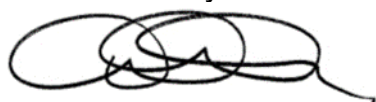


# COUNCIL AGM

## To: All members of the Council

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

Yours sincerely

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

Trevor Holden  
Managing Director

Cllr F Ellis  
Chairman of the Council

Cllr J Easter  
Vice-Chairman of the Council

## Date & Time:

Monday 23 May 2022  
7.30pm

## Place:

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

## Contact:

Claire White tel (01508) 533669

Email: [committee.snc@southnorfolkandbroadland.gov.uk](mailto:committee.snc@southnorfolkandbroadland.gov.uk)

Website: [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk)

## PUBLIC ATTENDANCE:

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

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

If a member of the public would like to attend to ask a question, please email your request to [committee.snc@southnorfolkandbroadland.gov.uk](mailto:committee.snc@southnorfolkandbroadland.gov.uk), no later than 5.00pm on Wednesday 18 May 2022.

# AGENDA

1. To report apologies for absence
2. To receive Declarations of interest from Members  
(Please see guidance form and flow chart attached – page 5)
3. Chairman's Engagements; (attached – page 7)
4. Appointment of Chairman of the Council for 2022/23 and Declaration of Acceptance of Office;
5. Appointment of Vice Chairman of the Council for 2022/23 and Declaration of Acceptance of Office;
6. Election of Leader of the Council for 2022/23
7. Vote of Thanks to the Retiring Chairman
8. Chairman's Announcements
9. To confirm the minutes of the meeting of the Council held on 22 February 2022  
(attached – page 9)
10. Monitoring Officer Report (report to follow)
11. Appointments to Outside Bodies (report attached – page 32)
12. Recommendations from the Cabinet, arising from the meeting held 19 April 2022
  - (a) Addendum to the 2022-24 Delivery Plan and the use of the Earmarked Reserves created as a result of the In-Year Budget Options  
(page 211 of the Cabinet agenda)

**TO RECOMMEND THAT COUNCIL** approves

- (a) The transfer between the earmarked reserves to enable the funding of the 17 initiatives as shown in the table in section 5, and that the budget allocation for the Loddon Staithe Bridge Repairs be increased by an additional £75,000, for public realm improvements in the area.
- (b) That the spend within these newly adjusted earmarked reserves be delegated to the appropriate Assistant Director in consultation with their Portfolio Holder.
- (c) The addendum to the 2022/24 Delivery Plan as shown in Appendix B of the report.

**(b) Proposed Disposal of Council Owned Land at Millfields, Hempnall**

(page 264 of the Cabinet agenda)

NOTE: this report is NOT FOR PUBLICATION by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972

**TO RECOMMEND TO COUNCIL** agree the recommendations as outlined at paragraph 8 of the report, subject to minor amendments

**13. Annual Report of the Finance Resources Audit and Governance Committee**

(report attached – page 36)

**14. Questions to Chairmen and Portfolio Holders and Scrutiny Annual Report**

**To take questions from Councillors and the Public**

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

**a. Cabinet**

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

**Questions to the Leader and other Cabinet members**

**b. Annual Review of the Scrutiny Committee 2021/22 and Questions to the Chairman**

(report attached – page 42)

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

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

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

**d. Development Management Committee – Questions to the Chairman**

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

**15. Outside Bodies – Feedback from Representatives**

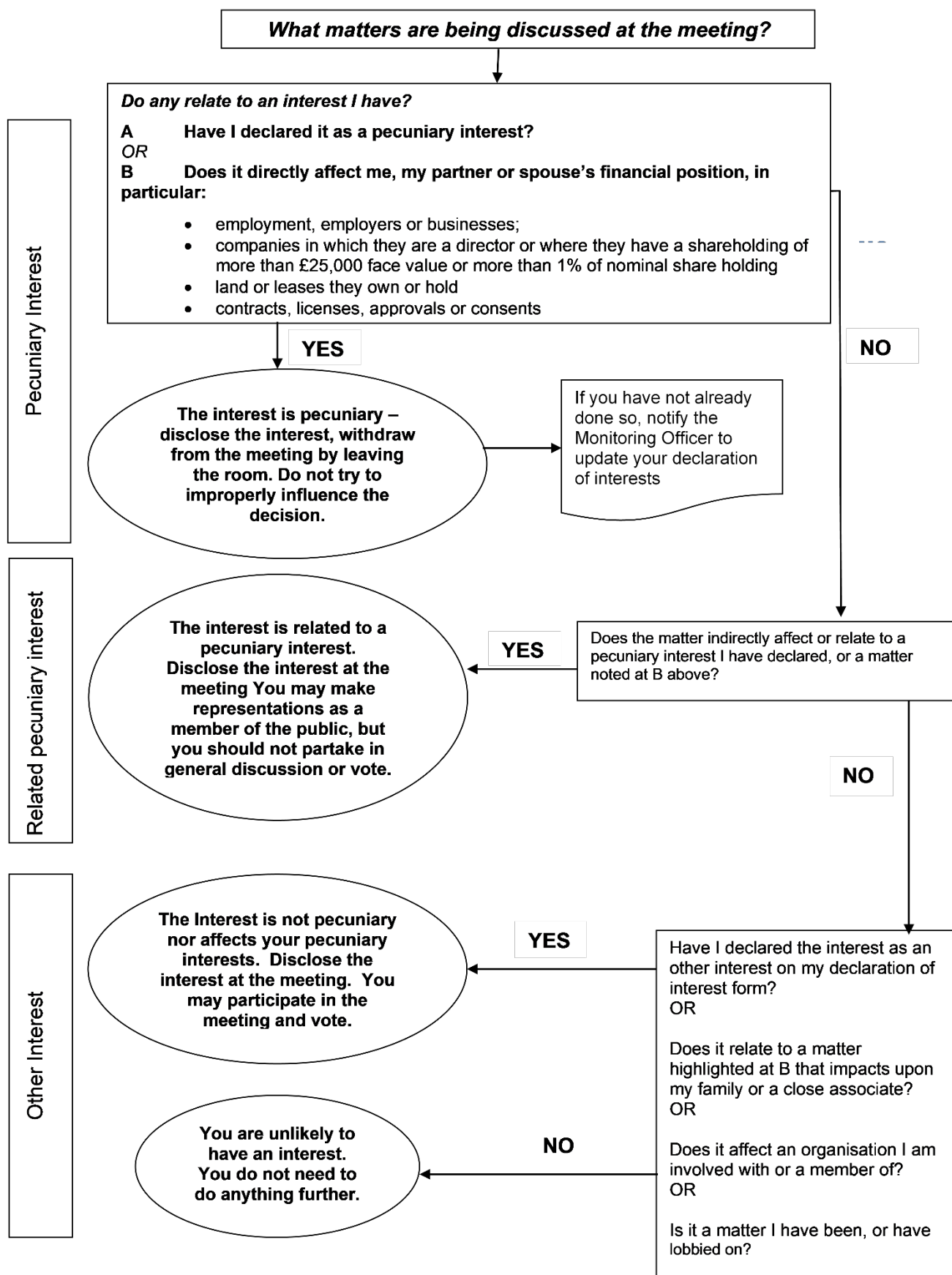
## DECLARATIONS OF INTEREST AT MEETINGS

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

<p>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</p>
<p>Does the interest directly:</p> <ol style="list-style-type: none"> <li>1. affect yours, or your spouse / partner's financial position?</li> <li>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</li> <li>3. Relate to a contract you, or your spouse / partner have with the Council</li> <li>4. Affect land you or your spouse / partner own</li> <li>5. Affect a company that you or your partner own, or have a shareholding in</li> </ol> <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest but may participate in discussion and voting on the item.</p>
<p>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</p>

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

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



## **CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 23 February to 23 May 2022**

28 February	The Chairman attended a ground breaking ceremony for the new Pricilla Bacon Lodge, marking the start of the building process.
8 March	The Chairman welcomed the High Sheriff to South Norfolk House to showcase how the Help Hub works to support the wider community safety agenda.
11 March	The Chairman planted a hornbeam tree at Queen's Hills country park as part of National Tree Planting Day, which fed into the Queen's Green Canopy Scheme.
15 March	The Chairman raised the blue and yellow flag of Ukraine to show the Council's support for the Ukrainian people who have been displaced during the current conflict.
15 March	The Chairman attended a fundraising event at the Tamarind Fine Indian Dining restaurant in Blofield, hosted by the Chairman of Broadland District Council.
23 March	The Council's Joint Business Awards were held in Norwich, where the Chairman presented a plaque and certificate to Little Boutique, the winner of the South Norfolk Retailer of the Year award.
31 March	The Vice Chairman attended a dinner hosted by the Chairman of Breckland Council in celebration of Swaffham Golf Club's centenary year.
10 April	The Chairman joined the Chairman of Norfolk County Council to walk nearly 7km and raised £1,040 for the Prscilla Bacon Hospice.
22 April	The Chairman joined esteemed guests at a Celebrating Great Yarmouth event, which was hosted by the Chairman of Norfolk County Council.
23 April	The Vice Chairman attended an Afternoon Tea Reception, hosted by the Chairman of North Norfolk District Council.
24 April	The Chairman hosted her Civic Service at St Mary's Church in Saxlingham Nethergate.
26 April	The Chairman presented a gift voucher to Business Award winner, Pretty Cactus, who are based in Loddon.
29 April	The Chairman attended a Civic Reception at Sprowston Manor, hosted by the Chairman of Broadland District Council.
1 May	The Dean of Norwich was delighted to welcome the Chairman to his farewell Festal Evensong, held at Norwich Cathedral.
8 May	The Chairman attended a Civic Service hosted by the Chairman of Broadland District Council.

