

COUNCIL AGM

To: All members of the Council

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

Yours sincerely



Trevor Holden
Managing Director

Mr J Overton
Chairman of the Council

Mr G Minshull
Vice-Chairman of the Council

Group Meetings

Conservatives:
Colman and Cavell Rooms at 6.15pm

Liberal Democrats:
Blomefield Room at 6.30pm

AGENDA

Date

Wednesday 22 May 2019

Time

7.30pm

Place

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

Contact

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

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

Large print version can be made available

The Council's Prayer

A G E N D A

- 1 **Apologies for absence**
- 2 **Urgent Items:**

Any items of business which the Chairman decides should be considered as matters of urgency pursuant to Section 100 B (4) (b) of the Local Government Act, 1972; [Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.]
- 3 **To Receive Declarations of Interest from Members**
(please see guidance – pages 4 & 5)
- 4 **Chairman's Engagements** (attached – page 6)
- 5 **Appointment of Chairman of the Council for 2019/20 and Declaration of Acceptance of Office**
- 6 **Appointment of Vice Chairman of the Council for 2019/20 and Declaration of Acceptance of Office**
- 7 **Election of Leader of the Council for 2019/20**
- 8 **Vote of Thanks to the Retiring Chairman**
- 9 **Chairman's Announcements**
- 10 **To confirm the minutes of the meetings of the Council held on 18 February 2019, 28 February 2019 and 23 April 2019** (attached – pages 7 & 21 & 23)
- 11 **Report of Returning Officer** (report attached – page 26)
- 12 **Monitoring Officer Report** (attached – page 36)
- 13 **Appointments to Outside Bodies** (attached – page 48)

14. Scheme of Substitutes 2019 - 23

(attached – page 53)

15 Annual Reports and 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

NOTE: The Leader will be appointed at the meeting, after which the members of the Cabinet and their portfolios will be announced.

b. Annual Report of the Scrutiny Committee 2018/19 and Questions to the Chairman

(report attached – page 57)

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

c. Annual Report of the Finance, Resources, Audit and Governance Committee 2018/19 and Questions to the Chairman

(report attached – page 69)

Please [click here](#) to view the most recent Finance, Resources, Audit and Governance Committee minutes

d. 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

e. Development Management Committee – Questions to the Chairman

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

f. Electoral Arrangements Review Committee – Questions to the Chairman

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

16 Outside Bodies – Feedback from Representatives;

(report from Dr C Kemp regarding the Norfolk Police and Crime Panel attached – page 73)

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 a member of the public but must then withdraw from the meeting.

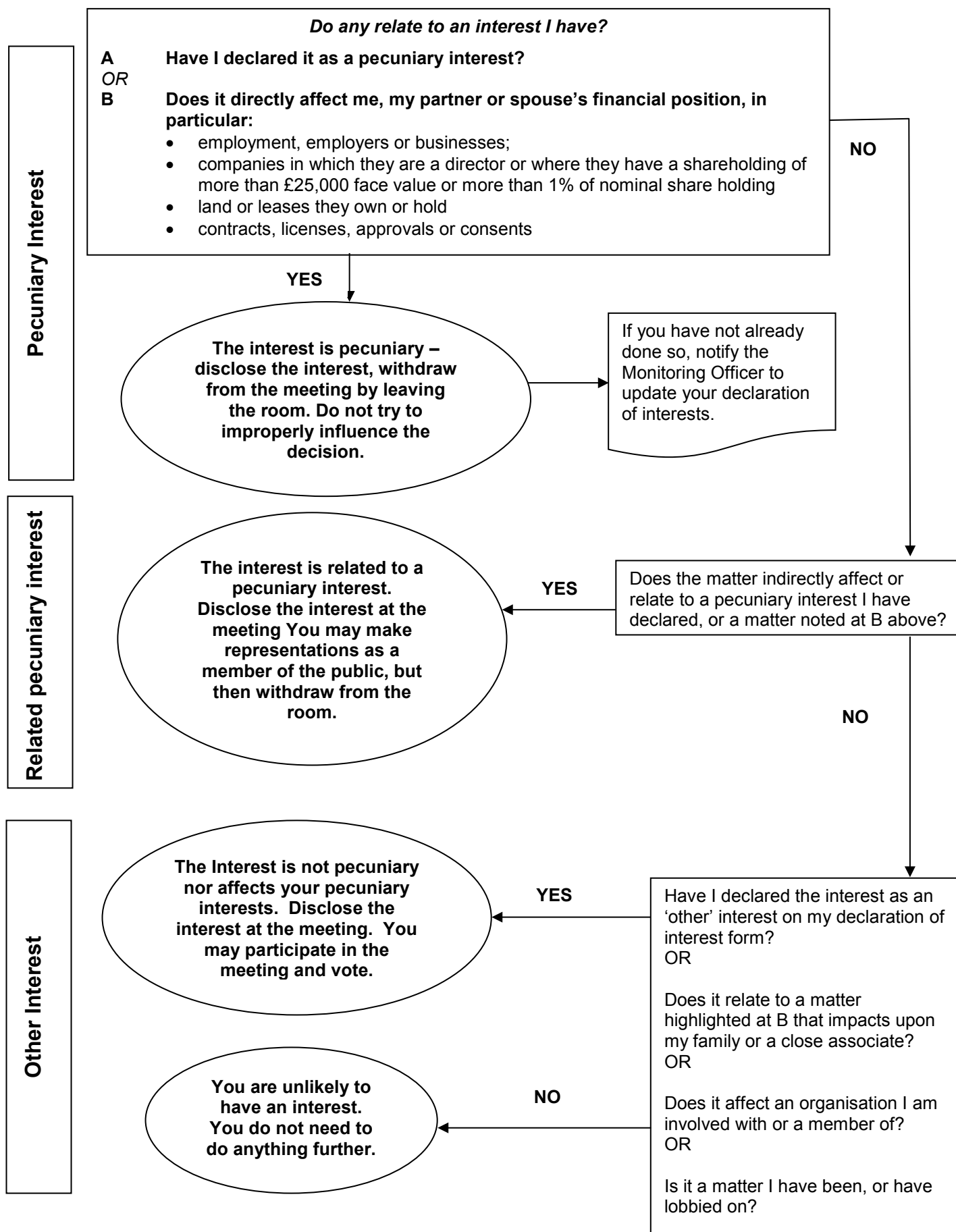
Is the interest not related to any of the above? If so, it is likely to be an 'other' interest. You will need to declare the interest but may participate in discussion and voting on the item.

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?



CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 19 February to 21 May 2019	
Date	Event
22 February	Public showing: the 'History of Costessey' documentary at the Costessey Centre.
24 February	Chairman's Civic Service: held at All Saints in Poringland.
3 March	Civic Service: hosted by the Mayor of Diss at St Mary's Church in Diss.
8 March	SNC GEMs Awards: the Council's annual staff awards held at Open in Norwich.
20 March	Presentation: 'Illuminating Norfolk' by Bright Map and hosted by the High Sheriff of Norfolk at County Hall.
22 March	Civic Reception: hosted by the Chairman of Broadland District Council in Horsford.
3 April	Presentation: presentation of the British Empire Medal by the Lord-Lieutenant to a resident of Diss for his voluntary service to veterans and aviation.
7 April	Civic Reception: hosted by the Mayor of Attleborough at the Town Hall in Attleborough.
9 April	Awards Ceremony: annual ceremony of the Norfolk County Forum of the Reserve Forces and Cadets Association, held in Aylsham.
28 April	Anzac Day Service: hosted by the Britain-Australia Society at St Peter Mancroft Church in Norwich.
3 May	Reception: end of year reception hosted by the Chairman of Norfolk County Council.
8 May	Judging: of the South Norfolk Community Awards.



COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 18 February 2019 at 7.30pm.

Members Present: Councillors: Overton (Chairman) Amis, Bell, Bendle, Bills, Broome, Dale, Dewsbury, Duffin, Ellis, Fulcher, Fuller, Goldson, Gould, Gray, Hardy, J Hornby, L Hornby, C Kemp, W Kemp, Legg, Lewis, Mason Billig, Minshull, Mooney, Neal, Palmer, J Savage, R Savage, Stone, Thomas, Thomson, Wheatley, J Wilby and M Wilby

Apologies: Councillors Bernard, Blundell, Easton, Edney, Foulger, Hudson, Kiddie, Larner, Pond, Riches, and Worsley

Officers in Attendance: The Managing Director (T Holden), the Director of Communities and Wellbeing (J Sutterby), the Director of Growth and Business Development (D Lorimer), the Accountancy Manager (M Fernandez Graham), the Head of Governance (E Hodds) and the Head of Business Transformation (H Ralph)

Also in Attendance: 17 members of the public

3475 MINUTES

The minutes of the meetings held on 10 December 2018, and 14 January 2019, were confirmed as correct records and signed by the Chairman.

3476 CHAIRMAN'S ANNOUNCEMENTS

The Chairman drew members' attention to his list of engagements at page 19 of the agenda.

Members were reminded that a special meeting of the Council was due to take place on Thursday 28 February, at 10.00 am, to consider the Joint Senior Management Recruitment and Appointment arrangements, for Broadland and South Norfolk Councils.

The Chairman explained that as three members of the public present had indicated that they wished to ask questions of portfolio holders, he had decided to bring forward that item, to be considered next on the agenda.

3477 QUESTIONS FROM THE PUBLIC

The following questions were raised by members of the public present:

Jo Dingle

Last Friday thousands of schoolchildren took strike action to demand the Government take action to address the real and immediate threat of the climate emergency. In Norwich hundreds of children from across Norfolk rallied outside the forum. I believe they are right to worry about their future, where inaction threatens societal collapse. Those in positions of power have a duty to accept the truth of what faces us, and act with boldness. The recent IPCC report has stated we have 12 years to prevent runaway climate change. The Paris Accord will already take us above the target of 1.5 degrees warming and we are on a trajectory of 2.5 – 3 degrees warming by the end of the century. This in short means we have no Carbon budget left. The climate emergency is already impacting communities across the world, resulting in loss of life. We face a world of increased migration, food insecurity and instability. Here in the UK where we produce only 50% of our food we will be vulnerable to food shortages and of course coastal flooding. A 2-degree rise in global warming, would mean for example that Kings Lynn would be abandoned by the end of the century, if not before. Here in South Norfolk, hotter dryer summers will affect agricultural production.

Will South Norfolk join other councils across the UK and the world to declare a climate emergency, work to educate their constituents about the emergency, and start to prepare communities for the changes that will be necessary?

Cllr K Mason Billig welcomed Ms Dingle to the meeting and thanked her for the advance notice of her question.

Cllr Mason Billig explained that the Council continuously worked to protect the environment in South Norfolk. She made reference to the Council's excellent recycling rates, and action it had taken against graffiti, fly tipping and unlawful advertising trailers. She referred to the Council's extended conservation areas, the planting of new hedgerows across South Norfolk, and its support for the Costessey Country Park. She reminded the meeting that the Council had provided electric car charging points across some of the Council owned car parks, and she hoped that this would lead to an increase in the use of electric cars in the area. Whilst understanding the concerns of Ms Dingle, she did not believe it necessary to declare a "climate change emergency", however, she hoped that the Council could build on the good practice already put in place, and stressed that the Council would be doing all it could to positively protect the environment.

Abie Raynsford

The proposed Norwich Western Link road, which South Norfolk Council supports, would drive a dual-carriageway and 30,000 vehicles a day directly through the Wensum and Tud river valleys.

The wider ecology of the area comprises interconnected habitats between these two river valleys containing chalk streams. The proposed road will also damage County Wildlife sites and ancient woodlands.

The Wensum is a Special Area of Conservation, or SAC, and contains species known to be at risk, such as the native White Clawed Crayfish. This creature is sensitive to pollution and silt in our rivers, and nearing extinction in Norfolk and across the UK.

The River Tud supports an increasingly rare diversity of wildlife, such as Eels, and fish species - Stone Loach and Bullheads, along with water voles in the river banks and Red Kites in the woods.

There is no effective way to mitigate the loss of interconnected habitats and as the climate changes, species need to be able to move effectively through the landscape, using unbroken corridors along rivers, and hedges. Put in plain English, this road would cause ecological destruction, or ecocide.

