

Overview & Scrutiny Committee

Agenda

Date

Tuesday 28 January 2020

Members of the Overview & Scrutiny Committee

Mr S Riley
(Chairman)

Mr A D Adams
(Vice Chairman)

Mr S C Beadle
Mr N J Brennan
Mr P E Bulman
Ms S J Catchpole
Ms N J Harpley
Ms S I Holland
Mr K S Kelly

Mr D King
Mr M L Murrell
Mr G K Nurden
Mrs S M Prutton
Mrs C E Ryman-Tubb
Mr N C Shaw

Substitutes Conservative

Mr A D Crotch
Mr J F Fisher
Mr R R Foulger
Ms R M Grattan
Mr K G Leggett
Mr I J Mackie
Mr G F Peck
Miss J L Thomas
Mrs K A Vincent
Mr J M Ward

Substitutes Liberal Democrat

Mr D G Harrison
Mrs C Karimi-Ghovanlou
Dr K E Lawrence
Mr D Roper

Substitute Labour

Mrs B Cook

Time

10.00 am

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

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@BDCCDemServices

If any Member wishes to clarify details relating to any matter on the agenda they are requested to contact the relevant Director / Assistant Director

The Openness of Local Government Bodies Regulations 2014

Under the above Regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a protocol, a copy of which will be displayed outside of each meeting room and is available on request.

**The Chairman will ask if anyone wishes to
film / record this meeting**

A G E N D A

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| 1 | To receive declarations of interest under Procedural Rule no 8 | |
| 2 | Apologies for absence | |
| 3 | <u>Minutes of meeting held on 7 January 2020</u> | 5 - 12 |
| 4 | Matters arising therefrom (including the outcomes of the Committee's recommendations to Cabinet) | |
| 5 | Chairman's Announcements | |
| 6 | Public Speaking

To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.

In accordance with the Constitution a period of 3 minutes is allowed per member of the public. | |
| 7 | <u>Budget Questions for Cabinet</u>

The Committee's questions for Cabinet on the Council Budget. | 13 |
| 8 | Broadland Northway

To receive a monitoring and evaluation report on Broadland Northway. | |
| 9 | Local Authority Commercialisation

To receive a briefing on commercialisation initiatives at other local authorities. | |
| 10 | <u>Recommendation Tracker</u>

To consider the Committee's Report Tracker | 14 - 16 |
| 11 | <u>Overview and Scrutiny Committee Work Programme</u>

To consider the Committee's Work Programme. | 17 - 19 |

Trevor Holden
Managing Director

DECLARATIONS OF INTEREST AT MEETINGS

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

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

Does the interest directly:

