

# Overview & Scrutiny Committee

## Agenda

### Date

Tuesday 17 March 2020

### Members of the Overview & Scrutiny Committee

Mr S Riley  
(Chairman)

Mr A D Adams  
(Vice Chairman)

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

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

### Substitutes Conservative

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

### Substitutes Liberal Democrat

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

### Substitute Labour

Mrs B Cook

### Time

10.00 am

### Place

Council Chamber  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich

### Contact

James Overy tel (01603) 430540

Broadland District Council  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich NR7 0DU

E-mail: [james.overy@broadland.gov.uk](mailto:james.overy@broadland.gov.uk)



@BDCDemServices

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

### The Openness of Local Government Bodies Regulations 2014

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

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

**A G E N D A**

**Page No**

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|-----------|--|-----------|
| <b>1</b>  | <b>To receive declarations of interest under Procedural Rule no 8</b>  |           |
| <b>2</b>  | <b>Apologies for absence</b>   |           |
| <b>3</b>  | <b><u><a href="#">Minutes of meeting held on 3 March 2020</a></u></b>  | <b>5</b>  |
| <b>4</b>  | <b>Matters arising therefrom</b> (including the outcomes of the Committee's recommendations to Cabinet)  |           |
| <b>5</b>  | <b>Chairman's Announcements</b>  |           |
| <b>6</b>  | <b>Public Speaking</b><br><br>To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.<br><br>In accordance with the Constitution a period of 3 minutes is allowed per member of the public. |           |
| <b>7</b>  | <b>Local Authority Commercialisation</b><br><br>To receive a briefing on commercialisation initiatives at other local authorities.   |           |
| <b>8</b>  | <b><u><a href="#">Norfolk Health Overview and Scrutiny Committee Update</a></u></b>  | <b>13</b> |
|           | To receive an update from the Committee's Member representative.   |           |
| <b>9</b>  | <b><u><a href="#">Recommendation Tracker</a></u></b>   | <b>22</b> |
|           | To consider the Committee's Report Tracker.  |           |
| <b>10</b> | <b><u><a href="#">Overview and Scrutiny Committee Work Programme</a></u></b>   | <b>26</b> |
|           | To consider the Committee's Work Programme.  |           |

Trevor Holden  
Managing Director

## DECLARATIONS OF INTEREST AT MEETINGS

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

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

Does the interest directly:

