

Overview & Scrutiny Committee

Agenda

Date

Tuesday 30 June 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

To be hosted remotely at
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

Public Attendance

This meeting will be live streamed for public viewing via the following link:
<https://www.youtube.com/channel/UCZciRgwo84-iPyRlmsTClng>.

If a member of the public would like to attend to ask a question, or make a statement on an agenda item, please email your request to committee.services@broadland.gov.uk no later than 5.00pm on 25 June 2020.

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| 1 | To receive declarations of interest under Procedural Rule no 8 | |
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| 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 | Overview and Scrutiny Committee Annual Report 2019-20

To receive and endorse the Committee's annual report to Council. | 13 |
| 8 | Time and Task Limited Panel – EcoCube: Final Report

To receive the findings of the Time and Task Panel. | 30 |
| 9 | Scrutiny of Cabinet

To receive a report with statistical data in respect of the Committee recommendations to Cabinet. | 33 |
| 10 | Overview and Scrutiny Committee Work Programme

To consider the Committee's Work Programme. | 37 |

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.

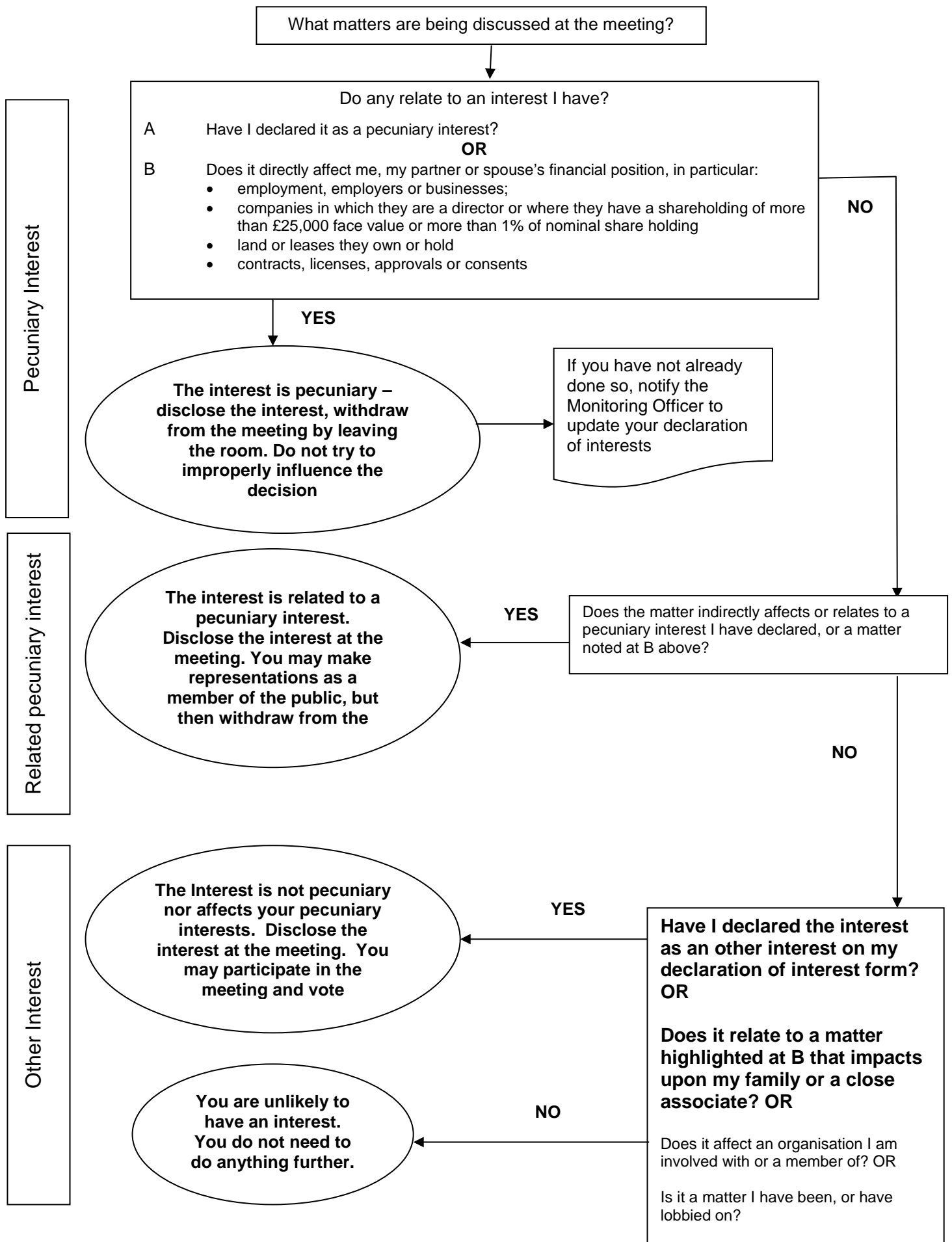
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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



Overview & Scrutiny Committee

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held by video link on **Tuesday 9 June 2020** at **10.00 am** when there were present:

Cllr S Riley – Chairman

Cllr A D Adams
Cllr S C Beadle
Cllr N J Brennan
Cllr P E Bulman

Cllr S J Catchpole
Cllr N J Harpley
Cllr C Karimi-Ghovanlou
Cllr K S Kelly

Cllr D King
Cllr M L Murrell
Cllr G K Nurden
Cllr S M Prutton

Cllr J Emsell, Cllr L Hemsall and Cllr T Mancini-Boyle also attended the meeting. Also in attendance were the Director Resources, Assistant Director Finance, Assistant Director Governance & Business Support (Monitoring Officer), Chief of Staff, Assistant Director Individuals and Families, Governance Manager, Policy and Partnerships Officer, Senior Governance Officer, Committee Officer (LA) and Committee Officer (JO).

130 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Cllr K Kelly	138 – Armed Forces Covenant	Ex-member of the armed forces and in receipt of military pension.
Cllr S Beadle Cllr S Riley	136 – Review of 2020/21 Budgets	Director of a company in receipt of Covid-19 Government grant.

131 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Holland and Cllr Ryman-Tubb.

132 MINUTES

The Minutes of the meeting held on 17 March 2020 were confirmed as a correct record.

Minute No: 124 – Minutes

The Senior Governance Officer informed Members that a report setting out the number of recommendations made by the Committee that had been accepted by Cabinet over the last five years would be brought to the 30 June 2020 meeting. The final EcoCube Time and Task Panel report would also be brought to the same meeting.

CABINET REPORTS

133 REVIEW OF 2020/21 BUDGETS

The report provided financial information on the impact of Covid-19 and the measures and proposals to mitigate the financial impact on the Council.

It was estimated that the income budget of the Council could see a 25 percent reduction in planning fees, waste charges, land charges, Housing Benefit over payment and Council Tax recovery. This would lead to a reduction in income of £431,000 for 2020/21. Some of this income would never be recovered, whereas in areas such as planning it was expected to be delayed as opposed to lost, as developers were still keen to obtain planning permission.

It was, therefore, proposed to rebase the 2020/21 income budgets to take account of these reductions.

Section three of the report set out the predicted effect that Covid-19 would have on the expenditure budgets of the Council.

The main additional costs were:

- Additional communications to residents and businesses.
- The additional costs of ensuring all homeless persons were provided with safe accommodation.
- Additional IT costs to enable effective homeworking and video conferencing and software to facilitate grant payments.

It was, therefore, proposed to create a new budget of £250,00 for general Covid-19 costs and increase the housing costs budget by £250,000. It was confirmed that these budgets were based on best estimates, given the additional costs incurred during March/April.

In response to a criticism of the IT systems at Broadland, the Assistant Director Governance & Business Support (Monitoring Officer) advised the meeting that it was acknowledged that improving the IT Systems at Broadland was a massive task that would take time, but it was progressing well.

To support the recovery of the economy, Broadland was working with South Norfolk and Breckland Councils to launch Operation Beacon to provide support to businesses. Part of this project was to provide support for the high streets and a programme to adapt them to meet social distancing restrictions was to be rolled out. A £50 million Government fund had been announced and Broadland had been allocated £116,155 to undertake this work in the District. If additional resources over and above the £116,115 were needed, then a further request for funding would be made at a later date.

