

COUNCIL

To: All members of the Council

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

Yours sincerely



Trevor Holden
Managing Director

Mr G Minshull
Chairman of the Council

Mrs F Ellis
Vice-Chairman of the Council

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 ask a question on an agenda item, please email your request to democracy@s-norfolk.gov.uk, no later than 5.00pm on Wednesday 22 July 2020

AGENDA

Date

Monday 27 July 2020

Time

7.00 pm

Place

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

Contact

Claire White
01508 533669
democracy@s-norfolk.gov.uk
www.south-norfolk.gov.uk

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

Large print version can be made available

The Council's Prayer

A G E N D A

1. Apologies for absence

2. Urgent Items;

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

3. To Receive Declarations of Interest from Members

(please see guidance – pages 4)

4. To confirm the minutes of the meetings of the Council held on 17 February and 15 June 2020;

(attached – page 6)

5. Chairman's Announcements

(engagements attached – page 25)

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 meeting held on Tuesday 21 July 2020;

The recommendations to Council arising from the Cabinet meeting, to be held on Tuesday 21 July, will follow.

(a) Broadland and South Norfolk – Our Plan for Recovery from the Covid-19 Crisis

(b) Environmental Strategy

8. Monitoring Officer Report

(attached – page 26)

9. Finance, Resources, Audit and Governance Committee Annual Report

(report attached – page 33)

10. Questions to Chairmen and Portfolio Holders

To take questions from Councillors and the Public

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

a. Cabinet

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

Questions to the Leader and other Cabinet members:

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

b. Annual Review of the Scrutiny Committee 2019/20 - Questions to the Chairman
(report attached – page 39)

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

e. Electoral Arrangements Review Committee – Questions to the Chairman

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

AGENDA ITEM 3

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

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

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

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

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

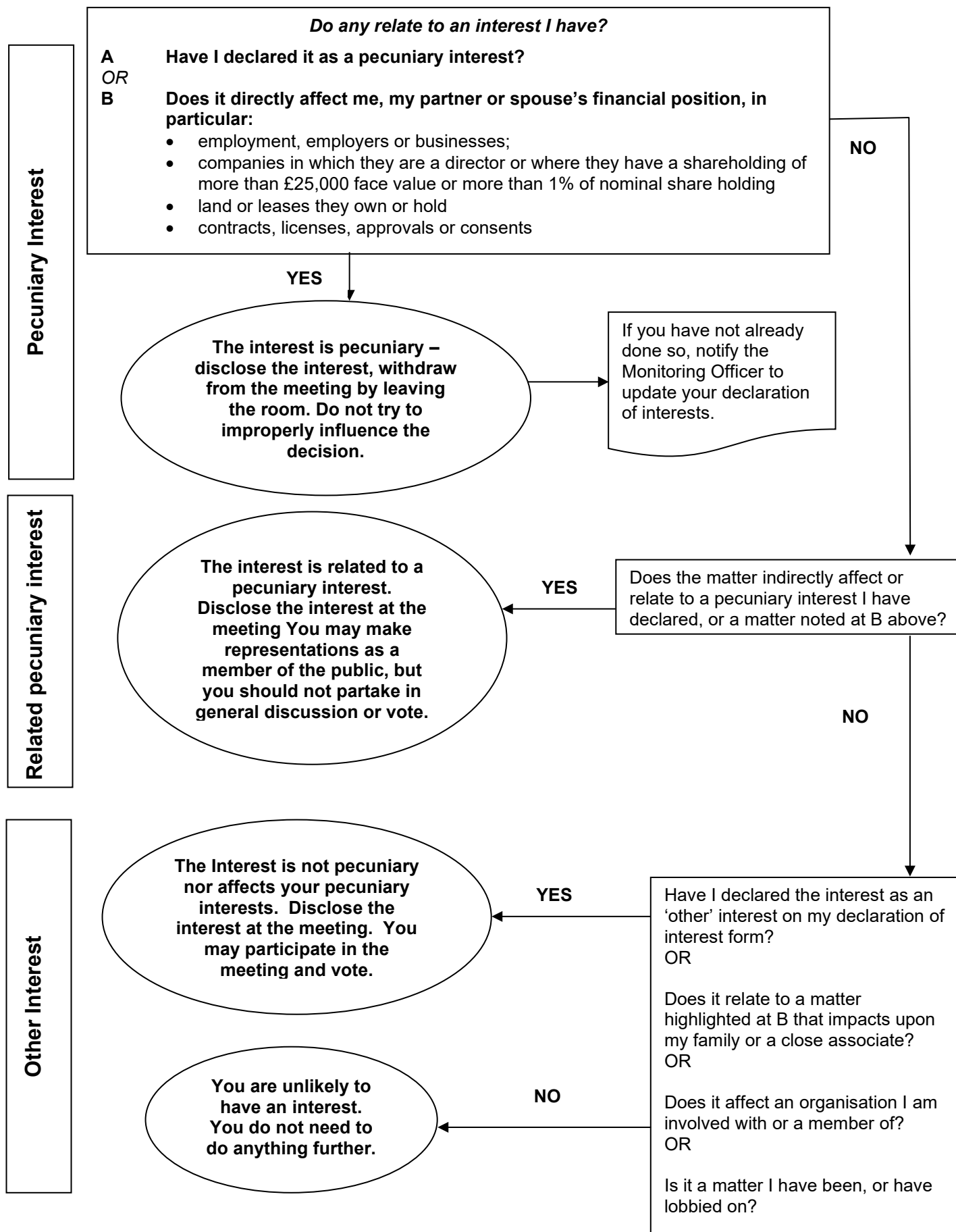
Is the interest not related to any of the above? If so, it is likely to be an 'other' interest. You will need to declare the interest but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST
INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?





COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 17 February 2020 at 7.30pm

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

3528 MINUTES

The Democratic Services Manager informed Council that unfortunately, the attendance listed on the minutes of the meeting held 16 December was incorrect. Apologies for that meeting had been received from Cllrs Bendle, Bernard, Curson, Edney, Hardy, Hornby, Nuri and Worley. All other members were present. She confirmed that the draft minutes would be corrected accordingly.

Subject to the above changes, the minutes of the meeting held on 16 December 2019, were confirmed as a correct record and signed by the Chairman.

3529 CHAIRMAN'S ANNOUNCEMENTS

The Chairman was sad to report the death of former Councillor, Dr J Peterson. Dr Peterson had been district councillor for Smockhill and later the Newton Flotman ward, from 1987 until 2007, when he stood down for the Council. He was appointed honorary alderman of the Council in 2011.

Cllr V Clifford-Jackson paid tribute to Dr Peterson, who had served as a member of the Council's Cabinet under the portfolio "Safeguarding the Environment" for a number of years. One of his key achievements for the Council was the introduction of the two-bin refuse collection system and he also served as Champion of the Historic Environment.

Cllr Clifford-Jackson had known Dr Peterson for over 20 years, and knew him to be conscientious, diligent, kind and courteous, in all that he did, and she would

miss him greatly. On behalf of the Council, she expressed her sadness at his passing, and sent condolences to his colleagues, family and friends.