9 May

The Chairman and Norfolk County Council Chairman presented a cheque at the new Priscilla Bacon Hospice site to Hugo Stevenson for over £1,500, raised on their Chairmen's Challenge walk at High Ash Farm.



**Agenda Item: 9**

# **COUNCIL**

**Minutes of meeting of South Norfolk District Council, held on Tuesday 22 February 2022 at 7.30pm.**

**Committee Members Present:** Councillors: Ellis (Chairman), Amis, Bendle, Bernard, Blundell, Brown, Burrill, Dearnley, Dewsbury, Duffin, Easter, Elliott, Elmer, Francis, Fuller, Glover, Halls, Hardy, Holden, Hornby, Hurn, Kemp, Kiddie, Knight, Laidlaw, Legg, Mason Billig, Minshull, Neal, Nuri-Nixon, Overton, Ridley, J Savage, R Savage, Spruce, Thomas, Thomson and M Wilby

**Apologies** Councillors: Bills, Clifford-Jackson, Curson, Edney, Hudson, Rowe, J Wilby and Worley

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

## **3619 MINUTES**

The minutes of the meeting held on 6 December 2021 were confirmed as a correct record and signed by the Chairman.

## **3620 CHAIRMAN'S ENGAGEMENTS**

Members noted the civic engagements attended by the Chairman and Vice-Chairman for the period 7 December 2021 – 22 February 2022.

Referring to the entry for 6 February, the raising of the Union Flag in recognition of Accession Day, the Chairman explained that she (not the Vice Chairman) had raised the flag, and that this had taken place at South Norfolk House, not Thorpe Lodge as had been stated in the agenda.

The Chairman was sad to inform the Council of the recent passing of former District Councillor Dave Gudgeon, who had served as a Liberal Democrat Councillor for Poringland with the Framinghams from 1999 until 2007. He had

served as Vice Chairman of the Council in 2006/2007, Chairman of the East Area Planning Committee and Vice-Chairman of the Planning Committee.

Cllrs J Overton, C Brown and J Fuller all paid tribute to Mr Gudgeon referring to his significant contribution to the community and his fair minded approach. Members also noted the personal tragedy he had suffered, being a survivor of the Herald of Free Enterprise Zeebrugge ferry disaster, in which he sadly lost his first wife.

Members and officers then stood for a minute's silence in memory of Mr Gudgeon.

### **3621 NOTICE OF MOTIONS – Norwich Western Link**

The Chairman explained that three members of the public had contacted the Council to advise that they wished to attend the Council meeting and ask questions with regard to the motion put forward by Cllrs Elliot and Blundell concerning the Norwich Western Link. As none of these members of public were present at the meeting, she requested that the appropriate members respond to the questions by email, after the meeting.

Cllr R Elliott then moved the following motion, seconded by Cllr S Blundell:

**“South Norfolk Council reasserts its support for the construction of the Norwich Western Link and recognises that this vital new section of dual carriageway will bring the following benefits:**

- **Significantly reduce many journey times**
- **Lead to a reduction in carbon emissions from vehicles**
- **Boost Norfolk's economy and support its businesses**
- **Improve road safety**
- **Take traffic off unsuitable local roads**
- **Create new habitats and improve existing ones.**

**Most importantly this new road will improve quality of life for people whose lives are blighted by the congestion caused by vehicles taking short cuts on unsuitable country lanes and residential streets.”**

Cllr Elliott explained that the Norwich Western Link would bring many benefits, and he referred to local businesses and the wider economy, and how the new road would help to reduce transport costs and increase productivity as a result of quicker and more reliable journeys. He referred to the benefits to the environment, and how journeys would be more efficient, resulting in a reduction in CO2 emissions, and the opportunities to create more cycling and pedestrian routes throughout the countryside. He added that the most

common concern amongst residents was congestion in villages, with drivers seeking to find short cuts on rural roads, and he suggested that the new road would help to alleviate this and improve road safety. Finally, he referred to the environmental impact of the new road, and stressed that this was not a matter that should be overlooked, and should be fully addressed in Norfolk County Council's planning submission.

Cllr S Blundell, in seconding the motion, acknowledged that the Norwich Western Link was a sensitive issue, but she stressed that she had been elected to represent the residents in her ward, who were very much in support of the new link. The lives of many residents had been blighted by drivers taking shortcuts on unsuitable roads, increasing pollution, speeding and having a detrimental impact on wildlife. She hoped that the new road would create opportunities to open up safe areas for walking and cycling, creating new habitats and protecting existing ones. She reminded members that South Norfolk was a rural district, and many residents relied on their cars, with public transport not being an appropriate option. She urged members to support the motion.

Cllr D Elmer spoke in support of the motion and suggested that Cllrs Elliott and Blundell should be commended for the bipartisan approach and for putting their communities before party politics. He stressed the need for stakeholders to express their view and he referred to Norwich City Council's recent u-turn and decision to oppose the new link. He could not understand why the City Council would not support a road that would lead to less congestion and safer roads, and he urged members to vote in favour of the motion.

Cllr M Wilby, also the Norfolk County Council Cabinet member for Highways, Infrastructure and Transport, thanked Cllr Elliott and Blundell for their joint motion, explaining that it was really good to have cross-party support. The scheme was a major priority for the County Council, alongside the Long Stratton by-pass and the Great Yarmouth River Crossing, and other major improvements to the A47. The new road would take traffic out of the west of the city, resulting in less congestion and pollution. He was pleased to support the motion.

Cllr M Dewsbury also expressed her support, explaining that it would ease the congestion in lower Easton at peak times, and would enable residents to travel to the airport or the east coast, without having to travel through the city. As Norfolk County Councillor and Cabinet member for Communities and Partnerships, and her work with the Fire Service, she was also pleased that the new road would enable all emergency services to reach incidents in the North West more quickly and avoid roads in the city.

Cllr A Thomas expressed her support for the motion and referred to improved road safety and air quality. She explained she was a Long Stratton resident and knew only too well how congestion and busy roads could impact on the lives of residents. She commended Cllr Blundell for speaking up for her community with such passion, and hoped that the Long Stratton bypass would also attract support from the Liberal Democrat Group.

With 36 votes in favour and 2 abstentions, the motion was then carried.

## **RESOLVED**

That South Norfolk Council reasserts its support for the construction of the Norwich Western Link and recognises that this vital new section of dual carriageway will bring the following benefits:

- Significantly reduce many journey times
- Lead to a reduction in carbon emissions from vehicles
- Boost Norfolk's economy and support its businesses
- Improve road safety
- Take traffic off unsuitable local roads
- Create new habitats and improve existing ones.

Most importantly this new road will improve quality of life for people whose lives are blighted by the congestion caused by vehicles taking short cuts on unsuitable country lanes and residential streets.

## **3622 RECOMMENDATIONS FROM CABINET ARISING FROM THE MEETINGS HELD 4 JANUARY AND 7 FEBRUARY 2022**

### **(a) Update to Local Development Scheme**

Cllr J Fuller presented the recommendations from Cabinet, explaining that it was a statutory requirement to update the Local Development Scheme accordingly. Members noted that the proposed amendments reflected the changes in timetable to the South Norfolk Village Clusters Housing Allocations and also introduced proposals for the adoption of the East Norwich Masterplan Supplementary Planning Document (SPD).

It was unanimously

## **RESOLVED**

To approve the proposed amendments to the current Local Development Scheme.

### **(b) Food Enterprise Park (South Norfolk) Local Development Order**

Cllr L Neal presented the recommendations from Cabinet regarding the funding of the preparation of a Local Development Order (LDO) on land within the Greater Norwich Food Enterprise Zone.

It was unanimously

### **RESOLVED**

To agree the recommendation as outlined at paragraph 8.1 of the report.