Recent reports have shown that the UK has already lost over half its wildlife in just 25 years. We need to stop seeing nature as something we can just push aside. All the smaller ecocides add up to create this national disgrace.

Last week, a global scientific review reported that the world's insects are hurtling down the path to extinction, threatening a "catastrophic collapse of nature's ecosystems". Insects are literally disappearing and declining before our very eyes, and this in turn could lead to the collapse of food production.

The school children who protested across the country last Friday, including those at the Norwich Forum, were doing so because it is their generation who will suffer the devastating social and environmental impacts if we don't take urgent preventative action now. They are demanding all leaders, like yourselves, to take immediate action to prevent further damage.

Norfolk Wildlife Trust, the Campaign to Protect Rural England, local environmental groups all oppose this link road as does the MP for Norwich South, Clive Lewis.

Will you as responsible councillors, see the crisis that is unfolding, face it squarely and listen to the voices of the future? Please for the sake of all of us, drop your support for this link road.

Cllr Fuller welcomed Ms Raynsford to the meeting and thanked her for the advance notice of her question.

Cllr Fuller explained that South Norfolk Council had been consulted on options for the Norwich Western Link road, and had selected an option (option d), that had been in the best interests of residents in South Norfolk, with minimal impact on the environment. He stressed that South Norfolk Council would not be deciding

whether the road should be constructed, or which option should be selected. Whilst he understood Ms Raynsford's concerns, he suggested that they needed be carefully balanced with the benefits that a new road would bring, including improved road traffic safety, benefits to the economy, and less pollution in the city.

Cllr M Gray had noted from the local press that the Council had expressed its support for option d and was disappointed that the consultation had not been discussed at Cabinet, as it had been at Broadland District Council. Cllr Fuller explained that there had been no scheduled cabinet meeting within the consultation period, however, as none of the proposed routes fell within the boundaries of South Norfolk, it was felt sufficient for officers to send a response, in consultation with the relevant Cabinet member and local members. Cllr Fuller agreed that he would send a copy of the Council's consultation response to interested members after the meeting.

Christina Flores

Would Council hold a minute's silence, in tribute to all the wildlife that would be lost, through the construction of the Norwich Western Link Road?

Cllr Fuller advised that he did not feel it appropriate for the Council to hold a minute's silence, in this respect.

3478 RECOMMENDATIONS FROM THE CABINET ARISING FROM THE MEETINGS HELD 7 JANUARY AND 4 FEBRUARY 2019

a) Cabinet Meeting 7 January 2019

i) 2019-20 Council Tax Support Scheme

Cllr J Fuller introduced the report regarding the 2019-20 Council Tax Support Scheme, explaining that the recommendation from the Cabinet was to retain the scheme's current format for a further 12 months.

Cabinet had been satisfied that the current scheme remained fit for purpose, and Cllr Fuller reminded Council that a hardship fund was also in place, as a safety net, for one-off cases.

It was unanimously

RESOLVED: To agree to keep the Council Tax Support Scheme in its current form for a further 12 months

b) Cabinet Meeting 4 February 2019

i) Council Tax (Empty Dwellings) – Changes to Premium Rates

Cllr J Fuller presented members with the recommendations of the Cabinet regarding the proposal to implement the provisions contained within legislation to increase the council tax premiums levied against long term empty dwellings.

Cllr Fuller explained that Cabinet had agreed with the proposals in principle, however, felt that further work was needed to identify a consistent approach and early engagement on properties that were likely to be subject to the 200 or 300% charges.

Members noted that Cabinet had recommended that the issue be referred to the Scrutiny Committee to consider the appropriate proactive steps to work with the owners of empty homes, so that the additional surcharges could be avoided and empty homes brought back into use in a timely manner.

It was unanimously

RESOLVED: To adopt the approach to allow the provisions contained within the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018, to increase the premiums levied against long term empty dwellings, subject to further work being carried out by Scrutiny Committee, to make recommendations on a consistent and proactive approach with property owners to bring empty properties back into use.

ii) **Council Tax Local Discount for Care Leavers**

Cllr J Fuller presented members with the recommendations of the Cabinet regarding the proposal to align South Norfolk Council with Norfolk County Council, through the provision of financial support to care leavers, by awarding a local discount to their ongoing council tax liability.

Cllr Fuller explained that whilst Cabinet supported the proposals in principle, there was some concern regarding the arbitrary geographic restrictions of the scheme and the apparent disincentives to care leavers to move in with partners and build long term relationships. Cabinet had therefore recommended that the policy be referred to the Scrutiny Committee to consider further the details of the scheme.

Cllr C Gould made the point that those leaving prison or other custodial sentences, were sometimes equally as vulnerable as those leaving care. Cllr Y Bendle explained that certain exemptions and discounts did apply to those serving custodial sentences, however the Council was currently considering new ways of supporting those being discharged from prison.

Cllr A Thomas welcomed the additional support for care leavers and felt it important that the Scrutiny Committee considered further the policy to ensure that it provided support and encouragement to young people.

Cllr V Thomson, also a member of Norfolk County Council's Children's Services Committee, explained that he had fed back South Norfolk's concerns regarding the Policy.

It was unanimously

RESOLVED: To agree to the policy in principle, to allow full local Council Tax discount to care leavers, however that a review be carried out by the Scrutiny Committee, in consultation with Norfolk County Council, to consider further the details of the scheme and in particular to amend the policy features that introduce perverse disincentives for care leavers to build stable long-term family lives and relationships.

iii) Capital Strategy 2019/20 to 2023/24

Cllr J Fuller outlined the Cabinet's recommendations with regard to the Council's five-year capital strategy, and the future need for a 20-year strategy, as required by the Chartered Institute of Public Finance and Accountancy and Ministry of Housing, Communities and Local Government.

It was unanimously

RESOLVED: To

1. approve the Capital Strategy.
2. approve the Schedule of Non-Treasury Investments referred to in Section 2.3 and contained in Appendix A of the report.
3. note the further work required to develop a longer-term Capital Strategy

iv) Revenue Budget, Capital Programme and Council Tax 2019/20

The Chairman proposed and the Council agreed that, in accordance with Standing Order D4.5, Group Leaders be permitted to speak for 15 minutes each on the budget.

Cllr J Fuller paid tribute to all the Council's staff who had been involved in the preparation and timely delivery of the budget reports, and he gave special mention to Peter Catchpole, the Section 1501 Officer, and Matthew Fernandez-Graham, the Accountancy Manager, who were both leaving the Council's employment. He referred to the Monitoring Officer report (at item 9 on the agenda), which proposed that Debbie Lorimer, and Julie Brown, be appointed as the new Section 151 and Deputy Section 151 Officers.

Cllr J Fuller then explained that this was the twelfth budget he had delivered as Leader, since the Conservatives took control of South Norfolk in 2007. In that time, the Conservative Group had become one of the most respected councils in the country, proving to be agile and responsive to a changing political and economic environment.

He outlined numerous achievements over the last twelve years, including the delivery of social housing with controlled rents and help-to-buy properties. He referred to the success of social prescribing, New Homes Bonus, the services in the Help Hub, investments in sport and leisure, the availability of superfast broadband, and that South Norfolk had been one of only two councils to be

awarded Investors in People Platinum. This, he explained was a record to be proud of.

Referring back to when the Conservatives first took control in 2017, Cllr Fuller explained that the Council was ill prepared for a recession. In contrast, currently the Council had never been stronger, with an increase in Council Tax of just 14% during the 12 years, with reserves remaining high. The Council's focus on commercialisation was yielding great benefits, generating income to enable the Council to spend money on those who needed the Council's help the most.

He referred to the collaboration with Broadland District Council, suggesting that the partnership gave the Council the impetus to go further and reimagine what a council could be like in the future.

Cllr Fuller acknowledged that the Council had been lucky with a number of one-off financial windfalls, which had left the Council with yet another year of underspends. However, he stressed the importance of not being complacent, and he drew attention to the uncertainty of the New Homes Bonus. He had therefore resisted calls for a freeze in council tax during an election year, referring to the Council's responsibility to ensure a long-term sustainable future.

He turned to the capital programme which was focussed on infrastructure delivery and economic growth and he gave mention to the Long Stratton by-pass, the Norwich Research Park Enterprise Zone, and other investments to create commercial space. This was, he stated, a budget and a capital programme that was certified as low risk and was affordable over the next 3 years.

Turning to the service of Sandra Dinneen, the Council's former Chief Executive, Cllr Fuller expressed his appreciation of her service, insight and professionalism, explaining that the Council's enviable position was the result of her talents. However, the Council was now entering a new chapter, and he had confidence in the new Managing Director, to build on these strong foundations.

Cllr Fuller believed the proposed budget to be affordable and fair and would allow the Council to build better lives and communities. He then commended the budget to members.

Cllr K Mason Billig informed Council that she believed the budget to be financially prudent whilst still being generous to residents. The budget had been balanced over the previous 12 years and this clearly demonstrated the trust and confidence that could be placed in the Conservative administration. She applauded the Leader of the Council, explaining his commercial awareness had been key to the Council's success over the last 12 years.

Cllr T Lewis explained that in the main, the Liberal Democrat Group supported the proposed budget, and as in previous years, was very grateful for the opportunity for all members to be involved in the budget preparation process. He did however outline some concerns regarding the level of the increase in council tax, which he felt, coupled with other increases, could prove to be a big burden for some residents. He welcomed commercial investments, to provide additional income to the Council, adding that this initiative originated from the Liberal Democrat administration, however, did not believe that such investments should always be made through Big Sky Developments. He also expressed the need for the Council

to be more ambitious in its estimate of savings to be made through the collaboration with Broadland, and he wanted to see residents directly benefitting from these savings. He then proposed the following amendment:

That the band D level of Council Tax be amended from the proposed £150.00 for General Expenditure, to £148.00.

This amendment was seconded by Cllr M Gray.

Cllr G Minshull explained that he would not be supporting the amendment. He made reference to the Liberal Democrat controlled Diss Town Council, where the council tax precept was now the second highest in the District, with cuts being made to local services under the Town Council control.

Cllr J Fuller referred back to the previous Liberal Democrat Administration at South Norfolk where the Cabinet member boasted of “selling off the family silver” (the proceeds from Large Scale Voluntary Transfer) and running a “bankrupt policy”. The proposed budget was, he said, not unambitious, but prudent, and he could not support the amendment.

Cllr M Gray, took exception to Cllr Fuller’s claim that the previous Liberal Democrat administration had nearly bankrupted the Council, stating that it was simply not true. He expressed his support for the amendment, explaining that he felt residents should benefit from savings the Council had made.

The amendment was then conducted as roll call vote as follows:

Cllrs Amis, Bell, Fulcher, Gray, and Lewis voted in favour of the amendment.

Cllrs Bendle, Bills, Broome, Dale, Dewsbury, Duffin, Ellis, Fuller, Goldson, Gould, Hardy, J Hornby, L Hornby, C Kemp, W Kemp, Legg, Mason Billig, Minshull, Mooney, Neal, Overton, Palmer, J Savage, R Savage, Stone, Thomas, Thomson, Wheatley, J Wilby and M Wilby voted against.

With five votes for and thirty against, the amendment was lost.

Referring to the Scrutiny Committee’s consideration of the budget, Cllr G Minshull, as the Chairman of the Committee, explained that after a very constructive debate and interesting contributions from members, the meeting had commended the budget to Council.

Cllr J Hornby then addressed the Council, referring to the outstanding record of the Conservatives, since 2007. He referred to numerous grants that had been awarded to community groups over the years and also gave mention to the recent investment in the Long Stratton Leisure Centre and Ketts Park in Wymondham. He urged members to support the proposed budget.

Members then voted on the recommendations and a roll call vote was conducted as follows:

Cllrs Bendle, Bills, Broome, Dale, Dewsbury, Duffin, Ellis, Fuller, Goldson, Gould, Hardy, J Hornby, L Hornby, C Kemp, W Kemp, Legg, Mason Billig, Minshull,

Mooney, Neal, Overton, Palmer, J Savage, R Savage, Stone, Thomas, Thomson, Wheatley, J Wilby and M Wilby voted in favour of the recommendations.