The Council then stood and observed a minute's silence in memory of Dr Peterson.

The Chairman then turned to his engagements, and advised members that unfortunately he had been unable to attend the engagements listed on 8 February (Celebration Evening hosted by the Mayor of Thetford), and on 14 February (the Gala Dinner, hosted by the Chairman of Broadland District Council).

3530 QUESTIONS FROM THE PUBLIC

Mrs V Proudlove put the following question to Council:

I sat in the gallery early last year when some questions about the climate emergency were asked and although I understood from the answer that the council felt it was trying to think about and care for the environment, it seemed to me that what was being done was on the micro level.

A lot has happened over this past year - on 1st May 2019 we saw the UK Parliament unanimously approved a non-binding motion to declare a climate emergency.

Indeed, the climate emergency has become spoken of across all mainstream media including many programs looking at how we can start to militate against this crisis. All of the science I have heard and read says we need big changes now - we can't leave it up to individuals or groups to do things on a micro level – although we all need to play our part.

Given that 65% of councils have now declared a climate emergency including neighbouring Breckland, Mid Suffolk, Norwich, North Norfolk and Ipswich I wondered whether this council now saw that it had a role in the system change that is needed to prevent the catastrophe that is predicted if we continue to do nothing?

I have 4 grandchildren - my 3-year-old grandson was looking at a map of the world with me one day recently when he asked me if I knew where the entrance was. I said, "Do you mean the entrance to the world?"

"Yes" he said.

"No I don't" I replied "do you?"

"Yes" he said, "It is South Norfolk"

I sit here now because after laughing at this I realised that out of the mouths of babes. This beautiful bit of Norfolk is the entrance to my grandsons' world. As his nanny I am doing what I can as an individual, I recycle, I don't fly, I litter pick my local walks. But that's all micro. I am asking you as a council and guardians of the entrance to my grandson's world to help to ensure he is able to grow up into something that we might still recognise as a place that he could thrive in and not just be lucky to survive in.

I know the hours that Councillors put in to better their communities; I know as individuals there is little financial reward for that. I know that there are financial pressures coming from every front and this is yet another thing that will take resources and no one really knows what to do or how to do it. But will you take the first step - will you take a leap of faith and step up to this great challenge we all face in the only way any of us can 1 step at a time by ensuring all your policies are mindful of the crisis and seek to mitigate it and by declaring a climate emergency?"

Cllr K Kiddie, portfolio holder for Regulatory and Environmental Excellence, thanked Mrs Proudlove for her question. He agreed that the environment was so important for so many different reasons, and its protection should not be treated lightly.

He referred to the work already carried out by the Council to date, including litter picks, street cleaning, refuse collections (using highly efficient vehicles), recycling rates, electric charging points in towns. The Council was working with community groups to protect and enhance biodiversity, habitats and publicly accessible open spaces, including the Queens Hill Community Park and Frenze Beck wetland site. The Council was also working closely with Norfolk County Council and other districts in Norfolk to develop an unprecedented tree planting strategy.

Cllr Kiddie announced that one of the Council's main priorities, was to both the natural and built environment, and how it delivered against this priority and how it was measured, would be outlined in an ambitious Environmental Strategy, expected to be finalised by the end of the Summer.

Cllr C Brown agreed that the Council was involved in a number of good initiatives, but he believed that it was not enough and not happening soon enough. He agreed that recycling rates were reasonably good, but what about food waste? He would like to see more electrical charging points (not least in the staff/member visitor carpark), and he referred to a local authority in Scotland, where a commitment had been made to ensure its fleet was fully electronic by 2025. Every one person could make a difference, and local authorities could make a bigger impact should they choose to do so.

In response, Cllr Fuller explained that the collection of food waste was currently being considered as part of a bigger review with Broadland District Council, although he pointed out that the Council would be adding to the carbon footprint, through the additional vehicle movements required to achieve this. With reference to electric charging points, he explained that the Council planned to implement more, but he stressed the future focus should be on hydrogen power, and he believed that Norfolk had the opportunity to be global leaders in this field.

The Chairman then thanked Mrs Proudlove for her attendance.

3531 RECOMMENDATIONS FROM THE CABINET

(a) Non Budget Items

(i) Performance, Risk, Revenue and Capital Budget Position for Quarter 3 2019/20

Cllr A Thomas introduced the recommendations arising from the Cabinet meeting held 3 February 2020,,regarding additions to the 2019-20 capital programme.

Members welcomed the recommendations, and it was unanimously

RESOLVED: To agree the additions to the 2019-20 capital programme as detailed at paragraph 5.4.

(ii) Council Tax Assistance

Cllr Y Bendle presented the recommendations arising from the Cabinet meeting held 3 February 2020, regarding a revised Council Tax Support Scheme, to be implemented from April 2020. She explained that the new scheme would introduce a tolerant level for claimants in receipt of Council Tax Assistance and Universal Credit. This would reduce confusion for claimants with frequent changes of circumstances and also reduce the administration required to manage claims.

It was unanimously

RESOLVED: To approve the amendments outlined in Appendix 2 of the report, and that the Scheme for 2020/21 is updated accordingly.

(iii) Greater Norwich Joint Five-Year Infrastructure Investment Plan and Annual Business Plan (2020 – 2025)

Members considered the recommendations arising from the Cabinet meeting held 3 February 2020, which sought Council approval for the Greater Norwich Five-Year Investment Plan (IIP) for 2020 to 2025, and the allocation of pooled Community Infrastructure Levy within the first year of the IIP as the Annual Growth Programme (AGP) for 2020/21.

Cllr J Fuller presented the Cabinet recommendations to Council. He explained that the approach to estimating CIL had been refined and he drew attention to the IIP, detailed at Appendix 1 of the report.

Members were pleased to note that four new projects from SNC had been recommended to receive support through the Infrastructure Investment Fund.

After Cllr Fuller had responded to a number of queries on points of detail, it was unanimously

RESOLVED:

To:

1. Agree the Greater Norwich Joint Five-Year Infrastructure Investment Plan 2020-2025, included in Appendix 1; and,
2. Approve the allocation of CIL to twelve specified projects, these projects will form the 2020/21 Annual Growth Programme; the allocation of £2M to support the Education Capital Programme within Greater Norwich; payment of the previously committed CIL funding of £561,760 to the Hempnall Crossroad project within 2020/21; and, the full reinstatement of the £2M IIF cash reserve.

(b) Budget Items

The Chairman explained that the Broadland and South Norfolk Strategic and Delivery Plans, the Capital Strategy and Capital Programme, the Revenue Budget and Council Tax, and the Treasury Management Strategy Statement, would all be debated together, although votes would be taken separately on each item. The Chairman suggested, and Council agreed, that Group Leaders would both be permitted to speak for up to 15 minutes.