### **(c) Council Tax Assistance Scheme 2022/23**

Cllr A Thomas presented the recommendations from Cabinet, which proposed changes to the Council Tax Assistance Scheme for the financial year 2022/23.

Cllr A Thomas explained that in accordance with the regulations, the Council Tax scheme was reviewed on an annual basis. Officers had been working with members across both South Norfolk and Broadland Councils, to try to align the schemes, and there had been a need for some changes to address issues of inequality and fairness. A public consultation had taken place and the responses had been broadly supportive of the proposals. She reminded Council that the Discretionary Hardship Fund was available to assist those with exceptional circumstances.

It was unanimously

### **RESOLVED**

To approve the changes to the Council Tax Assistance Scheme for the financial year 2022/23

### **(d) Greater Norwich Joint Five-Year Infrastructure Investment Plan and Annual Growth Programme**

Cllr J Fuller presented the recommendations from Cabinet, which sought agreement regarding the content of the draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2022 to 2027, approval of the allocation of Community Infrastructure Levy (CIL) to the projects included within the Annual

Growth Programme and the approval of the draft loan agreement for the drawdown of £6.733M to support the delivery of the Long Stratton Bypass.

During discussion, members made reference to a number of existing projects that were still under way, including the Wherryman's Way Access Improvements, the Hethersett Academy, the Costessey Country Park and the Long Stratton bypass.

Cllr C Brown expressed his support for the recommendations of the report and stressed the importance of the appropriate infrastructure being delivered at the right time.

It was then

## **RESOLVED**

To:

- a) Approve the Draft Five Year Infrastructure Investment Plan 2022-27 (*Appendix 1*)
- b) Approve the proposed 2022/23 Annual Growth Programme (*section 3 of Appendix 1*)
- c) Agree the draft legal loan agreement for the drawdown of £6.733m through the Greater Norwich City Deal, to support the delivery of Long Stratton Bypass (*Appendix E of Appendix 1*) and to allocate £350,000 of the Infrastructure Investment Fund (IFF) to the cash reserve; and
- d) Delegate authority to the Council's Section 151 Officer and Director of Place in consultation with the Leader of the Council, to finalise the terms and sign the legal loan agreement on behalf of the Council.

### **(e) Adoption of the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation (GIRAMS) Strategy**

Cllr J Fuller presented the recommendations from Cabinet, which sought authority for the adoption of the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation Strategy (GIRAMS) and the collection of related obligations from applications for residential development, and other relevant development proposals, in accordance with the GIRAMS evidence and Policy 3 of the Greater Norwich Local Plan (GNLP).

The Chairman outlined the purpose of the report and explained that this was a legal requirement and was a key document, underpinning the Greater

Norwich Local Plan Policy. He explained that the sum collected per dwelling would be £185.93 and would come into effect from 31 March 2022.

It was unanimously

## **RESOLVED**

To agree, subject to agreement by all planning authorities, and an immediate review of the GIRAMS mitigation package, to adopt the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation (GIRAMS) Strategy and resolve to begin collecting obligations from applications for residential development, and other relevant development proposals in line with the following requirements of Policy 3 of the Greater Norwich Local Plan:

*All residential development will address the potential visitor pressure, caused by residents of the development, that would detrimentally impact on sites protected under the Habitats Regulations Directive through:*

- *The payment of a contribution towards the cost of mitigation measure at the protected sites (as determined under the Norfolk Green infrastructure and Recreational Impact Avoidance and Mitigation Strategy plus an allowance for inflation); and,*
- *The provision or enhancement of adequate green infrastructure, either on the development site or nearby, to provide for the informal recreational needs of the residents as an alternative to visiting the protected sites. This will equate to a minimum of 2 hectares per 1,000 population and will reflect Natural England's Accessible Natural Greenspace Standard.*

### **(f) Proposal for a Community Infrastructure Fund Loan Scheme**

Cllr L Neal presented the recommendations from Cabinet, which proposed the creation of a new Community Infrastructure Loan scheme. She explained that the purpose of the new fund was to allow for new development and infrastructure growth to occur concurrently.

Cllr Fuller commended the recommendations but stressed that this was an interim solution until more details had been worked through for the larger settlement fund.

It was unanimously

## **RESOLVED**

To approve the creation of a new Community Infrastructure Fund Reserve of £1,500,000 to cover the cost of loans to parish and town Councils

### **(g) In Year Budget Options**

Cllr A Dearnley presented the recommendations from Cabinet, regarding the use of surplus income, for one off projects, to accelerate the Council's Delivery Plan.

Cllr Dearnley explained that the surplus funds had come about due to good financial management, savings and additional income throughout the year. This was a rare one-off opportunity to use the funds positively and speed up the delivery of projects.

Cllr Fuller explained that since the last Cabinet meeting, it had become clear that some of the planned projects, such as the installation of more electric car charging points, would attract significant government funding, and he therefore advised that the £1.5m earmarked for a post-carbon economy would be reduced to £1.3m, with the extra £200k being used instead to support the communities theme. Members noted these changes, and also the suggestion that the proposed projects should be considered by the relevant policy committees, and then recommended on to Cabinet for approval at its meeting in April.

A number of members expressed their support for the proposals with suggestions being made for a number of projects, including:

- Infrastructure in those areas where development was proposed
- Repairs to the footbridge over the River Chet at Loddon, as part of the Platinum Jubilee celebrations
- Support to develop the Health and Wellbeing Park at Poringland
- Additional funds to assist in developing and working on a carbon audit action plan

Cllr C Brown expressed his support for the proposals and welcomed the thematic split of funds. He was pleased that significant sums had been allocated to positive planning for a post carbon economy and he looked forward to members being involved in planning some of the detail. He also welcomed the Acceleration Growth and Prosperity theme, suggesting that many businesses were still struggling post Covid and required support.

It was unanimously

**RESOLVED**



To agree the proposed thematic apportionment of the quarter 3 outturn and to invite bids for projects that meet the objectives listed in section 3 of the report, to be considered by the relevant policy committees.

**The Budget:**

**Revenue Budget and Council Tax 2022/23**

**Capital Strategy and Capital Programme 2022/23 to 2026/27**

**Treasury Management Strategy Statement 2022/23**

**Delivery Plan 2022-2024**

The Chairman then explained that the following items would be debated together; (h) the Revenue Budget and Council Tax 2022/23, (i) the Capital Strategy and Capital Programme 2022/23 to 2026/27, (j) the Treasury Management Strategy Statement 2022/23, and (k) the Delivery Plan 2022-2024. Members noted that each item would be voted on separately. The Chairman proposed, seconded by Cllr Easter, that Group Leaders be permitted to speak for up to 15 minutes in total whilst debating the items, and this was agreed by Council.

Cllr J Fuller began by explaining how proud he had been of the last 15 years, since the Conservatives took control of the Council back in 2007. He explained that during this time, the Council had grown sustainably, the quality of life for residents had improved, the district had been independently recognised as one of the top ten places to start a business, one of the top two places to bounce back from Covid, and had built its reserves and diversified its income. This, he felt, was an enviable record, and was in stark contrast to the position the Council was in under a Liberal Democrat administration 15 years' ago.

Cllr Fuller then referred to the work carried out during the Covid pandemic. The Council had ensured that the vulnerable were looked after and he referred to the excellent work by the Help Hub. Thousands of businesses had been supported and he thanked staff for all their hard work, especially those who had been redeployed to other areas, not only within the Council, but also in hospitals. Staff had ensured that the Council had been able to operate "business as usual" in most areas and he was proud that the long term plans of the Council had not stalled, making reference to the Harleston scheme where work would shortly be commencing on the £750k plan to improve the public realm. He was grateful that the Council had the foresight to ensure that all staff were adequately equipped with modern IT which had allowed staff to seamlessly move to working from home during the lockdowns.

Looking forward, he stressed the need to support the economy, support residents in need, and to positively prepare for a post-carbon future. Referring to the proposed increase in council tax, he advised that the increase

was just half the rate of inflation and that it was effectively splitting the difference on the cost of living, with residents, whilst building a better Norfolk.

Cllr Fuller stressed the importance of working with Broadland District Council and he referred to the £1.2m the collaboration had saved South Norfolk alone over the last year. The Council was now able to afford to release some of the reserves it had set aside.

Turning to the Delivery Plan, he reminded Council that all members had had the opportunity to help shape it. It laid out in detail the breadth and depth of what the Council was doing for the district and its residents.

Cllr Fuller then went on to announce that the level of Community Action Fund (CAF) would be tripled, with an emphasis on helping smaller parishes that were not able to take advantage of the £6m CIL co-investment fund. An open invitation was planned for every parish and village hall committee to install electric charging points. He referred to plans to invest in the economy with commercial space that would create jobs at the Norwich Research Park, and he advised that the Council would do what it could to support the superhighway between Norwich and Cambridge. He made reference to the regeneration of important sites in Wymondham and was pleased that finance had been secured for the surgery in Hethersett. He was also proud to announce that there was enough finance to celebrate the Queen's Platinum Jubilee through the appreciation of the environment and the promotion of active and healthy life styles.