Cllrs Amis, Bell, Fulcher, Gray, and Lewis abstained from the vote.

With 30 votes in favour and 5 abstentions it was

RESOLVED: To:

- (a) Approve the base budget; as shown in para 6.1, subject to confirmation of the finalised Local Government finance settlement figures which may, if significant, necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget.
- (b) Approve the use of the revenue reserves as set out in section 12.
- (c) Agree that the Council's demand on the Collection Fund for 2019/20 for General Expenditure shall be £7,370,700 and for Special Expenditure be £10,440;
- (d) Agree that the Band D level of Council Tax be £150.00 for General Expenditure and £0.21 for Special Expenditure.
- (e) Agree that the assumptions on which the funding of the capital programme is based are prudent.
- (f) Approve the capital programme for 2019/20 to 2023/24.

v) **Treasury Management Strategy Statement 2019/20**

Cllr J Fuller presented the recommendations from the Cabinet relating to the Treasury Management Strategy Statement 2019/20.

It was unanimously

RESOLVED: To Approve:

- (a) The Treasury Management Strategy Statement
- (b) The Prudential Indicators and Limits for the next 3 years contained within Section 4 and Appendix A of the report, including the Authorised Limit Prudential Indicator.
- (c) The Minimum Revenue Provision (MRP) Statement (section 3D) that sets out the Council's policy on MRP.
- (d) The Annual Investment Strategy (section 5) contained in the Treasury Management Strategy, including the delegation of certain tasks to the Section 151 Officer
- (e) The Treasury Management Policy Statement (Appendix E).

3479 COUNCIL TAX RESOLUTION

A roll call vote was conducted as follows:

Cllrs Amis, Bendle, Bills, Broome, Dale, Dewsbury, Duffin, Ellis, Fuller, Goldson, Gould, Hardy, J Hornby, L Hornby, C Kemp, W Kemp, Legg, Mason Billig, Minshull, Mooney, Neal, Overton, Palmer, J Savage, R Savage, Stone, Thomas, Thomson, Wheatley, J Wilby and M Wilby voted in favour of the recommendations.

Cllrs Bell, Gray and Lewis abstained from the vote.

With 31 votes in favour and 3 abstentions it was **RESOLVED:**

- 1) To approve the recommendations of the Cabinet meeting 4th February 2019 relating to the Council Tax Base for dwellings in those parts of its area to which one or more special items relates as in the attached Appendix B and C be approved.
- 2) To approve the recommendations of the Cabinet meeting 4th February 2019 relating to the Revenue and Capital Estimates 2019/20, as amended to reflect the final figures for special expenses described in section 3.4 of this report, be approved.
- 3) That the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts and special expenses) be calculated as £7,370,700.00.
- 4) That the Council Tax requirement for special expenses be calculated as £10,925.48.
- 5) That the following amounts be calculated for the year 2019/20 in accordance with Sections 30 to 36 of the Act.
 - a) £70,349,251.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils and any additional special expenses.
 - b) £59,125,314.70 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - c) £11,223,936.30 being the amount by which the aggregate at 6(a) above exceeds the aggregate at 6(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the 1992 Act).
 - d) £228.42 being the amount at 6(c) above (Item R), all divided by Item T (1 above), calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts and special expenses).
 - e) £3,853,236.30 being the aggregate amount of all special items (Parish precepts and special expenses) referred to in Section 34(1) of the Act (as per attached

Appendix B and C).

- f) £150.00 being the amount at 6(d) above less the result given by dividing the amount at 6(e) above by Item T (1 above), calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept or special expense relates.
- 6) To note that Norfolk County Council and the Norfolk Police and Crime Commissioner have issued precepts to the Council in accordance with Section 40 of the Act for each category of dwellings in the Council's area as indicated in the table below.
- 7) That the Council, in accordance with Sections 30 and 36 of the Act, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2019/20 for each part of its area and for each of the categories of dwellings.

	Valuation Bands							
Precepting Authority	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
South Norfolk Council	100.00	116.67	133.33	150.00	183.33	216.67	250.00	300.00
Norfolk County Council	908.16	1,059.52	1,210.88	1,362.24	1,664.96	1,967.68	2,270.40	2,724.48
Norfolk Police and Crime Commissioner	168.72	196.84	224.96	253.08	309.32	365.56	421.80	506.16
Aggregate of Council Tax Requirements (excluding Parish Precepts and Special Expenses)	1,176.88	1,373.03	1,569.17	1,765.32	2,157.61	2,549.91	2,942.20	3,530.64

- 8) The Council has determined that its relevant basic amount of Council Tax for 2019/20, which reflects an increase of £3.59, is not excessive in accordance with principles approved under Section 52ZB of the Act.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2019/20 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

3480 MONITORING OFFICER REPORT

Members considered the report of the Monitoring Officer, which sought Council to make appointments to both officer and member positions.

Cllr J Fuller introduced the report, explaining that the recommendations sought to appoint Debbie Lorimer and Julie Brown to the positions of Section 151 Officer and the Deputy Section 151 Officer, respectively. He advised that he had nominated Cllr A Pond to serve as the Council's representative on the Community Interest Organisation for Queens' Hill and informed Council that he had appointed Cllr K Mason Billig as Deputy Leader of the Council, following Cllr Edney's decision to step down from that position.

Cllr V Bell expressed her disappointment that Cllr S Blundell had not been considered to represent the Council on the Community Interest Organisation. Cllr Blundell, she explained, was keen to ensure that the future vision for the open space at Queens Hill, met the needs of the local community, and that her knowledge of the area would prove to be a real asset on the Group. Cllr Bell suggested that the appointment wait until after the election.

In response, Cllr Fuller explained that the appointment was required before the election, so as not to delay the application to the Charity Commission, to create a Charity Interest Organisation, and he reminded members that the appointment would be reviewed at the Council's AGM in May.

As the Chairman of the Finance, Resources, Audit and Governance Committee, Cllr P Hardy expressed his support for the proposed appointments to the positions of Section 151 Officer and its Deputy, and Cllr T Lewis also expressed his support for these proposed appointments.

It was unanimously

RESOLVED: To

1. Appoint Debbie Lorimer as the Council's Section 151 Officer, from 19 February 2019.
2. Appoint Julie Brown as the Council's Deputy Financial Officer, from 23 February 2019.
3. Note that Cllr Mason Billig is designated as Deputy Leader of the Council with immediate effect.
4. Appoint Cllr Pond to the Community Interest Organisation for Queens Hill.

3481 PAY POLICY STATEMENT 2019/20

Members considered the report of the Payroll Manager, which sought Council approval of the authority's Pay Policy Statement for 2019/20.

Cllr T Lewis drew attention to the officer head count, which had increased from that in 2018/19, suggesting that this should in fact be reducing, following the collaboration with Broadland District Council.

Cllr Fuller explained that the headcount was not a true reflection on the number of FTE positions due to the high number of part time staff, but he suggested that these figures would be presented differently the following year.

Cllr Fuller made reference to Dave Renault, the Council's Payroll Officer, who was retiring from the Council, after over 40 years of service. Members paid tribute to his long and loyal service.

It was unanimously

RESOLVED: To approve the content of South Norfolk Council's 2019/20 Pay Policy statement as attached, in advance of its publication on the Council's website, by 31 March 2019.

3482 QUESTIONS TO THE CHAIRMEN AND PORTFOLIO HOLDERS

a) Cabinet

Cllr Lewis referred back to the questions to portfolio holders, from members of the public, earlier that evening, regarding climate change and global warming, and asked whether in terms of energy efficiency, the Council's policies regarding standards in both private and public sector housing, required review.

Cllr Y Bendle explained that standards in both the private and public sector housing were taken very seriously. Cllr Fuller added that the Greater Norwich Development Partnership, in developing the Local Plan for 2020, had chosen to impose stricter conditions on developers with regard to energy efficiencies, than that imposed by statutory requirements already in place.

In response to a query from Cllr M Gray, concerning the European elections on 23 May, Cllr Fuller explained that the Council would be prepared for the election, should the United Kingdom fail to leave the European Union on 29 March.

b) Scrutiny Committee

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

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

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

d) Development Management Committee

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

e) Electoral Arrangements Review Committee

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

3483 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES

Norfolk Police and Crime Panel

Member noted Cllr C Kemp's report regarding the Police and Crime Panel for Norfolk.

(The meeting concluded at 9.31pm)

Chairman

SPECIAL COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 28 February 2019 at 10.00 a.m

Members Present:	Councillors: Overton (Chairman) Bell, Bendle, Bernard, Bills, Blundell, Broome, Dale, Duffin, Edney, Ellis, Fuller, Goldson, Gould, J Hornby, L Hornby, Hudson, C Kemp, Kiddie, Lewis, Mason Billig, Minshull, Mooney, Neal, Palmer, Riches, J Savage, Thomas, Thomson and Wheatley
Apologies:	Councillors: Amis, Dewsbury, Easton, Foulger, Fulcher, Gray, Hardy, W Kemp, Larner, Legg, Stone, and Worsley
Officers in Attendance:	The Managing Director (T Holden), the Director of Communities and Wellbeing (J Sutterby), the Head of Governance (E Hodds) and the Head of Business Transformation (H Ralph)

3484 DECLARATIONS OF INTEREST

The Committee Clerk declared an interest in minute 3485, the Senior Management Recruitment and Appointment Arrangements, on behalf of all senior managers present.

3485 SENIOR MANAGEMENT RECRUITMENT AND APPOINTMENT ARRANGEMENTS

Members considered the report of the Managing Director, which sought approval on the preferred appointment arrangements for the recruitment and appointment of the senior management roles for Broadland District Council and South Norfolk Council, to facilitate a single paid service.

In presenting the report, Cllr J Fuller referred members to paragraph 4.13 of the report, which outlined the potential options for the appointment of Deputy Chief Officer (Assistant Director) roles. He advised that both the Cabinet and the Scrutiny Committee had recommended Option 1, which would consist of an 8 member panel, the Managing Director, and an external recruiter. Members were also advised of an amendment to the recommendation, to include the need to ensure a common membership of no less than 75% at each panel meeting, as outlined at paragraph 4.14 of the report.

Members noted that the recruitment of Deputy Chief Officer roles would usually be delegated to officers at South Norfolk, and was resource intensive, however, Cllr K Mason Billig stressed that the proposed approach would ensure transparency throughout the process.

In response to a question regarding the stress levels of staff, the Managing Director explained that he understood that change could be worrying and overwhelming for some, and he stressed the importance of involving staff throughout the process of change. He had held one to ones for staff currently affected by the restructuring of the Council's management team, and all employees were invited to a series of staff briefings to ensure that they were well informed and engaged in the process. He explained that the general feedback from staff had been that they would prefer the changes to happen sooner rather than later. With reference to a query regarding temporary appointments, he confirmed that these could be external or internal appointments, for up to a period of six months, to ensure that services ran smoothly, whilst a permanent appointment was sought.

During discussion, a member stressed the importance of the Managing Director having confidence in his team, so that they could all work effectively together, and queried how much weight would be given to his view during the appointment process. Cllr Fuller explained that whilst he would have no formal vote, it would be sensible for the Panel to take account of his steer. He added that an objective view would also be provided by the independent advisors, Penna, and the Panel would be considering the psychometric tests endured by candidates.

It was unanimously

RESOLVED: To:

1. Note the recruitment process and associated timeline (in Appendix A) for appointment of Chief Officer and Deputy Chief Officer roles to the Senior Management structure.
2. Approve the proposed panel format as set out in section 4.12 and 4.14 for the Member appointments panel of Chief Officer roles.
3. Approve the preferred option from the table of options in section 4.13 for the appointments panel of Deputy Chief Officer roles.
4. Approve the updated terms of reference for the Joint Appointment Panel (in Appendix B).
5. Approve that the Managing Director be given delegated authority to appoint on an interim basis in the event that any external appointments are required after all internal senior staff and wider internal staff groups are complete.