Cllr Fuller began by explaining that he was proud to deliver the 13th budget as Leader of the Council, since the Conservatives took control of South Norfolk Council back in 2007. He drew attention to numerous achievements over the last year, firstly referring to the new one team collaboration with Broadland District Council. He was pleased that the Council was well on its way to delivering the savings identified in the Feasibility Study, and he thanked staff for maintaining a service and focus on residents and businesses, throughout the restructuring process. He gave particular praise to the work of the Help Hub, the FIRST team and Community Connectors, and their work in ensuring that help was directed to those who needed it most.

Turning to leisure facilities, he suggested that there would be more than one million visits to the Council run facilities that year, and that following investments in Ketts Park and the Long Stratton Leisure Centre, cost neutrality was within reach.

Cllr Fuller then referred to the Council's enviable record on environmental protection, explaining that the Council continued to protect green spaces and common land and was recycling more than ever. He was pleased that electric charging points continued to be rolled out across the District and he referred to new technology which was enabling staff to reduce the need to travel between sites.

The Council continued to be in the top 10 for New Homes Bonus, building homes for residents and businesses and he referred to the Council's excellent record with regard to commercial investments. He was proud that all members, whatever their party, had a chance to shape and direct budget and corporate plans, and he also referred to the Member Ward budgets, where members had the opportunity to spend funds in their local area. Referring to the recent Community Action Fund meeting, which had attracted a considerable number of applications, he was pleased to announce that an additional £50k would be added to the budget for 2020/21, in addition to the budget already allocated.

Looking ahead to the future, he referred to a number of capital projects and investments, and whilst he acknowledged that it was unlikely that all these projects would happen in 2020/21, he stressed that the Council needed to be prepared to borrow up to £25 million if needed.

Members noted that the proposed Council Tax increase would see a Band D property increase by £5.00, which Cllr Fuller referred to as honest and straight forward pricing. This increase, he advised, would bring in an additional £250k, and would pay for inflationary costs, with a little put aside for future investment.

The revenue budget and capital programme were ambitious, but also affordable, as confirmed by the Council's Section 151 Officer. He considered that both would help to build better futures for all residents in the District, and he commended the budget to members.

Cllr C Brown confirmed that he agreed with a lot of what was being said and explained that he intended to support the proposed budget. However, he was disappointed that the Council lacked ambition and was not pushing the boundaries in some areas, such as preserving the natural environment. There had been no mention of tackling climate change, or the collection of food waste, which Cllr Brown felt was achievable in more urban areas of the District. He was pleased to see the continued roll out of electric charging points in the District, however, he referred to Dundee Council, where there was an ambition to see every council vehicle run from renewable energy by 2025. He stressed the importance of addressing such issues now. He also cited his concerns with regard to the future of the New Homes Bonus, and how the Council was reliant on that as a revenue stream.

Referring to Cllr Fuller's comments regarding the cross party approach to the formation of the budget; he explained that he did not consider this to be entirely correct as he only had sight of the Cabinet report a week before the meeting, and he had not been invited to partake in any other discussions.

Cllr A Thomas seconded Cllr Fuller's proposed budget and thanked officers for all their hard work in preparing the papers, and she asked members to be mindful of the assumptions going forward. She recognised that the future of the New Homes Bonus was a real risk, and one that needed to be planned for and she hoped that there would be more clarity around this in the near future. She drew members' attention to the advice of the Section 1521 Officer regarding the robustness of estimates and the adequacy of reserves and was happy to support the proposed budget.

Cllr J Hornby and Cllr K Mason Billig expressed their support for the budget and Cllr Mason Billig made particular reference to the additional recommendation regarding

the CAF, explaining that the additional funds would be able to help those projects that had just missed out in the recent allocation of funding.

Cllr T Laidlaw referred to the hugely ambitious capital programme and questioned whether it was believable or achievable with a £53.8 million spend over a 16 month period.

Cllr V Clifford-Jackson referred to the recommendations from Scrutiny Committee, that the Treasury Management Strategy Statement should be approved subject to the Council looking to place its investments with ethical companies where possible. She would have liked to have seen more emphasis on youth work and expressed concerns over attitudes to diversity and equalities, which she felt needed to be ingrained in everything the Council did.

In response, Cllr Fuller referred Cllr Brown to the current Waste Review, where food waste was a consideration. With regard to whether the budget was achievable, he acknowledged that not all projects would come to fruition during 2020/21, but he reminded members that the timing of projects was not always in the control of the Council, and therefore, it was only prudent for the Council to be ready and prepared with the required budgets. He rejected claims that the Council was unambitious with regard to environmental issues and reminded members that Cabinet had recently asked the Growth Infrastructure and Environment Committee to take a second look at the Environment Strategy in order to develop a more comprehensive plan. With regard to comments relating to diversity and equalities, he assured Council that the budget was there to support every single person in the District.

(i) Broadland District Council and South Norfolk Council – Strategic Plan and Delivery Plan

Members voted on the Cabinet recommendations arising from the meeting held 3 February 2020, regarding the new Strategic Plan 2020-2024 and the interim Delivery Plan 2020/21, for Broadland and South Norfolk Councils.

It was unanimously

RESOLVED: To approve the Strategic Plan 2020-2024 and the Interim one year Delivery Plan for 2020/21, to include proposed changes regarding the environment and Environmental Strategy.

(ii) Capital Strategy and Capital Programme 2020/21 to 2024/25

Members voted on the Cabinet recommendations arising from the meeting held 3 February, which proposed a revised Capital Strategy and Capital Programme for 2020/21 to 2024/25.

A roll call vote was conducted as follows:

Cllrs Bendle, Bernard, Bills, Blundell, Brown, Clifford-Jackson, Curson, Dearnley, Dewsbury, Duffin, Easter, Elliott, Ellis, Elmer, Francis, Fuller, Glover, Halls, Holden, Hornby, Hurn, Kemp, Kiddie, Knight, Laidlaw, Mason Billig, Minshull,

Neal, Nuri, Overton, Ridley, J Savage, Spruce, Thomas, Thomson, J Wilby, M Wilby and J Worley voted in favour of the recommendations.

No members voted against or abstained from the vote.

It was therefore unanimously

RESOLVED: To

- a) Approve of the Capital Strategy (Appendix A of the report) and the Capital Programme for 2020/21-2024/25 (Appendix B of the report).
- b) Approve of the programme of work for 2019/20 to align key elements of ICT infrastructure and corporate systems in use across Broadland District Council and South Norfolk Council asset out within Appendix D of the report.

(iv) Revenue Budget and Council Tax 2020/21

Members voted on the Cabinet recommendations arising from the meeting held 3 February, regarding the Revenue Budget and Council Tax for 2020/21

A roll call vote was conducted as follows:

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

No members voted against or abstained from the vote.

It was therefore unanimously

RESOLVED: To

- a) Approve 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) That the “Localisation of Business Rates Reserve is repurposed as the “Business Rates Reset Transition Fund” and is used to mitigate any loss of business rates income due to changes to the Business Rates Retention Scheme, and the use of the other revenue reserves asset out in Appendix D.
- c) That the Council’s demand on the Collection Fund for 2020/21 for General Expenditure shall be £7,744,730 and for Special Expenditure shall be £11,102.