Referring to the Council's ambitious but affordable capital programme, Cllr Fuller explained that this equated to nearly £100m investment in the district, with aims to improve the environment, support communities and boost the economy. He made particular reference to the Costessy Country Park, Big Sky, and also signalled a new relationship with parishes with the CIL Co-Investment Fund, which would allow larger parishes to deliver infrastructure improvements ahead of the receipt of CIL funding.

Members noted that the budget confirmed the intention for the Council to borrow for the first time, and Cllr Fuller felt there was never a better or more important time to do this. He drew attention to the Treasury Management Strategy which outlined how this could be achieved.

Cllr Fuller then commended the budget to members, which he felt to be affordable, ambitious and right.

Cllr C Brown expressed disappointment that Cllr Fuller had again referred to the workings of the Council over 15 years ago, under a Liberal Democrat administration. Fifteen years was a long time, and he reminded Council that

the world had moved on since then, and that the financing and funding of local authorities was now very different.

He agreed that the Council had performed well over the last year, and he wished to thank staff, some of whom had been under a huge amount of pressure, for all their commitment and hard work. He referred to the excellent performance in some areas, and drew attention to the Leisure Service in particular. The past year had been one of recovery for the Council, residents and businesses, and there was still a long way to go.

He referred to the need to be able to plan ahead, and how the Government made this difficult for district councils with there being so much uncertainty around funding, for example the New Homes Bonus and business rates.

Referring to the proposed increase in Council Tax, Cllr Brown explained that he understood that the cost of living crisis was going to make life difficult for many residents. However, he believed that not increasing the council tax this year, would only lead to greater rises in future. He drew attention to the future risks ahead and the further financial pressures the Council might face.

Turning to the Delivery Plan, he was disappointed to see that under the “Protecting and Improving the Natural and Built Environment”, the action plan for decarbonising the Council and achieving net zero would not be produced until 2023. The Plan did contain some good initiatives, and he welcomed the Tree Planting scheme. However, because the Liberal Democrat Group would prioritise plans differently, it would be abstaining from the vote for that item.

Cllr Brown welcomed the announcements from Cllr Fuller regarding the trebling of the level of funding for the Community Action Fund, but he felt an additional fund was required to encourage green projects. This fund could support communities to take action to develop projects that would promote environmental sustainability and create positive behaviour in response to climate change. He advised Council that a similar scheme was already in place at Breckland District Council. He then moved the following amendment, which was seconded by Cllr T Laidlaw:

“That £100k be taken from the monies planned for the General Reserves, to be utilised to introduce a Green Community Grants Scheme”

Cllr J Hornby felt that Cllr Brown’s assertion that the Council was not doing enough for the environment was wrong, and he referred to a recent report in the Eastern Daily Press where South Norfolk had been ranked as the best in the county, for protecting the environment, by the campaign group, Climate Emergency UK. The budget had been considered by the Scrutiny Committee and he had been impressed with the future work planned for the environment,

and he referred to the recruitment of a number of new officers in that area. He would not be supporting the proposed amendment.

Cllr Fuller applauded the sentiment of the amendment but explained that he could not support it because it was duplicating the proposals already laid out in the budget. He explained that the previous year's budget had already included an additional £50k to tackle flooding, and this had now been "baked in" to the core budget. Member Ward budgets were also in place which could support green projects. And in addition to this all members and officers could propose schemes to the relevant policy committee, as part of the £1.3m set aside to support a post carbon economy.

Members then voted on the amendment and a recorded vote was conducted as follows:

Cllrs Amis, Blundell, Brown, Burrill, Glover, Halls, Laidlaw and Nuri Nixon, voted in favour of the amendment.

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

Cllr Bernard abstained from the vote.

With 8 votes in favour, 29 against, and one abstention, the amendment was lost.

Cllr P Hardy commended the budget to members and made reference to ambitious capital programme. He was extremely grateful that £4m had been earmarked for a new doctors' surgery in Hethersett; a fantastic asset that would benefit residents in Hethersett, Little and Great Melton, and Bawburgh.

Cllr R Savage also expressed his support for the budget and welcomed the use of funds to enable a step 3 access platform at Wymondham Railway Station.

Cllr J Hornby agreed that the capital programme was ambitious and he felt this had only been possible because of the prudent approach of the Conservative administration. He felt it was the right time to borrow and to assist the economy in its recovery from Covid, and he referred to investment at Browick Road in Wymondham.

Cllr T Holden explained that he would be supporting the proposed budget and was pleased to see the investment in land and sites in Wymondham,

Cllr A Thomas, portfolio holder for Better Lives, was grateful that the level of CAF monies had been trebled, explaining that the fund was oversubscribed each year. She hoped members welcomed the opportunity to bring forward community projects for consideration.

Referring to the additional monies allocated to the Supporting Communities theme for the one off spends, she explained that these funds would be used to improve the Council's temporary accommodation, with the remaining funds being set aside for a Hardship Support Fund, to assist those under pressure due to the increase in the costs of living, especially food and fuel prices.

Cllr S Ridley paid tribute to Cllr Fuller for his excellent leadership; he explained that only a few other local authorities would find itself in such a fortunate position as South Norfolk Council. He too would be voting to support the budget.

Cllr A Dearnley, the Portfolio Holder for Resources paid tribute to the staff that had assisted in the preparation of the budget. He stressed the need for caution with elements of future funding in doubt, and he hoped that residents understood the reasons for the small increase in Council Tax. He stressed that the Council could, with officer assistance, manage all the risks. The Council's aim was to deliver a balanced budget and this had been achieved. He commended the budget to members.

Cllr K Mason Billig advised that the Council had exercised its financial freedom in a prudent and sensible way, referring to the investment in Big Sky as an example, and the collaboration with Broadland, which had resulted in income and savings which otherwise the Council would not have received. As a result of that, along with the small rise in the Council Tax, the books could be balanced in the medium term. She commended the budget to members.

Cllr Y Bendle added her support and referred to the Council's preventative approach through the work of the Help Hub. She had been a councillor for many years and she had seen how services had progressed over the years.

Cllr T Laidlaw expressed his disappointment that some Councillors were still wanting to look back and criticise the Council's administration from 15 years' ago, and had insinuated that everything it did was wrong. He stressed that life and local government was very different now.

Cllr Laidlaw stressed that whilst the proposed increase in Council Tax was small, it would still be a real burden for some. Referring to the better than predicted recovery of the Leisure Centres, he wondered whether the £5.00 rise in Council Tax was unnecessary. Cllr Laidlaw also took issue with Cllr Fuller's assertion that a decision had been taken to increase the council tax

by only 50% of inflation; Cllr Laidlaw believed that the proposed increase had not been linked to inflation at all.

Referring to reserves, he noted that part of the capital budget was to be funded by a reduction in earmarked reserves. He wondered why this was the case now; there had been other opportunities over the years to use these funds to support projects.

Cllr Laidlaw explained that it wasn't that he did not support the projects in the capital programme, but he did not have confidence that it would be delivered, based on what had happened in the past with less ambitious programmes.

Turning to Big Sky, Cllr Laidlaw explained that he did not have an issue with it as a commercial proposition, but he was concerned about the associated risks. He did not feel that there was evidence to support that these risks had reduced.

Summing up, Cllr Fuller explained that he could not accept Cllr Laidlaw's suggestion that the capital programme had underperformed, on the contrary, the rate of delivery on those committed projects had been excellent, even through Covid.

Referring to Cllr Laidlaw's concerns regarding Big Sky, Cllr Fuller explained that it made up approximately one third of the Council's capital, and that this was a realistic, proportionate and appropriate risk.

He was grateful that Cllr Laidlaw had recognised the good progress made in the recovery of the leisure service, however, Cllr Fuller stressed that there was a need for caution, as he suspected that the continued recovery would become more difficult.

Cllr Fuller was disappointed that the Liberal Democrat Group had said that it could not support the Delivery Plan because it would do things differently, but had then failed to explain how. It was disappointing that a fully costed alternative budget had not been proposed.

The Council had an ambitious programme to look after the economy and the environment, but most importantly, it had a humane approach and was there for residents when needed to be.

Members then voted on each of the budget items.