(The meeting concluded at 10.21am)

Chairman

SPECIAL COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Tuesday 23 April 2019 at 10.00 am

Members Present:	Councillors: Overton (Chairman), Bendle, Bernard, Bills, Blundell, Broome, Dale, Dewsbury, Duffin, Edney, Ellis, Foulger, Fulcher, Fuller, Goldson, Gould, Gray, Hudson, C Kemp, Legg, Lewis, Mason Billig, Minshull, Neal, Riches, J Savage, R Savage, Stone, Thomas, Thomson, Wheatley and M Wilby
Apologies:	Councillors: Amis, Bell, Easton, Hardy, J Hornby, L Hornby, W Kemp, Kiddie, Larner, Mooney, Palmer, Pond, J Wilby and Worsley
Officers in Attendance:	The Managing Director (T Holden), the Director of Place (J Sutterby), the Director of Resources (D Lorimer), the Assistant Director, Governance and Business Support (E Hodds) and the Assistant Director, Chief of Staff (H Ralph)

3486 URGENT ITEM – GLYN WALDEN

The Chairman was very sad to report the passing of former member, and Honorary Alderman, Mr Glyn Walden.

Cllr G Minshull referred to Mr Walden's many achievements during both his service as a councillor, and in his personal life. Mr Walden had been bestowed with the title of Honorary Alderman, from both Diss and South Norfolk Councils for his services. He had supported many charity events and projects, always with residents' interests at heart and never seeking personal glory. He gave special mention to the transformation of the Diss Corn Hall, a project that he believed would never have come to fruition without Mr Walden's determination and support.

Mr Walden was, he added, the man and councillor they should aspire to be; an inspiration to all.

Cllr M Gray agreed with Cllr Minshull's comments, adding that the Liberal Democrat Group had been very sorry to hear of Mr Walden's passing and wished to convey its sincere condolences to his family.

Members then stood and observed a minute's silence in memory of Mr Walden

3487 DECLARATIONS OF INTEREST

The Committee Clerk declared an interest on behalf of Debbie Lorimer, Jamie Sutterby, and Emma Hodds, with regard to item 4 on the agenda, the Senior Management Posts.

3488 SENIOR MANAGEMENT POSTS

Members considered the report of the Managing Director, which sought approval of the appointments made by the Joint Appointments Panel for the proposed joint senior management structure, across both Broadland and South Norfolk Councils.

Cllr J Fuller presented the report, referring members to Appendix A, which outlined the proposed appointments to the joint senior management structure.

Cllr Fuller believed the process to have been fair and consistent, and he thanked Unison, the East of England Local Government Association, and Penna for their support and guidance throughout the process.

Cllr Mason Billig, who had chaired the Joint Appointment Panel meetings, explained that the Panel had met on 4 separate occasions, with each candidate being interviewed for at least 1 hour and 15 minutes. She thanked all those members and candidates involved, explaining that it had been a rigorous process, and she believed that the correct candidates had been selected for appointment.

Cllr T Lewis endorsed both Cllrs Fuller's and Mason Billig's comments, adding that he had been impressed with the professional, independent guidance provided to the Panel throughout the interviews, and had also been grateful for the cross-party involvement in the process

It was unanimously

RESOLVED:

1. To appoint Debbie Lorimer as the Director of Resources with immediate effect, noting that this is a joint appointment across both Councils.
2. To appoint Jamie Sutterby as the Director of People and Communities with immediate effect, noting that this is a joint appointment across both Councils.
3. To appoint Phil Courtier as the Director of Place with immediate effect, noting this is a joint appointment across both Councils.
4. To note the recommendation to Broadland District Council, that Debbie Lorimer be appointed as the Council's Chief Financial Officer (Section 151 Officer) from 28 May 2019 on the departure of Jill Penn the current Broadland District Council Section 151 Officer. This is a joint appointment across both Councils.
5. To note the recommendation to Broadland Council, that Emma Hodds be appointed as the Council's Monitoring Officer with immediate effect. This is a joint appointment across both Councils.

3489 APPOINTMENT TO OUTSIDE BODY: TRANSPORT FOR NORWICH MEMBER GROUP

Cllr J Fuller explained the need for a temporary member appointment to the Transport for Norwich Member Group, explaining that the appointment would be reviewed at the Council's AGM on 22 May 2019.

It was unanimously

RESOLVED: To appoint Cllr K Mason Billig to the Transport for Norwich Member Group as the Council's representative for remainder of the municipal year 2018/19.

3490 RETIRING MEMBERS

Cllr J Fuller noted that this would be the last formal occasion for a number of members standing down at the forthcoming elections. He thanked all 14 members of the Council who were standing down from their roles, for their services to the Council. It had been a productive, civilised and cooperative term of office for both political parties, and he hoped that this conducive approach would continue in to the new term.

(The meeting concluded at 10.24am)

Chairman



REPORT OF RETURNING OFFICER – PERSONS ELECTED DISTRICT COUNCILLORS 3 MAY 2019

Report Author(s): Trevor Holden, Managing Director
01508 533603
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Portfolio: Leader, the Economy and External Affairs

Ward(s) Affected: All

Purpose of the Report:

This report sets out the name of the persons duly elected as District Councillors on 3 May 2019.

Recommendations:

1. Council to note the persons elected as District Councillors on 3 May 2019 as set out in Appendix A.

1 SUMMARY

- 1.1 This report sets out the name of the persons duly elected as District Councillors on 3 May 2019.

2 BACKGROUND

- 2.1 On Thursday 2 May 2019, the District Council held elections for all 46 seats, the results of which were declared on Friday 3 May 2019.
- 2.2 In accordance with the Local Government Act 1972, the Managing Director as Returning Officer for the election of District Councillors for the District of South Norfolk, has returned to the District Council the names of the persons who were, on 4 May 2019, duly elected as District Councillors for the Electoral Divisions as set out in Appendix 'A'.

3 OTHER OPTIONS

- 3.1 Not applicable to this report.

4 ISSUES AND RISKS

- 4.1 **Resource Implications** – not applicable to this report.
- 4.2 **Legal Implications** – there is a legal requirement that the District Council elections are held every four years.
- 4.3 **Equality Implications** – not applicable to this report.
- 4.4 **Environmental Impact** – not applicable to this report.
- 4.5 **Crime and Disorder** – not applicable to this report.
- 4.6 **Risks** – not applicable to this report.

5 CONCLUSION

- 5.1 This report concludes the results of the 2019 elections for District Councillors.

6 RECOMMENDATIONS

- 6.1 Council to note the persons elected as District Councillors on 3 May 2019 as set out in Appendix A.

Election of DISTRICT COUNCILLORS for the Wards of South Norfolk District Council Summary of Results

Date of Election : Thursday 02 May 2019

Contested Elections

Beck Vale, Dickleburgh & Scole

Name of Candidate		Description (if any)	Number of Votes
HUDSON	Clayton	Conservative Party Candidate	953 Elected
REEKIE	Pamela Ann	Labour Party	395
WARD	Dolores Teresa	Labour Party	257
WILBY	Martin James	Conservative Party Candidate	1,051 Elected
WILLIAMSON	Thomas Robert	Liberal Democrat	474

Vacant Seats: 2 Electorate: 5,109 Ballot Papers Issued: 1,853 Turnout: 36.27%

Bressingham & Burston

Name of Candidate		Description (if any)	Number of Votes
CHAMBERS	Paul William	United Kingdom Independence Party	119
EASTER	James	The Conservative Party Candidate	468 Elected
KATZ	Elana	Labour Party	115
NORMAN	Brian Richard	Liberal Democrat	174
REYNOLDS	David John	The Green Party	153

Vacant Seats: 1 Electorate: 2,692 Ballot Papers Issued: 1,045 Turnout: 38.82%

Brooke

Name of Candidate		Description (if any)	Number of Votes
FULLER	John Charles	The Conservative Party Candidate	718 Elected
RYLAND	Peter	Labour Party	189
YOUNG	Jennifer Anne	Liberal Democrat	381

Vacant Seats: 1 Electorate: 2,634 Ballot Papers Issued: 1,331 Turnout: 50.53%

Contested Elections

Bunwell

Name of Candidate		Description (if any)	Number of Votes
JONES	Katherine Mary	Labour Party	154
RIDLEY	Stephen Ronald	The Conservative Party Candidate	511 Elected
RISSMANN	Bodo Ulrich David	Liberal Democrat	220

Vacant Seats: 1 Electorate: 2,454 Ballot Papers Issued: 923 Turnout: 37.61%

Central Wymondham

Name of Candidate		Description (if any)	Number of Votes
HEYWOOD	Peter	Liberal Democrat	377
HURN	Kevin Leslie	Conservative Party Candidate	735 Elected
LEMAN	Hilary Frances Land	Labour Party	305
O'GRADY	Kevin Patrick	Labour Party	342
SAVAGE	Robert James	Conservative Party Candidate	714 Elected
TRAVIS	Peter Michael	Community Candidate Party	550
WELTON	Michael John	Independent	262

Vacant Seats: 2 Electorate: 4,789 Ballot Papers Issued: 1,799 Turnout: 37.57%

Cringleford

Name of Candidate		Description (if any)	Number of Votes
BROWN	Andrew Robert	Liberal Democrat	406
CHAPMAN	Simon John	Labour and Co-operative Party	473
DEVLIN	Leisa Jean	Labour Party	405
ELMER	Daniel Edward	Conservative Party Candidate	663 Elected
KEMP	William Lewis Wilson	Conservative Party Candidate	659 Elected

Vacant Seats: 2 Electorate: 3,700 Ballot Papers Issued: 1,446 Turnout: 39.08%

Contested Elections

Diss & Roydon

Name of Candidate		Description (if any)	Number of Votes
DAVISON	Christopher	Labour Party	432
JENNIFER	Jane	Labour Party	475
KIDDIE	Keith Walter	Conservative Party Candidate	1,129 Elected
MINSHULL	Graham	Conservative Party Candidate	1,163 Elected
REES	Susan Yvette	Labour Party	422
TRAUBE	David John	Liberal Democrat	556
WENMAN	Fiona Jane	Liberal Democrat	651
WENMAN	Trevor Leonard	Liberal Democrat	596
WILBY	Jennifer Maud	Conservative Party Candidate	1,036 Elected

Vacant Seats: 3 Electorate: 8,257 Ballot Papers Issued: 2,416 Turnout: 29.26%

Ditchingham & Earsham

Name of Candidate		Description (if any)	Number of Votes
BERNARD	Brendon Paul	Liberal Democrat	919 Elected
BROWN	Christopher John	Liberal Democrat	805 Elected
CROSS	Ian Anthony	UK Independence Party	274
PANK	Stephen John	Labour Party	240
SMITH-CULLEN	Geraldine Mary	Labour Party	189
STONE	Barry Michael	Conservative Party Candidate	560
STONE	Margaret Florence	Conservative Party Candidate	551

Vacant Seats: 2 Electorate: 5,149 Ballot Papers Issued: 1,930 Turnout: 37.48%

Easton

Name of Candidate		Description (if any)	Number of Votes
ASHPOLE	William Samuel	United Kingdom Independence Party	59
CROUCH	Nigel Collingwood	Labour Party	91
DEWSBURY	Margaret	The Conservative Party Candidate	327 Elected
PITCHFORD	Jennifer	Liberal Democrat	47

Vacant Seats: 1 Electorate: 1,537 Ballot Papers Issued: 529 Turnout: 34.42%

Fornsett

Name of Candidate		Description (if any)	Number of Votes
DUFFIN	Barry Christopher	The Conservative Party Candidate	476 Elected
GULLIVER	Bethan Siân	Labour Party	173
McCLENNING	Robert Arthur	Liberal Democrat	361

Vacant Seats: 1 Electorate: 2,654 Ballot Papers Issued: 1,033 Turnout: 38.92%

Contested Elections

Harleston

Name of Candidate		Description (if any)	Number of Votes
CURSON	Fleur Jemima	Conservative Party Candidate	546 Elected
EDDY	James William	Labour Party	361
KUZMIC	Susan Evelyn	Liberal Democrat	363
REEKIE	David	Labour Party	220
RICHES	Brian Maurice		366
SAVAGE	Jeremy Philip	Conservative Party Candidate	587 Elected