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

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

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

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

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

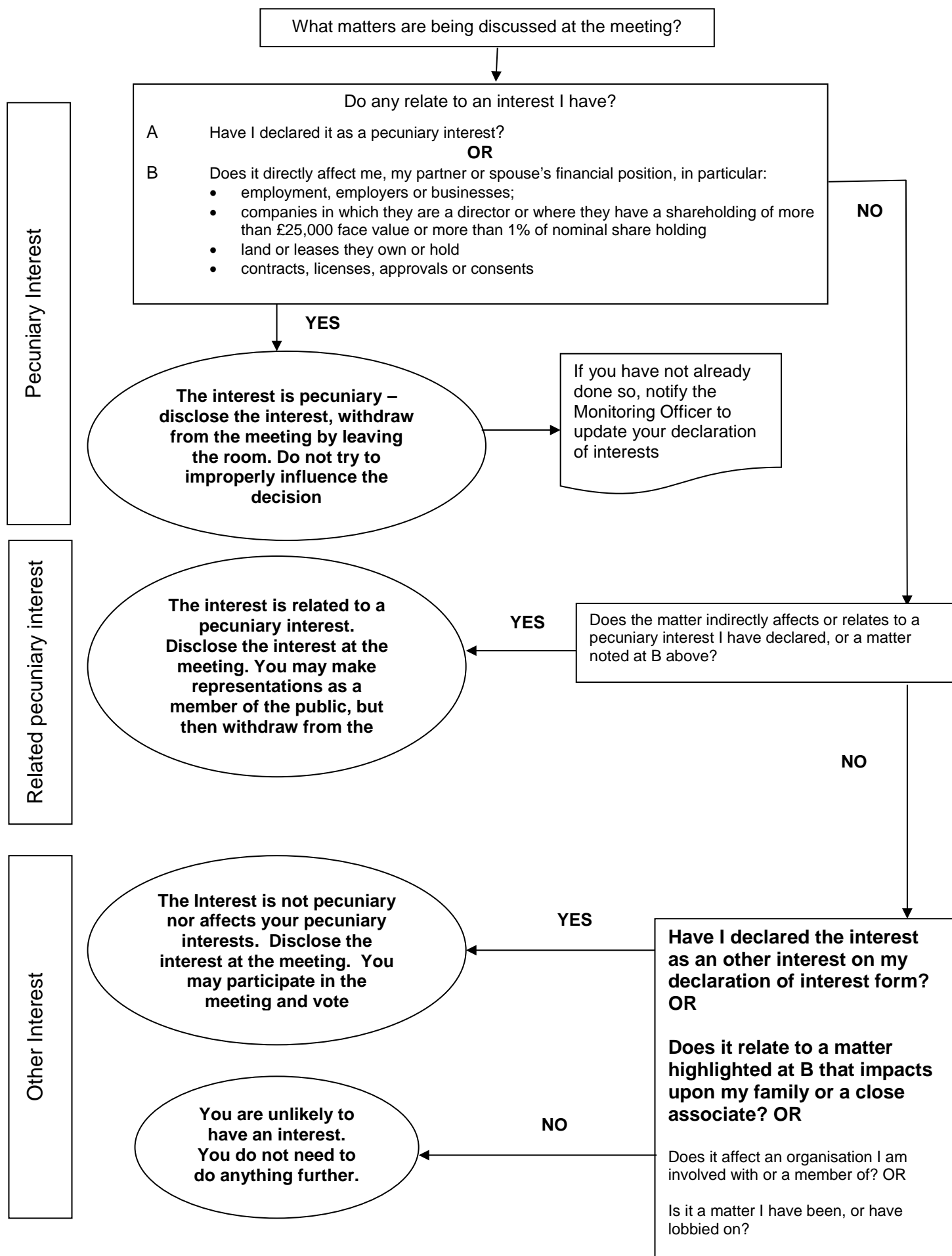
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF**

**PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 3 March 2020** at **10.00 am** when there were present:

Mr S Riley – Chairman

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

Ms S J Catchpole  
Ms S I Holland  
Mr K S Kelly  
Mr D King

Mr K Leggett  
Mr G K Nurden  
Mrs S M Prutton  
Mr N C Shaw

Mr Emsell, Mrs Hemsall, Mrs Karimi-Ghovanlou and Mr Vincent were also in attendance during the meeting.

Also in attendance were the Director Place, Director Resources, Director People and Communities, Assistant Director Planning, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, Business Support and Promotion Team Manager, Infrastructure Officer, Senior Governance Officer and the Committee Officer (JO).

### **113 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ms Harpley and Mr Murrell.

### **114 MINUTES**

The Minutes of the meeting held on 4 February 2020 were confirmed and signed by the Chairman as a correct record.

### **115 EXCLUSION OF THE PRESS AND PUBLIC**

#### **RESOLVED**

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

### 116 REVIEW OF LEGAL SERVICES PROVISION - CALL- IN OF CABINET DECISION

The Chairman explained that he had agreed that this item be added to the 11 February 2020 Cabinet Agenda, as a matter of special urgency. But, as it had not been subject to appropriate scrutiny, he had called it in to allow the Committee to consider the report.

The Assistant Director Governance and Business Support (Monitoring Officer) advised the meeting that due to the legal services contracts of both Councils expiring during 2020/21 Cabinet were being asked to look at options for a joint legal service across both Councils.

The Council had a Service Level Agreement with nplaw, whilst South Norfolk was a stakeholder in nplaw. Following discussions the Board of nplaw had invited Broadland to join as a stakeholder and an agreement had been drafted. However, there were issues with the agreement that needed consideration and, therefore, a number of other options were outlined in the report that Members were asked to look at before determining a preferred course of action.