#### **(h) Revenue Budget and Council Tax 2022/23**

A recorded vote was conducted as follows:

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

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

## **RESOLVED**

To agree:

- a) The approval of the 2022/23 base budget; subject to conformation of the finalised Local Government Finance Settlement figures which may necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget. Authority to make any such change to be delegated to the Assistant Director of Finance.
- b) That the Council's demand on the Collection Fund for 2022/23 for General Expenditure shall be £8,485,950 and for Special Expenditure shall be £7,366.
- c) That the Band D level of Council Tax be £165.00 for General Expenditure and £0.14 for Special Expenditure.

### **(i) Capital Strategy and Capital Programme 2022/23 to 2026/27**

A recorded vote was conducted as follows:

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

No members voted against, and Cllr Amis abstained from the vote.

With 37 votes for, 0 against and 1 abstention, it was

## **RESOLVED**

To approve the Capital Strategy (*Appendix A*) and the Capital Programme for 2022/23-2026/27 (*Appendix B*).

#### **(j) Treasury Management Strategy Statement 2022/23**

It was unanimously

#### **RESOLVED**

To approve:

- a) The Treasury Management Strategy Statement 2022/23
- b) The Treasury Management Policy Statement 2022/23 (*Appendix 1*)
- c) The Annual Investment Strategy 2022/23 (*Appendix 2*)
- d) The Treasury Management Practice (TMP1) (*Appendix 3*)
- e) The Treasury Management Scheme of Delegation (*Appendix 4*)
- f) The Prudential Indicators (*Appendix 5*)
- g) The Minimum Revenue Provision (MRP) Statement (*Appendix 6*).

#### **(k) Delivery Plan 2022-2024**

With 29 for, 0 against and 9 abstentions, it was

#### **RESOLVED**

To approve the adoption of the Delivery Plan for 2022/24.

### **3623 COUNCIL TAX RESOLUTION 2022/23**

A recorded vote was conducted as follows:

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

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

#### **RESOLVED**

1. To note that the following amounts for 2022/23 have been determined under delegated authority and in accordance with regulations made under the local Government Finance Act 1992:



- a) **51,430** being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.
  - b) The amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items (i.e. Parish precepts) relate, as shown in **Appendix A**.
2. That the Council calculates the following amounts for 2022/23 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011):
- a) **£55,437,332** being the aggregate expenditure which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act (including the General Fund, Special Expenses and Parish Precepts).
  - b) **£42,486,925** being the aggregate income which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act.
  - c) **£12,950,407** as its council tax requirement for the year including Special Expenses and Parish Precepts being the amount by which the aggregate expenditure at 2(a) above exceeds the aggregate income at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act.
  - d) **£251.81** as the basic amount of its Council Tax for the year, being the council tax requirement at 2(c), divided by the Council Tax Base for the year (51,430) at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act.
  - e) **£4,464,457** being the aggregate amount of all special items referred to in Section 34(1) of the Act (i.e. Parish Precepts and street lighting special expenses).
  - f) **£165.00** as the basic amount of its Council Tax for dwellings in its area, excluding Special Expenses and Parish Precepts, being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act.
  - g) The amounts given by adding to the amount at 2(f) above the amounts of the special items for the relevant Parish divided in each case by the Council Tax Base for the Parish at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in each Parish is as set out in **Appendix B**.

- h) The amounts given by multiplying the basic amounts for each Parish 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.
3. That it be noted that for the year 2022/23 the main precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with s40 of the Local Government Finance Act 1992.

<b>Band</b>	<b>Norfolk County Council £</b>	<b>Police &amp; Crime Commissioner £</b>	<b>Total Preceptors £</b>
<b>A</b>	1,011.30	192.00	1,203.30
<b>B</b>	1,179.85	224.00	1,403.85
<b>C</b>	1,348.40	256.00	1,604.40
<b>D</b>	<b>1,516.95</b>	<b>288.00</b>	<b>1,804.95</b>
<b>E</b>	1,854.05	352.00	2,206.05
<b>F</b>	2,191.15	416.00	2,607.15
<b>G</b>	2,528.25	480.00	3,008.25
<b>H</b>	3,033.90	576.00	3,609.90

4. That, having calculated the aggregate in each case of the amounts of the District's and preceptors requirements, in accordance with s30(2) of the Local Government Finance Act 1992, **hereby sets** amounts of the council tax for the year 2022/23 for each category of dwelling as follows.

<b>Band</b>	<b>District &amp; Parishes Council Tax £</b>	<b>Total Preceptors £</b>	<b>Total 2022/23 Council Tax £</b>
<b>A</b>	167.87	1,203.30	1,371.17
<b>B</b>	195.85	1,403.85	1,599.70
<b>C</b>	223.83	1,604.40	1,828.23
<b>D</b>	<b>251.81</b>	<b>1,804.95</b>	<b>2,056.76</b>
<b>E</b>	307.77	2,206.05	2,513.82
<b>F</b>	363.73	2,607.15	2,970.88
<b>G</b>	419.68	3,008.25	3,427.93
<b>H</b>	503.62	3,609.90	4,113.52

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

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

**3624 RECOMMENDATIONS FROM THE FINANCE, RESOURCES, AUDIT AND GOVERNANCE COMMITTEE ARISING FROM ITS MEETING HELD 4 FEBRUARY 2022**

**OPTING INTO THE NATIONAL SCHEME FOR EXTERNAL AUDITOR APPOINTMENTS**

The Chairman of the Finance, Resources, Audit and Governance Committee (FRAG), Cllr P Hardy, presented the recommendation from the Committee, which proposed that the Council accept the invitation to opt into the sector-led option for appointing the external auditor to the Council for the accounts, for a five-year period from 2023/24.

Cllr Hardy explained that the Council's contract with its current external auditor, Ernst & Young, would cease next year and a decision had to be made on whether the Council should opt into the national arrangement to procure a new auditor. He stressed that the Council would benefit from economies of scale if it was to procure jointly, and the Local Government Association had encouraged councils to take this approach.

Referring to the performance of the current provider, he explained that it had, along with other audit firms, experienced resource issues, and this had led to delays in audits. There were currently only nine accredited audit firms able to carry out local authority audits, and he felt it likely that timeliness would be a key criterion to be considered as part of the procurement exercise.

It was unanimously

**RESOLVED**

To accept the Public Sector Audit Appointments invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023.

**3625 REVIEW OF SOUTH NORFOLK COUNCIL MEMBERS' ALLOWANCES SCHEME**

Before consideration of the report, the Monitoring Officer advised Council that she had granted all members a dispensation, to allow them to discuss and vote on the matter.

Cllr J Fuller then presented the report of the Independent Remuneration Panel, which proposed amendments to the Members' Allowances Scheme. He made reference to a number of the proposed changes to the Special Responsibility Allowances, and explained that many of the changes were minor. He proposed that all the recommendations arising from the report be accepted with no amendments.

Cllr C Brown concurred with this view and explained that the Liberal Democrat Group was happy to accept all the recommendations of the Panel.

It was unanimously

### **RESOLVED**

1. To agree the recommendations as outlined in the Independent Remuneration Panel's report
2. That the subsequent changes come into effect from 1 April 2022

## **3626 MONITORING OFFICER REPORT**

Members considered the report of the Monitoring Officer, which outlined required constitutional changes, relating to key decisions and member led grants. The report also outlined the current position with regard to member appointments on the Norfolk Rivers Internal Drainage Board.

Cllr Fuller briefly outlined the salient points of the report, and it was unanimously

### **RESOLVED**

To:

1. Approve the changes to the Council's definition of a key Decision;
2. Approve the update to the Constitution in relation to the extension to spending of Member Led Grants.
3. Note the current position regarding appointments to the Norfolk Rivers Internal Drainage Board

## **3627 PAY POLICY STATEMENT 2022/23**

Cllr A Dearnley presented the report of the Senior HR and OD Lead, which sought Council's approval of the Pay Policy Statement 2022/23, in advance of its publication on the Council's website.

Members noted that it was a statutory requirement to produce an annual statement, to include details of remuneration, specifically those relating to its highest and lowest paid members of staff.

It was unanimously

## **RESOLVED**

To approve the content of South Norfolk Council's 2022/23 Pay Policy Statement.

### **3628 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS**

#### **(a) Cabinet**

Cllr D Burrill referred to a recent study, which suggested that 1 in 20 people were currently infected with Covid, and the announcement by the Government that it was ending free Covid testing, and the requirement to self-isolate. He suggested that this would place additional burdens on residents who were still expected to exercise personal responsibility, at a time when the country was facing substantial increases in fuel and food. He asked Cllr Fuller what additional steps he felt the Council could take to support and protect the health and safety of residents.

In response, Cllr Fuller made reference to the budget agreed earlier in the meeting, which had directed substantial capital and revenue resources into ensuring that those in need had the support they required. He referred to the Council Tax Support Scheme, the Discretionary Support Fund, the Council's temporary accommodation, and also the work of the Help Hub, which involved over 50 different agencies. The Hub provided numerous avenues of support and he commended officers in their holistic approach, which not only helped to provide immediate support but also looked to solve any wider issues.