The Council had received a 17 percent increase in claims for Council Tax support, with new claims being received daily. It was, therefore, proposed to increase the Council Tax support budget by £224,000 to £892,000. This figure took into account the possibility that some people currently furloughed might find themselves redundant and eligible for Council Tax support, when the furlough scheme ended.

Broadland Growth Limited, the Council's jointly owned development company remained on track to deliver between 50 to 100 dwellings per year. There was uncertainty around the impact of Covid-19 on house sales. But alternatives such as renting them out for a time to allow the housing market to recover could be considered, if necessary.

The Council had received £1.352 million in additional Government funding, to help to cover the Council's additional operating costs and lost income as a result of Covid-19.

Currently the Council had a budget of £100,000, which was considered sufficient to cover direct hardship payments to residents during the Covid-19 pandemic.

The Government had provided £637,216 to cover the cost of awarding £150 Council Tax support to all working age Council Tax Support claimants. However, there were concerns that this could soon run out and it was, therefore, recommended that an additional £100,000 be set aside to cover this cost pressure.

In response to a query, it was confirmed that there remained a problem with the software that had held up the distribution of the £150 Council Tax support payments. However, the Council had ceased collecting Council Tax from all of those residents eligible for support, so they were not being penalised by the delay. Pressure was being put on the software supplier to fix the problem, who had confirmed that it should be resolved within two to three weeks.

There also remained a likelihood that pressure would increase on the £158,116 Discretionary Housing Payment grant provided by the Department of Work and Pensions when the embargo on evictions was lifted.

If additional resources over and above the £158,116 were needed, then a further request for funding would be made at a later date.

The Bure Valley Railway had requested that the £30,000 rent that it paid to the Council be waived for this financial year. Prior to considering any request for funding, it was recommended that the Economic Recovery Team look to assist the Bure Valley Railway to develop a re-opening plan.

A Member suggested that although it was an important tourism asset the Bure Valley Railway should not be seen as a special case for support by the Council and that other leisure and tourism offerings should be given equal opportunity to access financial assistance.

The same Member also suggested it would be unfair to only consider grants to town and parish councils, once their reserves had been exhausted.

In response, the Director of Resources advised the meeting that the Government funding was for Broadland's additional costs and lost income and if it was given in grant form to town and parish councils Broadland would need to find this money from its own reserves. She also reminded Members that some town and parish councils had significant reserves already. Furthermore, town and parish councils did not, unlike this Council, have any constraints on their ability to raise additional income through their precepts. The Committee was also advised that town and parish councils were being encouraged to apply for grants of up to £10,000 through the Norfolk Community Foundation.

The Chairman noted that the £1.352 million in additional Government funding would not cover the costs of all potential projects coming forward and schemes would need to be looked at on a case by case basis.

The Covid-19 pandemic had brought into sharp relief the importance of broadband and Members were asked to consider whether the Council should make a bid to the CIL infrastructure fund, to further invest in Broadband.

A Member suggested that the Council should make a bid to the fund, as a matter of urgency, as businesses and the education of many school children in rural areas were being disadvantaged, by a lack of broadband.

Moving on through the report the Assistant Director Finance confirmed that there were no changes proposed to the Capital Budgets.

In response to a query, Members were advised that Food Hub project was going ahead as planned. There had been no suggestion that money from the European Regional Development Fund would be delayed by the pandemic. The Council would have confirmation of the funding in the autumn.

The Medium Term Financial Strategy (MTFS) had a funding gap of approximately £1m in the years to 2024/25. The key point to note was that the updated MTFS showed that:

- The additional Government grant had helped offset the spending pressures and lost income in 2020/21.
- The longer term financial outturn had got worse by approximately £0.5m.

It should also be noted that progressing with savings from the collaboration with South Norfolk Council, still remained an important element in the MTFS.

In response to a question about the Materials Recycling Facility, the meeting was informed that a collapse in the price of recyclable materials as well as much stricter contamination rules was making it difficult to make recycling pay, which had led to a request for an increase in the gate fee which was currently being considered.

It was also confirmed that the Council had temporarily suspended Council Tax and business rate debt collection, which had led to a small reduction in collection rates

Cabinet was recommended to request Council to note that the 2020/21 budget remained in balance and that the small surplus of £62,000 be retained as a contingency for any additional spending pressures. Measures to address the longer term funding gap would be considered as part of the normal budget setting cycle later in the year.

A number of actions had occurred, or were proposed, to help mitigate the impact of Covid-19 on the Council's finances, including:

- 97 members of staff had been redeployed to directly support Covid-19 work.
- Marketing of chargeable services such as brown bins and bulky waste collections.
- Procuring goods and services locally and ensuring payment was made as soon as possible.

In year savings included:

- Holding some vacancies, which had resulted in a £242,000 salary saving.
- A saving on the training budget of £22,000, as staff were unable to attend some training courses during the lockdown period.

The key risks and issues highlighted in the report were:

- The possibility of a second wave of infections, which could require a second full lockdown incurring further costs and income losses to the Council.
- Uncertainty over whether the Government would provide any more funding to help deal with the financial implications of Covid-19.

Following on from issues raised earlier in the meeting the Committee agreed three further recommendations to Cabinet.

RECOMMENDED TO CABINET

Options (1, 2 and 3 as amended)

1. That Cabinet recommends the following to Council:

- The proposed changes to the 20/21 income budgets, as set out in the table at paragraph 2.2.
 - The proposed changes to the 20/21 expenditure budgets.
 - The following request for additional funding - Hardship Payments (£150 Council Tax Support) (£100,000)
 - The 20/21 estimated surplus of £62,000 is retained as a contingency for any additional spending pressures.
 - The proposed in year savings.
2. That Cabinet notes the following:
- The impact on Broadland Growth Limited.
 - The impact on the Capital Programme.
 - The impact on the Medium Term Financial Strategy over the longer term.
 - The proposed mitigation actions.
3. *That Cabinet agrees that:*
- *Prior to considering any request for funding, is it recommended that the Economic Recovery Team look to assist the Bure Valley Railway to develop a re-opening plan and that it should be ensured that any other leisure and tourism offerings should be give equal opportunity to access financial assistance.*
 - *The Council should make a bid to the CIL Infrastructure Fund, as a matter of urgency, to further invest in broadband.*
 - *That the Council consider any funding requests from town and parish councils on a case by case basis, looking at all options and with the same criteria as that applied to business grants.*

134 INSURANCE PROCUREMENT

The Director of Resources advised the Committee that entering a Local Government Mutual insurance scheme, as agreed by Cabinet on 10 March 2020, had not been possible as the other prospective members of the mutual had withdrawn to focus their attention on dealing with Covid-19.

The Council's current insurance contract expired on the 31 May 2020 and, therefore, it was proposed to extend the existing contract by sixteen months to 30 September 2021, in order to align contract dates with South Norfolk Council.

Aligning the end dates of the individual insurance contracts for both Councils, would provide the opportunity to jointly procure in future and would also provide an opportunity to look again at a Local Government Mutual insurance scheme.

RECOMMENDED TO CABINET

Option (1)

To endorse the extension the Council's current insurance contract until the 31 September 2021.

135 ARMED FORCES COVENANT

The report set out the Council's current status in respect of the Armed Forces Covenant and its ambition to become the first local authority in Norfolk to achieve Gold status.

The Armed Forces Covenant scheme encompassed Bronze, Silver and Gold awards for employer organisations that pledged support to defence and the Armed Forces community, and align their values with the Armed Forces Covenant.

In December 2019 Broadland was awarded Bronze status, which showed recognition of the Council's commitment to support the Armed Forces community through our employment practices and our pledge to the Armed Forces.

A nomination for the Silver award was submitted in May 2020 and it was expected that notification of whether the bid had been successful would be made by early August.