Vacant Seats: 2 Electorate: 4,713 Ballot Papers Issued: 1,428 Turnout: 30.30%

Hempnall

Name of Candidate		Description (if any)	Number of Votes
EDNEY	Michael	The Conservative Party Candidate	485 Elected
KING	Janet Susan	Labour Party	181
MILLER	Marian Jean	Liberal Democrat	305

Vacant Seats: 1 Electorate: 2,589 Ballot Papers Issued: 988 Turnout: 38.16%

Hethersett

Name of Candidate		Description (if any)	Number of Votes
BILLS-EVERETT	David	Conservative Party Candidate	1,208 Elected
DEARNLEY	Adrian Charles	Conservative Party Candidate	1,023 Elected
HARDY	Philip Allan	Conservative Party Candidate	1,063 Elected
PEARSON	Andrew David	Labour Party	663
REASON	Peter James	Labour Party	485
SUTTON	Jaqueline Ann	Liberal Democrat	955

Vacant Seats: 3 Electorate: 6,158 Ballot Papers Issued: 2,157 Turnout: 35.03%

Hingham & Deopham

Name of Candidate		Description (if any)	Number of Votes
BENDLE	Yvonne	The Conservative Party Candidate	564 Elected
BLUNDELL	Gary McAlister	Liberal Democrat	233

Vacant Seats: 1 Electorate: 2,473 Ballot Papers Issued: 829 Turnout: 33.52%

Contested Elections

Loddon & Chedgrave

Name of Candidate		Description (if any)	Number of Votes
KEMP	Christopher John	Conservative Party Candidate	514
MASON BILLIG	Kay Frances	Conservative Party Candidate	732 Elected
MURPHY	Ronald John	United Kingdom Independence Party	247
ROWE	Jeremy Bruce	Labour Party	632 Elected
TRYGGVASON	Judith Ann	Liberal Democrat	457

Vacant Seats: 2 Electorate: 4,495 Ballot Papers Issued: 1,628 Turnout: 36.22%

Mulbarton & Stoke Holy Cross

Name of Candidate		Description (if any)	Number of Votes
CLIFFORD-JACKSON	Vivienne Helen	Liberal Democrat	981 Elected
FRANCIS	Gerald William	Conservative Party Candidate	1,040 Elected
LEGG	Nigel Gordon Macdonald	Conservative Party Candidate	1,275 Elected
MARTIN	John	Labour Party	470
PARKER	Matthew Jonathan	Labour Party	360
SAYER	Huw Edward John	Liberal Democrat	692
SEWELL	Steven Leigh	Labour Party	469
SPRATT	Ian Victor	Liberal Democrat	786
TANNER	Davina	Conservative Party Candidate	915

Vacant Seats: 3 Electorate: 7,053 Ballot Papers Issued: 2,595 Turnout: 36.79%

New Costessey

Name of Candidate		Description (if any)	Number of Votes
ALAM	Iftekhar	Labour Party	258
AMIS	John Raymond	Liberal Democrat	674 Elected
BURRILL	Brendan	Liberal Democrat	569 Elected
DAVILA	Francisco	Conservative Party Candidate	310
FLOWERDEW	John William	Independent	133
NEWTON	Michelle Paula	United Kingdom Independence Party	233
SEALEY	Rouell Jamal	Labour Party	197
WILTSHIRE	Andrew Roy	Conservative Party Candidate	322

Vacant Seats: 2 Electorate: 5,089 Ballot Papers Issued: 1,506 Turnout: 29.59%

Contested Elections

Newton Flotman

Name of Candidate		Description (if any)	Number of Votes
CONNORS	Andrew Patrick	Labour Party	168
ELLIS	Florence	The Conservative Party Candidate	453 Elected
HAGGER	Shirley Ann	Liberal Democrat	253

Vacant Seats: 1 Electorate: 2,468 Ballot Papers Issued: 890 Turnout: 36.06%

North Wymondham

Name of Candidate		Description (if any)	Number of Votes
HOLDEN	Anthony Hugh	Conservative Party Candidate	606 Elected
HORNBY	Jack Henry	Conservative Party Candidate	533 Elected
HUBBLE	Penelope Anifer Mab	Liberal Democrat	411
LEMAN	James Edward George	Labour Party	229
ROBERTS	David	Liberal Democrat	360
UNDERWOOD	Douglas Charles	Labour Party	260

Vacant Seats: 2 Electorate: 4,145 Ballot Papers Issued: 1,299 Turnout: 31.34%

Old Costessey

Name of Candidate		Description (if any)	Number of Votes
BLUNDELL	Sharon Louise	Liberal Democrat	1,060 Elected
GLOVER	Elizabeth Lesley	Liberal Democrat	670 Elected
LAIDLAW	Terence Graham	Liberal Democrat	805 Elected
POND	Andrew David	Conservative Party Candidate	529
TAYLOR	Daniel	Conservative Party Candidate	486
VAIL	David Bruce	Labour Party	425
WOOLLISCROFT	Joshua Blair	Conservative Party Candidate	395

Vacant Seats: 3 Electorate: 6,898 Ballot Papers Issued: 1,800 Turnout: 26.09%

Contested Elections

Poringland, Framinghams & Trowse

Name of Candidate		Description (if any)	Number of Votes
FIELDS	Edward Julian	UKIP	232
FOWLER	Nicola Jeannette	Labour Party	369
FOWLER	Thomas Elton	Labour Party	304
HAMMOND	Matthew William	Liberal Democrat	635
LANDSHOFT	James	Labour Party	309
LEWIS	Trevor	Liberal Democrat	800
NEAL	Lisa Sharon	Conservative Party Candidate	954 Elected
OVERTON	John	Conservative Party Candidate	1,094 Elected
SMITH	Hazel Pamela Anne	Liberal Democrat	713
SPRUCE	Trevor	Conservative Party Candidate	898 Elected
YOUNG	Julie	The Green Party	370

Vacant Seats: 3 Electorate: 5,873 Ballot Papers Issued: 2,435 Turnout: 41.46%

Rockland

Name of Candidate		Description (if any)	Number of Votes
CAMPBELL-JOHNSTON	Birgitta Elisabeth	The Green Party	185
COYLE	Robert Andrew	Liberal Democrat	174
LINDSAY	Amanda	Labour Party	197
SMEDLEY	Lynn Margaret	UK Independence Party	90
THOMSON	Victor James	The Conservative Party Candidate	446 Elected

Vacant Seats: 1 Electorate: 2,753 Ballot Papers Issued: 1,099 Turnout: 39.92%

South Wymondham

Name of Candidate		Description (if any)	Number of Votes
HALLS	Julian Lawrence	Liberal Democrat	639 Elected
LEMON	Martyn Henry Brian	Conservative Party Candidate	448
MCLEOD	Craig	Conservative Party Candidate	457
NURI	Suzanne	Liberal Democrat	712 Elected

Vacant Seats: 2 Electorate: 3,839 Ballot Papers Issued: 1,257 Turnout: 32.74%

Contested Elections

Stratton

Name of Candidate		Description (if any)	Number of Votes
CLIFFORD	Archie	UK Independence Party	168
FULCHER	Desmond	Liberal Democrat	297
LANGTON	Sarah	Labour Party	139
MORGAN	Sean Michael	Liberal Democrat	263
READ	Alyson Jane	Labour Party	138
THOMAS	Alison Mary	Conservative Party Candidate	559 Elected
WORLEY	Joshua Jay	Conservative Party Candidate	411 Elected

Vacant Seats: 2 Electorate: 3,391 Ballot Papers Issued: 1,067 Turnout: 31.47%

Thurlton

Name of Candidate		Description (if any)	Number of Votes
BARBER	Andrew Paul	Liberal Democrat	336
BLAIKIE	Sally Laura	Labour Party	181
KNIGHT	James Logan	The Conservative Party Candidate	437 Elected

Vacant Seats: 1 Electorate: 2,592 Ballot Papers Issued: 994 Turnout: 38.35%

Wicklewood

Name of Candidate		Description (if any)	Number of Votes
ELLIOTT	Richard James	The Conservative Party Candidate	609 Elected
WALTERS	Victoria Eugenie Louise	The Green Party	246
WATSON	Janet Rosemary	Liberal Democrat	201

Vacant Seats: 1 Electorate: 2,641 Ballot Papers Issued: 1,074 Turnout: 40.67%

Totals for District Election

Ballot Papers Issued	=	37,351	Votes Cast	=	67,283
Electorate	=	106,145	Votes Rejected	=	697
Turnout %	=	35.19 %			

MONITORING OFFICER REPORT

Report Author(s): Emma Hodds, Monitoring Officer

ehodds@s-norfolk.gov.uk 01508 533791

Portfolio: Leader and Economy and External Affairs

Ward(s) Affected: All

Purpose of the Report: The purpose of this report is to seek approval to make amendments to the Council's committee structure, and to appoint Mr Alex Oram to the position of Independent Person.

Recommendations:

1. Subject to the consent of the elected Leader of the Council, agree the modification to the delegation of responsibilities, Cabinet portfolio and Cabinet policy committees as included in paragraph 1 and Appendix 1 of this report.
2. Agree the increase in membership of the Electoral Arrangements Review Committee to 7 members.
3. Agree the increase in membership of the Policy Committees and Finance, Resources, Audit and Governance Committee, to 9 members.
4. Agree the amendment to the membership of the Standards Committee.
5. Agree the formation of an Awards Committee and delegate the Monitoring Officer to create its Terms of Reference.
6. Authorise the Monitoring Officer to make the consequential changes to the constitution as a result of this report.
7. Delegate minor amendments to the names of the Cabinet Policy Committees and their Terms of Reference to the Monitoring Officer, in consultation with Group Leaders.

8. Agree the allocation of seats on Council Committees in accordance with Appendix 2 of the report and to appoint to those seats as advised by Group Leaders.
9. Appoint Chairman and Vice-Chairman as set out in Appendix 3 of the report.
10. Agree the appointment of the Independent Person, Mr Alex Oram, to 30 May 2023.

1. SUMMARY

- 1.1 The purpose of this report is to seek approval to make amendments to the Council's committee structure, and to appoint Mr Alex Oram to the position of Independent Person.

2. COMMITTEE STRUCTURE

- 2.1 The Leader of the Council, once elected, will confirm to this meeting their Cabinet members and corresponding portfolios. The Leader of the Conservative Group has confirmed that if elected, he intends to modify the Cabinet portfolios and corresponding Cabinet Policy Committees, as detailed at Appendix 1. In summary, the following portfolios are proposed:

Cabinet Portfolio	Corresponding Cabinet Policy Committees
External Affairs & Policy (Leader)	<ul style="list-style-type: none">• Regulation & Planning (& Cross-cutting Policy Committees)
Stronger Communities & Governance	<ul style="list-style-type: none">• Finance, Resources, Audit & Governance• People & Communities (& Cross-cutting Policy Committees)
Finance & Resources	<ul style="list-style-type: none">• Finance, Resources, Audit & Governance
Health, Housing & Wellbeing	<ul style="list-style-type: none">• People & Communities
Planning & Economic Growth	<ul style="list-style-type: none">• Growth, Infrastructure & Environment• Regulation & Planning• People & Communities
Regulatory & Environmental Excellence	<ul style="list-style-type: none">• Growth, Infrastructure & Environment• Regulation & Planning• People & Communities

- 2.2 To allow further minor changes to the names and/or Terms of Reference of the Cabinet Policy Committees in order to ensure continuing alignment to the Cabinet Portfolios, it is requested that this is delegated to the Monitoring Officer, in consultation with the Leader.
- 2.3 In addition, the Leader has indicated that he would like to amend the number of members appointed to the Cabinet Policy Committees and the Finance, Resources, Audit and Governance Committee. It is proposed that these committees increase their membership to 9. The Leader also intends to create a Committee to consider judging and criteria of Council awards including but not limited to Retail, Pub of the Year, Community, and Business Awards, with a membership of 5 members (4:1). If agreed, Council is asked to delegate the

creation of Terms of Reference for the Awards Committee to the Monitoring Officer.