Cllr C Brown asked Cllr Fuller whether he was able to provide an update on the total cost of the toilets in Harleston which were installed in November 2014, and then later closed. He also sought details on when they would be removed and the expected cost of this. He reminded Cllr Fuller that he had asked this question at the December meeting of the Council, however Cllr Fuller had been unable to provide a response.

Cllr Fuller explained that officers were actively looking at the options for repurposing the toilets, and were in contact with voluntary groups. He could not provide the net cost of the project until an alternative use for the toilets was found. He reminded members that the toilets had been originally

installed to replace ones that were unfit for purpose and not DDA (Disability Discrimination Act) compliant, and it had been real shame that the new toilets and been repeatedly vandalised.

Cllr Brown asked Cllr G Minshull whether the Council had any plans for the potential introduction of a food waste collection service, noting that Broadland District Council was planning to extend its food collections to the whole of its district.

Cllr G Minshull explained that discussions were being held with regard to food waste collection, but stressed that being such a rural district, did present certain issues. Cllr Fuller added that the Government was currently consulting on whether to make food waste collections mandatory, and it therefore might be prudent to wait until a decision had been made, because the Government would contribute to costs of introducing a mandatory service. Referring to the rural nature of the district, he said that it was an complicated decision, and that some considerable thought should be put in to its introduction. He suggested that this might be a matter for the Economy and Environment Policy Committee to consider.

Cllr Minshull advised Council of two other projects currently under consideration; a move over to HVO fuel, which although not a permanent solution, would cut CO2 levels, and also a trial to test the air quality in the district, in conjunction with a local business and the UEA.

Cllr S Blundell explained that many of her residents were disgruntled at problems with inconsiderate parking in residential areas, which was causing problems and destroying verges. She asked whether the two parking enforcement posts recently advertised had been filled.

Cllr L Neal responded explaining that a Parking Scheme had been set up in collaboration with Norfolk County Council, currently involving Cringleford, Trowse and Diss, to tackle issues with parking. She was aware of the current problems and was hoping that a report would be considered at the next Board meeting, to consider other proposals from the Economic Development team on how to tackle the issue. Cllr Fuller added that the two vacancies to which Cllr Blundell referred were in the advanced stages of the recruitment process.

## **(b) Scrutiny Committee**

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

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

There were no questions put to the Chairman of the Licensing Committee. The Chairman, Cllr Y Bendle, advised members that the new Private Hire and Hackney Carriage Policy was now available on the website, and that the introduction of metres had been postponed until April 2023. She thanked all officers and members who had contributed to the changes.

**(d) Development Management Committee**

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

**3629 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES**

Members noted that no feedback from members on outside bodies had been received.

The meeting concluded at 10.23 pm

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Chairman

## **APPOINTMENTS TO OUTSIDE BODIES**

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

**Wards Affected:** None

### **Purpose of the Report:**

This report sets out the organisations on which the Council has been represented during 2021/22, and those organisations that have invited Council representation for 2022/23.

### **Recommendation:**

To recommend that Council makes member appointments to those outside organisations listed at Appendix 1 of the report for 2022/23.



## **1. Summary**

- 1.1 This report sets out the organisations on which the Council has been represented during 2021/22, and those organisations that have invited Council representation for 2022/23. The Council needs to consider if it wishes to continue to appoint to outside organisations and which members to appoint as representatives.

## **2. Background**

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

## **3. Current position/findings**

- 3.1 Attached at Appendix 1 is a list of organisations to which the Council is invited to make appointments for 2022/23.
- 3.2 Members should note the following changes since the Council last made formal appointments to outside bodies back in April 2021:
- Aldeby Pits Liaison Committee no longer exists therefore South Norfolk Council's representation is not required
  - Queens' Hills CIO no longer exists therefore South Norfolk Council's representation is not required
  - East of England Leaders' Board has changed to the East of England Local Government Association Assembly and AGM.
- 3.3 The member nominations contained within Appendix 1 are carried over from 2021/22. This will be updated and issued once all nominations have been received from both Group Leaders.

## **4. Proposed action**

- 4.1 It is proposed that the Council continues to appoint to outside organisations during 2022/23, as listed at Appendix 1 of the report. Group Leaders have been asked to consider member appointments and an updated list of member nominations will follow.

## **5. Other options**

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

## **6. Issues and risks**

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

6.2 **Resource Implications** – None

6.3 **Legal Implications** – None

6.4 **Equality Implications** – None

6.5 **Environmental Impact** – None

6.6 **Crime and Disorder** – None

6.7 **Risks** – None

## **7. Recommendation**

7.1 To recommend that Council makes appointments to those outside organisations listed in Appendix 1 of the report for 2022/23.

<b>Outside Bodies Requiring Council Representation for 2022/23 Organisation</b>	<b>No. REPS</b>	<b>Member Representative for 2021/22</b>
A47 Alliance	One	Phil Hardy
Border Hoppa	One	Jenny Wilby
Big Sky Ventures Board	Three	John Fuller, Kay Mason Billig Richard Elliott
Broadland Futures Initiative Elected Members Forum	One (+sub)	Kay Mason Billig (James Knight)
Broads Authority	One	James Knight
CNC Board	One	David Bills
Community Safety Partnership Scrutiny Panel	One (+sub)	James Easter (Tony Holden)
District Council's Network	One (+ sub)	John Fuller (Kay Mason Billig)
East of England Local Government Association Assembly and AGM	One (+sub)	John Fuller (Kay Mason Billig)
Greater Norwich Development Partnership	Three	John Fuller Lisa Neal Florence Ellis
Greater Norwich Growth Board	One (+ sub)	John Fuller
Hingham Education Trust	One	Yvonne Bendle
Local Government Ass. - General Assembly	One (+ sub)	John Fuller (Kay Mason Billig)
Local Government Ass -Rural Services Network	One (+ sub)	Jeremy Savage (James Easter)
Local Government Information Unit	One (+ sub)	Yvonne Bendle (Phil Hardy)
Norfolk Arts Forum Executive Committee	One (+ sub)	Adrian Dearnley (Sharon Blundell)
Norfolk Strategic Planning Member Forum	One (+ sub)	John Fuller (Lisa Neal)
Norfolk Health Overview and Scrutiny Committee	One (+ sub)	Nigel Legg (David Bills)
Norfolk Health and Wellbeing Board	One (+ sub)	Alison Thomas (Florence Ellis)
Norfolk Joint Museums Committee	One (+ sub)	James Easter (Jenny Wilby)
Norfolk Leaders' Group	One	John Fuller
Norfolk Parking Partnership Joint Committee	One (+ sub)	Richard Elliot (Lisa Neal)
Norfolk Police and Crime Panel	One (+ sub)	James Easter (Margaret Dewsbury)
Norfolk Rail Policy Group	One (+ sub)	William Kemp, (Dan Burrill)
Norfolk Records Committee	One (+ sub)	Barry Duffin (Libby Glover)
Norfolk Rivers Internal Drainage Board	Three	Nigel Legg Tony Holden Robert Savage
Norfolk Waste Partnership	One (+ sub)	Graham Minshull (Kay Mason Billig)
Norwich Area Museums Committee	One	Trevor Spruce
Royal Norfolk Agricultural Ass. - Council	One	John Fuller
SNC Wholly Owned Companies (Shareholder Rep)	One	John Fuller
South Norfolk Youth Advisory Board	One	Jack Hornby
Transforming Cities Fund Joint Committee	One	Kay Mason Billig
Venta Icenorum JAB	Three	Florence Ellis Gerry Francis John Overton
Norfolk Strategic Flood Authority Broad	One	Graham Minshull
Norfolk Strategic Flood Alliance	One	John Fuller
Waveney Valley Local Action Group	One	John Overton
Waveney, Lower Yare & Lothingland IDB	Up to seven	James Knight Jeremy Savage Clayton Hudson Brendon Bernard
Your Voice in South Norfolk (prev Older People's Forum)	One	Robert Savage

## **ANNUAL REPORT OF THE FINANCE, RESOURCES, AUDIT AND GOVERNANCE COMMITTEE 2021-22**

**Report Author(s):** Faye Haywood  
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**Portfolio:** Finance and Resources

**Ward(s) Affected:** All

### **Purpose of the Report:**

This report is to update Members of the work of the Finance, Resources, Audit and Governance Committee during 2021/22, confirms that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its meetings.

### **Recommendations:**

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

## **1 SUMMARY**

- 1.1 This report is to update Members of the work of the Finance, Resources, Audit and Governance Committee during 2021-22 and will also go forward to Full Council, for approval.