If successful in achieving Silver status, the Council could apply for Gold status in 2021. However, to do this there was a requirement for the provision of an additional ten days paid leave for armed forces reservists, which would need to be approved as a policy change by Cabinet.

Currently there were two members of staff that were reservists. If both were employed at the top of salary band, there would be a maximum annual cost to the Council of £4,243.12.

The Chairman noted the financial risk to the Council, if a large number of staff became reservists. In response, the Committee was reassured that this would not be an irrevocable commitment and the policy could be reviewed if it became too costly for the Council.

The Chairman proposed that the recommendation for the policy change should include a reference that it could be subject to review if necessary.

Members also requested that in future reports the offices of both Councils be referred to in full i.e. Thorpe Lodge and South Norfolk House. Not 'The Lodge' and 'The House'.

RECOMMENDED TO CABINET

Options (1 and 2, as amended)

1. For Cabinet to note actions and progress towards achieving Silver and Gold status through the Armed Forces Employer Recognition Scheme.
2. For Cabinet to approve the proposed policy change to offer an additional 10 days paid leave to Reservists employed by the Councils, *which could be subject to review if necessary.*

136 TEMPORARY CHANGE TO HOUSING ALLOCATIONS POLICIES

The Housing and Wellbeing Senior Manager introduced his report, which proposed a temporary adjustment to the Council's Housing Allocations Policy to help reduce the unprecedented demand on temporary accommodation caused by Covid-19.

The pandemic had led to a sustained rise in numbers housed within temporary accommodation. Usually the number in temporary accommodation would be around

30 at any one time for both Broadland and South Norfolk combined, this number currently stood at between 60 and 70.

Key drivers for this were:

- The Government's 'Everybody in' requirement placed an accommodation duty on all councils, no matter the persons circumstances during the Covid-19 pandemic.
- Presentations from sofa surfers and the hidden homelessness who experienced a reduction in accommodation options due to the restrictions on movements put into place.
- Due to their often-chaotic lives these people are often not ready to take on a property for themselves.
- The suspension of the social housing sector, which had seen the availability of housing reduced from 200-240 properties over a four month average period to two during the pandemic.

Currently to address this situation, officers had temporarily moved to a nominations process for those in temporary accommodation and directly nominated anyone who is ready and suitable for a social tenancy.

This should reduce the temporary accommodation numbers by 40 over the next month, as housing association properties became available.

The 23 who had not been allocated had been assessed as 'not ready' to take on a property due to having support needs. However, demand for supported accommodation was currently high and the only way of creating space for new incoming residents was to move suitable residents into a housing association property. To enable this, officers were working with supported accommodation providers, so that suitable residents could move into a sustainable property.

To facilitate this process and to make it less labour intensive it was suggested making a temporary change in the allocation policy to allow those in supported accommodation to be placed in a high priority banding, which would enable the necessary throughput to reduce temporary accommodation numbers.

Some Members expressed concerns that paragraphs 5.3 and 6.1 in the report gave the impression that the action being taken would be detrimental to residents and would seek to limit the number of people being housed by the Council.

In response the Housing and Wellbeing Senior Manager, reassured Members that this was not the intention at all and that the aim of the change to the policy was to create throughput from temporary accommodation to supported housing to social housing.

It was confirmed that paragraph 5.3 and 6.1 would be reworded to clarify this and virtually tabled at the 16 June 2020 meeting of Cabinet.

In response to a final query, it was confirmed that the service could be measured by the level of throughput, as well as the number of residents housed.

RECOMMENDED TO CABINET

Options (1 and 2)

1. Agree a temporary amendment to the criteria within the Council's Housing Policy to allow officers discretion to place eligible, and suitable, individuals currently living in supported accommodation within the 'High' category for allocation;
2. Subject to recommendation 1 being agreed that this will be in place for an initial period of 3 months, extendable to 6 months, with approval of the Director of People and Communities, in consultation with the Portfolio Holder.

The meeting closed at 1.12pm.

DRAFT

Agenda Item: 7

**Overview and Scrutiny Committee
30 June 2020**

OVERVIEW AND SCRUTINY ANNUAL REPORT 2019-20

Report Author:	Sara Utting, Senior Governance Officer & Deputy Monitoring Officer tel: 01603 430428 email: sara.utting@broadland.gov.uk
Portfolio Holder:	All
Wards Affected:	All
Purpose of the Report:	Members are requested to consider and approve the Overview and Scrutiny Committee Annual Report
Recommendations:	

Recommend the Annual Report for 2019/20 be presented to Council.

1 SUMMARY

- 1.1 Each year the Overview and Scrutiny Committee gathers information about the work it has carried out over the last year and reports to Council its outcomes and achievements.
- 1.2 Members will be aware this would normally be considered at the March meeting for presentation to Council at its AGM. However, due to the impact of Covid-19 this year's report has had to be delayed.
- 1.3 The Committee's Annual Report for 2019-20 is attached at Appendix 1.
- 1.4 The Annual Report also includes a record of recommendations that Overview and Scrutiny Committee made between March 2019 and March 2020 when scrutinising Cabinet papers and outlines the final decisions taken (see Appendix 2).

2 BACKGROUND

- 2.1 The report is broken down into chapters to clearly show the different areas of work the Committee has undertaken, and as such, it is a summary document to provide an analysis of what the Committee has achieved and delivered. Further details of the Committee's work can be found within the Minutes of meetings, their recommendation reports and the outcome reports made available on the Council's website.
- 2.2 The Annual Report goes further to explain areas of overview and scrutiny outside of the Committee, for example any achievements from joint scrutiny committees, joint budget discussions with the Cabinet and Time and Task Limited Panels.
- 2.3 It is important for the Overview and Scrutiny Committee to ensure it is effective in the reviews it carries out and efficient in holding the Cabinet to account. Through the use of monitoring Committee recommendations to the Cabinet in addition to their scrutiny review recommendations, the Committee is able to identify where future work could be focused.

3 PROPOSED ACTION

- 3.1 The Overview and Scrutiny Committee is requested to discuss the draft Annual Report, suggesting amendments where necessary, before it is presented to Council on 30 July 2020.
- 3.2 Once Council has accepted the report it will be published on the Council's website.

4 OTHER OPTIONS

- 4.1 The Committee is required by the Council's Constitution to make an Annual Report to the Council. The report can be submitted as presented or as amended.

5 ISSUES AND RISKS

- 5.1 **Resource implications** – there are no resource implications directly related to this report. Resource implications were considered for each review undertaken by the Overview and Scrutiny Committee, outlined in the specific terms of reference for each review.
- 5.2 **Legal implications** – there are no legal implications arising from this report. Article 6.5(4) of the Constitution requires the Overview and Scrutiny Committee to make an Annual Report to the Council and make recommendations for future work programmes.
- 5.3 **Equality implications** – there are no equality implications arising directly from this report. The Overview and Scrutiny Committee do, as a matter of course, consider equalities when reviewing all Cabinet reports and have requested copies of Equality Assessments when necessary in order to inform their recommendations to Cabinet or Council.
- 5.4 **Environmental impact** – there are no environmental impacts arising from this report.
- 5.5 **Crime and disorder** – there are no crime and disorder impacts arising from this report.
- 5.6 **Risks** – there are no other risk implications arising from this report.

6 CONCLUSION

- 6.1 The Overview and Scrutiny Committee are requested to agree their Annual Report which sets out the work they have carried out over the last year and their outcomes and achievements.

7 RECOMMENDATIONS

- 7.1 The Committee is asked to review the content of the Annual Report for 2019/20 and recommend it for presentation to Council.

Background Papers

None

Broadland Overview and Scrutiny Annual Report 2019–20



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Committee Chairman Foreword

TO BE PROVIDED BY CHAIRMAN



Councillor Steve Riley
Overview and Scrutiny Committee Chairman

Introduction

Broadland District Council adopts the Cabinet system to operate its decision making, therefore an Overview and Scrutiny Committee consisting of non-Cabinet members operates.

Overview and Scrutiny is central to the Council's decision making process and has two main roles.

