

Overview & Scrutiny Committee

Agenda

Date

Tuesday 17 July 2018

Members of the Overview & Scrutiny Committee

Mr D G Harrison
(Chairman)

Mr J J Emsell
(Vice Chairman)

Mr A D Adams
Mrs C H Bannock
Mr D Buck
Ms S J Catchpole
Mrs J K Coplestone
Mr R F Grady

Mr G K Nurden
Mr V Ray-Mortlock
Mr S Riley
Mr V B Tapp
Mrs K A Vincent
Mr D C Ward
vacancy

Substitutes Conservative

Any Members not
appointed to the
Committee or to Cabinet

Substitute Liberal Democrat

Any Members not
appointed to the
Committee

Time

10.00 am

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

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Broadland District Council
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@BDCDemServices

If any Member wishes to clarify details relating to any matter on the agenda they are requested to contact the relevant Head of Service.

The Openness of Local Government Bodies Regulations 2014

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**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 26 June 2018</u> | 3 – 10 |
| 4 | Matters arising therefrom (if any) | |
| 5 | Chairman's Announcements | |
| 6 | Public Speaking | |
| | <p>To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.</p> <p>In accordance with the Constitution a period of 3 minutes is allowed per member of the public.</p> | |
| 7 | Transport Provision and Sustainability | |
| | <p>To receive an update from Norfolk County Council Highways and Highways England on future major highway infrastructure affecting the District.</p> | |
| 8 | Resilience Update | |
| | <p>To receive a verbal update from the Emergency Planning Manager.</p> | |
| 9 | <u>Committee Recommendation Record Update</u> | 11 – 17 |
| | <p>To review the Committee's Recommendations.</p> | |
| 10 | <u>Time and Task Limited Panel – Neighbourhood Plans</u> | 18 – 23 |
| | <p>To consider the recommendations of the Time and Task Panel.</p> | |
| 11 | <u>Overview and Scrutiny Committee Work Programme</u> | 24 – 27 |
| | <p>To consider the Committee's Work Programme.</p> | |

P C Kirby
Chief Executive

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 26 June 2018** at **10.00 am** when there were present:

Mr D G Harrison – Chairman

Mr A D Adams
Mrs C H Bannock
Mr D Buck
Ms S J Catchpole

Mrs J K Coplestone
Mr J J Emsell
Mr G Everett
Mr G K Nurden

Mr S Riley
Mr V B Tapp
Mrs K A Vincent
Mr D C Ward

Mrs K Billig (South Norfolk Council), Mr G Peck and Mr S Vincent also attended the meeting for its duration.

Also in attendance were the Chief Executive, Head of Democratic Services and Monitoring Officer, Head of Corporate Resources, Head of Finance and Revenue Services, Head of Business Transformation (SNC), Head of Governance and Monitoring Officer (SNC), Business Improvement Manager (SNC), Policy and Transformation Officer (SNC) Private Sector Housing Manager and the Committee Officer (JO).

The UNISON Branch Secretary attended the meeting for item 15 - Broadland and South Norfolk Feasibility Study.

11 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr D Harrison	16 – Energy Efficiency Regulations	Disclosable non-pecuniary interest; landlord of a property in the District.

12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Grady, Mr Ray-Mortlock and Mr D Ward.

13 MINUTES

The Minutes of the meeting held on 29 May 2018 were confirmed as a correct record and signed by the Chairman.

Minute No: 9 – Norwich Western Link – Public Consultation

The Chairman advised the meeting that in addition to the Council's response

to the Norwich Western Link consultation, Cabinet had requested that a letter be sent to the County Council reaffirming Broadland's strong support for the Western Link project.

14 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Mrs Catchpole, the newly elected Member for Aylsham, to the Committee. He also informed the meeting that Mrs Hemsall had resigned from the Committee.

CABINET REPORTS

15 BROADLAND AND SOUTH NORFOLK FEASIBILITY STUDY

The Chairman of the Joint Lead Members Group introduced the Feasibility Study into collaborative working between Broadland and South Norfolk Councils, which was a comprehensive piece of work that had been developed over the last ten months by Members and officers from both Councils. The report recommended agreeing the proposals for collaborative working and forming one joint officer team across the two autonomous councils.

Staff had been engaged throughout the development of the Feasibility Study through a variety of mechanisms that had shaped the report, with all-staff briefings, as well as meetings with Staffside/Staff Forum and UNISON. A range of communications and stakeholder engagement with key partners had also been undertaken, including visits to neighbouring authorities that were already sharing services.