## **2 BACKGROUND**

- 2.1 South Norfolk Council's Finance, Resources, Audit and Governance Committee has been in operation since 2012, and this is the sixth annual report of the Committee.
- 2.2 The annual report will look back at the meetings held since April 2021, 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 strategic risk register, policy and framework;
  - 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 (June 2021, July 2021, September 2021 and February 2022) and Member attendance is high. There is a further meeting scheduled in for March 2022. 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 After holding remote meetings throughout 2020/21, the Committee was able to resume in person meetings from June 2021 once again.
- 3.4 The Committee also ensures that it operates to the highest standards, and with that in mind a self-assessment is undertaken against best practice. This is currently on the work programme for the meeting on 25 March 2022.
- 3.5 In addition, a work programme is in place which is reviewed and discussed at each formal meeting and, in line with good practice, a pre-agenda meeting is also held between the Chair and key officers.

## **Overview of the key items considered over the year**

### **3.6 Counter Fraud Activity 2020-2021**

The Committee was provided with an update of the Counter Fraud activities of the Council was provided with an update of the Counter Fraud activities of the Council during 2020-21 at the June 2021 meeting. The main body of work carried out over the year involved the Covid-19 Business Grants verification and carrying out post-payment checks. It was also noted that 71 referrals of potentially fraudulent claims had been reported to the Department of Work and Pensions (DWP). Additionally, fraud training had been provided across to the Benefits team and general advice provided to the Council. One internal conduct matter and two grievance investigations had been investigated and concluded.

### **3.7 Annual Governance Statement 2020/21**

The Annual Governance Statement was considered at the June 2021 meeting where Members considered the current governance arrangements of the Council. The Chief of Staff explained that the Statement was subject to the outcome of the Head of Internal Audit's Opinion Report. The statement was approved at the meeting.

### **3.8 Statement of Accounts 2020/21**

An update on the Statement of Accounts was presented to the Committee at its September 2021 meeting. The Committee was advised that there had been delays on the auditing of the accounts due to Covid-19 (which had been common across the country) and also resourcing issues, and that the accounts would be audited in December 2021 – January 2022. The Assistant Director for Finance provided the Committee with reassurance that a plan was in place for next year's audited accounts, to prevent a similar occurrence next year.

### **3.9 External Audit**

In June 2021, the Committee considered the External Audit Plan for 2020-21, which summarised Ernst & Young's (EY's) assessment of the key risks driving the development of an effective audit for the Council. Additional audit work caused by the Covid-19 pandemic was discussed. In September 2021, a report was received by the Committee on Audit Plan Addendum – VFM Risk Assessment. It was reported that EY had not identified any risks of significant weaknesses in the Council's arrangements and that this would be re-visited prior to issuing the audit opinion on the 2020/21 accounts.

### 3.10 Internal Audit

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

The Audit Plan was received and approved by the Committee in June 2021. Due to delays in the previous year, caused by the Covid-19 pandemic, the Internal Audit work commenced in Q2 rather than Q1 of 2021-2022. Although there have been some delays with issuing reports, Head of Internal Audit has been keeping a close eye on the progress and continues to report this to the Committee.

The Committee have also been supportive of the Head of Internal Audit in the review and encouragement for completion of the internal audit recommendations. At the meeting in July 2021, Head of Internal Audit was pleased to be able to confirm to the Committee that there were no urgent or important recommendations outstanding at the time.

### 3.11 Review of Contract Procedure Rules

The Committee considered the report which provided a review of Broadland's Contract Procedure Rules (CPRs) at the June 2021 meeting. The changes which were proposed in the report would bring the Council in step with neighbouring authorities. Additionally, the proposed amendments to the CPRs as a whole would make the procurement process simpler to suppliers, which in turn would encourage a larger number of suppliers to bid for local authority contracts. The aligned CPR policy would also aid the proposed procurement consortium. The Committee agreed to recommend to Full Council the amended Contract Procedure Rules.

### 3.12 Strategic Risk Register

The committee reviewed the Strategic Risk Register (SRR) at the June 2021 meeting, and then at the February 2022 meeting. At the latter meeting, risk escalation and de-escalation was discussed alongside with the consistency of the SRR reporting process. It was considered that the Risk Management Policy could be amended to bring it in line with twice-yearly Cabinet SRR reporting; and that an informal session could be arranged for the Committee to discuss the improvements and reporting process of the SRR. It was also agreed to recommend that Cabinet reviews the decision to de-escalate the risk relating to Big Sky Developments, until the FRAG Committee had gained independent assurance over it.

### 3.13 Opting into PSAA External Auditor Appointment

A report was considered on Opting into PSAA External Auditor Appointment at the February 2022 meeting. The report set out proposals for appointing the external auditor to the Council for the accounts for five years from 2023/24 through PSAA, which had previously been done in 2018. Concerns were raised in regards to delays and issues faced with EY (current external auditor), and the Committee was assured that PSAA would take into account the issues that all Councils have faced in order to strengthen the focus on the quality and timeliness of the audits in the new contract. It was recommended to Council to accept the PSAA's invitation to opt into the sector-led option for the appointment of external auditors.

### 3.14 Review of Local Government Ombudsman 2021

A report on Local Government Ombudsman complaints from 2021 was presented to the Committee in February 2022. The Committee was advised that out of the 6 complaints referred to the Ombudsman, only one was upheld. The complaint was in relation to Planning, and following the complaint, the processes have been amended in the Planning team to prevent a similar re-occurrence. Additionally, the Committee was updated on the fact that in July 2021, the Council's complaint process had been revised as part of the first-class approach to Customer Service.

### 3.15 The following items will be considered at the March 2022 meeting:

- Strategic and Annual Internal Audit Plan 2022-2023
- Self-Assessment of the FRAG Committee
- Internal Audit Progress and Follow Up reports
- External Audit Plan 2022-2023

## 4 PROPOSED ACTION

- 4.1 To note the work of the Finance, Resources, Audit and Governance Committee during 2021/22 and approve the contents of the Annual Report.

## 5 OTHER OPTIONS

- 5.1 Not applicable to this report.

## 6 ISSUES AND RISKS

- 6.1 **Resource Implications** – not applicable to this report.
- 6.2 **Legal Implications** – not applicable to this report.
- 6.3 **Equality Implications** – not applicable to this report.



6.4 **Environmental Impact** – not applicable to this report.

6.5 **Crime and Disorder** – not applicable to this report.

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

## **7 CONCLUSION**

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

## **8 RECOMMENDATIONS**

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

# Annual review of the Scrutiny Committee 2021/22

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## **Introduction by Cllr Jack Hornby, Chairman of the Scrutiny Committee**

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

I was appointed Chairman of the Scrutiny Committee at the full Council meeting in December 2021, and was joined by Cllr Julian Halls as Vice Chairman. I would like to thank all of the officers who have contributed to the work of the Committee, whether it be researching and compiling reports or coming along and presenting said reports to the Committee. I would also like to thank the Democratic Services team for making sure our meetings run smoothly and Emma Goddard for helping both myself and Julian take on our new roles whilst also ensuring that the Committee scrutinises all that it needs to.

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

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

I commend the report to the Council.

Jack Hornby, Chairman of the Scrutiny Committee

## **Working style of the Scrutiny Committee**

### **Independence**

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

### **Member leadership**

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

### **A constructive atmosphere**

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

### **Respect and trust**

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

### **Openness and transparency**

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

### **Consensus**

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

### **Impartial and independent officer advice**

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

### **Regular review**

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

### **Programming and planning**

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

### **Managing time**

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

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## **The membership of the Scrutiny Committee 2021/22**

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

The Scrutiny Committee is made up of councillors from the political groups that make up the Council. Only non-cabinet members can be on the Committee and this allows those members to have an active role in the Council's decision-making process.

During 2021/22, the Committee was chaired by Cllr Graham Minshull, until he was replaced by Cllr Jack Hornby on 6 December 2021. Both councillors are members of the Conservative party, which is the majority party at South Norfolk Council. The Committee's Vice-Chairman was Cllr Vivienne Clifford-Jackson, until she was replaced by Cllr Julian Halls on 6 December 2021, who are both members of the Liberal Democrat Party.

The Scrutiny Committee is made up of nine Councillors and membership is as follows:

**Chairman:** Graham Minshull (1 April 2021 – 6 December 2021)  
Jack Hornby (6 December 2021 onwards)

**Vice-Chairman:** Vivienne Clifford-Jackson (1 April 2021 – 6 December 2021)  
Julian Halls (6 December 2021 onwards)

Yvonne Bendle  
Brendon Bernard  
Barry Duffin  
James Easter  
Jeremy Rowe  
Trevor Spruce  
Jenny Wilby

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

## **How Scrutiny operates at South Norfolk**

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

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

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

To assist and progress the Council's collaboration with Broadland District Council, a formal Joint Scrutiny Committee was constituted. This Joint Committee meets on an ad-hoc basis linked to the key stages of collaborative working between Broadland District Council and South Norfolk Council. It has not been necessary to convene this meeting in 2021/22. Jack Hornby is one of the Joint Chairmen, representing South Norfolk Council, and the following members are also appointed to the committee: Brendon Bernard, David Bills, Barry Duffin, Daniel Elmer, & Trevor Spruce.