3. APPOINTMENTS TO COMMITTEES

- 3.1 Following the approval of the Committee Structure, the Council must review its appointment to the Committees at its annual meeting.
- 3.2 To confirm, Council is responsible for appointing members to fill the allocated seats on Council committees but can only appoint members proposed by the Group Leaders. Group Leaders have been asked to make nominations on this basis.
- 3.3 Seats on the Council Committees and Scrutiny Committee have to be allocated to reflect the strength of each political group on the Council. Group Leaders have been notified of the proposed allocations under the political balance rules. The political balance of the Council has been calculated on a 35:10 split basis.
- 3.4 Under the Local Government Act 2000, Cabinet, and its non-decision-making Policy Committees, are exempt from the rules of political balance. However, the Council elects to appoint members to the Policy Committees on a politically balanced basis.
- 3.5 As with previous years, 15 members will be appointed to the Licensing, Appeals and Complaints Committee and the Licensing and Gambling Act Committee. These committees may meet as a full Committee, however will more often meet as a Sub-Committee of 3 members to consider individual appeals and applications; officers will seek to ensure that by using a rotation system, overall political balance is maintained over the year.
- 3.6 The Leader has indicated that he no longer wishes Standards Committee to be appointed from the above 15 members on rotation, therefore appointments have been sought from Group Leaders on a politically balanced basis. The Terms of Reference of the Standards Committee, and others that reference Standards Committee (eg, Joint Statutory Officer Hearing and Appeal Committees), will require amendment to allow this; members are asked to approve this change.
- 3.7 The Development Management Committee works on an appointment basis, with any substitutes to be drawn from the substitute pool in the first instance, in accordance with the scheme of substitutes as set out in the separate report on this agenda.
- 3.8 The Monitoring Officer has been informed by the Conservative Group that they do not wish to take their full allocation of seats on Scrutiny Committee and the Electoral Arrangements Review Committee. Instead, on Scrutiny

Committee, the Conservative Group will have 6 of the seats, the Liberal Democrat Group will be allocated 2 seats (which confirms to the political balance rules) and the Labour member has been allocated 1 seat. With regard to the Electoral Arrangements Review Committee, the Conservative Group is not taking their full allocation and allocating one of their seats to the Labour member. As these are contrary to the rules of political balance, a *nem con* (with no member voting against) resolution is required in relation to both.

3.9 A full schedule of the appointments to Committees 2019/20 is included at Appendix 2.

3.10 The Council is also responsible for appointing the Chairmen and Vice-Chairmen of specific committees, as set out in Appendix 3 of the report.

4. APPOINTMENT OF INDEPENDENT PERSON

4.1 Under the Localism Act 2011, Councils are required to appoint an Independent Person to provide their views on standards complaints before it reaches its decision on how they should be resolved.

4.2 Mr Alex Oram has been appointed to this role since 2012, following a selection process, and is a former Standards for England Investigator, who now advises organisations on challenging conduct issues. In this regard, he has investigated and supported Councils with some of the most high-profile standards cases across the Country over the past few years. His knowledge and expertise have proved extremely useful, and thus it is proposed to renew the appointment of Mr Oram for the current electoral term, to 30 May 2023.

5. ISSUES AND RISKS

5.1 **Resource Implications** – none

5.2 **Legal Implications** – the recommendations contained within this report ensures that the Council remains compliant with relevant legislation

5.3 **Equality Implications** – none

5.4 **Environmental Impact** – none

5.5 **Crime and Disorder**- none

5.6 **Risks** – see paragraph 4.2.

6. CONCLUSION

6.1 This report asks the Council to agree amendments to the Council's committees, appoint to committees, including chairmen and vice-chairmen, and re-appoint Mr Alex Oram as the Council's Independent Person.

7. RECOMMENDATIONS

- 7.1 Subject to the consent of the elected Leader of the Council, agree the modification to the delegation of responsibilities, Cabinet portfolio and Cabinet policy committees as included in paragraph 1 and Appendix 1 of this report.
- 7.2 Agree the increase in membership of the Electoral Arrangements Review Committee to 7 members.
- 7.3 Agree the increase in membership of the Policy Committees and Finance, Resources, Audit and Governance Committee, to 9 members.
- 7.4 Agree the amendment to the membership of the Standards Committee.
- 7.5 Agree the formation of an Awards Committee and delegate the Monitoring Officer to create its Terms of Reference.
- 7.6 authorise the Monitoring Officer to make the consequential changes to the constitution as a result of this report.
- 7.7 Delegate minor amendments to the names of the Cabinet Policy Committees and their Terms of Reference to the Monitoring Officer, in consultation with Group Leaders.
- 7.8 Agree the allocation of seats on Council Committees in accordance with Appendix 2 of the report and to appoint to those seats as advised by Group Leaders.
- 7.9 To appoint Chairman and Vice-Chairman as set out in Appendix 3 of the report.
- 7.10 Agree the appointment of the Independent Person, Mr Alex Oram, to 30 May 2023.

Portfolio	Service Activity	Directorate	Policy Committee
Stronger Communities and Governance	Audit	Director Resources	Finance, Resources, Audit & Governance
	Community Capacity and Engagement	Director People and Communities	People & Communities
	Customer Services (SNC)	Managing Director	Cross-cutting Policy Committees
	Governance	Director Resources	Finance, Resources, Audit & Governance
	Information Technology, ICT Strategy, Telephony and GIS	Director Resources	Finance, Resources, Audit & Governance
	Legal Services	Director Resources	Finance, Resources, Audit & Governance
	Risk Management	Director Resources	Finance, Resources, Audit & Governance
	Service Improvement and Efficiency	Managing Director	Finance, Resources, Audit & Governance
External Affairs & Policy	Shared Services with Broadland	Managing Director	Cross-cutting Policy Committees
	Commercial Ventures	Managing Director	Cross-cutting Policy Committees
	Communications & Marketing	Managing Director	Cross-cutting Policy Committees
	Elections and Electoral Registration	Director Resources	Cross-cutting Policy Committees
	External Affairs	Managing Director	Cross-cutting Policy Committees
	Policy & Strategy	Managing Director	Cross-cutting Policy Committees
Finance & Resources	Strategic Planning Policy	Director Place	Regulation & Planning Policy
	Accountancy and Treasury Management	Director Resources	Finance, Resources, Audit & Governance
	Democratic Services	Director Resources	Finance, Resources, Audit & Governance
	Finance	Director Resources	Finance, Resources, Audit & Governance
	Health and Safety at SNC	Director Resources	Finance, Resources, Audit & Governance
	Human Resources	Director Resources	Finance, Resources, Audit & Governance
	Land and Property	Director Resources	Finance, Resources, Audit & Governance
	Procurement and Supply Contracts	Director Resources	Finance, Resources, Audit & Governance
	Revenues	Director Resources	Finance, Resources, Audit & Governance

Portfolio	Service Activity	Directorate	Policy Committee
People & Communities	Benefits	Director People and Communities	People & Communities
	Early Intervention	Director People and Communities	People & Communities
	Housing Standards and Advice	Director People and Communities	People & Communities
	Independent Living	Director People and Communities	People & Communities
	Leisure Centres	Director People and Communities	People & Communities
	Sport& Leisure Development	Director People and Communities	People & Communities
Planning & Economic Growth	Broadband for the Community	Director Place	Growth, Infrastructure & Environment
	CNC Building Control	Director Place	Regulation & Planning Policy
	Design and Conservation	Director Place	Regulation & Planning Policy
	Development Control	Director Place	Regulation & Planning Policy
	Economic Development	Director Place	Growth, Infrastructure & Environment
	Land Charges	Director Place	Regulation & Planning Policy
	Strategic Housing Policy	Director Place	People & Communities
Regulatory & Environmental Excellence	Burials	Director People and Communities	People & Communities
	Car Parks and Parking Enforcement	Director People and Communities	Regulation & Planning Policy
	Community Assets	Director Place	Growth, Infrastructure & Environment
	Community Protection and Environmental Quality	Director Place	Growth, Infrastructure & Environment
	Emergency Planning	Director Place	Growth, Infrastructure & Environment
	Food Safety	Director Place	Regulation & Planning Policy
	Gypsies and Travellers	Director People and Communities	People & Communities
	Licensing	Director Place	Regulation & Planning Policy
	Public Conveniences	Director Place	Growth, Infrastructure & Environment
	Public Health Protection	Director People and Communities	People & Communities
	Strategic Waste	Director Place	Growth, Infrastructure & Environment
	Street Lighting	Director Place	Growth, Infrastructure & Environment
	Waste	Director Place	Growth, Infrastructure & Environment

Appointments to Committees, 2019/20

Allocation of Seats on Committees

Committees of the Council's Executive

Cabinet (6)

(6 Conservative)

Growth, Infrastructure and the Environment (9)

(7 Conservative / 2 Liberal Democrat)

People and Communities (9)

(7 Conservative / 2 Liberal Democrat)

Regulation and Planning Policy Committee (9)

(7 Conservative / 2 Liberal Democrat)

Finance, Resources, Audit and Governance (9)

(7 Conservative / 2 Liberal Democrat)

Joint Consultative Committee (6)

(5 Conservative/ 1 Liberal Democrat)

Community Action Fund Panel (3)

(2 Conservative / 1 Liberal Democrat)

To be composed of the Portfolio Holder for Stronger Communities and Governance, the Chairman of the People and Communities Policy Committee, and the Shadow Portfolio Holder for Stronger Communities and Governance.

Other Committees

Scrutiny Committee (9)

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

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

(12 Conservative / 3 Liberal Democrat)

Standards Committee (5)

(4 Conservative/ 1 Liberal Democrat)

Awards Committee (5)

(4 Conservatives, 1 Liberal Democrat)

Development Management Committee (9)

(7 Conservative / 2 Liberal Democrat)

Development Management Substitute Pool (7)

(5 Conservative / 2 Liberal Democrat)

Sites Sub- Committee (6)

(5 Conservative / 1 Liberal Democrat)

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

Emergency Committee (5)

(4 Conservative / 1 Liberal Democrat)

Electoral Arrangements Review Committee (7)

(4 Conservative / 2 Liberal Democrat / 1 Labour)

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

Aldermanic Review Panel

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

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

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

Joint Statutory Officer Appeals Committee (3 SNC members)

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

Joint Appointments Panel (4 SNC members)

(3 Conservative / 1 Liberal Democrat)

Joint Scrutiny Committee (6 SNC members)

5 Conservative / 1 Liberal Democrat)

Chairmen of Committees

Council Committees

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

Executive Committees

Body	Chairman	Vice-Chairman
Cabinet	Leader of the Council	Deputy Leader of the Council
Growth Infrastructure and the Environment Policy Committee		
People and Communities		
Regulation and Planning Policy Committee		
Finance, Resources, Audit and Governance		
Joint Consultative Committee	UNISON	To be determined by the Committee
Community Action Fund Panel	Portfolio holder for Stronger Communities and Governance	

Joint Committees

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

APPOINTMENTS TO OUTSIDE BODIES

Report Author(s): Sue Elliott
Democratic Services Officer
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Portfolio: Leader, the Economy and External Affairs

Ward(s) Affected: None

Purpose of the Report:

To inform members of those organisations that have invited Council representation on their bodies for 2019/20.

Recommendations:

To recommend that Council makes member appointments to those outside organisations listed in Appendix 2 of the report for 2019/20.

1 SUMMARY

- 1.1 This report sets out the current organisations on which the Council has been represented during 2018/19, and those organisations that have invited Council representation for 2019/20. The Council needs to consider if it wishes to continue to appoint to outside organisations and which members to appoint as representatives.

2 BACKGROUND

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

3 CURRENT POSITION/FINDINGS

- 3.1 Attached at Appendix 1 is a current list of organisations on which the Council is represented and the appointed representatives for 2018/19.
- 3.2 Appendix 2 lists those organisations that have invited Council representation for 2019/20.
- 3.3 It should be noted that the 'Older People's Forum' is now known as 'Your Voice in South Norfolk'.
- 3.4 The Youth Advisory Board is a multi-agency partnership made up of public, and voluntary sector partners with the aim of promoting the voice of young people to have a say in local issues. Norfolk County Council and the relevant district council have an allocated seat for members, currently only Norfolk County Council members are represented on the South Norfolk Youth Advisory Board and members are therefore requested to agree that South Norfolk Council appoint a representative to this Board.