The joint management arrangement in Planning was clearly demonstrating the benefits that collaborative working could bring, by providing a more consistent service for customers, as well as leveraging funding to support the significant growth agendas in both districts.

The proposals within the Study identified a number of key benefits that collaboration would bring to both districts. These were:

- A stronger voice for both councils, regionally and nationally
- Increased growth and delivery at pace
- Greater financial stability
- Opportunities to provide services and initiatives jointly, that could not otherwise be provided

- Increased investment and access to new funding opportunities
- A joint and complementary offer for support to businesses
- Greater choice for our residents in terms of housing supply
- Ability to retain and attract the most talented staff and strengthen resilience for service delivery

A key proposal was the recruitment of a joint Managing Director who would establish a joint Senior Management Team and one joint officer team across the two authorities. It was emphasised that Members wished to avoid redundancies wherever possible, by implementing any structural changes through natural turnover of staff.

The study included a routemap for delivery of collaboration activities, as well as providing an indicative estimated combined savings estimate of £8.6 million over the first five years. It was emphasised, however, that this had not been a primary driver for collaboration.

The recommendations included the provisional costs/savings split, as well as ICT infrastructure and transition costs. For year zero (2018/19) £90,000 transition fund had been requested.

The UNISON Branch Secretary addressed the meeting. She confirmed that staff at Broadland were not resistant to change and had embraced the Systems Thinking interventions that had been implemented at Broadland in recent years. However, any changes should be right for both staff and residents and some concerns had been expressed about having a preferred partner, which might limit the Council's ability to work with other organisations in the future.

Other concerns expressed by UNISON members included:

- Whilst the report detailed percentages for the staff survey it did not include the actual numbers who responded, which could have provided further context to the Survey.
- The timeline for the recruitment of a joint Managing Director had not taken account of any delays in finding the right candidate.
- Frontline staff should be included in the workshop sessions to develop one culture across both councils and this should not be taking place before the joint Managing Director was in post.

- The consultation on terms and conditions should not be held during the summer holidays.
- Concerns about the disadvantages of collaboration that had been raised earlier were not included in the final report.
- The Equality Impact Assessment had not considered the larger geographical area, which might disadvantage women or disabled people.
- If one in four vacated posts could be lost what were the realistic staffing levels needed to maintain current service delivery across both councils?

In summary UNISON would seek to work with management in the best interests of staff and service provision – with the following provisos as a matter of urgency:

- A no compulsory redundancy policy agreement
- No diminution of terms and conditions for employees at either authority when determining joint terms and conditions
- Consideration of individual personal issues ie travel/car, caring needs when requiring a differing work location from their 'normal place of work'.

Members were generally sympathetic to the views expressed by the Union and concerns were shared about the projected timescales, opportunities for staff to comment on the proposals and to contribute to the development of a single culture. Members were also in favour of a no compulsory redundancy agreement in relation to collaboration, unless due to external factors.

In response to a query, it was confirmed that the staff survey was drafted by the South Norfolk Staff Forum and the response had been limited to 53 staff. The same survey had been forwarded to Broadland and sent to all staff, which accounted for the higher response rate. The staff turnover at South Norfolk was also higher than Broadland, in part due to a greater number of manual posts at the Council.

A Member suggested that if necessary, voluntary redundancies should be offered before any compulsory redundancies were made and it was also noted that if the predicted growth in both districts occurred more staff would be required.

Following a vote the Committee:

RESOLVED

to recommend to Cabinet that a no compulsory redundancy agreement be included in the proposals included in the Feasibility Study. The agreement to be limited to redundancies arising as a result of collaboration, but excluding those resulting from external factors beyond the control of the two autonomous councils.

Concerns were expressed regarding the proposal for a joint officer team, which had not been in the original model for sharing services. It was also suggested that financial savings were in fact a key driver of collaboration and that there was a lack of information about what this would mean for the Medium Term Financial Plan of both authorities. It was also proposed that another staff survey should be held to allow further comment on the study. A number of Members suggested that it would be better to wait until the District Council elections had been held in May 2019 before proceeding with collaboration.

In response to some of the concerns expressed by the Committee, it was confirmed that the timelines in the routemap were indicative and could be amended according to circumstance. The joint Managing Director would be required to develop the structure of the Senior Management Team and it was suggested that this should be done as soon as possible. In respect of finance, Members were assured that the indicative savings of other similar authorities that were sharing services demonstrated that as a minimum collaboration would not cost money and that jointly both authorities should be able to access greater funding opportunities; as had been seen by the recent award of £220,000 from the Government's Planning Delivery Fund.

