

Agenda

Emergency Committee

Members of the Emergency Committee:

Mr J Fuller
(Chairman)

Mr C Brown

Mr M Edney

Mr R Elliott

Mr K Kiddie

Mrs K Mason Billig

Date

Thursday 7 May 2020

Time

10.00 am

Place

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

Contact

Claire White tel (01508) 533669

South Norfolk District Council
Cygnet Court
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Website: www.south-norfolk.gov.uk

PUBLIC ATTENDANCE

Please note that in light of Government guidance, the Council currently has restricted public access to the Council Offices. Should members of the public wish to observe this meeting remotely, or speak on an agenda item, they can do so by emailing a request to democracy@s-norfolk.gov.uk, no later than 5.00pm on Monday 4 May 2020.

Large print version can be made available

Agenda

- 1. To report apologies for absence**
- 2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972. Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency**
- 3. To Receive Declarations of Interest from Members** (please see guidance – page 3)
- 4. To confirm the minutes of the meeting of the Emergency Committee, held on Friday 24 April 2020** (page 5)
- 5. Business Grants and Hardship Fund** (paper attached – page 9)
- 6. Recovery** (verbal update)
- 7. Financial Implications of COVID-19 – Update** (report attached – page 13)
- 8. Standing Orders for Virtual Meetings** (attached page 17)
Attached for information
- 9. Work Programme and Cabinet Core Agenda** (attached – page 20)

DECLARATIONS OF INTEREST AT MEETINGS

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

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

Does the interest directly:

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

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

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

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

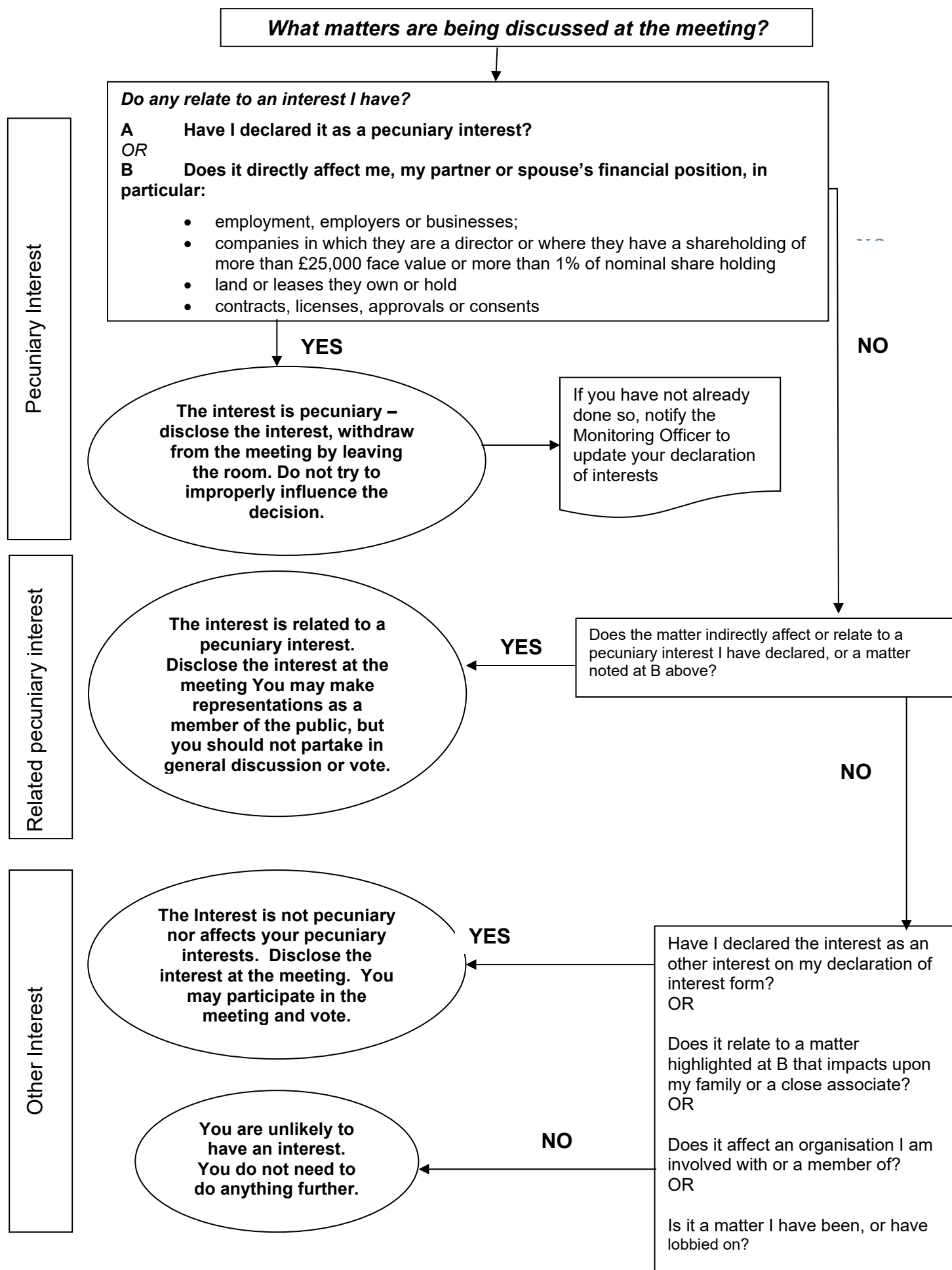
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.