Member's discussed and considered all of the options in the report and explored the decision made by Cabinet.

Following a vote with 12 voting for and one abstention it was:

#### **RECOMMENDED TO CABINET**

1. To agree the contract as set out in Option 1 of the report, subject to the removal of the restrictive clause, with final sign off to be delegated to the Assistant Director Governance and Business Support (Monitoring Officer), in consultation with the Portfolio Holder for Policy;

or

2. If the above matter could not be resolved to bring an alternative contract back to Cabinet for consideration.

### CABINET REPORTS

#### 117 COMMUNITY LOTTERY

The Assistant Director Individuals and Families advised the Committee that the report proposed establishing a Community Lottery to facilitate fund raising for local good causes.

The Council would provide the infrastructure, licences and online platform for local groups to sign up to take part in the lottery and for each £1 ticket sold they would receive 50p for specific good causes.

Community Lotteries were considered to be low risk in respect to problem gambling. As there was no 'instant gratification', due to the midnight deadline and payment was via pre-arranged sign up and online non-cash methods

It was proposed to deliver the Lottery with Gatherwell, an External Lottery Manager, which facilitated similar schemes for 51 other local authorities across the country.

It had been suggested calling the scheme the Community at Heart Lottery, but this would be finally agreed in consultation with the Portfolio Holder, Leader and Deputy Leader.

A Member suggested that this was not a good means of raising funds for local causes and that a national scheme would be more effective, whilst another Member thought that a donation page for local causes on the Council website might be a better way forward.

In response the Business Support and Promotion Team Manager advised the meeting that the scheme was not trying to compete with the National Lottery and should be seen instead as 'incentivised giving' to generate monthly income for the day to day funding of local good causes.

It was confirmed that the scheme would be promoted jointly by the local community group and the Council on their websites and that tickets would not be allowed to be purchased with credit cards. Customers' purchases could also be tracked and the number limited, if they were becoming concerning.

The Committee was advised that the initial contract with Gatherwell would be for 24 months, not 12 months as stated in the report. However, a break clause could be inserted into the contract if required.

The Committee confirmed that they would like to see a 12 month break clause in the contract and made this an additional recommendation to Cabinet.

### RECOMMENDED TO CABINET

Option (1, 2, 3, 4 and 5)

1. The establishment of the Community Lottery for the purpose of raising funds to support good causes that benefit our residents;
2. Approves the procurement of an External Lottery Manager to run the operational side of the Lottery;
3. Authorises the Assistant Director of Individuals and Families, in consultation with the Portfolio Holder for Economic Development and Economic Development team to establish criteria for determining which good causes can participate in the Lottery, and apply those criteria;
4. Nominates the Assistant Director of Individuals and Families and Assistant Director of Finance as the personal licence holder for the Lottery and authorises them to apply for the personal licence and delegate the running of the Lottery to them; and
5. *To insert a 12 month break clause into the initial contract with the External Lottery Manager.*

### 118 DEVELOPMENT MANAGEMENT CHARGING FOR PRE-APPLICATION ADVICE

The report proposed the introduction of a range of charges for pre-application planning advice, which was a non-statutory service that the Council currently provided for free.

The Feasibility Study had identified that the pre-application service was an area that had the potential to generate income as Broadland was one of the only planning authorities in Norfolk that did not charge for pre-application advice.

Engagement with customers particularly agents had confirmed that they valued the benefits of pre-application advice and it was proposed that initial high-level advice and permitted development advice would still be available to customers free of charge, both on the phone and in person in the office. However, charges could be made for providing a more comprehensive response that involved further research or input from a range of officers.



The key benefit of a more in-depth service would be to speed up the planning application process for the customer by ensuring that the correct information was provided from the beginning and any officer concerns were addressed before the application was submitted. It would also be an opportunity to recover some of the Council's costs and could generate additional revenue of £184,725 phased over four years.

The Place Shaping Panel had considered a proposal to introduce charging for the full range of pre-application services, including householder enquiries and from small housing developments and small commercial developments.