Members noted that proposals for collaboration with South Norfolk by other local authorities had failed before and it was suggested that although the Feasibility Study was a good basis, it should be followed by a full Business Case that would set out in far greater detail what collaboration would mean for both councils.

In response, the meeting was advised that in some areas the Feasibility Study deliberately lacked detail, as these matters would be for the joint Managing Director to decide. It was added that from the dialogue with East Suffolk it had been learned that collaboration in their case had been an evolutionary process, which developed greater detail as it progressed.

The Vice-Chairman noted that collaboration had been successfully adopted by many councils already, so Broadland and South Norfolk were proposing to take a well-established path. Both councils were very similar and so were a 'good fit' and with local authority funding being reduced this would be a means of retaining control and preempting the threat of reorganisation being imposed by central Government.

A proposal for a Business Case review of collaborative working was voted on and rejected by the Committee.

Members still noted a lack of clarity in respect of the joint officer team, however, and it was agreed that Recommendation 1(c) and (f) be amended to remove reference to a joint officer team. The recommendation would also include a proposal 1(h) in respect of a no compulsory redundancy agreement.

RECOMMENDED TO CABINET

Options (1) (as amended) and (2)

- (1) **Recommendation 1 (includes agreement of a – h below):**
Broadland and South Norfolk Councils to agree the proposals set out in the feasibility report for collaborative working across the two autonomous Councils. The required interdependent elements to deliver this are set out below:
- (a) the routemap for delivery of the collaborative working. (Sections 9 to 19)
 - (b) the deletion of both Councils' current Chief Executive roles and that a new post of Joint Managing Director (Head of Paid Service) be created. Details of the proposed appointment to this post will be provided to the Councils in line with the timeline outlined in this report. (Sections 10.4 to 10.8)
 - (c) subsequent to the appointment of a Joint Managing Director, the establishment of a joint senior management team across the two autonomous councils.
 - (d) that the current joint management arrangements in planning continue in line with the existing 12 months interim arrangements until January 2019 and that work commences on the development of a joint planning team in accordance with the timeline as set out in the report.
 - (e) the establishment of a growth delivery team to accelerate and promote quality development in the delivery of the districts' strategic sites as set out in Appendix 4 and delegate authority to the Chief Executives in consultation with the Leaders, to establish the most appropriate operational approach and resource to establish the growth delivery team within an agreed budget.

- (f) the budget for the transition costs, and the other identified implementation costs *allied to collaboration*. (Sections 20.33 to 20.37)
 - (g) the provisional costs/savings split as set out in section 20 of this report and its accompanying principles and that responsibility to refine this cost/savings split be delegated to the S151 officers of both Councils, in consultation with the Leaders of each Council, as part of the development of budgets for 2019/20. The final decision by Members on the cost/saving split between the two councils will be made as part of the budget setting process for 2019/20.
 - (h) *that there be no compulsory redundancies as a result of collaboration, save for those resulting from external factors beyond the control of the two autonomous councils.*
- (2) **Recommendation 2 (South Norfolk Council approve, Broadland District Council note):** South Norfolk Council approve the ceasing of employment of the Chief Executive with the delegation of the exit arrangements, including the effective date and terms to the South Norfolk Section 151 Officer and the lead HR Business Partner, the details of which will be shared with the South Norfolk Leader and the Deputy Leader. This is in line with South Norfolk Council's **Constitution** and the Local Authorities (Standing Orders) (England) Regulations 2001. This decision is subject to a five-day objection period.

16 ENERGY EFFICIENCY REGULATIONS

The report proposed that the Council adopt an enforcement procedure in line with The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015, which anticipated amendments to the Regulations that would allow local authorities to impose financial penalties where landlords failed to maintain minimum standards of energy efficiency.

The Regulations were designed to tackle the least energy-efficient properties (those rated F or G on their Energy Performance Certificate) and established a minimum standard for both domestic and non-domestic privately rented property, affecting new tenancies from 1 April 2018.

The existing Regulations were based on a zero cost to the landlord, which significantly reduced their effectiveness.

A consultation process had been initiated by the Department for Business Energy and Industrial Strategy to amend the Regulations and remove the zero cost element of the regulations. In anticipation of a change in the

regulation the report set out a procedure and guidance acceptable for current regulations and possible changes implemented as a result of the consultation.

The Regulations were intended to ensure that those tenants who most need more efficient homes, particularly vulnerable people, were able to enjoy a much better living environment and lower energy bills.

The consultation process might lead to a new procedure where works could be enforced to a proposed maximum value. It was anticipated that the maximum value would be set at £2,500.