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

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

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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





EMERGENCY COMMITTEE

Minutes of a remote meeting of the Emergency Committee of South Norfolk Council held on Friday 24 April 2020 at 10.00am.

Committee Members Present:	Councillors: J Fuller (Chairman), C Brown, M Edney, R Elliott, K Kiddie and K Mason Billig
Other Members in Attendance:	Councillors: J Amis, Y Bendle, V Clifford-Jackson, B Duffin, J Easter, L Glover, C Hudson, K Hurn, T Laidlaw, N Legg, L Neal, J Savage, R Savage, A Thomas, V Thomson and J Worley
Officers in Attendance:	The Managing Director (T Holden), the Assistant Director Finance (R Fincham), and the Assistant Director Governance & Business Support (E Hodds)

2 MINUTES

The minutes of the meeting held on Wednesday 1 April were confirmed as a correct record and signed by the Chairman.

3. GOVERNANCE ARRANGEMENTS – COVID-19

The Assistant Director Governance and Business Support presented her report, which set out proposed governance arrangements for the Council during the COVID-19 pandemic.

The Chairman referred to the reduction in the membership of the Development Management Committee (DMC) from 9 to 5, which he felt would make the meetings more manageable and efficient. He explained that members “calling in” applications to the Committee, would need to ensure that there were material planning grounds for doing so, and this would be scrutinised by the Chairman and Vice-Chairman of the Committee to ensure that this rule was being adhered to. In response to a query, he added that this was not a change to the current scheme of delegation, it was just a case of current rules being applied more vigorously.

Referring to paragraph 3.7, regarding the scheduling of DMC meetings, the Chairman explained that he would prefer meetings to be scheduled every fortnight, and for these dates to be published, as this would add more certainty for applicants, developers and other relevant parties. He accepted that not all these extra meetings would be required.

Cllr V Thomson, the Chairman of the DMC, explained that plans for the first remote meeting of the Committee were progressing well, and that a practice session for members was due to be held next week.

During discussion, the Managing Director explained when he would consider it appropriate to stand down the Emergency Committee, adding that it needed to relinquish its powers as soon as it was able to do so. He explained that this decision would be very much influenced by Government policy, and the Council's ability to conduct normal business, albeit in a different way. He referred to any decisions relating to the lockdown, testing regimes, social distancing, which would all impact on how quickly there would be shift from an emergency setting.

Cllr C Brown stressed the importance of ensuring that business as usual was carried out as much as possible, and that the decision-making process remained open and democratic and fully accessible to the public. Referring to the reduction in the number of members on the DMC, he agreed that this was appropriate, but for a temporary period only. He understood why everyone wanted shorter meetings but stressed that the quality of decisions was of upmost importance, regardless of how long meetings lasted.

In response to questions, the Assistant Director explained that officers had the ability to share any presentations during remote meetings. Regarding live streaming, she explained that this was possible, and easier through the Zoom application. However, there was a need for IT to consider this further, to ensure that this did not interfere with the functionality of the meeting.

The Chairman, and Cllr C Brown (as the leader of the opposition Group), then confirmed the membership of DMC as follows:

Vic Thomson (Chairman)
Lisa Neal (Vice Chairman)
David Bills
Terry Laidlaw
Graham Minshull

The first-choice substitute for the Conservative Group was Florence Ellis; the first-choice substitute for the Liberal Democrat Group was Vivienne Clifford-Jackson.