- (1) The development and review of policies for a wide range of subjects and services.
- (2) The critical examination of the Council's performance and effectiveness of its decisions.

The Overview and Scrutiny Committee looks into areas of local concern; it recommends improvements the Council can make to ensure quality of life is improved for all. The main tasks of the Committee are:

- **Performance Monitoring** - We have to meet corporate priorities set out in the Broadland Business Plan and report against those indicators. Scrutiny can examine any aspect of our performance, including services that we deliver through partnerships with other organisations.
- **Holding the Cabinet to Account** - Decisions made by the Cabinet but not yet put into practice can be reviewed by the Overview and Scrutiny Committee and challenged.
- **Policy review and development** - Overview and Scrutiny can propose new policies or review existing policies and recommend changes to the Cabinet.
- **External Scrutiny** - Any issue directly affecting Broadland residents can be scrutinised by the Committee, including services provided by another organisation

In an age of austerity it is only through demonstrating the value and impact that effective scrutiny can have in supporting councils and other organisations to deliver better, more cost-effective services, that scrutiny will endeavour to be a valued element of local democracy.

Overview and Scrutiny Reviews

An Overview and Scrutiny Committee has responsibility to both scrutinise and monitor on an ongoing basis. To that end, the Committee strives to develop a balanced Work Programme which is published on the Council's website for information.

Reviews conducted this year are as follows:

Ecocube

The Committee established a Panel to investigate events leading up to the disposal of the EcoCube.

Following three meetings and an in depth investigation the Panel a number of recommendations that were agreed by Cabinet, including: the management and content of electronic files; ensuring Portfolio Holders have all the relevant information for signing-off decisions; introduction of a procedure for the disposal of assets and full and clear instructions seeking legal advice.

It was subsequently decided that a further investigation was required and the Panel was reconvened with a new membership. The former Portfolio Holder for Economic Development was invited to attend the meeting and answer the Panel's questions. It was concluded that the EcoCube project had been suboptimal and that this should be noted, but it should also be noted that lessons had been learned from this and the Council now had a robust mechanism in place going forward and the Panel had concluded its investigations.

Fees on DIY Waste

At its meeting in August 2019, the Committee received an update on the impact of the introduction of fees for the disposal of DIY waste at household waste recycling centres by Norfolk County Council on 1 April 2018.

It was noted that there had been no discernible trend identified in fly tipping on public land in the district since the introduction of the charges.

Council Tax Good Practice Protocol

The Protocol covered the collection and recovery of Council Tax arrears and the aim was to help councils establish good practice with Citizens Advice in dealing with Council Tax debt. The Committee recommended to Cabinet that the Protocol be brought forward for adoption by the Council (agreed November 2019).

Overviewing

In addition to the above stand-alone reviews, the Committee continually monitors certain Council activities. In the past year these have included:

- Broadland Economic Updates
- Resilience Updates
- Community Safety Updates and, Police and Crime Panel outcomes
- Public Health, Health and Wellbeing Board outcomes, Norfolk Health Overview and Scrutiny Committee outcomes

Scrutiny of the Cabinet

Broadland District Council conducts a practice of the Overview and Scrutiny Committee appraising cabinet reports one week before Cabinet meetings. This provides opportunity for Committee to ask officers questions and enables the Committee to be fully briefed before making recommendations to Cabinet. This practice is considered by the Committee to keep call-ins to a minimum and built a good working relationship between Cabinet and officers.

Furthermore, Committee members are able to attend Cabinet meetings when those reports are discussed to make any further comment through the Committee Chairman and to witness how the Cabinet arrives at its decisions.

Over the past year the Committee called in the following items:

PH1 decision - Member Grant Scheme

Members called-in the decision to establish the process for the Member Grant Scheme as they wanted the Portfolio Holder to consider increasing the allocation per Member from £500 to £1,000 in order to retain parity with Members at South Norfolk.

Members were also concerned that South Norfolk was retaining a £50,000 Community Action Fund alongside the Members Grant Scheme, whilst Broadland's Community Grants Scheme was being closed down. However, the Committee was advised that the Portfolio Holder decision was not related to the size of the allocation or the Community Grants Programme as a whole.

The Portfolio Holder was not minded to change the decision and increase the allocation at this stage, but it was confirmed that it would be considered as part of the budget setting process for the following financial year.

PH1 decision - Procurement of New Grounds Maintenance Contract with South Norfolk Depot

Members called-in the decision of the Portfolio Holder for further clarification about risk and the nature of the proposed service, in contrast with the new one, as well as staff considerations.

Members were advised that as the current contract with NORSE was due to expire in November 2019, it was an opportune time to explore collaborating with South Norfolk by using their in-house service. Furthermore, the proposal would enable savings to be made on the existing contract, with the standards of the new service being at least as good as the standard of the current service. Staff transferred as a result of the new contract would be given protection thorough a TUPE agreement.

This would be a relatively short term contract, as a review of the entire Waste Service across Broadland and South Norfolk was expected to be concluded by April 2022.

Accordingly, the Committee confirmed it was content with the procurement of the new grounds maintenance contract.

Legal Services Provision

Although the Chairman had agreed that this item be added to the agenda for the Cabinet meeting on 11 February 2020 as a matter of special urgency, he had subsequently called-in the decision on the basis that it had not been subject to appropriate scrutiny.

The Committee discussed and considered all of the options in the report and explored the decision made by Cabinet. It was agreed to support the decision by Cabinet and, in addition, to bring an alternative contract back to Cabinet for consideration, if the outstanding matter could not be resolved.

Meeting with Cabinet to discuss the budget

In December 2019, the Committee met informally to discuss proposed questions for Cabinet on the budget for 2020/21. These were presented at the meeting on 28 January 2020 and Cabinet Members were in attendance to respond.

Committee Training

During the 2019/20 programme the Committee had the following training:

July 2019 - CfPS

To provide members with a clear understanding of their role in scrutinising the council executive and relevant partner organisations.

December 2019 – CfPS

Effective Scrutiny & Questioning Techniques - Members to increase their understanding and experience as effective and confident scrutiny practitioners with particular regard to finance and commercial scrutiny.

Finance and Commercial Scrutiny - to give councillors an understanding of the role scrutiny plays in the development and delivery of the Council's medium-term financial plans and budget.

Further training will also be provided for members of the committee during 2020/21.

Communicating Scrutiny

The Overview and Scrutiny Committee recognises that although the scrutiny function is councillor-led, the communities of Broadland can and should influence their Work Programme and involve themselves in scrutiny reviews. Town/Parish Councils and residents are encouraged to contact their district councillor(s) to put forward suggestions for future scrutiny via the Work Programme.

Membership of the Overview and Scrutiny Committee

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
Mr S Riley (Chairman)	Mrs C E Ryman-Tubb	Mr N C Shaw

Substitutes:

Mrs B Cook	A D Crotch	Mr J F Fisher
Mr R R Foulger	Ms R Grattan	Mr D Harrison
Mrs C Karimi-Ghovanlou	Dr K E Lawrence	Mr K G Leggett
Mr I J Mackie	Mr G F Peck	Mr D Roper
Miss J L Thomas	Mrs K A Vincent	Mr J M Ward

Have your Say

Members of the public are welcome to attend any of the Overview and Scrutiny Committee meetings. Public speaking is allowed on any matter on the agenda, excluding the Minutes of the previous meeting. Speakers must advise the Assistant Director of Governance & Business Support of their wish to speak two clear working days before the Committee. Members of the public can also make their views known to their local District Councillor or any member of the Overview and Scrutiny Committee.

Members of the public may also write to the Assistant Director of Governance & Business Support to request that a relevant subject or issue be investigated by the Overview and Scrutiny Committee. Contact information is as follows:

committee.services@broadland.gov.uk

Broadland District Council
Democratic Services
Thorpe Lodge
Yarmouth Road, Norwich
NR7 0DU

The Overview and Scrutiny Committee does not get involved with individual cases and cannot look at individual planning / licensing applications. These should be addressed through the appropriate service area or the local councillor. It also cannot deal with individual complaints; these should be raised through the Council's Complaints Procedure.