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

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

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

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

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

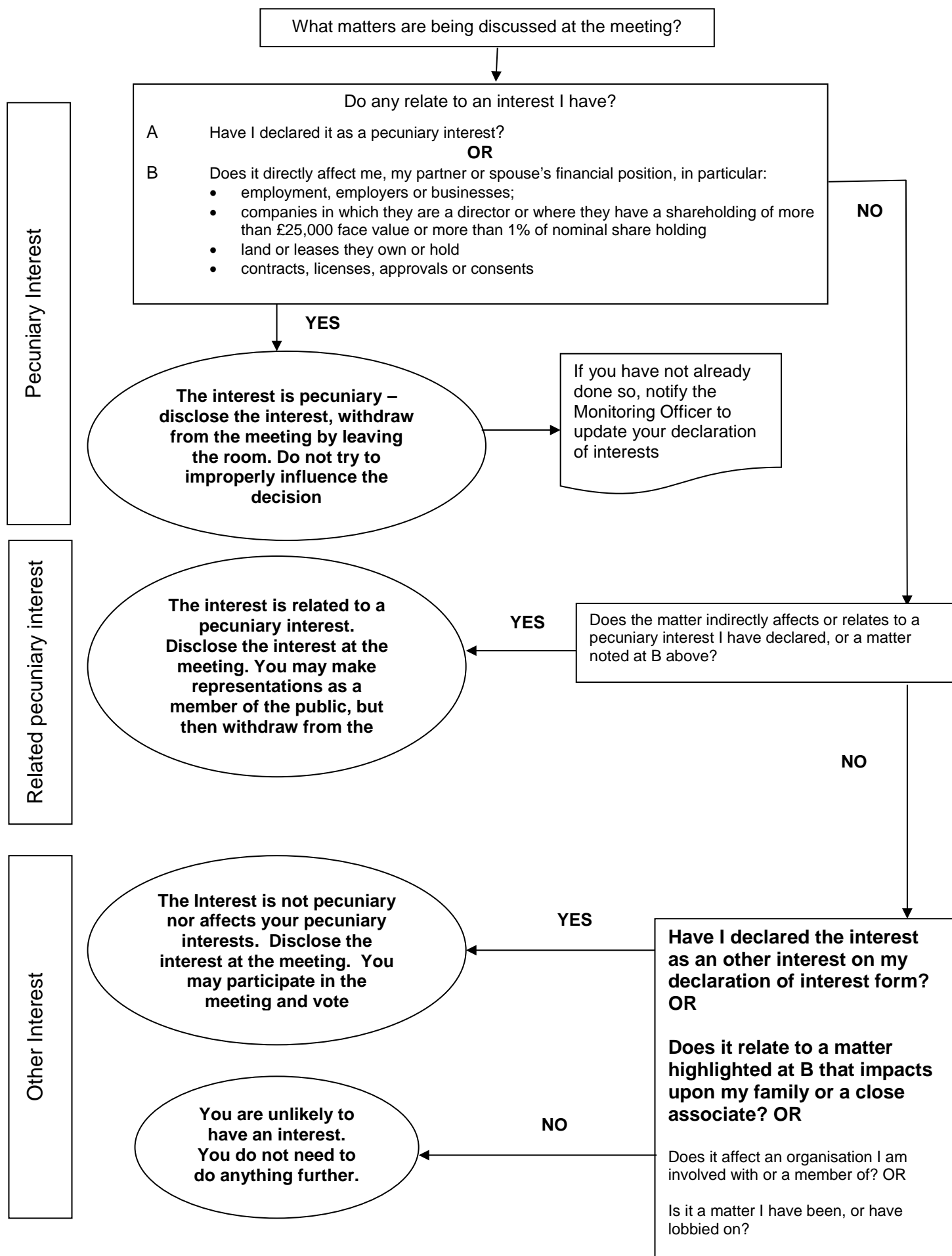
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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



Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 7 January 2020** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams
Mr S C Beadle
Mr N J Brennan
Ms S J Catchpole

Ms S I Holland
Mr K S Kelly
Mr I J Mackie
Mr M L Murrell

Mr G K Nurden
Mr N C Shaw

Also in attendance were the Director Place, Director Resources, Director People & Communities, Assistant Director Planning, Assistant Director Finance, Assistant Director Governance and Business Support (Monitoring Officer), Spatial Planning Manager, Policy and Partnerships Manager, Senior Governance Officer and the Committee Officer (JO).

Mike Burrell, Greater Norwich Planning Policy Manager, was in attendance of item 89 - Greater Norwich Local Plan Regulation 18 Consultation

86 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Bulman, Mr King and Mrs Prutton.

87 MINUTES

The Minutes of the meeting held on 19 November 2019 were confirmed and signed by the Chairman as a correct record.

88 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised the meeting that 12 questions for Cabinet had been drafted as a result of the Committee's budget workshop and training sessions on 19 December 2020. The Committee considered and confirmed each question in turn and made the following amendment to question 12:

12. In order for Overview and Scrutiny to be able to appropriately research topics, it is necessary for the Committee to be given appropriate officer support. ~~How much officer support will be given to O&S and how has this level of support been determined?~~ Will Cabinet ensure that there is budget provision to continue to employ a dedicated research officer; maintained on a part-time basis of 15 hours per week, specified in the

Members Overview and Scrutiny hand book and previously supported within the budget?

It was then:

RESOLVED

to invite Cabinet to attend the 28 January 2020 meeting of the Overview and Scrutiny Committee to respond to the budget questions.

CABINET REPORTS

89 GREATER NORWICH LOCAL PLAN REGULATION 18 CONSULTATION

The report sought approval of the Regulation 18 consultation on the Greater Norwich Local Plan (GNLP), between 29 January and 16 March 2020. The proposal was reported to the Greater Norwich Development Partnership Board of 6 January 2020 and the Place Shaping Panel on the same day and was recommended for approval at both meetings.