The Council would liaise with landlords of properties in breach of the regulations informally at first, but where a breach of the Regulations could not be resolved informally the Council would initiate the penalty process.

Members commended the proposal.

RECOMMENDED TO CABINET

Option (1)

to adopt the proposed enforcement procedure.

The meeting closed at 12:49 pm

COMMITTEE RECOMMENDATION RECORD UPDATE

Portfolio Holders: All

Wards Affected: All

1 SUMMARY

- 1.1 The Overview and Scrutiny Committee keeps a record of recommendations made during their meetings; except scrutiny of Cabinet papers, in order to monitor the progress of recommendations. The record is reported to the Committee on a regular basis to ensure recommendations are followed up promptly and efficiently. The record was last presented to Committee in September 2017.
- 1.2 Monitoring of recommendations made against Cabinet reports is recorded separately for purposes of the Committee's Annual Report. The Call-In procedure is in place to follow up any decision made by Cabinet that significantly differs from the Committee's recommendation.
- 1.3 This report provides an update on progress made against the Committee's recommendations between September 2017 and May 2018 providing an opportunity for the Committee to revisit recommendations if necessary.

2 INTRODUCTION

- 2.1 Appendix 1 attached to this report outlines the recommendations made by Committee.
- 2.2 The use of shading has been applied to draw attention to recommendations that have been completed inside the monitoring period and are ready to move to an archive record. Those recommendations are presented to Committee for information. It is the intention to use the archive record to compile content for the Committee's Annual Report.

3 PROPOSED ACTION

- 3.1 The Committee are asked to take note of the content of the recommendation record and highlight any outstanding recommendations they wish to have followed up or reported back to a future Committee meeting.
- 3.2 The Committee is also asked to feedback any changes they wish to make to any outstanding recommendation or to clarify any points recorded.

4 RESOURCE IMPLICATIONS

- 4.1 The recommendation record is updated after every Committee meeting and reviewed on a regular basis in order to record progress and outcomes of each recommendation. This is achieved within existing resources.
- 4.2 However, if individual recommendations require resources for their implementation, an assessment will need to be made to see if they can be accommodated within the budget agreed by Council.

5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications within this report.

6 EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications within this report.

7 OPTIONS

- 7.1 The Committee is requested to consider the recommendation record update and
- (1) note the contents of the record, and
 - (2) identify any recommendation where a more detailed update is required.

Martin Thrower
Head of Democratic Services and Monitoring Officer

Background Papers

None

For further information on this report call James Overy on (01603) 430540 or e-mail james.overy@broadland.gov.uk

Overview and Scrutiny Committee Recommendations Record

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
Resilience Update	18 April 2017	During the regular update report the Committee suggested the Emergency Planning Manager attend parish and town council meetings regularly to provide advice on establishing a local Community Resilience Group or to discuss any aspect of Emergency Planning	Emergency Planning Manager	<p>The Emergency Planning Manager attended the Blofield Patient Participation Group on 15 May and has also given talks to some local Rotary Groups.</p> <p>Any parish can notify him when meetings are due to take place and invite him if interested.</p> <p>Furthermore, a template has been created that can be circulated to interested parishes.</p>	
Committee Work Programme: Resilience Update	30 May 2017	Requested the next Resilience Update include information about tackling cyber security	Emergency Planning Manager	<p>The Emergency Planning Manager and the ICT & Facilities Manager attended a county-wide training event in June 2018 and will report back to CLT in due course with the expectation that a District event will be held. The IT Strategy sets out the current and future planned work on this area.</p>	

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
Corporate Equalities Group Update	19 Sept 2017	Enquired whether the Fawcett Society "Does local government work for women" report had been considered alongside the women's mentoring programme and if opportunities of women staff and councillors collaborating had been explored.	CEG representative	An interim report was considered by the CEG in relation to the Suffrage pioneers project. This matter is to go back to the CEG to look at alongside the mentoring programme.	
Norfolk Health Overview and Scrutiny Committee update	19 Sept 2017	Requested that the HOSC consider how they can work with the HWB to investigate the gaps in Mental Health support and how those gaps can be resolved. Collaboration in relation to the HWB strategy update	Councillor Representative	Update awaited	
Health and Wellbeing Update	19 Sept 2017	Requested representatives from both CCG's serving Broadland are invited to future meeting to explain <ul style="list-style-type: none"> - how they are addressing demand due to development - how they are ensuring sustainable provision of healthcare within the district - explain their approaches to recruiting and retaining healthcare professionals - explain provision of healthcare in the district - what they understand that BDC are delivering that complements their commissioning. 	Scrutiny Research Officer	Representatives scheduled to attend Committee on 11 September 2018	
Time and Task Panel Review of Broadland Early Help Hub	14 Nov 2017	Norfolk County Council to consider how a single point information sharing platform could be implemented for Norfolk Hub's use; ensure the Council's new ICT Strategy takes account of the multi-agency working practices to enable fluent information exchange; Broadland Early Help Hub to continue to form a performance measuring framework to assess success and cost-savings achieved by the Hub and	Matthew Cross	Cabinet endorsed the recommendations on 9 January 2018.	Report considered by the Early Help Hub Steering Group. A response will be included in the six monthly 'Early Intervention and Community Safety Update in September/October