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

RESOLVED: To agree:

1. That the Emergency Committee takes on the powers of Cabinet and Council during the COVID-19 pandemic. The Managing Director to determine when arrangements are reverted;
2. The interim arrangements for the Development Management Committee during the COVID-19 pandemic, as outlined in paragraphs 3.5 – 3.8, with meetings being held fortnightly if required and the membership of the Committee as outlined above. The Managing Director to determine when arrangements are reverted;
3. That the arrangements for the Licensing Committees remain as per the Constitution;
4. To authorise the Monitoring Officer to produce additional Standing Orders relating to virtual meetings, to form part of the Council's constitution. The Managing Director to determine when arrangements are reverted.

4. FINANCIAL IMPLICATIONS OF COVID-19

Members considered the report of the Assistant Director Finance, which provided information on the financial implications of COVID-19 on South Norfolk Council.

The Chairman referred to the significant reduction in income for the Council, giving mention to leisure centres, car parking charges, planning applications and building control. He was very proud that the whole Council had pulled together in response to the pandemic, and this approach had seen staff from the leisure centres and the wider Council being redeployed in areas of need, such as refuse collection, the Help Hub and Economic Development. He stressed the need to carefully consider the financial impact on the Council and he suggested that a new in-year budget was a necessity.

The Assistant Director, Finance, outlined the salient points of the report to the Committee. He made reference to the £50k already received from the Government to assist with the impact of COVID-19, and he advised that a further £1.6bn had recently been announced, with a greater share being anticipated for district councils. Members noted that the Council had already incurred expenditure of £140k, and it was anticipated that this would increase at a rate of approximately £100k per month.

Referring to the Grants for Businesses, the Assistant Director updated members on the figures, explaining that 1,910 grants had been awarded to date, totalling approximately £2m, and making up 70% of those that could be eligible in the District. Officers were currently actively trying to contact the other 30% (approximately 800 businesses), that were yet to make contact or apply for a grant. In response to queries, the Managing Director explained that this was a good position to be in and staff were very focussed on delivering the level of support available to businesses.

Turning to the Hardship Fund, members noted that its primary use was to reduce council tax bills by £150, and this was awarded on a case by case basis. Funds had also been set aside for real hardship payments, and currently 19 payments had been made, totalling £7k.

The Assistant Director stressed the need to consider the immediate financial issues, and also the long-term financial impacts on the Council. He estimated that costs for the Council would total anywhere between £4 and £8 million, and that the majority of this was from lost income from leisure centres and planning. He advised that the Council did have significant reserves, however, he felt it prudent to review the Council's budgets in the near future.

In response to questions, the Assistant Director explained that income on council tax was holding up well, with only a slight reduction on the collection figures for the same period last year. He assured members that the cashflow position remained healthy, with significant funds being available to meet current expenditure. Members noted that the Council had invested over £30m in instant access accounts.

Regarding a query concerning the use of capital to fund revenue costs, the Assistant Director explained that this was not a significant issue for the Council, as the majority of its current funds were classified as revenue.

Members noted that preliminary discussions had taken place with Broadland District Council about the possibility of mothballing either South Norfolk House, or Thorpe Lodge. The Chairman stressed that this was only in its early stages, but now that both Leaders were keen to pursue the idea, officers would look to progress the options.

Cllr K Mason Billig explained that the Joint Lead Members Group was not currently planning to hold meetings, however, both she, and Broadland Councillor, Jonathan Emsell, were being updated on issues, and they would be carefully monitoring progress regarding the options for a one office location.

Cllr C Brown agreed that it was necessary to formally consider a new budget, and to consider all options. He thanked officers at the Council for their excellent updates and communication with members regarding COVID-19, and the Chairman echoed these comments.

Summing up, the Chairman stressed the need for a new in-year budget from 1 July and suggested that officers looked at all options, and that these be reported to the Emergency Committee's formal meeting scheduled for 5 June.

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

RESOLVED: To:

1. Retrospectively authorise officers to incur any additional expenditure necessary, to deal with the COVID-19 pandemic.
2. Note the contents of the report, and the need for a formal report on budget options at the meeting scheduled to take place on 5 June 2020.

The meeting concluded at 11.00 am.

Chairman

Community Hub update - Data from 05 May 2020

We have seen a slight tailing off over the last week of calls into the help hub. After six weeks, we have created a huge infrastructure of mutual aid support, with 325 community champions, acting as a conduit for a small volunteer's army. Feedback from the ground is, that after the first contact for help, we have been matching a volunteer with someone who needs help, then they continue with that support without contacting the hub, exactly what we set out to do. The Cluster leads then keep in close contact with their volunteers to ensure that any escalation of need is fed back in.