- d) That the Band D level of Council Tax be £155.00 for General Expenditure and £0.22 for Special Expenditure.

(iv) Treasury Management Strategy Statement 2020/21

Members voted on the Cabinet recommendations arising from the meeting held 3 February, regarding the Treasury Management Strategy Statement 2020/21.

It was unanimously

RESOLVED: To approve:

- a) The Treasury Management Strategy Statement, subject to the Council looking to place its investments with ethical companies, where possible.
- b) The Treasury Management Policy Statement 2020/21 (Appendix 1 of the report).
- c) The Annual Investment Strategy 2020/21 (Appendix 2 of the report)
- d) The Treasury Management Practice (TMP1) Credit and Counterparty Risk Management (Appendix 3 of the report).
- e) The Treasury Management Scheme of Delegation (Appendix 4 of the report)).
- f) The Minimum Revenue Provision (MRP) Statement (Section 8) that sets out the Council's policy on MRP;
- g) The Prudential Indicators and Limits for the next 5 years contained within the report.

3532 COUNCIL TAX RESOLUTION 2020/21

Members voted on the setting of the Council Tax for 2020/21.

A roll call vote was conducted as follows:

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

No members voted against or abstained from the vote.

It was therefore unanimously **RESOLVED:**

- 1 To note that the following amounts for 2020/21 have been determined under

delegated authority and in accordance with regulations made under the local Government Finance Act 1992:

a) **49,966** 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** of the report

2 That the Council calculates the following amounts for 2020/21 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) **£64,664,872** 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) **£52,781,712** being the aggregate income which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act.

c) **£11,883,160** 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) **£237.82** 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 (49,966) at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act.

e) **£4,138,429** 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) **£155.00** 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** of the report.

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 2020/21 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	944.34	175.38	1,119.72
B	1,101.73	204.61	1,306.34
C	1,259.12	233.84	1,492.96
D	1,416.51	263.07	1,679.58
E	1,731.29	321.53	2,052.82
F	2,046.07	379.99	2,426.06
G	2,360.85	438.45	2,799.30
H	2,833.02	526.14	3,359.16

- 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 2020/21 for each category of dwelling as follows.

Band	District & Parishes Council Tax £	Total Preceptors £	Total 2020/21 Council Tax £
A	158.55	1,119.72	1,278.27
B	184.97	1,306.34	1,491.31
C	211.40	1,492.96	1,704.36
D	237.82	1,679.58	1,917.40
E	290.67	2,052.82	2,343.49
F	343.52	2,426.06	2,769.58
G	396.37	2,799.30	3,195.67
H	475.64	3,359.16	3,834.80

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

- 5 That the Council's basic amount of Council Tax (including special expenses) for 2020/21 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.

3533 MONITORING OFFICER REPORT

Cllr Fuller briefly outlined the recommendations of the report and it was unanimously

RESOLVED: To agree amendments to the Constitution in respect of:

- (a) officers who can deputise for the Monitoring Officer, as outlined at paragraph 2.4 of the report
- (b) the process of writing off debt within the Rules of Financial Governance, outlined at paragraph 2.6 of the report
- (c) the Terms of Reference of the Sites Sub-Committee to remove consideration of objections to Tree Preservation Orders, outlined at paragraph 2.8

3534 PAY POLICY STATEMENT

Cllr A Thomas introduced the report and it was unanimously

RESOLVED: To approve the content of South Norfolk Council's 2020/21 Pay Policy Statement in advance of its publication on the website by 31 March 2020.

3535 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS

(a) Cabinet

There were no questions put to members of the Cabinet.

(b) Scrutiny Committee

There were no questions to the Chairman of the Scrutiny Committee. The Chairman explained that the current work programme was light, and explained that suggested items for future meetings would be welcome.

(c) Licensing Committee

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

The Chairman of the Licensing Committee, Cllr R Elliott, explained that he, along with Cllr J Halls, had recently attended an LGA Licensing Conference, which had proved very useful, and they would be sharing what they had learnt in due course with relevant members.

(d) Development Management Committee

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

(e) Electoral Arrangements Review Committee

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

3536 OUTSIDE BODIES - FEEDBACK FROM REPRESENTATIVES

Cllr S Ridley referred back to the minutes of the last meeting, regarding the need for the Managing Director to meet with the Chairman and Chief Executive of the Broads Authority, regarding the Broads Authority's recent actions.

The Managing Director explained that a meeting had been scheduled, but unfortunately it had been necessary to postpone the meeting. He would be rearranging the meeting in due course.

(The meeting concluded at 9:40pm)

Chairman

SPECIAL COUNCIL

Minutes of a remote special meeting of South Norfolk District Council held on Monday 15 June 2020 at 7.00pm

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

3537 DECLARATIONS OF INTEREST

Cllr S Blundell declared an other interest in relation to minute 3540, the Review of 2020/21 Budgets, by virtue of being in receipt of a Council Tax Support grant.

3538 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting. On behalf of the Council, he conveyed his appreciation to all staff at the Council for their hard work and commitment over the last 3 months, during what had been a difficult time for all.

3539 BIG SKY LIVING ANNUAL REVIEW 2019

Cllr J Fuller, as share holder's representative, was pleased to present the Big Sky Living Annual Review for 2019.

Cllr Fuller explained that approximately one third of the Council's capital was tied up in Big Sky and that it formed an integral part of the Council's business activity. Although the economy had taken a recent downturn due to COVID-19, in a good year, Big Sky would generate a return for the Council of nearly £3 million. Big Sky provided the Council with the opportunity to spread its risk of investments, whilst investing in the District, creating work for local trades people and providing homes for people in need.

3540 RECOMMENDATIONS FROM THE EMERGENCY COMMITTEE

(a) Review of 2020/21 Budgets

Cllr Fuller presented the recommendations from the Emergency Committee, with regard to the Review of 2020/21 budgets.

Cllr Fuller reminded members that the budget had been reviewed mid-year in light of the impact of the COVID-19 pandemic. He was grateful to Cllr C Brown, the Leader of the Liberal Democrat Group at South Norfolk Council, for his contributions and for working collaboratively, at a time when he believed party politics should be put aside.

Cllr Fuller believed that although the Council was receiving less income and having to spend more, this was not the right time to be cutting back services. He advised that the Government had provided some financial support to compensate for the loss of income on business rates and for a hardship fund, and he confirmed that all this and more was being spent to support local residents. The Council had sufficient reserves, and he believed that now was the time to draw upon them to the sum of £703k, to support the current year budget. Looking ahead to 2021/22, he stressed the need to reimagine the “new normal”, warning that circumstances were ever changing.

Turning to the capital programme, he explained that no changes were proposed to the capital budget, with an even greater need for investment needed now in some areas, however, he acknowledged that some projects might need to slip.

Cllr Fuller congratulated all officers on the huge humanitarian response and the distribution of business grants worth over £30 million, and he also drew attention to the environmental response with every bin being collected since lockdown. He also gave special mention to officers in the Accountancy team, and the additional work gone into reviewing the budget mid-year.