All suggestions will be considered by the Chairman and Vice Chairman. You will then be informed by the Assistant Director of Governance & Business Support of the outcome.

Overview and Scrutiny Committee Recommendations to Cabinet

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
13 March 2019	Broadland Business Plan 2019-23	Option 1	Option 1	Agreed	
	Treasury Management Strategy	Options 1, 2 and 3	Options 1, 2 and 3	Agreed	
	Discretionary Housing Payments Policy	Options 1 and 2	Options 1 and 2	Agreed	
	Food Waste Processing Contract	Option 1	Option 1	Agreed	
	Disposal of Council Owned Land	Options 1 and 4	Deferred	Varied	Further negotiations to be conducted.
9 April 2019	Pay Policy Statement	Option 2	Option 1	Varied	Cabinet disagreed with the Committee's suggested amendment.
	UNISON Time Off and Facilities Agreement	Option 2	Option 1	Varied	Cabinet disagreed with the Committee's suggested amendment.
11 June 2019	Update to Local Development Scheme	Option 1	Option 1	Agreed	
	Performance Related Pay 2019	Option 2 and new additional recommendations	Option 2	Partial	Cabinet rejected the Committee's suggested additions
9 July 2019	Council Performance 2018/19 – Broadland Business Plan	Option 1	Option 1	Agreed	Agreed

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Treasury Management Performance for the Year Ended 31 March 2019	Option 1	Option 1	Agreed	
	Joint HR Information System	Options 1 and 2	Options 1 and 2	Agreed	
	Affordable Home Ownership in Broadland and South Norfolk	Options 8.1 and 9.2	To defer a decision	Varied	A new report with other options would be taken to a future Cabinet.
	North Rackheath Outline Planning Application	Options (1 and 2, amended)	Options 1 and 2 as amended	Agreed	Cabinet agreed with the proposed amendments of the Committee.
	Disposal of Land in Broadland District Council Ownership	Option 1	Options 1 and 2	Varied	Cabinet added the following decision. To delegate authority to the Director of Place, in consultation with the Portfolio Holders for Planning and Finance, to negotiate the necessary legal agreements and risk mitigation for the sale of the site.
	North-West Woodlands – Land Acquisition	Option 1	Option 1	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
6 August 2019	Household Wheeled Bin Charging for New Properties	Option 1, amended	Option 2	Varied	Cabinet recommended an additional ten percent surcharge to build resilience into the price charged for waste bins to new properties.
	Council Tax Reduction 2020/21	Options 1 and 2	Options 1 and 2	Agreed	
	Public Service Co-Operation Agreement with Norfolk County Council to Bring £1.2m Investment to the Bure Valley Path and Railway	Option 1	Option 1	Agreed	
3 September 2019	Car Parking – a Consistent Approach	Options 1 and 2	Options 1, 2 and 3	Varied	Cabinet requested that further work be done to provide details about the Electric Charging Point network
	Joint Inclusive Growth Strategy	Option 1, amended	Option 1	Varied	The Committee wanted Members to be consulted about the development of the Action Plans. Cabinet decided that consultation with the Portfolio Holder to be sufficient.

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Options for Council Owned Land	Options 1 and 2 amended	Options 1 and 2 amended	Varied	Cabinet recommended to Council entering into a partnership with BVR Ltd and Norfolk County Council and requested a further report setting out the costs associated with retaining and maintaining the Bure Valley Railway.
	Norfolk Strategic Planning Framework - June 2019 Update	Options 1 and 2	Options 1 and 2	Agreed	
28 October 2019	Environmental Action Plan and Policy Statement	Options 1, 2, amended, 3 and 4	Options 1, 2 and 3 amended	Varied	Cabinet broadly agreed with the 3 proposed amendments made by the Committee, but were not persuaded to make the Panel into a Committee.
	Norfolk and Suffolk Local Industrial Strategy	Option 1	Option 1	Agreed	
	Council Tax Good Practice Protocol	Options 1 and 2	Options 1 and 2	Agreed	
	Draft Commercialisation Strategy	Option 1	Option 1	Agreed	
	Extension of Waste Collection and Street Cleansing Contracts	Option 1	Option 1	Agreed	
26 November 2019	Health and Wellbeing Framework	Option 1	Option 1	Agreed	
	Council Performance – Broadland Business Plan	Options 1, 2, 3 and 4	Options 1, 2, 3 and 4	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Review of Discretionary Rate Relief	Option 1	Options 1 and 2	Varied	Cabinet made the following additional recommendation to Council: (2) To delegate authority to the Assistant Director of Finance to make decisions related to all individual awards within the policy framework, in consultation with the Portfolio Holder for Finance.
	Norfolk Strategic Planning Framework 2020/21	Options 1 and 2	Options 1 and 2	Agreed	
	Joint Domain Name	Option 1	Option 1	Agreed	
	Waste Services Review	Option 1	Option 1	Agreed	
14 January 2020	Greater Norwich Local Plan Regulation 18 Consultation	Options (1,2 and 3)	Options (1,2 and 3)	Agreed	
	Leisure Principles	Option 1	Option 1	Agreed	
	Treasury Management Quarter 2 Report 2019/20	Options 1,2 and 3	Options 1,2 and 3	Agreed	
	Renewal of Microsoft Licensing	Option 1	Option 1	Agreed	
11 February 2020	Council Tax Reduction 2020/21	Options 1 and 2	Options 1 and 2	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Capital Strategy and Capital Programme 2020/21 To 2024/25	Options 1 and 2	Options 1 and 2	Agreed	
	Revenue Budget and Council Tax 2020/21	Options 1, 2 and 3	Options 1, 2 and 3	Agreed	
	Treasury Management Strategy Statement 2020/21	Options 1, 2, 3, 4, 5, 6 and 7	Options 1, 2, 3, 4, 5, 6 and 7	Agreed	
	Greater Norwich Growth Board: Joint Five-Year Investment Plan	Options 1 and 2	Options 1 and 2	Agreed	
	Broadland District Council and South Norfolk Council – Strategic Plan and Delivery Plan	Options 1 and 2	Options 1 and 2	Agreed	
	Investment Proposition for the Food Innovation Centre	Options 1, 2, 3, 4 and 5	Options 1, 2, 3, 4 & 5	Agreed	
	Review of legal services provision	Not taken pre-Cabinet due to timescales	Option 1 (with an amendment)	Agreed	Called-in by O&S but agreed Option 1
11 March 2020	Community Lottery	Options 1, 2, 3 & 4 and new 5	Options 1, 2, 3 & 4	Partial	Cabinet rejected Option 5 (12 month break clause in the contract)
	Development Management Charging for Pre-Application Advice	Options 1 & 2	Options 1 & 2	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Public Sector Equality Duty Update	Option 1	Option 1	Agreed	
	Bure Valley Railway and Path	Options 1, 2, 3, 4 & 5	Options 1, 2, 3, 4 & 5	Agreed	
	Insurance Procurement	Options 1 & 2	Options 1 and 2	Agreed	

TIME & TASK LIMITED PANEL – ECOCUBE: FINAL REPORT

Report Author: Cllr Grant Nurden
Chairman of the Time & Task Limited Panel - EcoCube
cllr.grant.nurden@broadland.gov.uk

Portfolio: Economic Development

Ward Affected: Wroxham

Purpose of the Report:

This report presents the final findings of the Time & Task Limited Panel – EcoCube.

Recommendations:

1. To note the findings and that the Panel had concluded its investigations.

1 SUMMARY

- 1.1 This report informs the Committee of the findings of the Time & Task Limited Panel investigating the disposal of the EcoCube and that the Panel had concluded no further action was necessary.

2 BACKGROUND

- 2.1 A Time and Task Panel was established in August 2018 by the Overview and Scrutiny Committee to investigate the history and disposal of the Rackheath EcoCube and to report back to the Committee with their findings.
- 2.2 An investigation was carried out and a number of documents reviewed by the Time and Task Panel over three meetings of the Panel.

