	
James Easter	
Nigel Legg	
Jenny Wilby	
Tony Holden	

Economy and Environment (9)

(7 Conservative / 2 Liberal Democrat)

Adrian Dearnley (Chairman)	Vivienne Clifford-Jackson
James Knight (Vice Chairman)	Libby Glover
Robert Savage	
Fleur Curson	
Kevin Hurn	
Daniel Elmer	
Gerry Francis	

Regulation and Planning Policy Committee (9)

(7 Conservative / 2 Liberal Democrat)

Florence Ellis (Chairman)	Julian Halls
Barry Duffin (Vice Chairman)	Suzanne Nuri-Nixon
Phil Hardy	
William Kemp	
Jeremy Savage	
Trevor Spruce	
Vic Thomson	

Finance, Resources, Audit and Governance (9)

(7 Conservative / 2 Liberal Democrat)

Phil Hardy (Chairman)	Chris Brown
Stephen Ridley (Vice – Chairman)	Terry Laidlaw
Barry Duffin	
Nigel Legg	
Daniel Elmer	
Graham Minshull	
Adrian Dearnley	

Electoral Arrangements Review Committee (8)

(5 Conservative / 2 Liberal Democrat / 1 Labour)

Keith Kiddie (Chairman)	Dan Burrill	Jeremy Rowe
Daniel Elmer (Vice-Chairman)	Vivienne Clifford-Jackson	
Stephen Ridley		
Florence Ellis		
John Fuller		

Commercial, Trading and Customer Focus Committee

(7 Conservatives / 2 Liberal Democrats)

Clayton Hudson (Chairman)	Dan Burrill
Barry Duffin (Vice Chairman)	Terry Laidlaw
Fleur Curson	
Trevor Spruce	
Tony Holden	
William Kemp	
John Overton	

Aldermanic Review Panel

Membership to be composed of 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 Consultative Committee (6)

(5 Conservatives / 1 Liberal Democrat)

Michael Edney (Chairman)	John Amis
James Knight	
Tony Holden	
Yvonne Bendle	
Margaret Dewsbury	

Awards Committee (5)

(4 Conservative / 1 Liberal Democrat)

Martin Wilby (Chairman)	Sharon Blundell
Kevin Hurn	
Florence Ellis	
Josh Worley	

Community Action Fund Panel (5)

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

(4 Conservative / 1 Liberal Democrat)

Alison Thomas (Chairman)	Sharon Blundell
David Bills	
John Overton	
Martin Wilby	

Joint Meetings with Broadland District Council**Joint Appointments Panel (4 SNC members)**

3 Conservative / 1 Liberal Democrat

John Fuller	Vivienne Clifford Jackson
Kay Mason Billig	
Adrian Dearnley	

Joint Scrutiny Committee (6 SNC members)

5 Conservative / 1 Liberal Democrat

Graham Minshull (Chairman)	Brendon Bernard
Barry Duffin	
David Bills	
Trevor Spruce	
Daniel Elmer	

Outside Bodies Council Representation for 2021/22

Organisation	No. REPS	Member Representative
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, Richard Elliott
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)	Alison Thomas (Florence Ellis)
Norfolk Joint Museums Committee	One (+ sub)	To be confirmed (Jenny Wilby)
Norfolk Leaders' Group	One	John Fuller
Norfolk Parking Partnership Joint Committee	One (+ sub)	Richard Elliott (Lisa Neal)
Norfolk Police and Crime Panel	One (+ sub)	James Easter (Margaret Dewsbury)
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)	Michael Edney (Kay Mason Billig)
Norwich Area Museums Committee	One	To be confirmed
Queens' Hills CIO	One	Phil Hardy
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
Transport for Norwich 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

CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 27 April – 26 July 2021

17 May	The Chairman discussed her role and theme for the civic year during an interview with Park Radio.
18 May	The Chairman visited Ansible Motion and Cobalt Aerospace, both of whom had received the Queen's Awards for Enterprise in 2021. Both companies are also previous recipients of the South Norfolk International Business Growth Award.
8 June	The Chairman joined Service men and women from RAF Mildenhall for a virtual presentation to hear how East of England military units assisted in the Covid-19 pandemic.
15 June	The Chairman visited East Anglian Motor Auctions, who are the main sponsors of the South Norfolk 10k race.
16 June	As part of the promotion of the South Norfolk Community Awards, the Chairman met with representatives from Clarion Housing, who are the main sponsors.
21 June	The Chairman, together with Cllr Keith Kiddie, raised the Armed Forces flag in respect of Armed Forces Day.
22 June	The Chairman gave an interview with Park Radio to update listeners on the Council's new website, the new Ella May Barns building on the Norwich Research Park and our Help Hub.
28 June	The Chairman visited the attendees at Swardeston Day Centre, one of the civic charities for 2021-2022.
1 July	The Chairman visited the Minidonks Centre to launch this year's South Norfolk Community Awards, together with representatives from Clarion Housing, who are sponsoring the Awards.
5 July	The Chairman gave a toast to all NHS workers as part of NHS, Social Care and Frontline Workers' Day.
16 July	The Chairman attending a fundraising event at the East Anglian Motor Auctions, who are sponsoring this year's 10k Race, which takes place in November.
19 July	Park radion re lifting with restrictions
19 July	The Vice Chairman visited the Mildenhall RAF barracks in Suffolk to witness the 100 th Air Refuelling Wing Change of Command Ceremony.
26 July	The Chairman hosted a Reception to present nominated residents and volunteers from the District with a certificate of appreciation for their selflessness during the Covid-19 pandemic.