Referring to the recommendations arising from the Emergency Committee, Cllr Fuller explained that there was a need to add a further recommendation as detailed below:

“To delegate to the Director of People and Communities, in consultation with the Section 151 Officer, the relevant Cabinet member, and the Leader of the Council, to make interim changes to the offer and tariffs relating to the Council’s leisure service.”

This he believed would allow for a more timely and appropriate response when leisure services were permitted to reopen, and he stressed the need to look after existing members and to consider fair and appropriate pricing, should the full leisure offer not be available.

Summing up, he referred to the budget proposals as sensible, fair and affordable, which he hoped would reassure residents and businesses. He then commended the budget to members.

Cllr A Thomas, in seconding Cllr Fuller’s proposals, stressed that the budget had been reviewed based on best estimates going forward. She acknowledged the huge efforts from staff in preparing the relevant papers, at a time when they would usually

be preparing the draft accounts, and she expressed her support for the proposals, and what she felt to be very prudent use of reserves.

Cllr C Brown expressed his support for the proposals, explaining that there had been plenty of detailed discussion at the Emergency Committee. He thanked officers for the preparation of the new budget, and their patience in providing briefings and responding to queries.

Cllr Brown drew attention to the ambitious recovery plan, presented at a recent meeting of the Emergency Committee, noting that this contained an estimated deficit of £2.3 million, compared with a current estimate of £2.247m in the budget report. This demonstrated how things changed constantly and he stressed the need for constant monitoring of the new budget. He also welcomed being part of any early discussions to ensure a sustainable budget for 2021/22.

Cllr Brown considered the greatest impact on the Council to be on leisure services and he stressed the importance of ensuring that these services were up and running as soon as possible. He indicated his support for the additional recommendation regarding delegations and felt this to be an appropriate and sensible way forward.

With a potential impact of £3.8 million on Council finances, he hoped the Council would regularly raise all its concerns at the highest level of government.

During discussion, Cllr B Bernard referred to the budget planning for this and the following year and asked whether the impact of a no deal exit from the European Union had been considered. In response, Cllr Fuller explained that any impact from leaving the European Union in December had been planned for in the budget set back in February. However, he felt there to be more material considerations, such as the potential loss of the New Homes Bonus, and the reset on business rates.

Cllr V Clifford-Jackson stressed that although times had been very difficult, it was important to remember that some positives had come out of the last three months, with for example more help being available for the homeless, and businesses (including the Council) finding new ways of working, which was having a positive impact on the environment.

Voting was then carried out by roll call, and it was unanimously

RESOLVED: To agree:

- (a) The proposed changes to the 20/21 income budgets, as set out in the table at paragraph 2.3.
- (b) The proposed changes to the 20/21 expenditure budgets.
- (c) The following requests for additional funding
 - Hardship Payments (£150 Council Tax Support (£100,000)
 - Discretionary Housing Payments (£50,000)
- (d) The use of £703,000 of General reserves to support the current year budget.

- (e) The proposed in year saving options.
- (f) To delegate to the Director of People and Communities, in consultation with the Section 151 Officer, the relevant Cabinet member, and the Leader of the Council, to make interim changes to the offer and tariffs relating to the Council's leisure service.

(b) Monitoring Officer Report

Cllr J Fuller presented the report of the Monitoring Officer, which outlined plans to modify the Cabinet's portfolios and corresponding policy committees, to increase the number of portfolios to seven, and introduce a new Commercial, Trading and Customer Focus Committee.

Cllr Fuller outlined the proposed changes and announced his new portfolios and Cabinet members, as detailed below:

Portfolio	Cabinet Member
Leader	Cllr J Fuller
Better Lives	Cllr Y Bendle
Clean and Safe Environment	Cllr M Edney
Customer Focus	Cllr A Thomas
Finance and Resources	Cllr J Worley
Governance and Efficiency	Cllr K Mason Billig
Stronger Economy	Cllr L Neal

He welcomed Cllrs Edney and Worley to the Cabinet, explaining that Cllr Kiddie had decided to step down from the Cabinet, as he would soon be taking on the chairmanship of Norfolk County Council. He thanked Cllr Kiddie for his valuable services to the Cabinet.

Cllr Fuller went on to explain the proposals for a Commercial, Trading and Customer Focus Committee, and advised that he had appointed Cllr C Hudson as Chairman of the Committee. Members noted that the membership would consist of a 7:2 political split, with the membership of the Committee to be announced by Group Leaders in the coming days.

Turning to the Appendix of the report, Cllr Fuller explained that a correction was required under the Stronger Economy portfolio, where Strategic Housing Policy needed to be moved to the Better Lives portfolio. Referring to CNC Building Control and Commercial Waste, he suggested that these did fit with the designated portfolios (Stronger Economy and Clean and Safe Environment), however, it was to be noted that the Customer Focus portfolio and the Commercial, Trading and Customer Focus Committee, had the right to look at the commercial elements of these services, if felt necessary. In response to a query, Cllr Fuller explained that he expected the new Committee to have a full programme of work.

Cllr K Mason Billig, in seconding the proposals, explained that it had become clear, especially since the lockdown in March, that Cabinet members were under a lot of pressure and it was felt appropriate to appoint an additional member. This was also a slight shift to a better alignment with Broadland District Council, where seven members also sat on the Cabinet. The alignment was not perfect, but she hoped it was a step closer in providing a more efficient working environment for officers.

Cllr Y Bendle explained that she would be losing leisure from her portfolio and thanked the leisure team for their hard work and flexibility during the last three months. She looked forward to focussing on housing and communities.

Cllr A Thomas welcomed Cllr Edney and Worley to the Cabinet and advised that she looked forward to working on her new portfolio and the challenges it might bring.

The Chairman of the Development Management Committee (DMC), Cllr V Thomson, reported that the current arrangements for the Committee, with remote meetings and a reduced membership, had worked extremely well, and that he currently had no plans to make changes. Members noted that additional meetings had been scheduled, to ensure agendas were not too heavy and meetings not too long. He thanked officers for all their work in ensuring the smooth running of meetings.

Both Cllrs Brown and Clifford-Jackson expressed their disappointment at the decision to remain with a membership of five on the DMC and hoped it would return to a full membership of nine, when reviewed in three months' time. Cllr Brown suggested that planning was a complex area, and he believed that a membership of nine would provide more transparency, openness and challenge. Cllr Fuller advised that legally, the minimum quorum on a Planning Committee was three.

Cllr Brown agreed that there was a need to respond accordingly to the current situation with focus on economic recovery, providing support for communities, and ensuring financial recovery. He understood the need for an additional portfolio holder, however, was more sceptical with regard to the need for an additional policy committee. He reminded members that the Growth Infrastructure and Environment Committee had recently met for the first time in two years.

At the request of Cllr Brown, a separate vote was taken on recommendation 5, concerning the formation of the new policy committee.