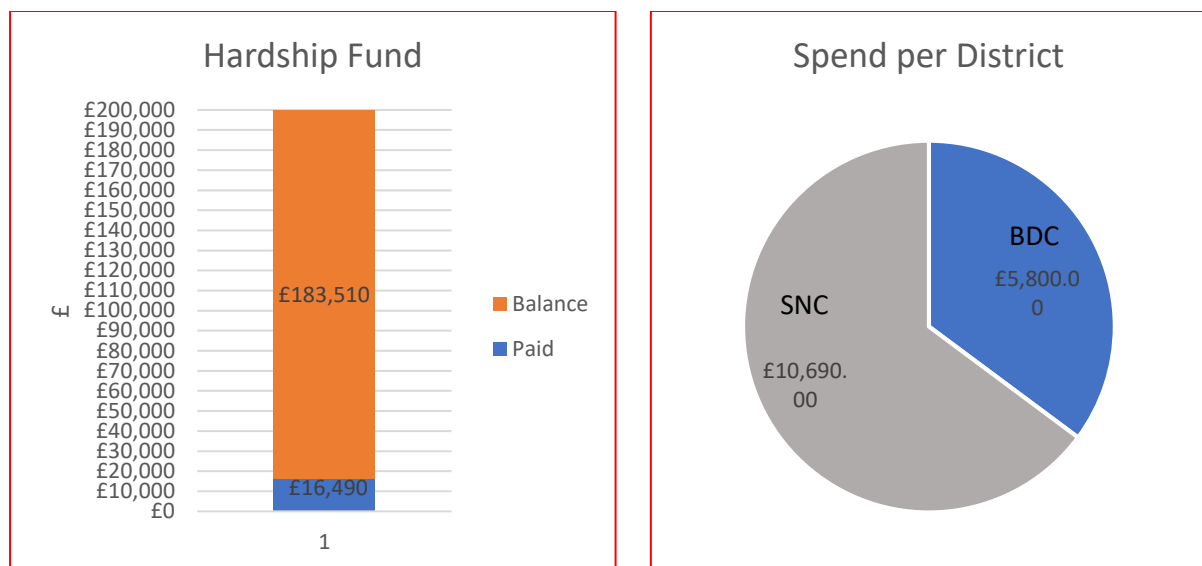
We are starting to see more calls in for hardship, with families struggling to make ends meet. This has been a slow start, but with the pay month been and gone and less money in the home, money is tight. The hardship payments are working well, supporting the gap until universal credit kicks in and is based on our ethos of ensuring the most vulnerable are supported but work pays and so when the time comes to get back to work, families will be better off. We are also seeing more deployment of food parcels to families now. We will need to focus on the economy and helping people get back to work as soon as possible.

We are continuing to work closely with Adult social care, Police and Children Services to ensure we identify families before they need help. What we have found, is that only 5% of the people we have proactively rang on the shielded / vulnerable list have needed direct support, but 66% of people who have rang us have needed support suggesting that those who are shielded or in existing services already have a support network, it is the hidden vulnerable we need to focus on.

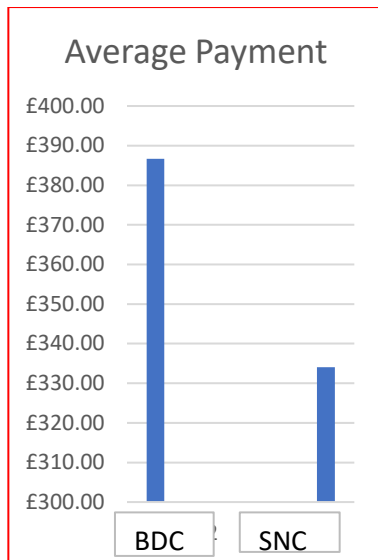
We currently have 58 people/families in TA. We usually average around 32 at this time of year. This was expected during COVID and planned for.