- 2.3 Cabinet had accepted the recommendations of the Panel in October 2019 and the processes and procedures were now in place to ensure that such losses would not be made again.
- 2.4 However, the Overview and Scrutiny Committee subsequently decided to reconvene the Panel to further investigate the events leading up to the disposal of the EcoCube. A meeting took place on 12 November for the Panel to identify its objectives and it was agreed to request the former Portfolio Holder to attend and answer questions from the Panel.
- 2.5 The Panel met on 10 March 2020 when the former Portfolio Holder (Cllr Clancy) was in attendance.

3 FINDINGS

- 3.1 The Panel heard from Cllr Clancy who confirmed that he had been advised by officers at the time that the EcoCube should be disposed of, as it was losing money. Officers had confirmed that all due processes had been undertaken and he was satisfied that this advice was correct, so he had signed the Portfolio Holder delegated decision.
- 3.2 Cllr Clancy also confirmed that he was not involved in the detail of the development of the project, which had been initiated by the previous Head of Economic Development. He had not been privy to details of the acquisition of the lease and did not meet with the Council's legal advisors. He confirmed that he was guided by officers in this and had confidence in the advice that he had been given.
- 3.3 A Member had suggested that it was clear that the EcoCube project had been suboptimal and that this should be noted, but it should also be noted that lessons had been learned from this and the Council now had a robust mechanism in place going forward and the Panel should draw a line under the matter.
- 3.4 In addition, the Panel took the view that there was a fault line that ran through the project between the premise of the scheme (agreeing a lease, when it was thought that the property would be owned by the Council) and the lack of governance that allowed this to happen. If this had not occurred the Council would have owned an asset that had some value. From the Panel's investigation and the testimony of the Portfolio Holder at the time, it subsequently became apparent that insufficient measures were in place to prevent this occurring. However, Members could now be reassured that a mechanism was in place to prevent it happening again.
- 3.5 It was confirmed that the Panel had pursued the issue of the business case for the project as far as it could go and had identified the governance issue that had resulted in the property having a leasehold tenure, which had resulted in an unsatisfactory outcome to the project.

4 PROPOSED ACTION

- 4.1 Based on the information above, it was agreed that there would be no further recommendations from the Panel to Cabinet.

5 ISSUES AND RISKS

- 5.1 **Resource Implications** – none.
- 5.2 **Legal Implications** – none.
- 5.3 **Equality Implications** – none.
- 5.4 **Environmental Impact** – none.
- 5.5 **Crime and Disorder** – n/a
- 5.6 **Risks** – lessons had been learnt from the disposal, with new processes and procedures being put in place, as agreed by Cabinet.

6 CONCLUSION

- 6.1 The Time & Task Limited Panel had now completed its work and could now be disbanded.

7 RECOMMENDATIONS

- 7.1 The Committee is recommended to note that the Time & Task Limited Panel had concluded its investigations into the disposal of the EcoCube and no further action was necessary.

Background Papers

None

Agenda Item: 9

**Overview and Scrutiny Committee
30 June 2020**

SCRUTINY OF CABINET

Report Author: Sara Utting, Senior Governance Officer & Deputy Monitoring Officer
tel: 01603 430428
email: sara.utting@broadland.gov.uk

Portfolio Holder: Policy

Wards Affected: All

Purpose of the Report: Members are invited to consider the statistics on recommendations made by the Committee to Cabinet

Recommendations:

To agree how the Committee continues to undertake its role in scrutinising the Cabinet

1 SUMMARY

- 1.1 At its meeting on 17 March 2020, Members noted the following:

The Chairman requested that Members be provided with a summary setting out the number of recommendations made by the Committee that were accepted by Cabinet over the last five years.

The Vice-Chairman advised Members that he was very disappointed by the number of Committee recommendations that were rejected by Cabinet. He questioned the value of the Committee continuing to review the Cabinet Agenda as a critical friend, if the views expressed by Members were not taken into account.

- 1.2 Below are the statistics as requested.
- 1.3 The Annual Report also includes a record of recommendations that Overview and Scrutiny Committee made between March 2019 and March 2020 when scrutinising Cabinet papers and outlines the final decisions taken.

2 BACKGROUND

- 2.1 It has always been the Council's practice to pre-scrutinise Cabinet recommendations by considering the reports in advance of the Cabinet meeting.
- 2.2 Appendix 2 of the Committee's Annual Report is the "recommendation tracker", the purpose of which is for the Committee to evidence where scrutiny is making an impact through the decision-making process

3 THE ISSUES

- 3.1 In accordance with the Chairman's instructions, some analysis was undertaken of recommendations made to Cabinet over the past five years.

Year	Total	Cabinet and O&S in agreement	Varied		Partial	
			Accepted	Rejected	Accepted	Rejected
2019/20 (to March)	51	41 2 items deferred by Cabinet	1	7	0	0
2018/19	46	41	0	1	0	4
2017/18	58	40	0	14	0	4
2016/17	53	32	0	15	0	6

2015/16	63	56	0	7	0	0
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- 3.2 In summary, of the 269 decisions made by Cabinet over the past five years, only 1 of the 59 recommendations was agreed by Cabinet
- 3.3 For 2019/20, a total of 51 decisions were made by Cabinet with the Committee putting forward seven recommendations, of which one was agreed by Cabinet.
- 3.4 It is important for the Overview and Scrutiny Committee to ensure it is effective in the reviews it carries out and efficient in holding the Cabinet to account. Through the use of monitoring Committee recommendations to the Cabinet in addition to their scrutiny review recommendations, the Committee is able to identify where future work could be focused.

4 OPTIONS

- 4.1 The Committee has operated the pre-scrutiny of Cabinet reports since its inception and Members might wish to take this opportunity to review how it carries out reviews in the future. For example, the focus on pre-scrutinising could be more targeted towards the key decisions that Cabinet are making, rather than reviewing every report; this would ensure a much more focussed Committee, looking to add value. The Committee could also conduct reviews after Cabinet decisions had been taken to monitor their effectiveness.

5 ISSUES AND RISKS

- 5.1 **Resource implications** – officer time is required to attend meetings of the Overview & Scrutiny Committee to present Cabinet reports.
- 5.2 **Legal implications** – there are no legal implications arising from this report. Article 6 of the Constitution details the function of overview and scrutiny and how this should be carried out.
- 5.3 **Equality implications** – there are no equality implications arising directly from this report. The Overview and Scrutiny Committee do, as a matter of course, consider equalities when reviewing all Cabinet reports and have requested copies of Equality Assessments when necessary in order to inform their recommendations to Cabinet or Council.
- 5.4 **Environmental impact** – there are no environmental impacts arising from this report.
- 5.5 **Crime and disorder** – there are no crime and disorder impacts arising from this report.

5.6 **Risks** – there are no other risk implications arising from this report.

6 RECOMMENDATION

6.1 The Committee is requested to review how it carries out its role in terms of scrutinising the Cabinet.

Background Papers

None

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 20120–21

Agenda Item 10

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**?