4 PROPOSED ACTION

- 4.1 It is proposed that the Council continues to appoint to outside organisations during 2019/20, as listed at Appendix 2 of the report and Group Leaders have been asked to consider member appointments. An updated version of Appendix 2, to include member nominations, will be tabled at the meeting.

5 OTHER OPTIONS

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

6 ISSUES AND RISKS

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

7 RECOMMENDATIONS

- 7.1 To recommend that Council makes appointments to those outside organisations listed in Appendix 2 of the report for 2019/20.

Appointed Representatives on Outside Bodies for 2018/19		
ORGANISATION	No. REPS	
A47 Alliance	One	Margaret Dewsbury
Aldeby Pits Liaison Committee	One	William Kemp
Border Hoppa	One	Brian Riches
Broads Authority	One	Vic Thomson
CNC Board	One	David Bills
Community Safety Partnership (Scrutiny)	One (+sub)	Robert Savage (Tony Palmer)
Diss, Thetford and District Citizens Advice Bureau	One	Tony Palmer
District Council's Network	One (+ sub)	John Fuller (Michael Edney)
East of England Leaders' Board	One (+sub)	John Fuller (Michael Edney)
Greater Norwich Development Partnership	Three	Charles Easton, John Fuller, Lisa Neal
Greater Norwich Growth Board	One	John Fuller
Hingham Education Trust	One	Yvonne Bendle
Local Government Ass. - General Assembly	One (+ sub)	John Fuller (Michael Edney)
Local Government Ass -Rural Services Network	One (+ sub)	Jeremy Savage (Charles Easton)
Local Government Information Unit	One (+ sub)	Yvonne Bendle (Phil Hardy)
Norfolk Arts Forum Steering Committee	One (+ sub)	Andrew Pond (Trevor Lewis)
Norfolk Citizens' Advice Bureau	One	Lisa Neal
Norfolk Duty to Co-operate Member Forum	One (+ sub)	John Fuller (Lisa Neal)
Norfolk Health Overview and Scrutiny Committee	One (+ sub)	Nigel Legg (Colin Foulger)
Norfolk Health and Wellbeing Board	One (+ sub)	Yvonne Bendle (Florence Ellis)
Norfolk Joint Museums Committee	One (+ sub)	Robert Savage (Jenny Wilby)
Norfolk Leaders' Group	One	John Fuller
Norfolk Parking Partnership Joint Committee	One (+ sub)	Lisa Neal (Kay Mason Billig)
Norfolk Police and Crime Panel	One (+ sub)	Christopher Kemp (Robert Savage)
Norfolk Rail Policy Group	One (+ sub)	Leslie Dale (Trevor Lewis)
Norfolk Records Committee	One (+ sub)	Christopher Kemp (Murray Gray)
Norfolk Rivers Internal Drainage Board	Three	Colin Foulger, Nigel Legg, Peter Broome
Norfolk Waste Partnership	One (+ sub)	Kay Mason Billig (Graham Minshull)
North East Suffolk CAB (NESCAB)	One	Colin Gould
Norwich Area Museums Committee	One	Phil Hardy
Nplaw Board	One	Kay Mason Billig
Queens' Hills CIO	One	Andrew Pond
Royal Norfolk Agricultural Ass. - Council	One	John Fuller
SNC Wholly Owned Companies (Shareholder Rep)	One	Leader of the Council
South Norfolk Older Peoples Forum	One	Colin Gould
Transport for Norwich Member Group	One	Kay Mason Billig
Venta Icenorum JAB	Three	Florence Ellis, Leslie Dale, Trevor Lewis
Water Management Strategy Forum	One	Robert Savage
Waveney Valley Local Action Group	One	Florence Ellis
Waveney, Lower Yare & Lothingland IDB	Up to seven	Colin Gould, Jeremy Savage, Kevin Worsley, Brendon Bernard

Appointed Representatives on Outside Bodies for 2019/20		
ORGANISATION	No. REPS	
A47 Alliance	One	
Aldeby Pits Liaison Committee	One	
Border Hoppa	One	
Broads Authority	One	
CNC Board	One	
Community Safety Partnership (Scrutiny)	One (+sub)	
Diss, Thetford and District Citizens Advice Bureau	One	
District Council's Network	One (+ sub)	
East of England Leaders' Board	One (+sub)	
Greater Norwich Development Partnership	Three	
Greater Norwich Growth Board	One	
Hingham Education Trust	One	
Local Government Ass. - General Assembly	One (+ sub)	
Local Government Ass -Rural Services Network	One (+ sub)	
Local Government Information Unit	One (+ sub)	
Norfolk Arts Forum Steering Committee	One (+ sub)	
Norfolk Citizens' Advice Bureau	One	
Norfolk Duty to Co-operate Member Forum	One (+ sub)	
Norfolk Health Overview and Scrutiny Committee	One (+ sub)	
Norfolk Health and Wellbeing Board	One (+ sub)	
Norfolk Joint Museums Committee	One (+ sub)	
Norfolk Leaders' Group	One	
Norfolk Parking Partnership Joint Committee	One (+ sub)	
Norfolk Police and Crime Panel	One (+ sub)	
Norfolk Rail Policy Group	One (+ sub)	
Norfolk Records Committee	One (+ sub)	
Norfolk Rivers Internal Drainage Board	Three	
Norfolk Waste Partnership	One (+ sub)	
North East Suffolk CAB (NESCAB)	One	
Norwich Area Museums Committee	One	
Nplaw Board	One	
Queens' Hills CIO	One	
Royal Norfolk Agricultural Ass. - Council	One	
SNC Wholly Owned Companies (Shareholder Rep)	One	
South Norfolk Youth Advisory Board	One	
Transport for Norwich Member Group	One	
Venta Icenorum JAB	Three	
Water Management Strategy Forum	One	
Waveney Valley Local Action Group	One	
Waveney, Lower Yare & Lothingland IDB	Up to seven	
Your Voice in South Norfolk (prev Older People's Forum)	One	

SCHEME OF SUBSTITUTES 2019-23

Report Author(s): Claire White
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Portfolio: Leader, the Economy and External Affairs

Wards Affected: None

Purpose of the Report:

This report seeks Council approval to adopt a scheme of substitution for 2019-23. The scheme clearly sets out the rules on member substitution at committee meetings and helps to ensure that political balance is maintained.

Recommendations:

To adopt a scheme of substitution, as detailed in paragraph 4 of the report, for the duration of the Council.

1 SUMMARY

- 1.1 This report seeks Council approval to adopt a scheme of substitution for 2019-23.

2 BACKGROUND

- 2.1 The purpose of the Local Government (Committees and Political Groups) Regulations is to ensure that in the decision-making process, the balance of power on the Council is maintained in committees, sub-committees, and working groups. The absence of any member would immediately affect the political balance and the Council decided some years back to introduce a scheme of substitutes. This scheme requires consideration at the beginning of each 4-year term of the Council.

3 CURRENT POSITION/FINDINGS

- 3.1 The scheme has worked successfully over the years and has allowed not only political balance to be maintained, but for high levels of attendance at meetings.

4 PROPOSED SCHEME

- 4.1 Where a voting member of a Committee, Sub-Committee, or Working Group is unable to attend a meeting of that body, a substitute voting member, nominated by the appropriate Group Leader from amongst members of that Group, may attend the meeting in place of the absent member, and participate in proceedings and vote as if he/she was an appointed member of the Committee. Any member attending as a nominated substitute would be entitled to travelling and subsistence, in accordance with the Scheme of Members' Allowances, approved by Council.
- 4.2 Initially each political group will need to nominate to the Monitoring Officer as part of their proposals for appointment of Committees, any or all of the members of their group as substitute voting members on any or all of the committees, sub-committees and working groups, where they are not appointed voting members of that body.
- 4.3 Groups will lay down their own procedure for identifying which member shall substitute on each occasion. Any appointed substitute voting member must act as such for the whole of that meeting.
- 4.4. Where a voting member is to be absent, that absence and the name of the substitute voting member appointed, must be notified by the original member, substitute or Leader of the Group, to a member of the Democratic Services Team, as early as possible, and in any event, before the meeting commences.
- 4.4 In the event of a substitute voting member arriving after the commencement of the meeting, that is permitted, so long as he/she has, prior to the commencement of the meeting, been notified to a member of the Democratic Services Team as a

substitute voting member. He/she must identify himself/herself to the Chairman as soon as possible and the Chairman must ensure that the Committee is aware of the substitute member. Once a substitute voting member has taken his/her seat and the meeting has commenced, that arrangement will not be changed during the duration of that meeting. In the event of both the voting member and substitute voting member being present at the commencement of a meeting then the voting member shall take his/her seat. In the event of neither the voting member nor substitute voting member being present at the commencement of a meeting, the first to arrive shall take the seat for that meeting.

- 4.5 There is no substitution permitted at meetings of the Cabinet, Standards Committee, or full meetings of the Licensing Committees.
- 4.6 Substitutes for the Development Management Committee and the Licensing Committees must fulfil the training eligibility criteria.
- 4.7 Substitutes for Licensing Appeals and Complaints Sub-Committee and the Licensing and Gambling Acts Sub-Committee should only be drawn from its wider membership. Members selected for individual panels will be expected to find substitutes from their own group, but if this is not possible, then they will be able to obtain a substitute from other members of the Committee, regardless of which group they represent. In order to retain overall balance, officers will redress any imbalance caused by cross party substitution at Licensing Committees over the course of the year.
- 4.8 In the case of the Development Management Committee, any appointed substitutes must firstly be drawn from within the Substitute Pool, but if this is not possible, can be drawn from other members, as long as they satisfy the accreditation requirements. Cross-party substitution is not permitted on the Development Management Committee.
- 4.9 Members of the Cabinet cannot act as substitutes on the Scrutiny Committee, or any Policy Committees, including the Finance, Resources, Audit and Governance Committee.
- 4.10 Some committees have specific rules as to which members can be appointed as substitutes, and these will be outlined in the terms of reference of each committee. All appointed substitutes must be made in accordance with the relevant terms of reference.

5 ISSUES AND RISKS

- 5.1 There are no issues or risks associated with the adoption of these proposals.

6 CONCLUSION

- 6.1 The Scheme of Substitution is a well-established and successful way of setting out the rules regarding substitutes, ensuring that meetings are well attended and that the political balance of the Council is maintained.

7 RECOMMENDATIONS

- 7.1 To adopt a scheme of substitution, as detailed in paragraph 4 of the report, for the duration of the Council.

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Annual review of the Scrutiny Committee 2018/19



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.

All scrutiny has been carried out by the Committee, there have been no Task and Finish Groups this year. The informal Joint Scrutiny Group has now been formalised with Broadland District Council, which I joint chair along with Broadland's Scrutiny Committee Chairman. This Joint Group has been established to oversee the collaborative working proposal between the two Councils. In addition, I also update the Council's Scrutiny Committee when required on developments regarding this work and key reports or developments are considered by the Committee for valuable pre-scrutiny.

A wide 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. 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.

We repeated the Directorate Plan workshop in December which was very well attended. It allows all members to take part in informal scrutiny of the Directorate Plans, should they wish to do so, and is a good alternative to Committee based scrutiny. The officers and members who took part this year felt that it worked very well.

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 especially like to thank Cllr Trevor Lewis my deputy chairman for the last few years he has been a pleasure working with him and all of the outgoing Councillors.

I commend the report to the Council.

Graham Minshull

Working style of the Scrutiny Committee

Independence

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

Member leadership

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

A constructive atmosphere

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

Respect and trust

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

Openness and transparency

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

Consensus

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

Impartial and independent officer advice

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

Regular review

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

Programming and planning

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

Managing time

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

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The membership of the Scrutiny Committees 2018-19

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 Trevor Lewis, 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**)
Trevor Lewis (**Vice-Chairman**)

Brendon Bernard
Barry Duffin
Colin Gould
Lee Hornby
Tony Palmer
Robert Savage
Jenny Wilby

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

South Norfolk Council Members on the Joint Scrutiny Committee:

Graham Minshull (**Joint Chairman**)

Brendon Bernard
Leslie Dale
Barry Duffin
Colin Gould
Jenny Wilby

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.