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
		<p>report this at minimum on an annual basis to the Overview and Scrutiny Committee;</p> <p>Broadland Early Help Hub Steering Group to consider running 'virtual Hub' meetings e.g. conference calls or video calling to provide opportunities for partners unable to attend collaboration meetings to participate in person e.g. school representatives;</p> <p>the Broadland Early Help Hub Steering Group to strongly encourage representatives from Mental Health and Adult Social Care services to engage with the Early Help Hub;</p> <p>Broadland Early Help Hub Steering Group to explore incorporating Age UK into the Hub as a partner or collaboration agency;</p> <p>the Overview and Scrutiny Committee to request the six monthly Public Health Update reports include a chapter on the performance and effectiveness of the Broadland Early Help Hub;</p> <p>Heads of Service to encourage professional curiosity in meeting the needs of residents; helping their officers to understand the principles of early help, how it affects their service area and how they can effectively link with services provided within the Early Help Hub;</p> <p>the Overview and Scrutiny Committee to investigate further how further how the model of the Early Help Hub partnership working could be applied to other Council service areas;</p> <p>in the course of investigating the Early Help Hub, Panel Members were made aware of a 'social prescribing' project; therefore suggest the Overview and Scrutiny Committee request information about it is included in the next Public Health Update report. Furthermore inviting the Early Help Hub Steering</p>			

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
		Group to explore effective links with social prescribing projects.			
Review of NEWS JVC	14 Nov 2017	<p>(1) request the Board of Directors to review the accuracy of the JVC papers, specifically payments to Directors' fees which are contrary to the Articles of Association and to identify who authorised those payments;</p> <p>(2) request that at least six monthly updates are made to the Overview and Scrutiny Committee from Broadland's Operational Liaison Board Member in relation to the latest financial position and what measures are being put into place to address financial losses;</p> <p>(3) request to the Board that they clarify why flexibility was not applied to the six percent administration fee in all years where turnover against budget was not achieved as requested by the councils as part of their due diligence process;</p> <p>(4) request the Head of Housing and Environmental Services to raise with NEWS Ltd the need for further transparency of how the administration fee seeks to recover costs, charged against all turnover as this is preventing the company from being profitable. This needs to be challenged as it is impacting on the potential for the local authorities to derive a share of profits from the JVC;</p> <p>(5) Overview and Scrutiny Committee to receive progress updates on the procurement managed by Norwich City Council in relation to Marsham recycling arrangements.</p>	Sarah Bruton	Following consideration by Cabinet on 28 November 2017 and 9 January 2018 all matters have been processed. An update report will be presented in the Autumn.	

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
Budget And Medium Term Financial Plan 2018-2021	16 Jan 2018	To request the Portfolio Holder for Finance and Environmental Excellence to attend the meeting of the Committee on 30 January 2018 to discuss footway lighting provision.	Sarah Bruton	The relevant parish councils have been contacted to clarify their response and the Head of Environmental Services will commence the procurement process in due course based on the responses received.	Completed
Joint Venture Arrangements	16 Jan 2018	That a set of priorities be drafted that would clearly identify the Committee's financial, legal and qualitative expectations for any future JVC, so that it could be fully assessed against these criteria and allow Members to give a steer to Cabinet.	Martin Thrower	Legal advice being requested.	
Overview and Scrutiny Annual Report 2017/18	20 Mar 2018	To approve the Annual Report to Council, as amended.	Overview and Scrutiny Research Officer	Approved at 17 April 2018 Council.	Completed

TIME AND TASK LIMITED PANEL – NEIGHBOURHOOD PLANS RECOMMENDATION REPORT

Portfolio Holders: Planning & Policy

Wards Affected: All

1 SUMMARY

- 1.1 The Overview and Scrutiny Committee identified a review of the neighbourhood planning process when setting their work programme for 2017-18.
- 1.2 A Time and Task Limited Panel was convened consisting of the following Members: J Emsell, C Bannock, G Nurden, R Grady and D Ward; who met with various Neighbourhood Planning Group representatives to meet the objectives of this review.
- 1.3 This report aims to set out how the review was conducted and the Panel's recommendations for consideration.