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

RESOLVED: To:

1. Note the modification to the delegation of responsibilities to portfolios and cabinet policy committees as included in Appendix 1 of this report.
2. Note the increase of portfolios to seven and to approve the additional special responsibility allowances.
3. Approve any subsequent amendments to Committee membership as a result of the proposed changes to cabinet membership.

4. Authorise the minor amendments to the Cabinet Portfolio Committees' names and terms of reference to the Monitoring Officer, in consultation with the Group Leaders.
5. Authorise the Monitoring Officer to make the consequential changes to the constitution as a result of this report.

With 33 votes for, 6 against, and 3 abstentions, it was

RESOLVED: To approve the introduction of a new Commercial, Trading & Customer Focus Committee and delegate to the Monitoring Officer, through consultation with the Group Leaders, the creation of the terms of reference.

(The meeting concluded at 8:33 pm)

Chairman

**CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN
FOR THE PERIOD: 17 February – 26 July 2020**

Date	Event
3 March	<p>Awards event:</p> <p>The Chairman attended the Norfolk Reserve Forces and Cadets Association Lord Lieutenant's Awards event to commend Cadets from our Sea, Army and Air contingents.</p>
9 March	<p>Turf-cutting Ceremony in Cringleford:</p> <p>The Chairman attended the development site at St Giles Park to celebrate the commencement of work to build a variety of new homes, parkland, play areas, sports pitches and commercial space.</p>
8 May	<p>VE Day Video</p> <p>Video of the Vice Chairman thanking all those servicemen lost during World War II on the 75th anniversary of VE Day.</p>
22 May	<p>Community Heroes Launch Video</p> <p>Video of the Vice Chairman launching South Norfolk Council's Covid-19 Community Heroes Campaign.</p>
24 June	<p>Armed Forces Day Video</p> <p>Video of the Chairman thanking the Service men and women for all the work they do.</p>
10 July	<p>Change of Command Ceremony:</p> <p>The Chairman joined RAF Lakenheath's Facebook livestream to witness the changeover in command of the 48th Fighter Wing.</p>
13 July	<p>Community Heroes Thank You Video:</p> <p>Video of the Chairman giving thanks to the volunteers, community groups and businesses for their hard work and dedication during the Covid-19 crisis.</p>
24 July	<p>Community Heroes Presentations:</p> <p>The Chairman presented pin badges and certificates to community heroes.</p>

MONITORING OFFICER REPORT

Report Author(s): Emma Hodds
Assistant Director Governance and Business Support
(Monitoring Officer)
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Portfolio: Leader

Ward(s) Affected: All

Purpose of the Report:

This report provides the confirmed new terms of reference for the Commercial, Trading and Customer Focus Policy Committee, the membership of the Committee and the subsequent amendments to Committee membership. It also looks to change the terms of reference for the Community Action Fund Panel.

Recommendations:

1. To note:
 - a) The terms of reference for the Commercial, Trading and Customer Focus Policy Committee
 - b) The membership of the Commercial, Trading and Customer Focus Policy Committee
 - c) The subsequent amendments to Committee membership as a result of the changes to cabinet membership and the new Policy Committee
2. To approve the changes to the terms of reference for the Community Action Fund Panel.

1 SUMMARY

- 1.1 This report provides the confirmed new terms of reference for the Commercial, Trading and Customer Focus Policy Committee, the membership of the Committee and the subsequent amendments to Committee membership. It also looks to change the terms of reference for the Community Action Fund Panel.

2 BACKGROUND

- 2.1 At the meeting on the 15 June 2020, Full Council noted the increase in Portfolios from six to seven, approved changes of membership to Committees as a result and agreed to delegate the finalisation of the terms of reference for the new Committee to the Monitoring Officer.
- 2.2 For completeness, this report concludes on these matters.

3 CONSTITUTION UPDATES

- 3.1 The terms of reference for the Commercial, Trading and Customer Focus Policy Committee are attached at **Appendix A** to this report. They were discussed and agreed by the Committee at its inaugural meeting on 15 July 2020.
- 3.2 The membership of the Commercial, Trading and Customer Focus Policy Committee is confirmed as follows:
- Cllr Clayton Hudson (Chairman)
 - Cllr Sharon Blundell
 - Cllr Fleur Curson
 - Cllr Barry Duffin
 - Cllr James Easter
 - Cllr Tony Holden
 - Cllr William Kemp
 - Cllr Terry Laidlaw
 - Cllr John Overton
- 3.3 The subsequent amendments to Committee membership as a result of the changes to cabinet membership and the new Policy Committee are as follows:
- Cllr Jack Hornby replaces Cllr Josh Worley on Scrutiny Committee
 - Cllr James Easter replaces Cllr Josh Worley on People and Communities
 - Cllr Brendan Bernard replaces Cllr Terry Laidlaw on Economy and Environment

4 COMMUNITY ACTION FUND PANEL

- 4.1 Currently the Director responsible for Communities concludes on the recommendations of the Community Action Fund (CAF) Panel and is also required to be in attendance at the Panel meetings.
- 4.2 Due to the nature of the applications it would be more practicable for the Assistant Director Individuals and Families to be the responsible officer in this regard. The suggested changes to the terms of reference for the Panel are attached at **Appendix B** for the Council to approve (shown as tracked changes).

5 ISSUES AND RISKS

- 5.1 **Resource Implications** – not applicable to this report.
- 5.2 **Legal Implications** – changes to the constitution will be made accordingly to reflect the content of this report.
- 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 Full Council have already agreed and noted the changes reported within this report, the content is provided to Members for completeness. In addition, the CAF terms of reference require Council approval if there are to be changed.

7 RECOMMENDATIONS

- 7.1 To note:
 - a) The terms of reference for the Commercial, Trading and Customer Focus Policy Committee
 - b) The membership of the Commercial, Trading and Customer Focus Policy Committee
 - c) The subsequent amendments to Committee membership as a result of the changes to cabinet membership and the new Policy Committee
- 7.2 To approve the changes to the terms of reference for the Community Action Fund Panel.

Appendix A

COMMERICAL, TRADING & CUSTOMER FOCUS COMMITTEE

Terms of Reference

To deliver appropriate work as discharged by Cabinet, in relation to areas of the Customer Focus; and Governance and Efficiency Portfolios – as outlined in Part 3.3. of the Constitution (Cabinet Members/Portfolio of Responsibility and the Responsibilities of Senior Officers) and below:

- Commercial Ventures
- Commercial Waste
- CNC Building Control
- Car Parks
- Parking Enforcement
- Sport Development
- Leisure Services
- Information Technology, ICT Strategy, Telephony and GIS
- Big Sky
- Local Government Review

To formulate policy highlighted by Cabinet in respect of specific areas of the Portfolios referred to in 25.1.1 above.

Undertake any other work as directed by Cabinet.

Membership

The Committee will consist of 9 Members of the Council to be appointed by the Group Leaders and be politically balanced. The relevant portfolio holders will attend committee meetings ex-officio.

No more than 3 members of the panel can also sit on the Scrutiny Committee (to include any named substitutes).