MONITORING OFFICER REPORT

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

Portfolio: Leader

Ward(s) Affected: All

Purpose of the Report:

The purpose of this report is to seek agreement to the Staff Code of Conduct.

Recommendations:

That Council approves:

1. The updated Staff Code of Conduct.
2. That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

1. Summary

- 1.1 The purpose of this report is to seek agreement to the Staff Code of Conduct.

2. Updates to the Constitution

- 2.1 The Constitution currently contains the Staff Code of Conduct; this has been reviewed as part of the One Team formation and has been consulted upon with the Staff Consultation Forum which includes staff representatives and Unison representatives. The agreed Staff Code of Conduct is attached at Appendix 1 to this report for approval by Full Council.
- 2.2 The Code applies to every staff member of the One Team and sets out the principles which will help maintain and improve standards and protect both the employees and the employer from misunderstanding or criticism.
- 2.3 The public expects the highest standards of conduct from those working for the Council and this Code of Conduct sets out the standards in terms of personal behaviour, services to the public, party political impartiality, political restricted posts, relationships within the Council and the approach expected for gifts, hospitality and sponsorship.

3. Issues and risks

- 3.1 **Resource Implications** – not applicable to this report.
- 3.2 **Legal Implications** – the recommendations contained in this report ensure that the Council remains compliant with legislation.
- 3.3 **Equality Implications** – the Staff Code of Conduct ensures equal treatment and standards for the One Team.
- 3.4 **Environmental Impact** – not applicable to this report.
- 3.5 **Crime and Disorder** – not applicable to this report.
- 3.6 **Risks** – not applicable to this report.

4. Conclusion

- 4.1 This report seeks agreement from Full Council to update the Councils Constitution by agreeing the Staff Code of Conduct.

5. Recommendations

That Council approves:

- 5.1 The updated Staff Code of Conduct.
- 5.2 That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

Employee Code of Conduct

Contents

- 1. Introduction
- 2 Standards of personal behaviour
- 3 Standards of services to the public
- 4 Standards of dress and appearance
- 5 Disclosure of Information
- 6 Party Political Impartiality and Politically Restricted posts
- 7 Relationships
- 8 Gifts, Hospitality and Sponsorship

Appendix 1 – Link to Councils’ Disciplinary Policy

This policy applies to all employees of Broadland and South Norfolk Councils who operate under the power of a S113 agreement which enables staff to be employed across functions of both Councils and work in fully integrated teams.

Issue Date	January 2021	Version 1
Review Date	January 2023	
Author: HR		
UNISON Sign Off	March 2021	J Jackson
Management Sign Off	March 2021	E Hodds

Introduction

- 1.1 The public expects the highest standards of conduct from those working on its behalf whether they be employees of the Councils agency workers or contractors, and public confidence in the integrity of the Councils must not be damaged.
- 1.2 All employees must conduct themselves in a way that ensures high standards of service and protects the good reputation of the Councils.
- 1.3 This code sets out principles which will help maintain and improve standards and protect both the employees and the employer from misunderstanding or criticism. To maintain public confidence, it refers both to work and private activities in so far as the Councils' reputation could be adversely affected and/or such activities could affect an employee's ability to undertake their Council work.
- 1.4 The Code applies to all employees, and also to all Council paid employment. Employees who are members of a professional body will be bound both by their professional codes of conduct and the Councils'. If any employee experiences any conflict between the Councils' and their profession's codes of conduct, they are to make their Director aware immediately.
- 1.5 In accordance with the Councils' disciplinary procedure, any breach of this Code may give rise to disciplinary action. A breach which is so serious as to undermine public confidence in the Councils could be held to be gross misconduct (see appendix 1).

2. Standards of Personal Behaviour

- 2.1 Employees are expected to use their knowledge and expertise to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality.
- 2.2 Although the Nolan Committee on Standards in Public Life established its seven principles primarily with elected members in mind, they apply equally to employees in the public service. All employees are therefore expected to conduct themselves in accordance with those principles, which are:

Selflessness: Holders of public office should take decisions solely in terms of the public interest.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or friends. They must declare and resolve any interests and relationships

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

- 2.3 The Councils are committed to promoting equal opportunities, so employees must treat all members of the local community, suppliers, customers and other employees fairly, and promote a positive working environment where we follow our agreed Values including trust and integrity as part of the way we operate.
- 2.4. Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive, within the policies of the Councils, to ensure value for money for the local community and to avoid legal challenge to the Councils.
- 2.5 All employees must be clear about their contractual obligations to the Councils and must not take outside activities, which conflicts with the Councils' interests, or which is of such a nature as to raise concerns that the employee's work for the Councils, or its reputation, may be adversely affected. With regard to unpaid or voluntary activities/work, all employees must accordingly obtain their Assistant Director's permission before undertaking any such outside activities which could be considered a conflict with the Councils' interests, or which is of such a nature as to raise concerns that the employee's work for the Councils', or its reputation may be adversely affected. In the event that an employee is unsure of whether there is any potential conflict they should always gain guidance from their line manager or Assistant Director. Once agreed details of the activity and the permission will be recorded on the employee's personal file.
- 2.6 Furthermore, all employees will be required to obtain permission from their Assistant Director in advance of any paid work being sought externally. For very senior posts, authority or permission may be required from both authorities Full Councils rather than the Director. Employees will not be permitted to sell goods or services to the Councils.
- 2.7 Employees must take reasonable care for their health and safety and this duty extends to other people who may be affected by their actions or omissions.