The consultation draft GNLP was made up of two documents: the GNLP Strategy document, which contained the planning strategy for growth in Greater Norwich from 2018 to 2038 and the GNLP sites document, which contain the policies for the sites that were proposed to be allocated for development to help deliver the GNLP.

Cabinet would also be asked to approve a Communication Plan for the consultation that would include events held across Greater Norwich, press releases, media briefings, exhibitions, publications and social media platform releases throughout the consultations.

A revised timetable for the remaining stages of the GNLP and amendments to the Council's Local Development Scheme would also require approval.

In response to a query, it was confirmed that the timespan of the Plan had been extended to 2038 to ensure that it would have at least a 15 year lifespan when it was adopted in 2022.

The Committee was also advised that South Norfolk would be drafting a separate Village Cluster Housing Allocations Document. This would allocate a minimum of 1,200 new homes in South Norfolk Village Clusters, which would be on smaller sites and spread across the whole District. It was emphasised that this would have no effect on the number of homes being developed in Broadland. Nor would it have any effect on Community Infrastructure Levy or S106 receipts.

The Spatial Planning Manager emphasised that the consultation was an evidence gathering process that was used to shape the pre-submission draft plan for representations on soundness and legal compliance. The Strategy element of the draft plan contained 48 consultation questions. The Site Policy Documents also contained questions for the consultation.

The Director of Place emphasised that more weight would be given to respondents who provided evidence to support any opposition to development than to respondents who simply argued against development, as the Government had a presumption in favour of housing development and required planning authorities to meet this need.

It was also confirmed that weight would be given to any opposition to proposals in the GNLP if they ran counter to a Neighbourhood Plan.

It was noted that the consultation would seek to attract as many respondents as possible through a wide range of channels, but that there would always be a significant number of people who were not engaged if they were not directly affected by development. It was suggested that elected Members could have a role in engaging with residents to bring forward their views for the consultation.

In response to a query it was confirmed that most of the existing commitment that was in the GNLP (i.e. land already with planning permission) was in Norwich and Broadland. The majority of new growth would be in South Norfolk.

RECOMMENDED TO CABINET

Option (1, 2 and 3)

1. the proposed contents of the draft GNLP for public consultation with finalisation of the draft including any minor factual or typographical changes delegated to the Director of Place in consultation with the Planning Portfolio Holder;
2. the proposed engagement process for the consultation;
3. the revised timetable for the production of the Local Plan and consequent amendments to the Council's local development scheme; as set out in the GNLP reports.

90 LEISURE PRINCIPLES

The report proposed a set of principles, which could act as a guide towards identifying opportunities to improve the health and wellbeing of residents in Broadland.

Broadland had a robust leisure offer that combined physical activity for families, communities and individuals, however, despite this over a quarter of 4-11 years and 61 percent of adults in the District were classified as overweight. The health costs of physical inactivity in Broadland for one year were estimated at £2,158,318 or £1,781,695 per 100,000 population.

In line with the health and wellbeing priorities of the Council and to ensure that every resident has accessible opportunities to engage in physical activity in their community the following Leisure Principles were proposed:

Community Offer

1. We will work with partners to aim to ensure that there is a leisure offer appropriate and proportionate to communities across Broadland, to help as many of our population become active. In doing this, our order of priority of preference will be:
 - a) Steer the community towards existing provisions and work with partners to make sure they are accessible.
 - b) Develop capacity in the community sector to help establish self-sustaining leisure solutions.
 - c) Where there is a gap in the market, look at options to provide.
2. We will work with partners to ensure that a leisure offer is a consideration of any major development or population growth in the District.

Health and Wellbeing

1. Given the developed national evidence on the telling contribution that activity can have on various longer-term conditions and social issues, we will utilise leisure assets and expertise to help work in the following areas in line with the shared health and wellbeing priorities. This is building upon our successful Help Hub partnership and work to help develop community capacity.
 - People who are likely to or have suffered a fall as a consequence of frailty.
 - Unhealthy and inactive lifestyles in adults and children/adult obesity.
 - Those experiencing long term worklessness and NEET (not in education, employment or training).