Named substitutes may attend and vote at the Committee, in accordance with the Council's standing order C7.

The Chairman and Vice-Chairman of the Committee shall be appointed by the Leader of the Council.

Quorum

A minimum of three members of the Council (either members of the Panel or named substitutes) must be present to transact any business of the committee.

Procedures, protocol and public speaking

The Chairman of the Committee shall be responsible for maintaining order and the effective conduct of business at meetings of the Committee.

Public speaking will be allowed in accordance with relevant Standing Orders on public speaking.

At the discretion of the Chairman, any person attending the Committee may speak or may put questions to any other participant.

Any member of the Council may attend and speak at meetings of the Committee.

Voting

Voting shall be by a simple majority by show of hands

Voting members may request that their votes are recorded

In the event of an equality of votes the Chairman shall have a second or casting vote.

Appendix B

COMMUNITY ACTION FUND (CAF) PANEL

Terms of Reference

To consider and make recommendations to the Assistant Director Individuals and Families ~~Director responsible for Communities~~ (or substitute Assistant Director if necessary), in relation to the awarding of grants from the Community Action Fund.

Membership

The Panel will consist of 5 members of the Council, of which 3 must be:

- Portfolio Holder for Better Lives
- Chairman of the People & Communities Cabinet Policy Committee
- Shadow Portfolio Holder for Better Lives

The other 2 members will be nominated by the Leader of the Council

The Chairman of the Panel will be the Portfolio Holder for Better Lives.

Substitutes

Named substitutes may attend and vote at the Panel, these will be:

- Portfolio Holder for Better Lives may be substituted by another Cabinet member.
- Chairman of the People & Communities Cabinet Policy Committee may be substituted by the deputy chairman, or if not available, another member from the Committee.
- Shadow Portfolio Holder for Better Lives may be substituted by another member of their party.

The following officers will also be in attendance at Panel meetings, but will not be voting members:

- Assistant Director responsible for Individuals and Families ~~Communities~~ (or substitute Assistant Director if necessary)
- ~~Either the Communities Senior Manager or Assistant Director for Individuals and Families.~~
- **Quorum**

A minimum of 2 members (either members of the Panel or named substitutes) must be present to transact any business of the Panel.

Procedures, protocol and public speaking

The Chairman of the Panel shall be responsible for maintaining order and the effective conduct of business at meetings of the Panel.

Members who have put in applications may attend and speak at the Panel at the discretion of the Chairman.

Members of the public may not attend the Panel.

Voting

Voting shall be by a simple majority by show of hands. Voting members may request that their votes are recorded.

ANNUAL REPORT OF THE FINANCE, RESOURCES, AUDIT AND GOVERNANCE COMMITTEE 2019-20

Report Author(s): Faye Haywood
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Portfolio: 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 2019.

Recommendations:

1. To recommend that Council approves the Annual Report of the Finance, Resources, Audi 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 2019 and will also go forward to Full Council.

2 BACKGROUND

- 2.1 South Norfolk Council's Finance, Resources, Audit and Governance Committee has been in operation since 2012, and this is the fifth annual report of the Committee.
- 2.2 The annual report will look back at the meetings held during 2019, 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 four occasions in 2019 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 Committee also ensures that it operates to the highest standards, and with that in mind a self-assessment is undertaken against best practice. The Chair of the Committee held an informal session with the Internal Audit Manager to assess performance following the meeting in November 2019. The conclusion of the assessment is reported elsewhere on this agenda.
- 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 Annual Governance Statement

The draft annual governance statement was considered at the June 2019 meeting where Members considered the current governance position of the Council.

3.6 External Audit

Throughout the year the Committee has received reports from the Council's External Auditors; Ernst Young (EY). The Committee are provided with the plan of work for the audit of the accounts, and the Audit Results Report and Opinion. Finally, the Annual Audit Letter is provided to the Committee which summarises the work carried out and confirms the conclusions reached.

In 2019 EY 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 usual 31 July deadline. At the meeting held on 27 September 2019, responsibility was delegated to the Chair of the FRAG Committee and the Director of Resources for signing the letter of representation outside of the meeting due to the delays. This was carried out on 29 September 2020. The Committee has provided robust challenge to EY throughout the year in relation to these delays as clearly demonstrated by the minutes and will continue to monitor EY's availability to deliver the required audit work in 2020.

The outcome from the certification of claims and returns for 2017-18 (Housing Benefit Subsidy) was reported through to the Committee in March 2019. The Committee has been informed that EY will no longer report the results of this work to the committee.

3.7 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 Internal Audit team presented the results of the South Norfolk Council Risk Maturity Assessment in November 2019. This report highlighted improvements that should be made to processes at the Council to demonstrate a more mature approach to risk management. The suggested recommendations included changing the terms of reference of the FRAG committee to reflect a responsibility for providing assurance over the Risk Management Strategy at the Council in line with best practice.

Appendix 1 contains the Terms of Reference for the Finance, Resources and Audit Committee.

3.8 Contract Standing Orders

The Committee received a report containing the updated Contract Standing Orders in September 2019. The Procurement Consortium Manager presented the significant updates and changes to the framework which had been aligned to support both South Norfolk and Broadland Councils with future spending on goods and services. The committee suggested amendments in relation to the minimum contracts procedures which were reflected in the final version.

3.9 Joint Commercialisation Strategy

In November 2019 the Director of Resources presented the Joint Commercialisation Strategy which outlined the approach for commercial opportunities to achieve greater financial stability across both Councils over the longer term through income generation. The high-level action plan was discussed by the Committee along with suggested opportunities that were due to be explored.

4 PROPOSED ACTION

- 4.1 This report looks back over the 2019 year and has reported on the range of reports that have been brought to Committee's attention. The report highlights the breadth of information that is received by the Committee in ensuring the terms of reference are met.

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 The report ensures that best practice is followed and that the Committee reflect on the work of the year.

8 RECOMMENDATIONS

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

Appendix 1 – Terms of Reference Finance Resources and Audit Committee

APPENDIX 1 FINANCE, RESOURCES, AUDIT AND GOVERNANCE COMMITTEE

1. Terms of Reference

- 1.1 To deliver appropriate work as discharged by Cabinet, in relation to the finance and resources portfolio of responsibility and the relevant areas of the Stronger Communities & Governance portfolio - as outlined in Part 3.3. of the Constitution (Cabinet Members/Portfolio of Responsibility and the Responsibilities of Senior Officers)
- 1.2 To review areas of the Council's budget and performance highlighted by Cabinet in respect of the Finance and Resources portfolio of responsibility, utilising this review to inform future work for the Committee.
- 1.3 To specifically review, making recommendations to Cabinet where appropriate:
 - a. The draft statement of accounts, considering whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements that need to be brought to the attention of cabinet prior to external audit;
 - b. The final statement of accounts;
 - c. The external auditor's report on the statement of accounts;
 - d. The effectiveness of the Council's internal audit service;
 - e. The external auditor's annual plans.

