

Overview & Scrutiny Committee Review of Cabinet Agenda

Agenda

Date

Tuesday 2 July 2019

Members of the Overview & Scrutiny Committee

Mr S Riley (Chairman) Mr A D Adams (Vice Chairman)

Mr S C Beadle Mr D King
Mr N J Brennan Mr M L Murrell
Mr P E Bulman Mr G K Nurden
Ms S J Catchpole Mrs S M Prutton
Ms N J Harpley Mrs C E Ryman-Tubb
Ms S I Holland Mr N C Shaw
Mr K S Kelly

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

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

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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 18 June 2019</u> | 3 – 7 |
| 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 | Cabinet Reports | To follow |
| | <p>To consider the Cabinet reports in respect of the 9 July 2019 meeting.</p> | |

Trevor Holden
Managing Director

Minutes of a meeting of the **Overview & Scrutiny Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 18 June 2019** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams	Mr K S Kelly	Mrs S M Prutton
Mr P E Bulman	Mrs C Karimi-Ghovanlou	Mrs C E Ryman-Tubb
Ms S J Catchpole	Mr D King	Mr N C Shaw
Ms N J Harpley	Mr M L Murrell	
Ms S I Holland	Mr G K Nurden	

Also in attendance were the Director Resources, Assistant Director of Governance and Business Support (Monitoring Officer), Assistant Director Economic Growth Economic Development Manager, Economic Development (Partnerships & Growth) Manager and the Committee Officer (JO).

9 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Assistant Director of Governance and Business Support (Monitoring Officer)	11 – Minutes	Personal interest on behalf of officers present subject to the re-alignment of staff structures at the Council.

10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Beadle, Mr Brennan and Mr King.

11 MINUTES

The Minutes of the meeting held on 4 June 2019 were confirmed as a correct record and signed by the Chairman, save for the correction of a minor typographical error.

Minute no: 3 – Minutes

The Chairman wished to clarify that his concern in respect of the provision of officer support for the Committee was not about when it would be put in place, but if it would be provided at all. He advised Members that following his meeting with the Managing Director he had received an email confirming that the Corporate Management Leadership Team would:

- (1) Make provision for a support officer over both Councils, as part of the restructure.
- (2) Engage with the CfPS to deliver scrutiny training to Members.

The Chairman informed Members that he presumed the resource would be at least the same as the Committee had previously been provided with (ie 15 hours per week).

The Assistant Director of Governance and Business Support (Monitoring Officer) confirmed that this work was in progress but she emphasised that the resource allocated to the Committee might be one element of an officers' wider duties and the most important aspect was the outcomes from that resource, rather than the time allocated to it. She also confirmed that Members would be updated at key points as the new staff structure was developed and consulted upon.

Minute no: 7 – Performance Related Pay 2019

The Chairman advised the meeting that Cabinet had rejected the Committee's recommendation of an additional one percent pay award to all staff. The Cabinet, however, had seemed more receptive to considering using the National Joint Council to determine pay awards in the future.

It was:

AGREED

that Members' recommendations to Cabinet would be regularly reported back to the Committee at its following meeting in future.

12 ECONOMIC UPDATE

The report was an update on the activity of the Economic Development department over the last six months.

Key areas highlighted were:

- The wide range of support provided to new and existing businesses to help locate, expand and flourish.
- Broadland Council Training Service had delivered 106 courses during the year, for 630 learners.
- The Choices programme, which tackled long term unemployment often

related to low level maths and English skills, lack of confidence, anxiety and low self-esteem was open to any Broadland resident including people with special needs.

- Recent Broadland Business Breakfasts had been attended by over 65 people from 50 businesses.
- The Greater Norwich Manufacturing Group, facilitated by the Council to help businesses make contact and explore opportunities had increased in membership to over 150 businesses. In the terms of geography the makeup of the Group was flexible and extended as far as Beccles.
- The Council also facilitated a Financial Industries Group to promote and develop a financial and related professional services cluster in Norwich and Norfolk. The Group had over 60 firms signed up.
- Establishing groups for other sector areas such as food and tourism were to be explored shortly.
- The 2019-20 'Buy in Broadland' voucher booklet had over 90 Broadland businesses that agreed to take part in the scheme by offering a discount to residents.
- Broadland businesses had accessed LEADER funding approved grants of a total of £669,568.
- Total funding accessed through the New Anglia Local Enterprise Partnership (LEP): Growing Business Fund was £3,158,275 in grants to 19 businesses providing 410 jobs.
- Both Broadland and South Norfolk employed a number of apprentices.

Members were also advised that there had been a 15 percent drop in the numbers of 16 to 18 year olds taking up an Apprenticeship, alongside a drop of 12 percent in 19 to 24 year old starts. The Assistant Director Economic Growth was of the opinion that this was due to the introduction of the Apprenticeships Levy.

In response to a query, Members were advised that the Apprenticeships schemes were tightly regulated and monitored to ensure that there was no risk of exploitation.

Members expressed concerns about the fall in the take up of Apprenticeships and it was:

AGREED

To convene a Time and Task Panel to investigate the Apprenticeships Levy. Membership of the Panel was confirmed as: Ms Catchpole, Mrs Karimi-Ghovanlou, Mr Kelly, Ms Harpley and Mr Riley.

Members confirmed that in future economic updates they would like to see more evidence of the success of business start-ups. It was also requested that more information on how a lack of public transport was having a negative effect on apprenticeship take up.

In respect of tourism Members were advised that arrangements could be put in place for the Chief Executive of Visit East Anglia to provide an update on their activities. A summary of tourism statistics could also be provided for Members when they were available in September.

An update on the marketing of the Greater Norwich Manufacturing Group would also be included in the next Economic Update.

13 NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE

The Committee noted the Outcomes and Actions and Forward Plan of the 30 May 2019 meeting of the Norfolk Health Overview and Scrutiny Committee.

14 CORPORATE EQUALITIES GROUP

It was:

AGREED

To appoint the following Members to the Corporate Equalities Group:
Ms Catchpole and Mr Riley.

15 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

The Committee was informed that the Police and Crime Commissioner was to provide an all-Member briefing session later in the year.

The following items were added to the Work Programme:

- Tourism Statistics for the district 2019
- A presentation and question and answer session by the Chief Executive of Visit East Anglia.

The Assistant Director of Governance and Business Support (Monitoring Officer) confirmed that she would look at the timing of the collaboration item to ensure that it would be brought to the Committee at the appropriate time.

The Director of Resources confirmed that Members would be updated about the proposed new staffing structure, as it was progressed.

The meeting closed at 12.10 pm.

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