2 INTRODUCTION

- 2.1 At the time of identifying a Work Programme for 2017-18, Members of the Committee raised questions related to Neighbourhood Planning, the planning process and policy setting. After the workshop these questions were considered by the Head of Planning in liaison with the Scrutiny Research Officer, who have formulated a set of objectives for a review that should address the questions raised by Members.
- 2.2 To date there are eleven adopted Neighbourhood Plans (Sprowston, Strumpshaw, Acle, Great & Little Plumstead, Brundall, Drayton, Blofield, Old Catton, Salhouse, Rackheath & Hellesdon), with a further nine in progress. Broadland District Council is the top performing local authority with the most Neighbourhood Development Plans in the East of England.
- 2.3 The objectives of the review are set out in the agreed Terms of Reference attached to this report as Appendix 1.

3 THE REVIEW

- 3.1 Members of the Panel began by engaging with the Spatial Planning Team to understand the role, purpose and procedure for Neighbourhood Plans and to identify which Broadland parishes had adopted Plans, were developing Plans or had not yet started a Plan.
- 3.2 Next the Panel contacted parishes who had not commenced a plan to survey them as to why and understand what barriers they felt they faced; six parishes responded to the survey. Then the Panel began to engage with groups who were in the process of developing a plan inviting them to attend a discussion session. These sessions aimed to better understand their experiences to date, the

support provided by the Council and what they felt needed to be improved.

- 3.3 Finally, the Panel met with representatives from groups who had adopted a plan in order to understand their experiences and how they now influence development within their area.

4 NEIGHBOURHOOD PLAN GROUP FEEDBACK

- 4.1 The following is a summarised list of key points shared with the Panel that have influenced their following recommendations:
- (a) Assist more to help parishes explain the purpose of a Neighbourhood Plan to residents (FAQ's etc.)
 - (b) Support parishes (case by case basis) to help them build confidence in answering resident questions about the Neighbourhood Plan and its role in the Local Plan.
 - (c) Make parishes aware early of any other planning consultations taking place that may hamper their efforts.
 - (d) Explain and help Neighbourhood Plan Groups to understand the technical language used in Environmental Impact Assessments/Sustainability Appraisals/Greater Norwich Local Plan.
 - (e) Be clear with parishes from the early stages that increased Community Infrastructure Levy should not be the sole motivation for drafting a Neighbourhood Plan.
 - (f) It is vital to set out the strategic purpose of the Plan before commencing. If a community plan already exists, start by merging the two as they complement each other.
 - (g) Funding for Neighbourhood Plans is excellent and enables local groups to employ expertise as necessary. Developing a Plan is a complex undertaking, therefore expertise is instrumental including building a good working relationship with Broadland planning team who have supported and guided throughout the process.
 - (h) Neighbourhood Plans should be aligned to the Broadland Local Plan. This ensures the Plan is in general conformity with Broadland's Development Plan and looks to how challenges can be resolved, development delivered sensitively, and looks to where funding can be directed to deliver community projects rather than attempting to stop development.

5 RECOMMENDATIONS

- 5.1 After considering the information gathered from Neighbourhood Planning groups and Council Officers, the Panel have concluded the following recommendations for approval by the Overview and Scrutiny Committee:

- Spatial Planning Officers to review the agendas for Neighbourhood Plan Forum meetings to build in more workshop based sessions. Enabling Neighbourhood Plan Groups to share their expertise with each other and sessions are worthwhile to all types of groups – whether new or nearing the completion of their Plans.
- To focus on explaining the planning process as a whole and how NPs fit within that. This can also mean discussing the possibility of pursuing other community planning tools if a Neighbourhood Plan is not the right tool to use for a particular community's needs.
- Targeting more parishes to see if they would like to get involved in NPs or other community led planning initiatives.
- Explore relationship with neighbouring districts and share good practice amongst colleagues.
- Consider creating our own bespoke guides/templates where a need is identified and if the opportunity presents itself share with Ministry of Housing, Communities and Local Government.

6 RESOURCE IMPLICATIONS

- 6.1 The proposed activities recommended above could be delivered within existing resources.