3. Standards of Services to the Public

- 3.1 Employees must always remember their responsibilities to the community and ensure courteous, knowledgeable, timely and impartial service delivery to all groups and individuals within that community.
- 3.2 Employees should ensure they are familiar with all relevant Council policies and procedures which apply to their role, and act in line with these. This includes the Rules of Financial Governance and Contract Standing Orders.
- 3.3 The Councils endeavour to deliver public services to a high standard. Employees are therefore expected, without fear of recrimination, to report any deficiency in the provision of services to the public for which they are directly responsible or for those outside their remit where they know there has been a deficiency, in accordance with the Councils' Whistleblowing Policy.
- 3.4 The Councils' Whistleblowing Policy provides staff with guidance and support as to how concerns can be raised within the organisation (usually through their line

manager or the Monitoring Officer and provides the opportunity to raise concerns outside of the Councils where necessary. The policy is aimed to ensure no staff suffer victimisation or harassment as a result of raising their concerns.

- 3.5 In addition, the Councils have a Counter-Fraud and Corruption Policy and recognises its employees as an important element in its fight against fraud and corruption. Employees are therefore positively encouraged to raise any concerns that they may have. These may relate to the internal activities of the Councils, or to its dealings with suppliers or customers.

4. Standards of Dress and Appearance

- 4.1 The Councils aim to present a welcoming and professional image to residents, members and all other contacts. Employees should dress in a smart and presentable manner promoting an appropriate appearance. In high profile situations (e.g. court appearances, media interviews) it is expected that formal business wear is worn.
- 4.2 The Councils recognise that for reasons of religious, ethnic or cultural expressions that it is permissible to wear certain items of clothing or jewellery.
- 4.3 With the prior agreement of the Management Team (CMLT) it will also be permissible to wear other items of clothing for nationally recognised charity events or social events.
- 4.4 Personal protective equipment (PPE) will be provided where this has been identified as being necessary through general risk assessment or COSHH assessment. Where PPE is provided, the employee and their manager must ensure that it is worn and used in accordance with safety procedures and training. High visibility clothing should be cleaned as often as is necessary to ensure that it retains its high visibility properties and that it presents the appropriate appearance.
- Not wearing provided PPE can put yourself and/or your colleagues and the public at risk therefore could be considered Gross Misconduct under the Councils Disciplinary Policy
- 4.5 Where a uniform is issued this should always be worn for work in its entirety. In service areas where a specific colour or style of clothes is specified, employees should adhere to the service areas arrangements.
- 4.6 All items issued (i.e. uniform, PPE and badges) must be returned to the line manager when employment ends.
- 4.7 Identification badges must be worn at all times whilst at work. Regardless of where a meeting is held, including from home a professional image must be maintained at all times.

5. Disclosure of Information

- 5.1 The law requires that certain types of information must be made available to councillors, auditors, government departments and the public. This is largely governed by the Local Government (Access to Information) Act 1985 and subsequent Regulations such as the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The Councils, however, may decide to make available other types of information.
- 5.2 Employees must be aware of the restrictions imposed upon them by relevant data protection legislation, such as the General Data Protection Regulations (GDPR) and the Data Protection Act 1998. Each employee must process personal data in accordance with relevant legislation and in line with the Councils'

own policies relating to data policies, such as the Data Protection Policies. Each employee is responsible for the security of personal data that they may use in the course of their job. Such data must not be disclosed to any unauthorised person or organisation, even inadvertently, and includes both electronic and hard copy information. Management must therefore keep employees informed as to which information is open and which is not, and ensure employees are adequately trained in understanding the restrictions of relevant data protection legislation. In cases of doubt, employees must consult the Data Protection Officer before disclosing data.

- 5.3 Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor may they pass it on to others who might use it in such a way. This is especially relevant to employees who are privy to confidential information on tenders or costs for either internal or external contractors.
- 5.4 Any particular information received by an employee from a councillor which is personal to that councillor and is not the property of the Councils must not be divulged by the employee without the prior approval of that councillor, except where disclosure is required or sanctioned by the law. If an employee has concerns about the propriety of withholding any such information received, they can discuss the matter in confidence with the Monitoring Officer.
- 5.5 On occasions an elected member could make an enquiry about a specific item of Council business. Elected members are entitled to information which is necessary to enable them to carry out their duties as Councillors, but a member may not be entitled to confidential information. This principle is commonly referred to as the “need to know” principle and will be determined in the first instance by the particular Director or Managing Director whose department holds the document or information in question. Employees are expected to disclose information already in the public domain. There is more guidance on this in the Protocol for Member/Staff Relations.
- 5.6 Only the Managing Director, the Strategic Marketing and Communications Manager, the PR Manager, the Senior Communications Officer and the Marketing and Communications Officer are authorised to initiate or respond to enquiries from the media and all such enquiries must be referred to one of them. UNISON representatives can provide comment in their union capacity rather than as an employee.
- 5.7 Employees must also be very careful about their work or domestic use of websites and social media which could damage their own or the Councils’ reputations, and they must comply with the Councils’ current policies on the use of information technology which may be reviewed from time to time. For the avoidance of doubt if a post on social media brings the Councils into disrepute this could be considered Gross Misconduct - under the Councils Disciplinary Policy