However, following further discussions with the Portfolio Holder and to strike a balance between recovering officer costs and supporting households and small businesses, the proposed charging schedule has been amended, to provide free advice for householder enquiries and residential development of 1-2 dwellings. The charge for major proposals (51 dwellings or more and for 10,000sq.m or more) had also been increased.

Members were advised that developments of three or more were usually brought forwards by agents who then charged the developer for advice that they were currently getting from the Council for free.

The Chairman suggested that due process should have taken place and that the report should have gone back for consideration by the Place Shaping Panel, before being taken to Cabinet.

In response, the Portfolio Holder for Planning informed Members that the principle of charging for advice had been agreed by the Panel and, as the revised schedule had been reduced, she had made a judgement call that it did not need further consideration by the Panel. However, she took on board the comments of the Chairman.

A Member pointed out that there was a risk associated with charging, which should have been pointed out in the report.

Some Members also considered that parish and town councils should be given free, rather than a reduction in the cost of advice, however it was also pointed out that a number of parish and town councils had considerable levels of reserves, as a result of the Community Infrastructure Levy.

A Member suggested that advice for residential developments of between one and five should be free and charges begin for six and to nine dwellings.

This proposal was put to the vote and lost, by 7 to 5 votes with 1 abstention.

**RECOMMENDED TO CABINET**

Options (1 and 2)

1. To introduce charging for pre-application advice as outlined in the proposed charging schedule, attached at appendix 1, from 1 April 2020; and
2. To review the charging schedule after 12 months.

**119 PUBLIC SECTOR EQUALITY DUTY ANNUAL UPDATE**

The report set out the activities that the Council had undertaken over the last year, which demonstrated its compliance with its Public Sector Equality Duty, as required by the Equality Act 2010.

A Member pointed out the gender in-balance between elected Members, but it was confirmed that this was a matter for the political groups concerned.

The Committee noted the report.

**RECOMMENDED TO CABINET**

Option (1)

To approve the report for publication.

**120 BURE VALLEY RAILWAY AND PATH**

The Director of Place informed the meeting that the report provided a comprehensive update to Members on the Bure Valley Railway and Path and sought endorsement for amendments to associated maintenance and management budgets.

In June 2017 the Council resolved to transfer the asset to the Bure Valley Railway Ltd. However, the implementation of the resolution had been delayed for legal reasons and in August 2019 the Council agreed to sign a Public Service Cooperation Agreement with Norfolk County Council for a 10-year period to enable £1.2m of funding from an Interreg Visitor Economy fund to be drawn down as investment in the asset. In September 2019 it was resolved to retain the asset and enter into negotiations regarding the future relationship with the BVR Ltd.

As the Council intended to retain the asset, a series of works were required across the site to bring it back up to pre-sale-negotiation standards and address the series of dilapidations that had occurred over the last five years

whilst the 'bare-minimum' approach was adopted. This was also the reason that a rent review was not carried out in 2016. The next rent review would take place in September 2021, when much of the maintenance would have been carried out, including replacement of the nine mile length of outer-fencing.

It was, therefore, proposed to separate budgets for the BVR/BVP and Marriotts Way, which had previously been combined. This would simplify the process for awarding maintenance contracts and budget forecasts.

Approval of additional funding for the replacement of the outer fencing was also sought, as was approval of the £18,005 overspend for the 2019-2020 maintenance budget.

The Committee were also advised that the Managing Director and the Director of Place would be meeting with the Chief Executive of BVR Ltd tomorrow to discuss the ongoing relationship and to brief them on the contents of the Cabinet report. Some Members' concerns regarding peripheral issues such as signage would also be discussed.