Date of Meeting	Topic	Lead Officer / Portfolio Holder	Objectives and Desired Outcomes	Comments
Regular item	Performance Report	Senior Governance Officer / All	Committee to allocate areas for investigation to the Performance Management Sub Committee (PMSC) when the report is received under Cabinet papers.	
Regular item	Committee Representation Updates	Senior Governance Officer / Council representatives	Opportunity for committee representatives from Norfolk Health Overview & Scrutiny Committee (Sue Prutton), Norfolk Police & Crime Panel (Stuart Clancy) and Norfolk Health & Wellbeing Board (Fran Whymark) to report back any key information and for committee members to raise any questions for representatives to take forward.	
30/6/20	Committee Annual Report	Senior Governance Officer / Policy	Committee to approve the draft Annual Report for presentation to Council.	On track
8/9/20	Staff turnover at Broadland	HR Lead / Transformation & Organisational Development	To receive a report setting out the levels of staff turnover from 2015 to present and identify any trends. To review and monitor on an annual basis.	On track
TBC	Future topics for scrutiny	Senior Governance Officer / n/a	To invite town/parish councils to submit topics for future consideration by the committee	On hold due to Covid19

Date of Meeting	Topic	Lead Officer / Portfolio Holder	Objectives and Desired Outcomes	Comments
TBC	Broadband and mobile phone coverage in the district	Assistant Director Economic Growth / Economic Development	Better Broadband for Norfolk to be invited to attend. To assess the level of Broadband and mobile phone coverage in the district and for Members to make any recommendations as appropriate.	Cabinet agreed on 16.06.20 to invite the Programme Director of Better Broadband for Norfolk to the meeting of the Economic Success Panel on 22/7/20 to discuss improving rural broadband.
TBC	Council partnership register review*	Policy & Partnerships Officer / All	Committee to receive an update against the Council's partnership register and to identify any partnership concerns that may require further investigation by a nominated time and task limited panel.	On hold due to Covid19
TBC	Early Intervention and Community Safety	Community Safety & Intervention Lead / Policy	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.	
TBC	Water – supply, management and climate change	Water Management Officer / Environmental Excellence	Anglian Water be invited to attend the meeting. To investigate how water was being managed in the district and what measures were being put in place to address climate change.	SGO contacted WMO to explore what issues there are in Broadland to refine the scope of the investigation See attached briefing paper
TBC	Housing Allocations Policy*	Assistant Director Individuals & Families / Housing & Wellbeing	To undertake a joint scrutiny with South Norfolk Council to contrast and compare the Housing Allocation Policies of each authority and make recommendations.	
TBC	Affordable Housing Provision*	Assistant Directors Economic Growth and Planning / Housing & Wellbeing and Planning	To undertake a joint scrutiny with South Norfolk Council to investigate how effectively each authority delivered affordable housing.	
17/11/20	Affordable Housing Provision	Assistant Directors Economic Growth and Planning / Housing & Wellbeing and Planning	An assessment of why Clarion Housing, the largest stock holder in Broadland, was no longer building affordable housing in the district.	

Date of Meeting	Topic	Lead Officer / Portfolio Holder	Objectives and Desired Outcomes	Comments
30/3/21	Provision of leisure principles	Policy & Partnerships / Manager / Housing & Wellbeing	To receive an update to monitor progress with initiatives to improve the health and wellbeing of residents in Broadland, including costs of projects.	

Meeting dates: 30 June 2020; 8 September 2020; 17 November 2020; 27 January 2021 and 30 March 2021

**These topics will require advance preparation and committee to agree the methodology and process for the review in advance*

Time and Task Panel reviews

Topic	Objectives	Lead Officers	Comments
<p>NEW: Apprenticeships</p> <p>Ms Catchpole, Mrs Karimi-Ghovanlou, Mr Kelly, Ms Harpley and Mr Riley</p>	<p>Undertake a review that considers the following points:</p> <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. 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. 	<p>Assistant Director Economic Growth Economic Development Manager Economic Development Officer</p>	<p>Originally set up 18/6/19 (Min 12) but delayed due to ongoing T&TLP for Eco-Cube (completed in March 2020). This was then followed by the Covid19 pandemic.</p> <p>Contact was recently made with Ec Dev Mgr to establish if the Panel could be convened – see current position below*</p>

The issue of Apprenticeships, SMEs and the Levy has been under constant review since reforms were introduced.

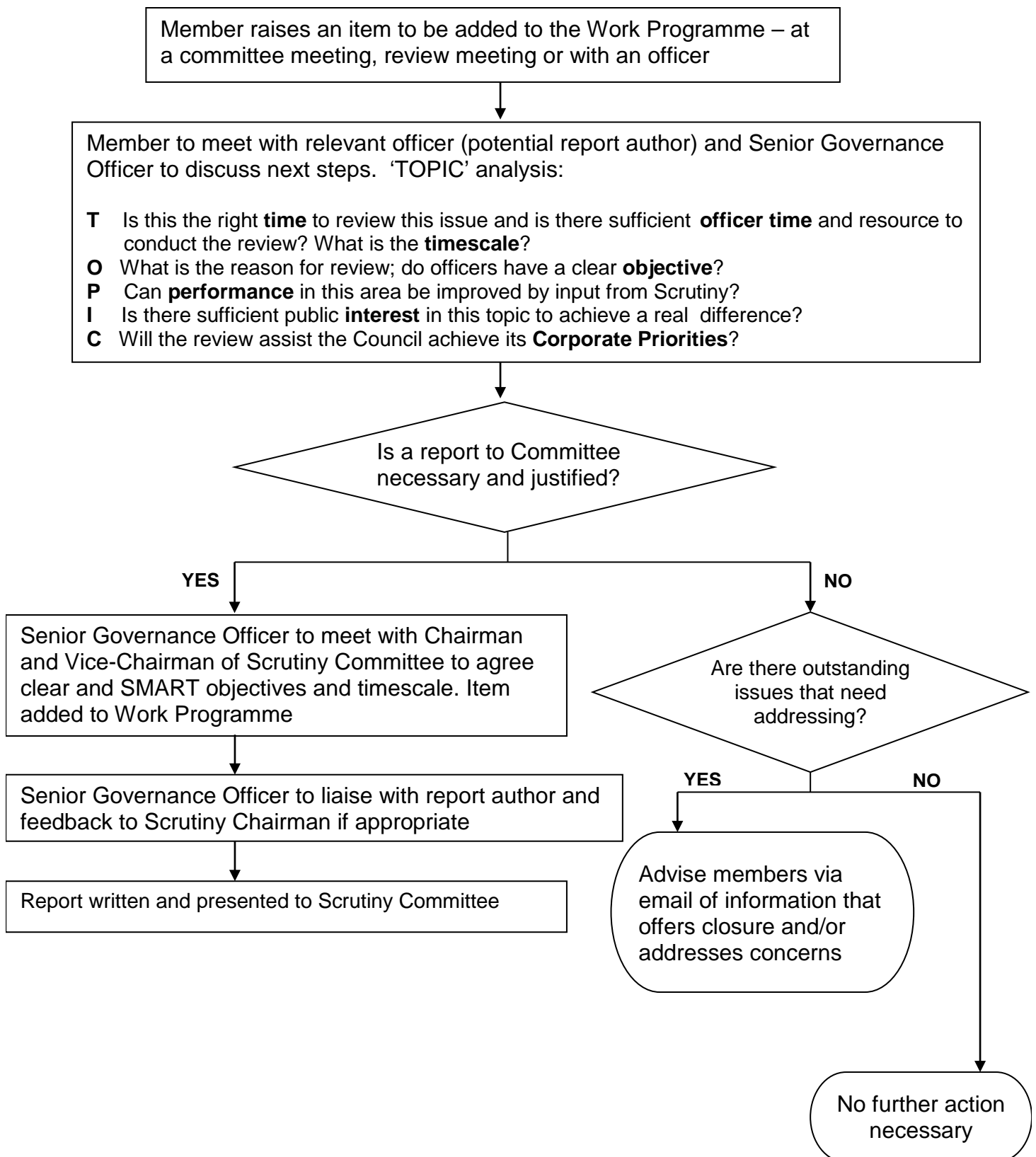
The potential impact on the foreseeable future of Apprenticeship for 16-24 year olds is a current topic of National conversation and has been recognised at Government level and solutions are under discussion ie the introduction of an Apprenticeship Guarantee.

The real impact that COVID 19 has had on the continued viability of essential reporting Training Providers and local businesses has yet to be ascertained. Many are currently reporting staff, including Apprenticeships, to be on Furlough and these could become redundant as part of reopening and transformation.

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 Senior Governance Officer	October

Process for adding items to the Overview and Scrutiny Committee Work Programme



Work Programme Item – Scrutiny of Water Management – Briefing Note

Anglian Water have a lot of information on their web-site and earlier this year I did a Draft Advisory Note on Water Resilient Communities. This highlights the main issues going forward.