6. Party Political Impartiality

- 6.1 Employees serve the Council as a whole. They must follow every lawful decision and policy of the Council and must not allow their personal or political opinions to interfere with their work. They must therefore serve and respect the rights of all Councillors equally, irrespective of the member's political affiliation.
- 6.2 Employees must declare to the Managing Director or Monitoring Officer, membership of any organisation which is not open to the public without formal membership, has a commitment of allegiance and which has secrecy about its rules, membership or conduct. This information will be recorded in a Register of Interests held by the Managing Director.

- 6.3 Some employees will be in “politically restricted posts”. The restrictions limit their political activity outside of their employment at the Council. These employees must be mindful of the strictures of the Local Government and Housing Act 1989, Local Government Officers (Political Restriction) Regulations 1990 and Local Government (Politically Restricted Posts) (No 2) Regulations 1990. These employees will have a separate clause in their employment contract or will receive a letter stating their post has become politically restricted.
- 6.4 Directors and Assistant Directors may, on occasions, be requested to attend political group meetings to give information. Their conduct at such meetings must not compromise their political neutrality. An employee always has the right, without fear of recrimination, to decline to address a political group. There is more guidance on the relationship between councillors and employees in the Protocol for Member/Staff Relations.

7 Relationships

Relationships with Councillors

- 7.1 Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and individual Councillors should be avoided. In general, employees and Councillors should always consider the way others may view the potential conflicts arising from social connections, especially concerning confidentiality and bias. Employees and Members must comply with the Protocol on Member / Employee Relations.

Relationships with contractors

- 7.2 Orders and contracts must be awarded on merit, by fair competition in accordance with Contract Standing Orders. Employees must disclose, to the Monitoring Officer, all relationships with current or potential contractors.
- 7.3 Employees involved in the tendering process and dealing with contractors must be clearly aware of the need to separate client and contractor roles within the Councils. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.
- 7.4 If there is the slightest possibility of a conflict between an employee's duties to the Councils and their relationship with the contractor, lessee, or benefit claimant etc., then the employee must report that relationship to the appropriate Director. In cases where the employee concerned is a Director, then the Managing Director or Monitoring Officer must be informed, and arrangements made for the separation of duties.

Relationships with potential employees

- 7.5 Employees involved in the appointment of staff must ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. Employees making appointments must be aware of equal opportunities legislation.
- 7.6 In order to avoid any possible accusation of bias, employees should not be involved in any appointment where they are related to an applicant or are familiar with them outside work. Where this is not possible a declaration to HR should be made. Neither must they be involved in decisions relating to discipline, promotion or pay adjustments for any employee with whom they are related or otherwise closely involved.

Other relationships

- 7.7 No special favour may be shown to friends, partners, relatives, current or former employees or to job applicants. Employees must therefore disclose to their Assistant Director all relevant relationships, whether of a business or private

nature, which might have the potential to bring about a conflict with the Councils' interests. Such relationships will include those with lessees, benefit claimants and grant applicants for example. If employees have doubts over the relevance of a particular relationship, they are advised to disclose it anyway. This information will be recorded in a Register of Interests held by the Managing Director.

- 7.8 Employees should promote a positive working environment by not discussing their colleagues or personal matters relating to them in a negative way. Where there is a concern, this should be dealt with through the Councils' formal policies and procedures.

8. Gifts, Hospitality and Sponsorship

- 8.1 S117(2) of the Local Government Act 1972 states that an employee shall not accept any fee or reward whatsoever other than their proper remuneration. The Bribery Act 2010 makes it an offence for employees to receive a bribe to perform their duties improperly, or to attempt to bribe another person to perform their duties improperly.
- 8.2 Employees must be aware that corruption is a serious criminal offence. The law states that if an allegation is made it is for the employee to demonstrate that any gifts have not been corruptly obtained. Corruption is defined by both CIPFA and the Audit Commission as 'the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person'.

Gifts, tips and privileges

Gifts Below £25 – Corporate Gifts

- 8.3 Employees are permitted to accept gifts from suppliers and contractors of a value of below £25 if they can be used in the course of their Council duties - such as pens, diaries, calendars etc.

Gifts Below £25 – Personal Gifts, Tips and Privileges

- 8.4 Employees should try to avoid accepting personal gifts, tips or special privileges for themselves or their families from contractors, customers, Councillors or outside suppliers – e.g. chocolates/sweets, flowers, etc. However, there may be occasions when these cannot be refused without causing offence. In this instance the employee should declare the matter to their Manager as soon as possible who will decide what to do with the gift. The Manager may decide to allow the staff member to keep the gift, or if it is perishable they could be used in civic hospitality or distributed among the staff. If they are not perishables they could be raffled by the Councils for a recognised charity.