7 LEGAL IMPLICATIONS

- 7.1 There is a legal framework within planning legislation related to neighbourhood planning. These aspects will need to be considered by the Panel when agreeing any recommendations.
- 7.2 The Localism Act 2011 places a 'duty to support' on local planning authorities, as regards Neighbourhood Planning. The Act does not set out the nature of this support in detail; it is discretionary as to how local planning authorities decide to provide this.
- 7.3 The new Neighbourhood Planning Act 2017 requires local planning authorities to set out the support they provide to neighbourhood planning groups within their Statement of Community Involvement (SCI), a required procedural document within the planning framework. Broadland District Council is in the process of updating its SCI with this information.

8 EQUALITY IMPLICATIONS

- 8.1 There are no equality implications arising from this report.

9 OPTIONS

- 9.1 The Committee is asked to decide the following:

Overview and Scrutiny Committee

- (1) agree the recommendations set out in section 5 of the report unamended; or
- (2) agree the recommendations set out in section 5 as amended; or
- (3) agree an alternative course of action.

Councillor J Emsell
Time and Task Limited Panel Chairman

Background Papers

Minutes of Meetings of the Time and Task Limited Panel

For further information on this report call James Overy on (01603) 430540 or e-mail james.overy@broadland.gov.uk

Time and Task Limited Panel: Neighbourhood Plans Terms of Reference

Panel Membership

Membership of the review panel will be drawn from the Overview and Scrutiny Committee, including its substitutes.

- Mrs Bannock,
- Mr Emsell,
- Mr Grady,
- Mr Nurden,
- Mr D Ward

Mrs K Vincent will be invited to advise the panel as an expert witness but will not be a voting member of the panel in light of her professional capacity.

Panel Member's Responsibility

Members of the panel are expected to positively engage with appropriate Officers and external representatives to address the objectives of the review. This may include attending meetings, making phone calls and compiling research studies.

The Outcome

The Overview and Scrutiny Committee expect this review to demonstrate how Neighbourhood Plans could encourage more community involvement in the planning process; as well as influencing the wider planning process and demonstrating the associated benefits and best practice of Neighbourhood Plans.

The Objectives

It was agreed that a Panel Review would be undertaken with the following objectives:

- Investigate how Neighbourhood Plans could influence involvement in wider local democracy.
- Review how adopted Neighbourhood Plans were being implemented in planning decisions.
- Receive an update on progress with the original Panel's recommendations
- Investigate how Neighbourhood Plan groups could maximise community involvement in the Neighbourhood Plan process, particularly in the delivery of emerging projects.
- Investigate how Neighbourhood Plans could be used to ensure communities were able to influence the wider planning process, including the preparation of Local Plans.
- Consider whether existing Neighbourhood Plans could be showcased to other parishes to demonstrate the associated benefits.

- Investigate whether best practice from existing Neighbourhood Plans could be used to inform and streamline the preparation of future Neighbourhood Plans.

How we will work

The Panel are required to set out their intentions of how to complete this review at their first meeting and recorded in the minutes.

Chairman

To be elected at the panel's first meeting

Quorum

A quorum of three members is required

Voting

Members of the panel will have the right to vote for themselves.

Any experts or officers consulted by the Panel will not have voting rights but may express opinion that could influence voting members.

Substitutes and vacancies

Should a member of the panel be unable to attend a meeting they are invited to send a substitute of their choosing. This may enable swift completion of the review.

Length of the Task and Finish Panel

It is anticipated this review will complete and make its recommendations by 20 March 2018.

Frequency of meetings

The frequency of meetings will be driven by the membership of the panel, ensuring a recommendation report is presented to the Overview and Scrutiny Committee on the 20 March 2018.

Resources

The Panel will be administered by a Committee Officer within Democratic Services. It will also be supported by the Scrutiny Research Officer.

Officers from Planning will be engaged to provide information to the panel and address any questions.

WORK PROGRAMME UPDATE

The following amendments to the Overview and Scrutiny Work Programme are proposed:

- In order to align with the Performance Report move the Economy Updates to the September and March meetings.
- The following Performance Management Sub-Committee topics to be moved to Overview and Scrutiny Agenda Items:
 - Norwich Airport – Business Development (11 September 2018)
 - Tourism - Business Development (16 October 2018)
 - Communications (13 November 2018)
 - Fees on DIY waste (tbc)
- The A47 Dualling Campaign item would be taken to the 21 August pre Cabinet Agenda meeting, as the Portfolio Holder for Communities and Housing is now unavailable on the 17 July 2018.