- Those experiencing low level mental wellbeing issues such as early onset dementia and social isolation.
 - Those living with low level chronic health conditions where increased physical activity could be beneficial
2. Activity will be targeted to areas of the District where we are aware of specific needs to ensure tailored provision to local communities, not universally.
 3. Given the contribution to wider public-sector issues, we will seek to work in partnership and attract funding to help deliver in these areas, and to satisfy financial objectives for the service.

Financial

1. Any new or existing facility or activity should seek to be at least cost neutral.
2. In establishing or maintaining any facility or activity we should look to work with partners to help share the operational cost burden and risks.
3. Our leisure services should remain affordable to different members of our community, which means that some cohorts or products (see 'Health and Wellbeing') will generate less of a commercial operational yield than others.
4. In any investment we should look to better utilise existing community assets rather than develop from new.
5. Aside of investment to maintain our assets, any new non-essential (i.e. repair, replacement and maintenance) capital investment over the strategy period in leisure facilities will need to come from external sources unless there is a demonstrable ROI in excess of those typically expected via our treasury management investments (typically this is currently between two and three percent).

The principles above would offer a framework for how the Council might develop the offer to residents and the rationale for the programmes of work that were supported.

A key element of the leisure principles was in prevention, especially by establishing better fitness levels amongst 40-60 year olds to prevent frailty in older age. Partnership working was also intrinsic in the delivery of these services.

Members were advised that there were no budget implications for the adoption of the leisure principles, as they were a guide towards the development of initiatives and opportunities for health and wellbeing that would be brought to Members on a case by case basis.

The Director of People and Communities informed the Committee that there was a whole range of opportunities that could be explored. For example, South Norfolk Council was to exploit the skills of its leisure centre staff to take on operational control of the leisure facilities at Framingham Earl High School to open them up to the public in out of school hours. This might be something that could be looked at in Broadland as well

It was also confirmed that opportunities to assist businesses deliver leisure facilities could be looked at and that one of the principles was to look at options to provide if any gaps in the market were identified.

The Chairman requested that an item be placed on the Committee's Work Programme on progress with initiatives to improve the health and wellbeing of residents in Broadland, which would include the costs of any projects.

RECOMMENDED TO CABINET

Option (1)

That Cabinet endorses this report and recommends Council to adopt the Leisure Principles.

91 TREASURY MANAGEMENT UPDATE

The Assistant Director of Finance introduced that report, which set out the Treasury Management activity in the first six months of the financial year 2019/20.

The investments of the Council totalled £34.9m as at 30 September 2019 and it was forecast that the interest achieved at year end would be £236,000, which was £165,000 above the budget. The interest accrued would go into general reserves and the banks invested with were at least AA rated.

The Assistant Director of Finance confirmed that the proportion of useable/unusable reserves would be included in the budget report in February.

The Committee was informed that one of the funds that the Council had just over £2m invested with was to be dissolved. There were a number of options for the movement of these funds. A decision would have to be made by 17 February and was delegated to the Assistant Director of Finance.

It was likely that they would be redeemed and placed with another Fund Manager or invested by the in-house Finance Team.

In response to a query, Members were advised that the Council invested in accordance with the Treasury Management Strategy, as agreed by Council. The Strategy, which would be brought to the 11 February 2020 Cabinet included no restrictions regarding ethical investments, but this could be looked at if required by Members. However, placing restrictions on where the Council invested could have a detrimental impact on the rate of interest received.

RECOMMENDED TO CABINET

Option (1, 2 and 3)

to

1. Note the treasury activity for the first half of the year and that it complies with the agreed Strategy; and
2. Note the 2019/20 prudential indicators for the first six months of the year; and
3. Note the externally managed Target Return Fund is to be dissolved in February 2020, the decision on the placement of these funds to be made by the Assistant Director Finance in accordance with the constitution and current Treasury Management Strategy.

92 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

93 RENEWAL OF MICROSOFT LICENCING

The report considered options for the renewal of the Council's licence with Microsoft, which would expire on 31 January 2020.

It was proposed to move to a cloud based system and Office365, which would enable the use of a single domain name across both Councils.