To approve: a. The statement of accounts;
b. The annual governance statement;
c. The Internal Auditor's annual plans;
d. The Head of Internal Audit's annual report and opinion.

- 1.4 To oversee the work of, and receive reports from, the Joint Consultative Committee
- 1.5 Undertake any other work as directed by Cabinet.

2. Membership

- 2.1 The Committee will consist of 9 Members of the Council to be appointed by the Leader of the Council and be politically balanced. The relevant portfolio holder will attend committee meetings ex-officio.
- 2.2 Named substitutes may attend and vote at the Panel, in accordance with the Council's standing order C7.
- 2.3 The Chairman and Vice-Chairman of the Panel will be appointed by the Leader of the Council.

3. Quorum

- 3.1 A minimum of three members of the Council (either members of the Panel or named substitutes) must be present to transact any business of the committee.

4. Procedures, protocol and public speaking

- 4.1 The Chairman of the Panel shall be responsible for maintaining order and the effective conduct of business at meetings of the committee.
- 4.2 Public speaking will be allowed in accordance with Section G of Part 4.5 of the Constitution – Standing Orders and Rights of the Public at Council Meetings.
- 4.3 At the discretion of the Chairman, any person attending the committee may speak or may put questions to any other participant.
- 4.4 Any member of the Council may attend and speak at meetings of the committee.

5. Voting

5.1 Voting shall be by a simple majority by show of hands

5.2 Voting members may request that their votes are recorded

5.3 In the event of an equality of votes the Chairman shall have a second or casting vote.

Annual review of the Scrutiny Committee 2019/20



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 and I am pleased to report the majority of our recommendations were accepted by Cabinet or Council. There have been no Task and Finish Groups this year. 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 disrupted by the coronavirus outbreak in March 2020, where one meeting was cancelled, however the Committee will resume virtually shortly.

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.

I would also like to thank Cllr Josh Worley, who has been appointed to cabinet, for his valuable input on the Scrutiny Committee during his time with us.

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.

Index

1	Introduction – by the Chairman of the Scrutiny Committee	(page - 1)
2	Working style of the Scrutiny Committee	(page - 2)
3	The membership of the scrutiny committee 2019 – 2020	(page - 4)
4	The scrutiny year	(page - 5)
5	The scrutiny tracker & outcomes 2019 - 2020	(page - 8)
6	A quick guide to scrutiny	(page - 11)
7	Public involvement	(page – 11)

The membership of the Scrutiny Committees 2019-20

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 politically balanced and 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

Jeremy Rowe

Robert Savage

Trevor Spruce

Jenny Wilby

Josh Worley

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 Council's Cabinet. 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 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 2019-2020 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_Committee_Details/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 2019-2020 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 2019-2020

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
28 June 2019	LONG-TERM EMPTY HOMES – APPROACH AND POWERS	Environmental Protection Manager	RESOLVED: <ol style="list-style-type: none"> 1. To note the Council's approach to dealing with empty homes; and 2. For officers to review the properties that have been empty for two years or more. 	Review undertaken and further report presented to the Committee in October 2019.	<p>Members were able to understand the complexities around the management of empty homes and the powers available to the Council and the effectiveness of measures used by officers.</p> <p>Members were keen to further investigate the properties that had been empty for over 2 years to identify if any further assistance from the Council was available.</p>
25 Sept 2019	REVIEW OF COMMERCIALISATION STRATEGY PRIORITY OPPORTUNITIES	Director of Resources	RESOLVED: <ol style="list-style-type: none"> 1. To note the Council's progress in delivering the Commercialisation Strategy; and 2. To endorse the proposal to revise and adopt a new Commercialisation Strategy, at the appropriate time, to reflect the collaboration with Broadland District Council and the opportunities which will arise from this. 	No action required	<p>The committee was able to assess the delivery of the priority opportunities as set out in the Council's Commercialisation Strategy.</p> <p>Members were largely pleased with the progress made and what had been achieved.</p>

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
27 Nov 2019	SOUTH NORFOLK WELFARE RIGHTS AND DEBT ADVICE PROVISION	Prevention & Advice Manager	RESOLVED: 1. That any future external funding resource should be commissioned via the Council's Procurement route. 2. That the Assistant Director for Individuals and Families works with the relevant portfolio holder, to review the delivery of the service, noting in particular Scrutiny Committee's comments relating to strength in collaboration and the need for internal and external services to work together more closely.	Review undertaken	<p>The Committee was grateful of the input from the representatives of the CABx that operate within the District.</p> <p>Members were able to assess the provision of advice both internally and externally and consider how this might be shaped in future. The Committee were keen for the Councils and CABx to consider how they could work together more closely to ensure the public were able to access services efficiently and conveniently.</p>
27 Nov 2019	LONG TERM EMPTY HOMES – APPROACH AND POWERS	Environmental Protection Manager	RESOLVED: That the Council's approach in dealing with empty homes is proportionate and appropriate	No action required	<p>The Committee was able to assess the Council's management of properties that have been empty for longer than 2 years and consider whether any further work could be undertaken to bring the properties back into use.</p> <p>Members were happy with the current approach taken</p>

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
6 Feb 2020	BROADLAND DISTRICT COUNCIL AND SOUTH NORFOLK COUNCIL – STRATEGIC PLAN AND DELIVERY PLAN	Strategy and Programmes Manager	RESOLVED: to endorse the Cabinet's recommendation to Council to approve the adoption of the Strategic Plan 2020-2024 and the Interim one-year Delivery Plan for 2020/21, subject to the inclusion of reference to the environment and the environmental strategy.	No action required	Members reviewed the Plans and were happy with the planned direction of the Council in 2020/21. The Committee was pleased to endorse the Cabinet's recommendation to Council.
6 Feb 2020	2020/21 BUDGET – CAPITAL STRATEGY AND CAPITAL PROGRAMME 2020/21 TO 2024/25	The Assistant Director - Finance	RESOLVED: to endorse the Cabinet's recommendation to Council to approve the capital strategy 2020/21 to 2024/25 and the programme of work for 2019/20 to align key elements of ICT infrastructure and corporate systems across both councils.	No action required	Members were satisfied with the Capital Strategy and Capital Programme that was recommended to Council by Cabinet.
6 Feb 2020	2020/21 BUDGET – REVENUE BUDGET AND COUNCIL TAX 2020/21	The Assistant Director - Finance	RESOLVED: to endorse the Cabinet's recommendation to Council to approve the revenue budget and council tax for 2020/21 as set out in the report.	No action required	Members were satisfied with the budget that was recommended to Council by Cabinet.
6 Feb 2020	2020/21 BUDGET – TREASURY MANAGEMENT STRATEGY STATEMENT 2020/21	The Assistant Director - Finance	RESOLVED: to endorse the Cabinet's recommendation to Council to approve the various treasury management documents as detailed in the report and to request that training be offered on this topic to members and to include reference in the treasury management statement that where possible, the Council will look to place its investments with ethical companies.	No action required	Members were satisfied with the Treasury Management Strategy that was recommended to Council by Cabinet.

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. 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>