Hardship Funding upto 1st May

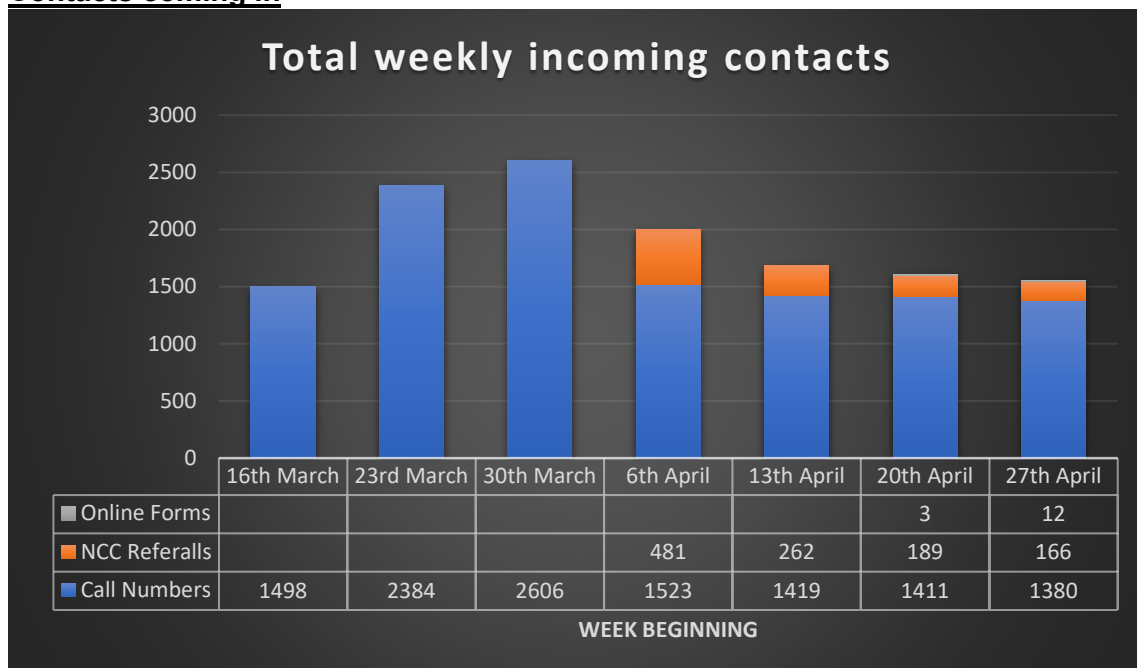
We have paid £16,490 of our discretionary part of the hardship fund (The Council Tax support side is not included in the calculation)



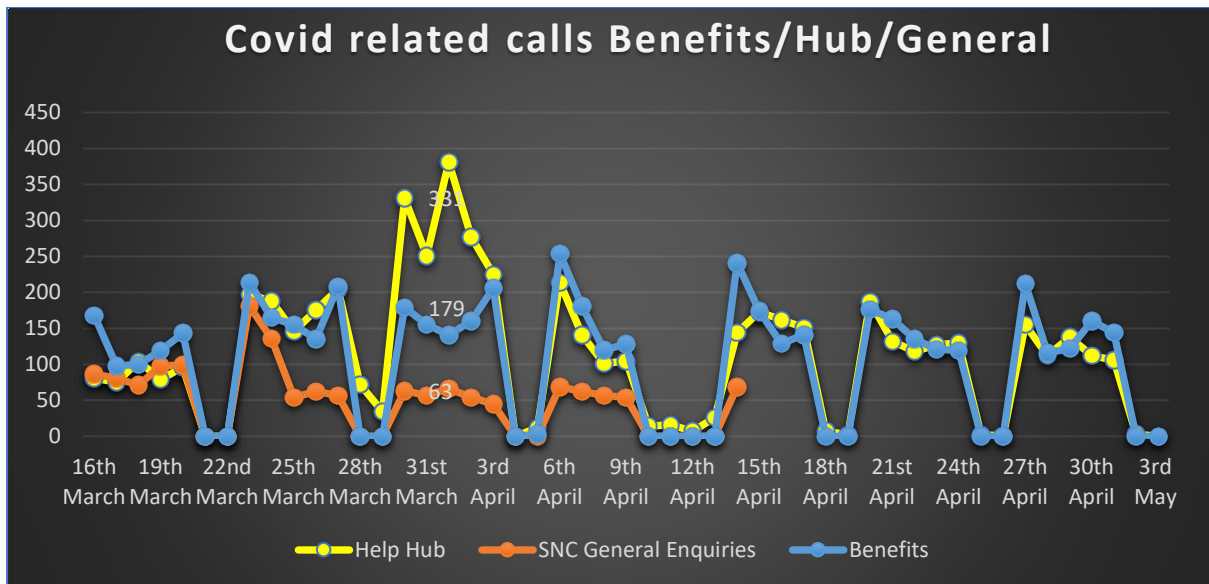
The overall average payment is £350.85 split by the 2 Districts below



Contacts coming in



Specific to calls



Outgoing contact

4657 contacts (calls, emails and visits) to those on our shielded list.