RECOMMENDED TO CABINET

Option (1)

To enter into an agreement with Microsoft, as set out in the report.

The meeting closed at 12.02pm

DRAFT

Budget Questions for Cabinet

- (1) Is the budget adequate to support all the objectives regarding transitioning and fit in with the four-year plan?
- (2) Are you going to make more innovative use of the Council's usable reserves (e.g. Community Land Trusts)?
- (3) What is the size of the Council's unusable reserves and what are they committed to?
- (4) Are you incorporating the Broadland Business Plan into the Medium Term Financial Plan?
- (5) Has the Greater Norwich Local Plan been incorporated into the Medium Term Financial Plan?
- (6) How are different budget allocations for the same service managed across both Councils by one officer team?
- (7) Is there a sufficient budget for IT and phones to ensure that the Council can deliver what is required?
- (8) Is there sufficient budget available for advertising posts etc. and ensuring that we recruit the best staff to enable the council to progress?
- (9) Is there budget available for providing Councillors with the equipment that enables better functionality and allows Councillors to do their job in the best way?
- (10) Is there sufficient budget available to provide training for Members to enable them to undertake their role in the best way and ensure sufficient skills are in place?
- (11) What is the plan for the Member Ward Grant? and is there a plan to (a) review the level and (b) look at providing a wider pot of money to allocate to a community grant scheme?
- (12) In order for Overview & Scrutiny to be able to appropriately research topics, it is necessary for the committee to be given appropriate officer support. Will Cabinet ensure that there is Budget provision to continue to employ a dedicated research officer; maintained on a part time basis of 15 hours per week, specified in the Members Overview and Scrutiny hand book and previously supported with in the budget?

OVERVIEW AND SCRUTINY RECOMMENDATION TRACKER 2019/20

Date	Topic	Responsible Member/Officer	Resolution and Recommendations	Progress	Outcome
19 Sept 2017	Gaps in Mental Health Support	Member representative on the Norfolk Health Overview and Scrutiny Committee	Requested that the NHOSC consider how they can work with the Health and Wellbeing Board to investigate gaps in Mental Health support and how those gaps can be resolved.	New representative on NHOSC to raise this issue when settled into her role.	
24 Sep 2019	NEWS JVC	The Assistant Director of Governance and Business Support (Monitoring Officer).	To raise the issue of the accuracy of the Joint Venture Company's papers, specifically payments of Directors' fees, which were contrary to the Articles of Association, with the NEWS Board of Directors and to identify who authorised those payments.	To be followed up and reported back to a future meeting.	
8 October 2019	Ecocube Time and Task Panel Recommendation Report		<p>(1) Electronic files should be held and managed for all capital funded projects. Electronic files shall include copies of the original bid, relevant correspondence from the grant body, confirmation of the amounts received, any agreements/stipulations for the management of the project, and details of grant certification work carried out.</p> <p>(2) Where professional advice is being sought on applying accounting standards, full disclosure of the relevant facts must be made, and all correspondence should be retained to fully demonstrate the decision made for the accounting treatment applied.</p> <p>(3) Reports presented to the Portfolio</p>		Recommendations agreed by Cabinet.

Date	Topic	Responsible Member/Officer	Resolution and Recommendations	Progress	Outcome
			<p>Holder for approval should include all relevant information to enable a decision to be made. This should include details such as options available to the Council and considered, ownership following investment, projected long term income, accounting treatment and conditions for disposal which would help assess the full range of risks and costs associated with the decision.</p> <p>(4) Electronic files are to be retained and centrally managed by teams rather than individuals for all capital projects regardless of the size or nature in a structured format which includes all relevant documentation and correspondence. A control documentation file should include all necessary information such as business case, drawings, plans, planning approval, project plans with budget information, progress reporting, defect information along with all correspondence from the contractor even if the project is managed by a third party.</p> <p>(5) A procedure for the disposal of assets should be developed. This procedure must ensure that all relevant departments are consulted to include consideration about potential future value, actual costs, risks, specialist advice, financial</p>		