Gifts Above £25

- 8.5 Employees should try to avoid accepting gifts which are of value. If gifts offered are of value and cannot be refused without causing offence, the recipients must hand them over to their Assistant Director, after noting them in a Register of Gifts, Hospitality and Sponsorship held by the Managing Director. If they are perishables they will be used in civic hospitality or distributed among the staff. If they are not perishables they will be raffled by the Councils for a recognised charity.

Hospitality

- 8.6 Employees and their families must only accept offers of hospitality if there is a genuine need to impart information or represent the Councils in the community. Invitations to attend purely social or sporting functions on advantageous terms must only be accepted when these are part of the life of the community, or where the Councils should be seen to be represented. All such invitations must be reported to the Assistant Director who can sanction attendance and, irrespective

of whether the invitation is accepted or not, it must be recorded in a Register of Gifts, Hospitality and Sponsorship.

- 8.7 When receiving authorised hospitality, employees shall give only relevant and factual information and must be particularly sensitive as to the timing of the event in relation to decisions which the Councils may be taking which could affect those providing the hospitality.
- 8.8 Where visits to inspect equipment etc. are required, employees should ensure that the Councils meet the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions. This rule should be applied unless there is a specific decision of the Councils to the contrary.
- 8.9 When hospitality has to be declined, the person who made the offer should be courteously, but firmly, informed of the procedures and standards operating within the Councils.

Sponsorship

- 8.10 Where an outside organisation offers to sponsor a Council activity, the basic conventions concerning acceptance of gifts or hospitality apply. In the first instance the employee must inform their Director who will give guidance as to whether the Councils will accept the offer. However particular care must be taken when dealing with contractors, potential contractors and commercial tenants. Only in very exceptional circumstances should sponsorship be accepted when only one company or organisation has had the opportunity to offer it. Whether the sponsor approaches the employee or the employee approaches potential sponsors, employees must adhere to the Councils' protocol on sponsorship. Irrespective of whether the offer of sponsorship is accepted or not, it must be recorded in the Register of Gifts, Hospitality and Sponsorship held by the Managing Director.
- 8.11 Where the Councils wish to sponsor an event or service or charitable activity, neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to their Director and the fact being noted in the Register of Gifts, Hospitality and Sponsorship held by the Managing Director.
- 8.12 Unless part of their formal duties employees should never seek sponsorship for charitable ventures from suppliers, customers or service users, but sponsorship from these sources up to the value of £25 may be accepted provided it is not solicited and it must be recorded in the Register of Gifts, Hospitality and Sponsorship held by the Managing Director.
- 8.13 Where the Councils give support in the community, through sponsorship, grant aid, financial or other means, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

APPENDIX 1

Link to Councils Full Disciplinary Policy

Extract of Gross Misconduct Section from the Councils Disciplinary Policy

This list is neither exclusive nor exhaustive, but it provides some examples of gross misconduct and is lifted from the Disciplinary Policy.

Some actions and behaviour would destroy the relationship of trust and confidence that the Councils need to have in an employee, and someone may face dismissal for gross misconduct if they:

- Acts of violence, e.g. threatened or actual physical assault on any individual, fighting or riotous behaviour at work
- Theft or misappropriation of cash or property belonging to the Councils or any individual whilst at work. A similar offence committed outside the course of employment may also be so regarded
- Fraud or intention to defraud, e.g. deliberate falsification of work records, time-sheets (including flex sheets if used), travelling and subsistence claim forms and other documents connected with claiming salaries, wages and expenses from, or making payments to the Councils
- Extreme negligence resulting, for example, in danger to life and limb
- Serious disregard of the Councils' health and safety rules; this includes engaging in behaviours which may endanger themselves, work colleagues or other people
- Serious disregard of the Councils' safeguarding policy
- Serious disregard of the Councils' Data Protection Policies
- Malicious damage to the property of the Councils' or of any individual during the course of employment
- Serious professional negligence, misconduct, omission or, in certain situations, failure in performance to a reasonable and acceptable standard
- Serious breach of the Social Media Policy
- Deliberate misuse of Information Technology in contravention of instructions to users (refer to Computer Network, Internet Access and E-Mail Policy)
- Deliberate or malicious misuse of the Councils' information assets in all formats including both electronic and paper. The Councils may also have a contractual or legal obligation to report misuse to third parties
- Serious cases of being under the influence of drink or (un) prescribed drugs at work (refer to Drug and Alcohol Misuse Policy).
- Failing a drug or alcohol test at work (refer to Alcohol, Drugs and Substance Misuse Policy).
- Serious sexual offences or serious sexual misconduct at work, including cases of harassment (refer to Equal Opportunities Policy)
- In exceptional circumstances, actions taken outside of employment will be investigated. The main consideration will be whether the conduct makes future employment unacceptable or unsuitable e.g. sexual misconduct, violent behaviour conviction when role allows the post holder to come into contact with vulnerable people.
- Bullying and harassment

ADOPTION OF PORINGLAND NEIGHBOURHOOD PLAN

Report Author(s): Richard Squires, Senior Community Planning Officer,
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Portfolio: Planning

Ward(s) Affected:

Purpose of the Report:

To approve the adoption of the Poringland Neighbourhood Plan.