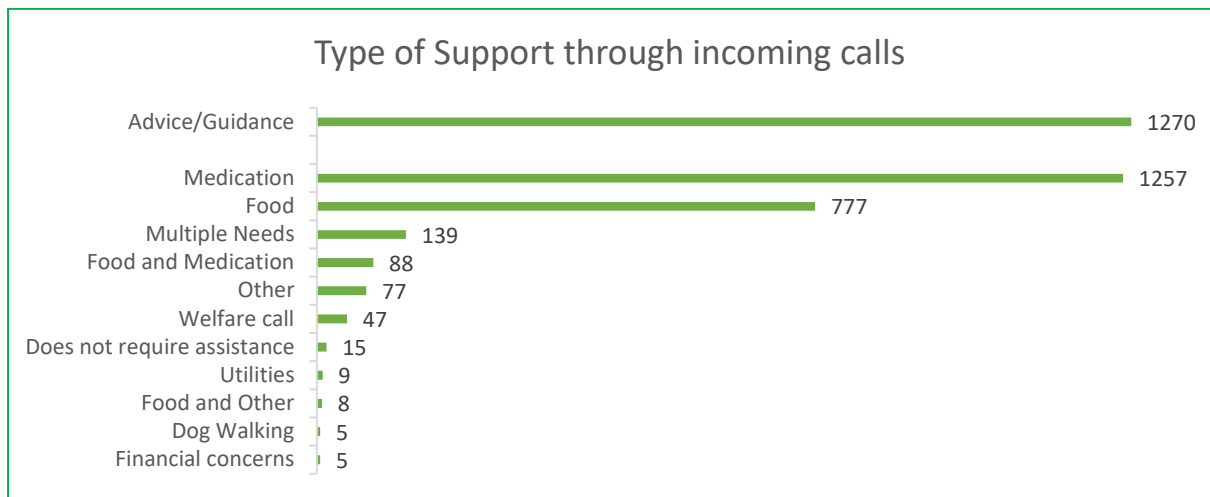
Have now started to calls those classified as vulnerable by ourselves, starting with thgose registered for Assisted bin collection.

Food Parcels



Food parcels delivered as stop gap between Gov boxes being available

Snapshot of demand as at 15th April



FINANCIAL IMPLICATIONS OF COVID 19 – UPDATE

Report Author(s): Rodney Fincham, Assistant Director - Finance

t 01508 533982 e rfincham@s-norfolk.gov.uk

Portfolio Holder: Finance

Ward(s) Affected: All wards

Purpose of the Report: This report provides information on the financial implications of Covid 19 on South Norfolk Council.

Recommendations:

1 That the Emergency Committee:

- Note this report.

1 EMERGENCY FUNDING FOR LOCAL GOVERNMENT

1.1 On 20 March, the Government announced £1.6bn of additional funding to support local authorities in responding to the Covid-19 pandemic.

The majority of this funding was directed to authorities with social care responsibilities. SNC received £54,974.

1.2 On 28 April, the Government announced a further £1.6bn of funding to support local authorities in responding to the Covid-19 pandemic.

This time funding is being distributed on a per capita basis, with a 65:35 split between county and district authorities. SNC will receive £1,409,952.

1.3 This funding is intended to help local authorities address the pressures being facing in response to the Covid-19 pandemic across all service areas.

1.4 This funding will cover the Council's additional costs, which are estimated to be up to £100,000 a month. However, this funding is unlikely to cover all the financial pressures (ie lost income).

2 GRANTS TO BUSINESSES

2.1 On 25 March the Minister of State for Business, Energy and Industrial Strategy (BEIS) established:

- The Small Business Grant Fund (SBGF), and
- The Retail, Hospitality and Leisure Grant Fund (RHLGF).

To provide grants of either £10,000 or £25,000 to eligible businesses.

2.2 On 1 April, SNC received £30,838,000 as an on-account payment to facilitate the award of these grant in our area.

2.3 As at close of play on Friday 1st May, SNC has made the following grant awards.

Summary of Business Rate Grants Processed	Value	No of Grant Payments
Total Processed		
Small Business Rate Relief £10k Grants	17,350,000	1,735
Retail, Hospitality and Leisure £10k Grants	2,260,000	226
Retail, Hospitality and Leisure £25k Grants	4,925,000	197
	24,535,000	2,158

Estimate of Total Potential Claims (this number changes as properties are identified as eligible)		
Small Business Rate Relief £10k Grants	22,180,000	2,218
Retail, Hospitality and Leisure £10k Grants	2,940,000	294
Retail, Hospitality and Leisure £25k Grants	5,225,000	209
	30,345,000	2,721

Percentage Paid		
Small Business Rate Relief £10k Grants	78%	78%
Retail, Hospitality and Leisure £10k Grants	77%	77%
Retail, Hospitality and Leisure £25k Grants	94%	94%
	81%	79%

2.4 These figures are increasing on a daily basis as officers are contacting those businesses that have not yet applied for a grant, to help facilitate the payment of the remaining grants.