Date	Topic	Responsible Member/Officer	Resolution and Recommendations	Progress	Outcome
			<p>impact, negotiations and other options before the decision for disposal is made. The outcome of the assessment must be formally documented and included within the report to support the decision.</p> <p>(6) The relevant sections of the Constitution must be outlined in full on PH1 forms to ensure that the approval route is clear and decision makers will know that they are acting within their delegated powers.</p> <p>(7) Where legal advice is sought officers are to ensure that the request is sufficiently detailed to allow the solicitors to discharge their duties, and that the process introduced at the Council in April 2019 continues to be followed.</p> <p>(8) Where items are transferred from one Council department to another the inventories of both are fully documented and immediately updated and reconciled to reflect unique identifier/serial number and value of each item.</p>		

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019–20

In setting future Overview and Scrutiny **TOPICS**, Members are asked to consider the following: **T**imely – **O**bjective – **P**erformance – **I**nterest – **C**orporate Priority

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**?

Topics brought to Committee

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
	Performance Report	Committee Officer	Committee to allocate areas for investigation to the Performance Management Sub Committee (PMSO) when the report is received under Cabinet papers.	Six Months
	Committee Representation Updates	Committee Representatives	Opportunity for Committee Representatives from Norfolk Health Overview and Scrutiny Committee, Norfolk Police and Crime Panel and Norfolk Health and Wellbeing Board to report back any key information to Committee or for Committee Members to raise any questions for representatives to take forward.	Bi-Monthly
17 March 2020	Economic Update	Assistant Director Economic Growth/ Portfolio Holder for Economic Development	An update on the effect of Broadland's economic strategy in the District and beyond. For Members to assess the effectiveness of the strategy and make recommendations as appropriate.	Six Months
17 March 2020	Broadband and Mobile Phone Coverage in the District	Better Broadband for Norfolk	To assess the level of broadband and mobile phone coverage in the District and for Members to make any recommendations as appropriate.	Once
17 March 2020	Council Partnership Register Review	Committee Officer	Committee to receive an update against the Council's partnership register. Committee will be asked to identify any partnership concerns that may require further investigation by a nominated time and task limited panel	Annual
17 March 2020	Committee Annual Report	Committee Officer	Committee to approve the drafted Annual Report for presentation to Council.	Annual

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
TBC	Early Intervention and Community Safety	Community Safety Manager and Coordinator	To receive an update on the effectiveness of the Norfolk County Community Safety Partnership, with particular reference to progress of established outcomes and benefits achieved in the District. The Committee to make recommendations as appropriate.	Annual
TBC	Water – supply, management and climate change	Anglian Water	To investigate how water was being managed in the District and what measures were being put in place to address climate change.	Once
TBC	Staff turnover at Broadland	HR and Customer Services Members	To receive a report setting out the levels of staff turnover from 2015 to the present.	Once
TBC	Housing Allocations Policy		To undertake a joint scrutiny with South Norfolk Council to contrast and compare the Housing Allocation Policies of each authority.	Once
TBC	Affordable Housing Provision		A joint scrutiny with South Norfolk Council to investigate how effectively each authority delivered affordable housing. This should also include an assessment of why Clarion Housing, the largest stock holder in Broadland, was no longer building affordable housing in the District.	Once
TBC	Provision of leisure principles	Sam Cayford Policy & Partnerships Manager		Once

Time and Task Panel reviews

Topic	Objectives	Lead Officers	Month
Apprenticeships	Undertake a review that considers the following points: <ul style="list-style-type: none"> Investigate the effect of the Apprenticeships Levy on the take up of apprenticeships and its impact on small businesses. 	Assistant Director Economic Growth	TBC

Ms Catchpole, Mrs Karimi-Ghovanlou, Mr Kelly, Ms Harpley and Mr Riley.	<ul style="list-style-type: none"> • Scrutinise transport barriers for apprentices. • Identify the reasons for the reduction in Level 2 apprenticeships and any measures that the council could take to mitigate this. 	Economic Development Manager Economic Development Officer	
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Workshops

Topic	Objectives	Lead Officers	Month
Preparing to meet with Cabinet to discuss budget performance	A facilitated workshop attended by the Assistant Director Finance for Committee Members to identify, agree, and allocate questions for Cabinet to answer at the Joint Budget meeting.	Assistant Director Finance Finance Team staff Committee Officer	October