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018-19

Subject to change across the year accounting for any resource implications and/or matters arising from Councillors Please consult agendas before attending on our [website](#)

Topics brought to Committee for Information:

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 (PMSC) 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, Broadland Corporate Equalities Group, 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
21 August 2018 Review of Cabinet Agenda	A47 Dualling Campaign	A47 Alliance representative Cllr Foulger	To receive a briefing on the remit of the Alliance and discuss how the Council can assist in the Alliance meeting its objectives.	Once
11 September	Health Services in Broadland and Social Care Crisis	Clinical Commissioning Group representatives	Committee to discuss various elements of the services they commission to better understand their role and services delivered across the District	Once
11 September 2019	Norwich Airport – Business Development	Norwich Airport representative Economic Development Officers Norfolk Highways Team	To receive a briefing on the Airport Master Plan and its impact on the local infrastructure	
11 September 2018	Economic Update	Head of Economic Development/ Portfolio Holder for Economic Development	An update on progress being made against Tourism, Funding Deprivation, Unemployment Figures, what BDC is doing to generate sustainable employment opportunities, and progress of the LEP.	Six Months
11 September 2018 26 March 2019	Early Intervention and Community Safety Update	Community Safety Manager	To receive an update from the Community Safety Coordinator on progress being made by the Norfolk County Community Safety Partnership with particular reference to any progress directly impacting the Broadland district.	Six Months

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
16 October 2018	Flood Alleviation	Environment Agency representative	To receive a briefing on flood alleviation plans for the District, the implications of future developments and ways of mitigating risk to land and property.	Once
16 October 2018	Tourism and Business Development	New Anglia LEP representatives Head of Economic Development Cllr Clancy	To understand how the LEP and the Council work together in delivering tourism and business development. To receive details of what developments have been delivered to date and look at potential future opportunities and funding options.	Once
16 October 2018 (after Committee meeting)	Joint Budget Meeting Preparation	Committee Officer	A facilitated discussion for the Committee to identify their questions for Cabinet ahead of the Joint Meeting. The Head of Finance and Revenues is invited to contribute towards the discussion to help the Committee set their questions	Annual
13 November 2018	Communications	Communications Team	To receive a briefing on the activities of the Communications Team and how the Council's Communications Strategy was being delivered, as well as to receive an update on the Community at Heart awards.	
13 November or 11 December 2018	Joint Budget Meeting	Head of Finance and Revenues All PH's	To address Portfolio Holders with the agreed questions drafted at a workshop to be arranged separately from the agenda in October.	Annual
29 January 2019	Recommendation Update	Committee Officer	To review the Committee's recommendations from Scrutiny Reviews; establish how recommendations have progressed and been implemented; review any recommendation as necessary	Six Months
29 January 2019	Resilience Update	Emergency Planning Manager	In place of the Broadland Resilience Forum, Members to receive an update on work being delivered and future plans	Six Months
29 January 2019	Health and Wellbeing Update	Health Housing and Partnership Officer	To receive an update on progress being made against the delivery of Public Health responsibilities at a District level, including Council priorities.	Six Months
29 January 2019	Fee's on DIY Waste	Environmental Protection Manager	To receive an update how were the fees were determined and impacts on levels of fly tipping since their introduction.	Once

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
26 March 2019	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
26 March 2019	Committee Annual Report	Scrutiny Research Officer	Committee to approve the drafted Annual Report for presentation to Council.	Annual
26 March 2019	Economic Update	Head of Economic Development/ Portfolio Holder for Economic Development	An update on progress being made against Tourism, Funding Deprivation, Unemployment Figures, what BDC is doing to generate sustainable employment opportunities, and progress of the LEP.	Six Months
June 2019 (first after elections)	Council Policy Register	Committee Officer	Committee to receive an update of the Council's Policy and Strategy Register to enhance understanding of what exists and where such documentation is located for further reference. The Committee will be asked to identify any areas for further review as necessary.	4 Yearly after elections

Performance Management Sub Committee

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes
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Workshops

Topic	Objectives	Lead Officers	Month
Preparing to meet with Cabinet to discuss budget performance	A workshop format facilitated by the Scrutiny Research Officer and Head of Finance and Revenue for Committee Members to identify, agree, and allocate questions for Cabinet to answer at the Joint Budget meeting.	Head of Finance and Revenue Services Finance Team staff Scrutiny Research Officer	October
Work Programme Identification	To identify subjects to be included in the replacement work programme. Considering suggestions received from members of the public and parish/town councils. Agreeing membership of identified review panels and outlining their Terms of Reference.	Scrutiny Research Officer	April