3 DISCRETIONARY FUND FOR BUSINESS GRANTS

3.1 On 1st May the Government announced a new Discretionary Fund for Business Grants.

3.2 This will help businesses which are unable to access the current grant pot because they are not currently subject to Business Rates. This might cover for example serviced or shared offices where there is one ratepayer for the whole property but within it there are perhaps 10 units each with a business that cannot get the grant because they are not liable for rates. Another potential example is B&Bs that are too small to be subject to Business Rates.

3.3 The size of the pot will be approx. 5% of the £12.6bn currently allocated to the Grant scheme – so approximately £600m nationally.

3.4 Businesses will need to demonstrate significant loss in income to qualify.

3.5 At the time of writing this report, we are still awaiting further detail about this scheme.

4 HARDSHIP FUND

- 4.1 On 30 March, the Minister of State for Regional Growth and Local Government provided details about the Council Tax Hardship Fund grant.
- 4.2 The purpose of the grant is to compensate billing authorities in England for the council tax foregone in 2020/21 due to additional council tax reliefs that may be provided to recipients of working age local council tax support schemes during the Covid-19 emergency. Note: There is no provision at the moment for discretionary discounts for non-Council Tax Support customers.
- 4.3 On 3 April, SNC received £756,235 under this scheme, based on the 2019/20 Q3 caseload of 3,501. This is a fixed award – ie will not increase even if our caseload increases.
- 4.4 Allocating the mandated £150.00 reduction to current working age claimants accounts for £552k of this funding. This leaves approximately £204k to provide additional funding for new council tax reduction claimants and discretionary funding for those in need.
- 4.5 The council tax system is being upgraded this week to administer the £150 reduction in council tax, and bills will then be reissued.
- 4.6 Whilst waiting for the upgrade, we have not been collecting direct debits from those whose bill will be reduced to nil.

5 CASHFLOW ISSUES

- 5.1 Nationally there is concern that the pandemic could cause cashflow issues for some councils.
- 5.2 However, at present, this is not the case for SNC. The precept payments to Norfolk County Council, the police, and the parishes totalling almost £10m were made in full as agreed on the 30th April.
- 5.3 Income from Council Taxpayers and Business Rates payers is holding up reasonably well, and the number of returned / unpaid Direct Debits has not risen significantly. The following table shows the percentage of net collectable debit collected this April compared to last year.

	Council Tax		NDR	
	Apr 19 £'000	Apr 20 £'000	Apr 19 £'000	Apr 20 £'000
Net Property Charge	97,369	102,692		
Less Council Tax Support	-6,586	-7,021		
Net Debit	90,783	95,671	32,386	20,394
Cash Collected	9,836	9,880	3,216	1,813
Collection Rate	10.83%	10.33%	9.93%	8.89%

Nb: The 20/21 NDR debit has reduced due to the award of the additional reliefs.

- 5.4 There has been some impact on rental incomes collected via Big Sky. However, in general the request has been for rent deferrals rather than rent holidays, and in general service charges are still being paid in full.

6 ONGOING FINANCIAL PRESSURES

- 6.1 Not only do we need to consider the immediate financial issues, this pandemic will also have significant long-term financial impacts on the Council.
- 6.2 As detailed in the report to the Emergency Committee on 24 April, an initial rough estimate indicates that if the lockdown lasts until the end of July the full financial impact on this Council could be over £4m. If the impacts last until the end of November, the impact could be closer to £10m.
- 6.3 It is therefore prudent to review the Council's Revenue and Capital budgets to look for compensating savings, or to draw additional sums from reserves, or a combination of both and the following timetable for doing this is proposed.
- Wed 13 May Informal Emergency Committee
Initial figures and options, to allow informal discussion of issues
 - Fri 22 May Formal Emergency Committee
Formal report, if required, based on discussions on 13th May
 - Wed 27 May Informal Emergency Committee
Further report, to allow discussion in informal setting
 - Fri 5th June Formal Emergency Committee
Target date for full report to be considered.

7 ISSUES AND RISKS

- 7.1 Resource Implications – This paper provides an update on the financial implications of Covid 19 on the Council. We are still at an early stage, and the numbers in this report are therefore subject to significant variation.
- 7.2 Legal Implications – The Council has a legal duty to ensure its financial position remains robust.

8 RECOMMENDATION

- 8.1 That the Emergency Committee:
- Note this report.