Recommendations:

1. The Council is RECOMMENDED to adopt the Poringland Neighbourhood Plan.

1 Summary

- 1.1 This report provides details of the Referendum held in relation to the Poringland Neighbourhood Plan. Following a successful result at the referendum on 8 July 2021, the report recommends that Council adopts the Poringland Neighbourhood Plan as part of South Norfolk Council's Development Plan.

2 Background

- 2.1 The Neighbourhood Plan for Poringland commenced August 2017 and was submitted to South Norfolk Council in May 2019. The Neighbourhood Plan has been prepared by a steering group of volunteers (aided by a professional consultant) which has been overseen by the parish council.
- 2.2 The Neighbourhood Plan has been developed in consultation with residents and businesses in the parish, as well as other stakeholder bodies. The Plan seeks to guide the future development of the parish up until 2039. It includes a vision and a set of objectives for the parish, as well as a series of policies that look to shape development within the respective time period.
- 2.3 On submission of the Neighbourhood Plan to South Norfolk Council in late 2019, an independent examiner was appointed to inspect the Plan. In January 2020, South Norfolk Council proposed to accept each of the examiner's recommendations apart from that relating to Policy 2 'Housing-scale'. Following a further consultation on this proposal and a subsequent examination of the Council's alternative modification to Policy 2, South Norfolk Council proposed to make a further amendment to the second examiner's modification. This proposal was subject to a further consultation in February/March 2021. The Council approved its final Decision Statement in relation to each of the recommendations by both examiners in April 2021.
- 2.4 The table below illustrates the date at which South Norfolk Council approved the submitted documents, undertook the required six week publication of the Plan, and approved the final Decision Statement.

Neighbourhood Plan	Approval of submitted Plan	Publication of Plan	Approval of final Decision Statement
Poringland	09/09/2019	26/07/2019 – 13/09/2020	19/04/2021

- 2.5 Following approval of the examiner's recommendations and the necessary revisions being made to the Neighbourhood Plan, details of the referendum were published. The referendum was announced to be held on 8 July 2021, with details published on the South Norfolk Council website. A public notice was also issued to the Parish Council for posting on local parish notice-boards.
- 2.6 The Electoral Services team sent out polling cards to registered electors within the neighbourhood area and made other statutory preparations for the referendum.

3 Current Position/Findings

- 3.1 The result of the referendum was a successful one with 92% of those who voted, voting in favour of the Neighbourhood Plan. South Norfolk Council can now formally adopt the Poringland Neighbourhood Plan (the declaration of the result is included as Appendix 1).
- 3.2 The Referendum Version of the Neighbourhood Plan can be viewed [here](#). Following the Council's adoption or 'making' of the Plan, the title page and introduction will be updated before a final version is published.
- 3.3 Following the successful referendum, the Neighbourhood Plan became part of the statutory Development Plan for South Norfolk.
- 3.4 The Plan is therefore being used, alongside existing Local Plan documents, in the determination of planning applications that fall within the Neighbourhood Area.

4 Proposed Action

- 4.1 It is proposed that Council formally adopts (or 'makes') the Poringland Neighbourhood Plan.

5 Other Options

- 5.1 South Norfolk Council can refuse to adopt the Neighbourhood Plan if it considers that the Plan would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998). In this instance the Neighbourhood Plan would cease to be part of the Development Plan.
- 5.2 However, it is not considered that the Neighbourhood Plan is in breach of this legislation. South Norfolk Council has already approved the Plan in this respect following submission of the documents to the authority.
- 5.3 In addition, the independent examiners of the Neighbourhood Plan have stated that, subject to the modifications recommended, they are satisfied that the Neighbourhood Plan meets the basic conditions and other statutory requirements.

6 Issues and Risks

6.1 Resource implications

- 6.2 Adoption of the Neighbourhood Plan requires a small amount of officer time in order to publicise the fact that the Plan will now form part of the criteria for determining planning applications within the respective parish.
- 6.3 Planning officers will have to consider the adopted Neighbourhood Plan alongside existing Local Plan documents when determining planning applications within the

parish. However, this will form part of the existing process in determining applications and should not require extra resources.

6.4 **Legal implications**

- 6.5 The steps outlined in this report comply with appropriate legislation within the Neighbourhood Planning (General) Regulations 2012 (as amended) and the Neighbourhood Planning (Referendums) Regulations 2012.

6.6 **Equality implications**

- 6.7 There are no significant equalities implications associated with the proposed Neighbourhood Plan. A full Equality Assessment was carried out in relation to the Submission Version of the Neighbourhood Plan. Given there have been no substantial changes to the Neighbourhood Plan, the original EQIA has been included with this report as Appendix 2.

6.8 **Environmental impact**

- 6.9 There are no significant risks associated with the environmental impact in this report.

6.10 **Crime and disorder**

- 6.11 There are no significant risks associated with crime and disorder in this report.

6.12 **Risks**

- 6.13 There are no significant risks associated with other matters covered in this report.