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 are able to 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. This process is known as the Community Reference Scheme and was developed by the Council some years ago and remains unique to South Norfolk. This demonstrates the commitment South Norfolk has to scrutiny and the involvement of others in the process. Members of the Council are also able to raise topics by way of a simple form or discussion with the Chairman or the Scrutiny 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.

- 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**?

Scrutiny Business Plan Workshop

In December each year an informal Scrutiny-led member Workshop is organised to review the Council's Business Plans. This gives all Councillors the opportunity to shape the activities of the Council and how these are measured in order to deliver the priorities and outcomes determined by Cabinet. Directors and key officers are present at the workshop to answer queries and discuss the Plans.

The session allows members to assess:

- The extent to which the proposals deliver the Council's priorities and outcomes
- The extent to which the proposals are realistic and achievable
- The impact of the proposals on customers
- The extent to which the proposals offer value for money

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 2018-2019 the member representative has been Councillor Nigel Legg. Councillor Legg attends South Norfolk Council's scrutiny committee every six months in order to update members on issues discussed at HOSC meetings.

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. It also looks at the way the health service interacts with social care services, the voluntary sector, independent providers and other county council services to jointly provide better health services to meet the diverse needs of Norfolk residents and improve their well-being.

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

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 2018-2019 the member representative has been Councillor Robert Savage.

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 Joint Scrutiny Committee and outcomes

The Joint Committee met on one occasion in 2018-2019 (31 January 2019), to discuss the senior management recruitment and appointment arrangements. The Joint Committee discussed various options relating to the appointment of the joint senior management structure and members concluded by making recommendations to both Councils' Cabinets in relation to the preferred method by which chief officer and deputy chief officer roles are appointed to. The Joint Committee also made a recommendation that the Managing Director was delegated the authority to make interim appointments if required.

This assisted the process by involving members of both councils in debating an important issue, at the request of members. The Joint Committee was able to discuss the merits of the various options and present recommendations to Cabinet – the preferred option was later approved by both Cabinets.

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 2018-2019

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
27 June 2018	COLLABORATIVE WORKING – THE FEASIBILITY REPORT	Assistant Director – Chief of Staff	<ol style="list-style-type: none"> 1. The Scrutiny Committee recommends that Cabinet approve recommendations 1 and 2 as outlined in paragraphs 8.3.1 and 8.3.2 of the report; and 2. The Committee records its thanks to officers for their considerable work in putting together the Feasibility Report. 	Cabinet resolved to approve the recommendations 1 and 2 set out in the report	<p>Consideration of this report gave Scrutiny Committee the opportunity to pre-scrutinise the future of collaborative working, before a final decision by Cabinet.</p> <p>Members raised questions regarding various aspects of the feasibility report and were satisfied that progressing the collaboration with Broadland District Council was advantageous and in the best interests of South Norfolk Council.</p>
27 June 2018	LEISURE SERVICE PERFORMANCE	Head of Leisure and Health Services	To note the report and commend officers on the successes achieved.	No action required	Members were able to consider the performance across the Council's Leisure Centres and also comment on the future delivery of the in-house service. This is in light of major investments over the last few years.

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
26 Sept 2018	REVIEW OF COMMERCIALISATION STRATEGY PRIORITY OPPORTUNITIES	Director of Resources	<ol style="list-style-type: none"> 1. To note the progress made on the priority opportunities as set out in the Commercialisation Strategy; 2. That a further review, containing more financial information and data relating to the income generated, and greater detail on Big Sky Developments, should take place in 12 months; and 3. To recommend that Cabinet members are involved in service reviews relating to their portfolio. 	<p>Further item has been added to the work programme.</p> <p>Officers supported the proposal regarding cabinet members being involved in service reviews.</p>	<p>Members were able to consider progress made on the priority opportunities as set out in the Commercialisation Strategy.</p> <p>The Committee made comments on various aspects of the Strategy, however felt that they needed more financial information to consider the outcomes and a further update in 12 months' time will enable further consideration</p>
21 Nov 2018	MEMBER-LED FUNDING	Assistant Director of Individuals and Families	<p>To Recommend to Cabinet that:</p> <ol style="list-style-type: none"> 1. Proposals relating to the ground rules review, introduction of restrictions to funding to town and parish councils, ensuring the proper utilisation of funding, and increased support to members from the Communities Team be agreed; 2. The proposal to reduce the member ward fund allocation from £1,000 per member to £500 be rejected and that Cabinet agree to retain the current allocation of £1,000; and 3. All underspend of the Member Ward Fund budget is transferred to the Community Action Fund budget. If the 	<p>This was further approved by Cabinet</p> <p>The proposal was approved by officers and Cabinet</p> <p>Cabinet agreed to Continue with the current policy, that any</p>	<p>The Scrutiny Committee was able to review proposed changes to the Member-led funding ahead of consideration by Cabinet and make further recommendations. The recommendations were largely based on members' experience of the grants.</p>

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
			underspend is less than £10,000 the underspend should be rolled over to the next financial year to avoid the need for the CAF Panel to meet to allocate small amounts of money.	underspend is transferred to the Community Action Fund budget, but if less than £10,000, this is absorbed as a saving at the end of the year.	
23 Jan 2019	DRAFT BUSINESS PLAN 2019 - 2020	Business Improvement Lead	Scrutiny Committee noted the Business Plan and recommends that Cabinet approve the Plan	No action required	Members reviewed the Business Plans and were happy with the planned direction of the Council in 2019/20. The Committee was pleased to commend the Plans to Cabinet.
23 Jan 2019	A REVIEW OF NORWICH CITY COUNCIL'S DECISION TO ADOPT A COMMUNITY INFRASTRUCTURE LEVY (CIL) EXCEPTIONAL CIRCUMSTANCES RELIEF POLICY	Director of Place	<p>Scrutiny Committee recommended that:</p> <ol style="list-style-type: none"> 1. representations are made to Norwich City Council to amend the Exceptional Circumstances Policy to enable the Greater Norwich partners to consider and contribute to the assessment of the wider regeneration benefits and exceptional circumstances associated with any claim for CIL relief received by Norwich City Council. 2. the Scrutiny Chairman liaises with the Broadland District Council's Scrutiny Committee Chairman and Norfolk County Council's Committee Chairman for Environment, Development and Transport. 	<p>The issue is currently being reviewed by the Secretary of State</p> <p>The scrutiny Chairman is keeping a watching brief on this and will continue to liaise with the Leader and others as per the Committee's recommendation.</p>	The Committee was able to review the situation regarding Norwich City Council's decision to adopt a Community Infrastructure Levy (CIL) exceptional circumstances relief policy and make recommendations to secure involvement of SNC and other partners when considering claims for CIL relief received by NCC.

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
6 Feb 2019	<p>2019/20 BUDGET</p> <p>A) CAPITAL STRATEGY 2019/20 TO 2023/24;</p> <p>B) REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX 2019/20;</p> <p>C) TREASURY MANAGEMENT STRATEGY STATEMENT 2019/20</p>	Director of Resources	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To endorse the recommendations of Cabinet for the Capital Strategy 2019/20 to 2023/24; 2. To endorse the recommendations of Cabinet for the Revenue Budget, Capital Programme and Council Tax 2019/20. 3. To endorse the recommendations of Cabinet for the Treasury Management Strategy Statement 2019/20. 	Budget approved by Council, in line with recommendations	Members were satisfied with the budget 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 members, 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 the scrutiny committee meetings 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 Review, 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>



Agenda Item 15c
Finance, Resources, Audit and Governance Committee and Council
8 March 2019 and 22 May 2019

ANNUAL REPORT OF THE FINANCE, RESOURCES, AUDIT AND GOVERNANCE COMMITTEE 2018

Report Author(s): Faye Haywood
Internal Audit Manager
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Portfolio: Growth and Resources

Ward(s) Affected: All

Purpose of the Report:

This report is to update Members of the work of the Finance, Resources, Audit and Governance Committee during 2018.

Recommendation:

That Council approves the Annual Report of the Finance, Resources, Audit and Governance Committee.

1 SUMMARY

- 1.1 This report is to update Members of the work of the Finance, Resources, Audit and Governance Committee during 2018.

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 2018, 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 2018 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 Chairman of the Committee held an informal session with the Internal Audit Manager to assess its performance following the meeting in November 2018. 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 Chairman and key officers.

Overview of the key items considered over the year

- 3.5 Statement of Accounts and Annual Governance Statement

The draft statement of accounts was considered by the Committee at the meeting in June 2018, this provided Members the opportunity to go through the accounts in detail and refer to the current position ahead of the audit being concluded. The draft annual governance statement was also considered at the meeting and

Members considered the current governance position of the Council. The final statement of accounts was approved at the meeting in July 2018.

3.6 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 the 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.

3.7 External Audit

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

The outcome from the certification of claims and returns (Housing Benefit Subsidy) is also reported through to the Committee on an annual basis.

3.8 Corporate Debt Collection Policy, Procedure and Guidelines

The Committee received the updated documentation and the Financial Services Manager outlined the changes to the document, with Members noting the changes reflected in the realignment of staff and the updates to the delegations. Members noted that the policy had been amended with the individual needs of the customer in mind, balanced with the need to safeguard Council finances. Members raised questions regarding bad debts and cost of debt recovery.

3.9 Review of the Local Government Ombudsman Report 2018

The report advised Members of the Council's approach to dealing with complaints, including those which had been referred to the Local Government Ombudsman. Members noted the reduction in the number of complaints.

4 PROPOSED ACTION

- 4.1 This report looks back over the 2018 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 Council reflect on the work of the year.

8 RECOMMENDATION

8.1 That Council approves the Annual Report of the Finance, Resources, Audit and Governance Committee.

POLICE AND CRIME PANEL FOR NORFOLK

*For what is a man, what has he got?
If not himself, then he has naught.
To say the things he truly feels,
And not the words of one who kneels.
The record shows I took the blows
And did it my way!*
Paul Anka, *My Way*, last verse

1. The Police and Crime Panel for Norfolk met on 30th April 2019. This would prove to be the last public duty which I performed as a member of and on behalf of South Norfolk District Council.
2. The bulk of the meeting was taken up by a detailed review of performance against the targets set in the Police and Crime Commissioner's Police and Crime Plan. This is a continuing theme of the Panel's work in holding the Commissioner to account and the Panel focuses on specific targets (of which there are ten) at each meeting, seeking to cover all targets once each in every twelve-month period.
3. Arising from this discussion, the Panel emphasised the need for the Commissioner to be more closely integrated into the local government system of the County (a point that I have repeated raised in the Panel over the years). Specifically, the Commissioner confirmed that he would welcome and positively respond to invitations from the seven Districts of Norfolk to attend their Council meetings or a meeting of an appropriate committee (eg; the Scrutiny Committee). I would recommend that South Norfolk Council extends such an invitation to the Commissioner.
4. There was also some further discussion of the current position in regard to the decision of the Commissioner to invoke Option Two under the Policing and Crime Act 2017 regarding the future governance of the Norfolk Fire and Rescue Service.
5. To recap, under Option Two, the Commissioner becomes a voting member of the Fire and Rescue Authority. His request to this effect has been agreed in principle by the County Council and the detailed arrangements form part of the reversion, by Norfolk County Council, to executive arrangements in place of the present committee system.
6. When asked what the Commissioner saw as the present status of his initial intention to proceed with Option Three (under which the Commissioner becomes the County Fire and Rescue Authority and the Panel has an extended remit in regard to Fire and Rescue governance), the Commissioner drew a parallel with a set of traffic lights set to amber but which might go green at any time.
7. As mentioned above, this was my last meeting as a member of the Panel. I have been a member of it since it was formed in the summer of 2012 and its Vice-Chairman for five and a half of those seven years. I am happy to have been able to make a contribution to the Police and Crime Panel for Norfolk becoming regarded as an exemplar of effectiveness and best practice in holding its Commissioner to account.

(Dr) C J Kemp,
06/05/2019