Standing Orders: Meetings held in accordance with section 78 of the Coronavirus Act 2020

These Standing Orders should be read in conjunction with the Authority's Standing Orders and Procedure Rules within the Constitution. The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the Authority governing meetings and **remain valid until 7th May 2021**. This means that, wherever there is a conflict, the Virtual meeting Standing Orders take precedence in relation to any remote meeting.

1. No Requirement to Hold an Annual Meeting

The requirement to hold an Annual Meeting is to be disregarded and, prior to 7th May 2021, an Annual Meeting of Council may only take place:

- (a) where called by the Chairman of the Council; or
- (b) following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of Council.

2. Access to Information

For all purposes of the Constitution, the terms "notice", "summons", "agenda", "report", "written record" and "background papers" when referred to as being a document that is:

- (a) "open to inspection" shall include for these and all other purposes as being published on the website of the council; and
- (b) to be published, posted or made available at offices of the Authority shall include publication on the website of the Authority.

3. Remote Access to Meetings

- (a) For all purposes of the Constitution, the term "meeting" is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place, for which purposes any reference to:
 - (i) "place" is to be interpreted as where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers: and
 - (ii) "open to the public" includes access to the meeting being through remote means including (but not limited to): video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person; and

- (b) If the Chairman is made aware that a public meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chairman shall adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

4. Members in Remote Attendance

(a) A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.
- (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- (iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met. In such circumstance the Chairman may, as they deem appropriate;

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established;
- (ii) count the number of Members in attendance for the purposes of the quorum; or
- (iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

5. Remote Attendance by Members of the Public

(a) A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;
- (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and

(iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in Standing Order 5(a) above are not met. In such circumstance the Chairman may, as he or she deems appropriate:

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in Standing Order 5A(a) above to be re-established;
- (ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or
- (iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

6. Remote Voting

Unless a recorded vote is demanded, [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Chairman,] the Chairman will take the vote by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.

7. Members excluded from the meeting

Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.

8. Exclusion of Press and Public

Each Member in remote attendance must ensure and verbally declare that there are no other persons present who are not entitled to be (either hearing or seeing) and/or recording the proceedings during consideration of items that are "exempt" (as defined in Schedule 12A of the Local Government Act 1972).

EMERGENCY COMMITTEE **Work Programme**

Date	Title of Report	Responsible Officer	Portfolio Holder
13 May – Informal meeting if required			
22 May	Budget Review	Rodney Fincham	Alison Thomas
	Norfolk Police and Crime Panel Arrangements	Emma Hodds	John Fuller
27 May – Informal meeting if required			
5 June	Budget Review 20/21 Final Paper	Rodney Fincham	Alison Thomas

CABINET CORE AGENDA 2020

Date	Key or Operational	Title of Report	Responsible Officer	Portfolio Holder	Exempt?
15 June	K	Environment Strategy	Debra Baillie-Murdon / Alison Old	Keith Kiddie	N
	O	Poringland Neighbourhood Plan 2019-2039 – Consideration of the Examiner's report	Simon Marjoram	John Fuller	N
	O	Local Development Scheme Update	Paul Harris	John Fuller	N
	O	Armed Forces Covenant	Mike Pursehouse	Kay Mason Billig	N
21 July	O	Community Grants	Kerrie Gallagher	K Mason Billig	N
	O	Municipal Bonds Agency	Debbie Lorimer	Alison Thomas	N
	O	Insurance Procurement	Debbie Lorimer	Alison Thomas	Y
	O	Legal Services	Emma Hodds	Kay Mason Billig	Y
	O	Q4 Performance, Risk and Finance (Strategic)	Emma Pepper/ Julie Brown/ Emma Goddard	Kay Mason Billig	N
Council Meeting 27 July 2020					
24 Aug	O	Housing Allocation Policy	Richard Dunsire	Y Bendle	N
Council Meeting 21 September 2020					
28 Sept	O	ASB and Crime	Mike Pursehouse	K Kiddie	N
2 Nov	O	Early Help Approach	Kerrie Gallagher	Y Bendle	N
7 Dec	O	Community Transport	Kerrie Gallagher	K Mason Billig	N
	O	Procurement Options	Rodney Fincham	Alison Thomas	N
Council Meeting 14 December 2020					

Key decisions are those which result in income, expenditure or savings with a gross full year effect of £100,000 or 10% of the Council's net portfolio budget whichever is the greater which has not been included in the relevant portfolio budget, or are significant (e.g. in environmental, physical, social or economic) in terms of its effect on the communities living or working in an area comprising two or more electoral divisions in the area of the local authority.