7 **Conclusion**

- 7.1 The appropriate legislation within the Neighbourhood Planning Act 2017 states that at the point of a successful outcome being declared, following a referendum, the Neighbourhood Plan in question immediately forms part of the statutory Development Plan. The adoption (or 'making') of the Plan is therefore the last formal stage in the process.
- 7.2 Unless the Council considers that the Plan would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998), then it cannot refuse to adopt the Neighbourhood Plan. As detailed in section 5 of this report, it is not considered that the Plan is in breach of this legislation.

8 **Recommendations**

- 8.1 The Council is **RECOMMENDED** to adopt the Poringland Neighbourhood Plan.

DECLARATION OF RESULT OF POLL

PORINGLAND NEIGHBOURHOOD PLANNING REFERENDUM

8 JULY 2021

I, the undersigned, being the Deputy Counting Officer at the Neighbourhood Planning Referendum for the Poringland Referendum Area held on the 8th day of July, 2021 do hereby give notice that the number of votes recorded at the said Referendum is as follows:

QUESTION IN REFERENDUM	NUMBER OF VOTES	
	YES	NO
Do you want South Norfolk District Council to use the Neighbourhood Plan for Poringland area to help them decide planning applications in the neighbourhood area?	681	56

The number of ballot papers rejected was as follows:	
a) want of official mark	0
b) voting for more than one answer	0
c) writing or mark by which the voter/proxy could be identified	0
d) unmarked or void for uncertainty	0
Total	0

Total Electorate **4218**

The total number of votes recorded represented 17.47 % of the registered electors.

And I do hereby declare that the result of the Referendum for the Poringland Referendum Area is as follows

More than half of those voting have voted in favour of the Poringland Neighbourhood Plan

Date 8 July 2021

Counting Officer

Equalities and Communities Impact Assessment

Name of Officer/s completing assessment: Richard Squires

Date of Assessment: 13/01/2021

1. What is the proposed Policy (please provide sufficient detail)?

For the purposes of the assessment the term 'Policy' relates to any new or revised policies, practices or procedures under consideration.

The **Poringland Neighbourhood Plan** is a community-led document for guiding the future development of the parish. It concerns the use and development of land over a 20 year period, between 2019 and 2039. It is the first Neighbourhood Plan that has been developed by and for the community of Poringland. Once the Plan is made (adopted), it will become part of the statutory Development Plan for South Norfolk, and South Norfolk Council will use it (alongside documents making up the Local Plan) to determine planning applications in the parish. Poringland Parish Council will also use the Plan to respond to planning applications.

The Neighbourhood Plan has been developed under the Localism Act (2012) and the Neighbourhood Planning (General) Regulations 2012 (as amended), giving communities the right to shape future development at a local level. The Poringland Neighbourhood Plan complements existing local and national planning policy, providing a valuable level of local detail attained through consultation with residents and businesses, as well as through desk-based research.

The Neighbourhood Plan incorporates an overall vision for Poringland, a series of objectives on different themes, and a range of policies that seek to achieve these objectives. The Plan was developed over a period of nearly two years before being submitted to South Norfolk Council in 2019, and the process has involved an exhaustive programme of evidence gathering and community and stakeholder involvement. Following two examinations, South Norfolk Council is currently in the process of agreeing modifications to the Plan before progressing the document to a referendum and (if successful) its final adoption.

The Neighbourhood Plan vision is as follows:

'Poringland will be a safe, sustainable, self-sufficient and thriving local community with a strong identity and sense of place. It will still have a village feel with natural green habitats and valued connections with the surrounding countryside. It will encourage small and local businesses to prosper, and thereby create a 'future proofed' village, where residents have homes for life and a community which cares for all. It will support a robust infrastructure of services and facilities balanced with protection and preservation of local natural habitats.'

The objectives that seek to achieve this are split amongst the themes of:

- Housing and the Built Environment
- Environment, sustainability and rural character

- Transport and Access
- Economy and community services/facilities and infrastructure

2. Which protected characteristics under the Equalities Act 2010 does this Policy impact: (indicate whether the impact could be positive , neutral , or negative)			
Protected Characteristic	Potential Impact		
	Positive	Neutral	Negative
Age	✓		
Disability	✓		
Race		✓	
Sex		✓	
Religion or Belief		✓	
Sexual Orientation		✓	
Marriage/Civil Partnership		✓	
Pregnancy/Maternity		✓	
Gender Reassignment		✓	
3. Which additional Communities characteristics does this policy impact?			
Health	✓		
Place inc. Rurality	✓		
Low Income and Poverty	✓		

3. What do you believe are the potential equalities impacts of this policy?

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

Like most Local Plan documents that are concerned with the development and use of land, the Protected Characteristics that are most impacted are Age and Disability. The former due to the pressures facing young people being able to afford housing in the community, and access employment locally, for example. Elderly people face issues such as being able to down-size to smaller, more suitable homes and being able to access community facilities. The Neighbourhood Plan takes measures to address these issues through a range of policies, including Policy 2 (Housing – scale), Policy 3 (Housing – mix) and Policy 5 (Affordable housing), which seek to provide for the needs of these different groups within the community.