I have also contacted Anglian Water, the Lead Local Flood Authority, Planning & GNLP regarding encouraging rain-water re-use in all new development – this can have positive impacts on flood risk management and drought as well as helping to reduce household bills. I am particularly keen to encourage all new development to incorporate the opportunity for some form of rainwater re-use – even a water butt on every new dwelling provides the opportunity. I insist on this where a surface water drainage condition is attached to planning permissions for new dwellings for minor development. As yet this does not happen with major development and I have spoken to planners and the LLFA about trying to get this as standard.

My planning responses for minor development all have the following wording:

We expect all new dwellings to incorporate water butts or an alternative rainwater recycling system such as rain-save planters or rainwater harvesting systems to encourage rainwater re-use and water conservation. Further information about Green Water is available on the Anglian Water website;
<https://www.anglianwater.co.uk/developers/development-services/green-water/>

The Surface Water Standard Planning Condition requires rainwater re-use or water conservation measures to be incorporated into proposals.

Tamara Slater (AW) has been working on some wording for local plan policy which looks at integrating water re-use and SuDS strategy

Anglian Water has a Green Water Programme:

<https://www.anglianwater.co.uk/developers/development-services/green-water/>

Another Contact at AW is Hannah Green in their Pre-Development Team.

Anglian Water will feed into the Greater Norwich Local Plan -

<https://www.gnlp.org.uk/>

Some useful links on the AW web-site:

Anglian Water – Climate Change

<https://www.anglianwater.co.uk/in-the-community/protecting-our-environment/climate-change/>

Anglian Water - Strategic Direction Statement

https://www.anglianwater.co.uk/siteassets/household/in-the-community/55189_aw_long_term_strategy_single_pages.pdf

Anglian water – adapting to Climate Change

<https://www.anglianwater.co.uk/in-the-community/protecting-our-environment/climate-change/adapting-to-climate-change/>

Anglian Water – carbon management

<https://www.anglianwater.co.uk/in-the-community/protecting-our-environment/climate-change/carbon-management/>

Heavy rainfall on 6 October 2019 resulted in over 50 properties in Broadland being internally flooded. Some of those incidents impacted the Anglian Water surface water and foul systems. Surface Water flooding can very quickly overwhelm drainage systems and where internal flooding occurs the Lead Local Flood Authority (NCC – Water Management Team) have a responsibility to carry out a Flood Investigation Report (FIR). The FIR for 6 October 2019 incidents was circulated to the local members for those parishes/wards.

AW's Draft Climate Change Adaptation report consultation closed in May 2020 and is available to view:

<https://www.anglianwater.co.uk/in-the-community/protecting-our-environment/climate-change/adapting-to-climate-change/>

The covering page to this document highlights the main issues facing this region.

The following are just some of the main points taken from the consultation report:

Water resources are already scarce, and rising temperatures will reduce them further, with the threat of more frequent droughts. Yet at the same time, rising sea levels and more intense rainfall will also lead to more flooding.

Our region is one of the fastest growing outside London, with 200,000 new homes expected to be built by 2025 and population growth of up to a million people likely by 2040. With growth most likely in the areas where supply is most stretched, the risk of flooding is greatest, and the environment most under pressure, the need to adapt to new climate realities is acute.

Supply and Demand

Demand for water will rise but available water won't

- Population is expected to rise – around 1 million homes to be built in the next 25 years
- Our region is the driest in the UK – but warm weather leads to heavy downpours
- 28% of our region is below sea level
- Our region has 1,200km of coastline
- 25% of the nation's cereal crop is grown here in East Anglia, and 75% of the nation's shellfish industry is located on the East Coast
- As a low-lying region, lots of energy is needed to pump water around

The AW strategy plans to:

- Make the East of England resilient to the risks of drought and flooding.
- Enable sustainable economic and housing growth.
- Work with others to achieve significant improvement in ecological quality across our catchments.
- Be a net zero carbon business by 2030.

Climate change is currently causing a reduction of 38 mega litres per day (ML/day) in the amount of water available to meet demand in our region (the supply-demand balance); this could go up to 58ML/ day by the end of the 25-year planning period.

Our climate change impact assessment confirms that our most vulnerable sources are our winter storage reservoirs and direct abstraction river intakes.

Modelling indicates that climate change will have a significant impact in at least five Water Resource Zones (WRZs) (there are 28 WRZ's). In these zones there will be a material reduction in the volume of water that each water treatment works can put into supply.

Supply measures - Between 2015 and 2020 we have invested more than £165 million to implement supply-side measures.

Examples of investment to address supply-demand deficit and improve resilience include:

- Investing £3 million in relocating one of our intakes on the River Wensum to address a deficit in the Norwich and the Broads resource zone and restore favourable hydro-ecological conditions in the river.

Planned actions include:

- Reducing leakage
- Metering
- Reducing water consumption

These measures will combine to achieve a saving of just over 120ML/d by 2045, exceeding the anticipated growth in demand from new housing and a larger population, see the graphic on the right. This means that at the regional level, we will not abstract more water from the environment to accommodate housing growth. In fact, we put less treated water into our network today than we did in 1989, despite serving a much larger population.

In our latest 25-year Water Resources Management Plan we proposed a 500km series of interconnecting pipelines running from Lincolnshire, where there is surplus water, to Cambridgeshire, Suffolk and Essex, where water is less readily available. In the medium to long term, we are likely to need additional sources of supply. This could include winter storage, recirculation of recycled water, inter-regional transfers and desalination.

Sewer Flooding

The combination of blockages, growth and more heavy rainfall events due to climate change will increase the inherent risk of sewer flooding. However, there has been a downward trend in areas and properties affected by sewer flooding since our first Adaptation Report, which we attribute to the work we do with customers to reduce the risk of blockages, and schemes we have delivered to reduce the risk of hydraulic overload. More than 5,000 assets, equating to 64 per cent of our total above-ground assets, are currently at risk from a severe flood (a 1-in-1,000-year flood, or a flood with a 0.1 per cent chance in that location).

Actions include:

- Water Recycling Long Term Plan
- Sewer design
- Behaviour change
- Sustainable drainage
- Collaboration
- Investment
- Drainage and Wastewater Management Plan
- Planning application

Natural Capital

Natural capital refers to natural assets such as water, habitats, soils and biodiversity which we own or which we rely on to deliver for our customers. We depend on natural capital to provide the water we put into supply and we have an impact on natural capital when we return water to the environment and carry out construction activities.

In 2018 we worked with the University of East Anglia (UEA) to conduct an evaluation of the natural capital in the Anglian Water region, which covers approximately 22 per cent of both the land area and coastline of England. This research found that our region already compares poorly to other regions in terms of biodiversity. The lack of biodiversity, fragmentation of remaining habitat and other pressures such as invasive non-native species, make our region especially vulnerable to climate change.

The Water Industry Natural Environment Programme (WINEP) is a set of obligations that the Environment Agency requires water companies to complete to meet environmental objectives. We have an excellent track record in delivering WINEP schemes. In 2017, we were the first water company in England to build a water treatment wetland, in partnership with the Norfolk Rivers Trust and the Environment Agency. The two-hectare site at Ingoldisthorpe in west Norfolk acts as a natural treatment plant for more than a million litres of water a day.

Transition Risk & Opportunities

We are committed to reaching net zero carbon by 2030.

- Financing the business
- Energy and carbon costs
- Green Finance – Green Bond
- Energy and carbon management

Interdependencies

We depend on the infrastructure and services of many other organisations to deliver water and water recycling services to our customers. Climate change will exacerbate risks that already exist due to complex interdependencies between infrastructure and built and natural systems, as well as creating new ones. The key dependencies we have identified for our business are energy, IT and communications, and local authority partners. We have built strong relationships

with local authority partners through the Local Resilience Forums, and the Multi Agency Support Group which is open to agencies across our region.

Customers

Failure to manage the risks described in this report would lead to increases in interruptions to supply, more severe drought restrictions, more incidents of sewer flooding and greater damage to the environment. All of this would lead to poor outcomes for customers and the environment and ultimately undermine our legitimacy as a provider of essential public services.

Ten outcomes have been developed in consultation with our customers for the next AMP period (2020–2025).

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