### **Support for the Scrutiny function**

The Senior Governance Officer provides advice to both members and officers and supports the Scrutiny Committee. Democratic Services Officers produce agendas and minute 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 introduce items and aid the Committee's understanding of a particular item, which makes scrutiny more effective and constructive.

### **Policy Committees**

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

The Policy Committees feed directly into Cabinet and make recommendations based on their research and findings. Working on a formal and informal basis, these

Committees are flexible to programme their work around upcoming policy and can focus on specific areas of the Council.

### The work programme for Scrutiny Committee

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

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

- T** Is this the right **time** to review this issue and is there sufficient **Officer time** and resource to conduct the review? What is the **timescale**?
- O** What is the reason for review; do officers have a clear **objective**?
- P** Can **performance** in this area be improved by input from Scrutiny?
- I** Is there sufficient **interest** (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.
- C** Will the review assist the Council to achieve its **Corporate Priorities**?

### Joint scrutiny bodies

**Norfolk County Health Overview and Scrutiny Committee (HOSC):** South Norfolk Council has a member representative who sits on the Norfolk County HOSC plus one substitute member. For the period 2021/22 the member representative has been Councillor Nigel Legg.

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

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

[http://norfolkcc.cmis.uk.com/norfolkcc/Committees/tabid/62/ctl/ViewCMIS\\_Committee\\_Details/mid/381/id/22/Default.aspx](http://norfolkcc.cmis.uk.com/norfolkcc/Committees/tabid/62/ctl/ViewCMIS_Committee_Details/mid/381/id/22/Default.aspx)

**Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel:** South Norfolk Council has a member representative who sits on the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel plus one substitute member. For the period 2021/22, the member representative has been Councillor James Easter.

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

- Scrutinise the actions, decisions and priorities of the Norfolk Countywide Community Safety Crime and Disorder Partnership in respect of crime and

disorder on behalf of the (County) Community Services Overview and Scrutiny Panel

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

### **The work of the Scrutiny Committee and outcomes**

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



## Scrutiny Committee Recommendation Tracker 2021/22

Date	Topic	Responsible Officer	Resolution and Recommendations	Response / Progress	Outcome
21 July 2021	<b>COMMUNITY SAFETY UPDATE</b>	Assistant Director of Individuals and Families	<b>RESOLVED To</b>  1. Recommend that:  a. Norfolk Constabulary increase promotion and publicity of outcomes in relation to action taken.  b. Norfolk Constabulary increase their support to rural communities.  c. Council officers attend street surgeries conducted by Norfolk Constabulary.  2. Support the Strategic Plan 2021-2024.	Proposal supported by officers  Cttee advised that the NCCSP have more resources than ever before to enable them to meet demand and that each District had a dedicated Locality Officer that could prove useful to members.  No requirement as close liaison between council staff and Police arising from Surgeries held  No further action required	This piece of scrutiny provided members with a valuable insight into the work of the Norfolk County Community Safety Partnership. It also gave members the opportunity to review the proposed Strategic Plan and provide the Partnership with the views of Council.  In addition, more generally, the committee was able to provide comments on community safety in the District and what members considered to be the biggest issues that were faced by their communities.

Date	Topic	Responsible Officer	Resolution and Recommendations	Response / Progress	Outcome
8 Dec 2021	<b>HOUSING ALLOCATION POLICY REVIEW</b>	Assistant Director of Individuals and Families	<b>RESOLVED</b> to: recommend to Cabinet that the proposed changes to the Housing Allocation Policy be adopted, however that the Housing Priority Bands be renamed to ' <i>Emergency Band, Band 2, Band 3, and Band 4</i> '	<u>Rejected</u> : Cabinet did not change the names of Priority Bands, based on customer feedback post Scrutiny Committee	The Committee was able to provide valuable pre-scrutiny of the Policy review, ahead of it's final consideration and decision by Cabinet.  Members were able to gain an understanding of the scheme and how changes in work practices had assisted the Team become more efficient and assist more vulnerable residents
8 Dec 2021	<b>MEMBER WARD GRANT – SPEND REVIEW</b>	Assistant Director of Individuals and Families	<b>RESOLVED</b> to: 1. Note the spend of the member-led grant scheme against the ground rules  2. Encourage all members to commit their funds by 31 December 2021, and work with the Communities Team if they were struggling to find projects to fund  3. Recommend to Cabinet that the Member-Led Grant Rules be amended to allow all	No further action required  Members were encouraged and spent the majority of the funding available.  <u>Accepted</u> : Cabinet agreed to allow for any underspend from the members ward fund to be	The Committee reviewed the spend to date of the member ward grant budget and were able to assess whether the decisions taken by members regarding the allocation of their funding was in line with the ground rules. This enables the Council to ensure good governance of the Scheme.  Members were also able to evaluate the impact on the scheme on both the local community and demand on Council services. The Committee was pleased to

Date	Topic	Responsible Officer	Resolution and Recommendations	Response / Progress	Outcome
			underspend to be rolled over into the next financial year's Community Action Fund budget.	rolled over to the next FY's CAF budget.	note the positive effect that the funding had realised via the projects that Councillors had assisted.
19 Jan 2022	<b>REVIEW OF ENVIRONMENTAL STRATEGY DELIVERY</b>	Assistant Director – Regulatory	<b>RESOLVED to</b> <ol style="list-style-type: none"> <li>Note the Contents of the report</li> <li>Recommend that the suggestions outlined by the Committee (see minutes) are considered by officers and reported back to the Scrutiny Committee in 12 months, alongside an update/progress report on the effectiveness of the 2020-2025 Environmental Strategy and assessment of outcomes achieved</li> <li>Recommend to officers the investigation of extra resources to strengthen capacity to deliver the Council's Environmental Strategy, as outlined in the conclusions of the report.</li> </ol>	<p>No further actions required</p> <p>Recommendations / further work proposed are currently being considered by officers and will be reported back to committee in 12 months</p> <p>Officers will investigate the use of additional resources</p>	<p>The Council's Environmental Strategy set out areas of specific interest and concern, together with the council's own commitments and aspirations for communities to take action.</p> <p>It is essential that the Council and its Committees can ensure that the commitments we have set are delivered and the Scrutiny Committee has played a vital role in securing this and monitoring future works plans.</p>

Date	Topic	Responsible Officer	Resolution and Recommendations	Response / Progress	Outcome
10 Feb 2022	<b>Capital Strategy and Capital Programme 2022/23 to 2026/27</b>	The Assistant Director - Finance	<b>RESOLVED:</b> To Recommend that Council approves the Capital Strategy (Appendix A) and the Capital Programme for 2022/23-2026/27.	No action required	Members were satisfied with the Capital Strategy and Capital Programme that was recommended to Council by Cabinet.
10 Feb 2022	<b>Revenue Budget and Council Tax 2022/23</b>	The Assistant Director - Finance	<b>RESOLVED:</b> 1. to endorse the Cabinet's recommendation to Council to approve the revenue budget and council tax for 2022/23 as set out in the report. 2. To recommend that officers consider how the budget consultation could be better publicised in order to reach a broader demographic, in light of the district's older population.	No action required  Officers will consider this ahead of the consultation of the 2023/24 Budget	Members were satisfied with the budget that was recommended to Council by Cabinet.  The Committee was also keen to ensure that the Council's future budget consultation reached a large number of residents and took account of their views.
10 Feb 2022	<b>Treasury Management Strategy Statement 2022/23</b>	The Assistant Director - Finance	<b>RESOLVED:</b> to endorse the Cabinet's recommendation to Council to approve the various treasury management documents as detailed in the report.	No action required	Members were satisfied with the Treasury Management Strategy that was recommended to Council by Cabinet.

## **A Quick Guide to Scrutiny**

### **Recommendations and Reporting**

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

### **What happens next?**

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

### **Scrutiny Task and Finish Groups**

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

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

### **Public involvement**

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

### **Getting in touch with Scrutiny**

If you are a member of the public and wish to find out more about the scrutiny process and the committee, or if you have any queries regarding this Annual Report, please feel free to contact Emma Goddard, Senior Governance Officer by sending an email to: [emma.goddard@southnorfolkandbroadland.gov.uk](mailto:emma.goddard@southnorfolkandbroadland.gov.uk). If you have any topic suggestions for scrutiny please raise this first with your local Councillor, who details can be found [here](#).