The Neighbourhood Plan includes statements of evidence and justification alongside each of the proposed policies, explaining how public consultation with residents, as well as factual research, has informed the policy being proposed. One of the supporting documents published alongside the Neighbourhood Plan is a Consultation Statement which provides more detail of how and when public consultation and engagement was carried out, what the results of this were, and how these results have impacted subsequent development of the policies.

A Neighbourhood Plan Steering Group was formed by the Parish Council to lead on the project with the help of an external consultant. Throughout the process the steering group ensured that the local community and stakeholders were kept informed of the process and were able to get involved in the development of the Neighbourhood Plan. Stakeholder bodies that were consulted

included Norfolk County Council, neighbouring parish and town councils, the Environment Agency, Natural England, Historic England, and South Norfolk Council, amongst others.

Communications methods used during the process included press releases in the local parish newsletter ('The 5+') and EDP, posters, the parish council website, social media etc. During the plan process, several public consultation events were held. This culminated in a statutory, pre-submission Neighbourhood Plan consultation that took place with the community and stakeholder bodies prior to the Plan being submitted to the Council.

The engagement and consultation process allowed the emerging policies to be discussed, tested and updated with local residents and stakeholders, before the draft Plan was finalised for submission.

Support has been provided by South Norfolk Council, in the form of officer guidance, but also through a grant award. Financial support was also provided by the national support body, Locality.

5. What do you believe are the potential communities impacts of this policy?

Please include:

- How the policy can meet agreed priorities
- Evidence gathered to inform your decision
- Partnership organisations worked with in the development of this policy
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

As explained above, the overall intention of the Neighbourhood Plan (as demonstrated by the Vision) is to encourage sustainable development and seek to benefit the entire community. The Neighbourhood Plan is required to demonstrate its contribution to sustainable development (encompassing economic, environmental and social sustainability). This is addressed within the Basic Conditions Statement, which is one of the additional, supporting documents that the Parish Council is required to submit alongside its Neighbourhood Plan. This has been approved by an independent examiner.

The Basic Conditions Statement includes an assessment of the Neighbourhood Plan policies against the National Planning Policy Framework (NPPF), which requires plans to contribute to sustainable development. The following excerpts are copied from Table 1, within the Basic Conditions Statement:

General

'The NDP (*Neighbourhood Plan*) provides a framework for addressing housing needs and other economic, social and environmental priorities, and has been a platform for local people to shape their surroundings. It has been prepared positively and has engaged the community and other consultees (see statement of community involvement).

The plan includes non-strategic policies for infrastructure and community facilities, design principles, conserving and enhancing the natural and historic environment and other development management matters such as residential car parking standards.'

Policy 3: Housing – mix

'Will help ensure a sufficient range of homes will be available to meet the diverse needs of the community, including those with specific housing needs such as older people and those with

disabilities, as well as self-builders. It positively seeks to provide for the development needs of the community.'

Policy 5: Affordable housing

'Will help to ensure a sufficient range of homes will be available to meet the diverse needs of the community. It positively seeks to provide for the development needs of the community, especially those needing affordable housing. The policy also seeks to meet the needs of service families, and supports both rural and entry-level exception sites.'

Policy 10: Recreational open space provision

'Policy supports community access to green open spaces. Supports an outdoor, active lifestyle, bringing benefits for health and community cohesion. Supports provision of open space for the community. Supports the protection of PRow and the provision of additional open space.'

Policy 14: Character and design

'Policy will foster a well-designed, accessible and safe community. Policy supports well-designed development that has a community/ public focus. Supports sustainable access and so supports a healthy, active lifestyle. Also aims to design out crime.'

Policy 20: Local community facilities and services

'Policy supports the retention of accessible and valued rural local services and facilities. This in turn should support community cohesion as people will be able to gather and linger in the village centre.'

Policy 21: Development in the village centre

'Policy aims to promote the village centre as a place where people linger and interact and this should promote community cohesion. Supports provision of community facilities and services.'

In terms of the process of consultation and evidence gathering, please refer to question 3.

6. How is it proposed that any identified negative impacts are mitigated?

Please include:

- Steps taken to mitigate, for example, other services that may be available
- If a neutral impact has been identified can a positive impact be achieved?
- If you are unable to resolve the issues highlighted during this assessment, please explain why
- How impacts will be monitored and addressed?
- Could the decision/policy be implemented in a different way?
- What is the impact if the decision/policy is not implemented?

This assessment does not identify any particular negative impacts or equalities-related issues concerning the Poringland Neighbourhood Plan. This is due, in large part, to the fact that the statutory planning process requires an assessment of the proposed plan's contribution to sustainable development as a matter of course. Neighbourhood Plans are required by law to have undergone appropriate community and stakeholder consultation, and to demonstrate that policies are evidenced, justified, deliverable, and sustainable.

If successful, and once made by South Norfolk Council, the Neighbourhood Plan will primarily be monitored by Poringland Parish Council, but the District Council will also be able to assess its implementation from a development management point of view and the determination of planning applications within the parish.

Signed by evaluator: **Richard Squires**

Signed by responsible head of department:

Please send your completed forms to the equalities lead (Victoria Parsons) to be reviewed and stored in accordance with our legal duty.

REVIEW DATE - _____

(See Page 2 for details of reviews. Please send a copy of the reviewed document to Victoria Parsons)