### **RECOMMENDED TO CABINET**

Options (1, 2, 3, 4 and 5)

1. For Cabinet to agree to separate budgets for the BVR/BVP and Marriott's Way and to increase the annual budget allowance for the BVR/BVP to £29,000 per annum, as contained within 4.6 of this report;
2. For Cabinet to agree to a separate budget and allowance of £9,000 per annum for the Marriott's Way, as contained within section 4.7 of this report;
3. For Cabinet to reallocate the £30,000 per annum rental income from the BVR Ltd into the asset to cover all annual maintenance costs for the site. Under this proposal any under spends could also be allocated into the reserve for 'large-capital' items;
4. Cabinet to approve the additional funding required to make good the outer-fence along the Bure Valley Railway line and to delegate the procurement strategy for these works to the Director of Place in consultation with the Portfolio Holder for Economic Development;
5. For Cabinet to approve the annual overspend, as outline in 4.19 of this report, incurred in the period 2019-2020 on the combined BVR/BVP and Marriott's Way budget.

**121 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

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

**122 INSURANCE PROCUREMENT**

The report explored the options available to the Council for procuring insurance cover, which expired on the 31 May 2020.

Following discussion it was:

**RECOMMENDED TO CABINET**

Options (1 and 2)

1. To agree the terms of the Local Government Mutual's offer to the Council.
2. To delegate to the Director Resources, in consultation with the Finance Portfolio Holder, authority to enter into all necessary legal agreements and applications necessary to give effect to this decision

*The meeting closed at 12.41 pm*

## **BROADLAND DISTRICT COUNCIL**

### **NHOSC REPORT ON MEETING HELD ON 13<sup>th</sup> FEBRUARY 2020**

There has been no meeting of NHOSC since October 2019 as 'Purdah' rules coming into force prior to the General Election forced the postponement of the planned November meeting.

The February meeting was devoted to the West of the county:

#### **1 QUEEN ELIZABETH HOSPITAL NHS FOUNDATION TRUST**

This was an update on progress made since the publication of the Care Quality Commission report following its inspection in Spring 2019. We were told in some detail of the progress that has been made in the following areas:

- Leadership and management
- Safe and compassionate care
- Culture and engagement
- Governance
- Recruitment and retention
- Emergency department
- Closer working with external partners
- Medical education

Prior to this meeting I had joined five other Committee members to visit the QEH in January 2020. We were able to see at first hand several of the areas that featured in the comprehensive report and those who had visited on previous occasions were able to note the apparent improvements that had been made.

It is to be hoped that when CQC re-visit (Spring / early Summer 2020) they will be able to replace their "inadequate" rating with something more encouraging for all concerned.

The team will be returning in September / October 2020 to give a progress report to the committee.

#### **2 FUTURE OF PRIMARY CARE (GP) SERVICES FOR RESIDENTS OF FAIRSTEAD, KING'S LYNN**

The Committee considered the West Norfolk Primary Care Commissioning Group's decision following their public consultation on the proposed closure of the Fairstead branch surgery, their decision being **not** to agree with the closure. Rather, they have elected to work towards restoration of a full GP service provision for those residents who did not wish to relocate to the two nominated alternative surgeries.

An extensive programme of work on the existing accommodation will need to be undertaken starting with the appointment of a project leader in March 2020. This programme should ensure that the accommodation will eventually be deemed fit for purpose.

NHOSC was assured that funding will be available in order for the necessary work to be undertaken.

Regular progress updates will be made available to the Committee and the Group will be invited back for scrutiny whenever any appropriate point has been reached.

Cllr Sue Prutton

13.2.2020



**Outcomes and Actions**  
**Norfolk Health Overview and Scrutiny Committee (NHOSC)**  
**13 February 2020**

Agenda Item Number	Report Title	Outcomes and Actions	Action by Whom
5.	Chairman's announcements	Information about the International Women's Day event to be held at Great Yarmouth Town Hall on 5 March 2020 to be circulated to NHOSC Members.	Maureen Orr
6.	The Queen Elizabeth NHS Foundation Trust	<p>The following additional information to be provided to NHOSC Members:-</p> <ul style="list-style-type: none"><li>• The QEH's new draft strategy</li><li>• A breakdown of the number of people who had attended with a mental health emergency by month and including presenting condition</li><li>• A breakdown of staff / vacancies, ward-based and non-ward-based (all categories of staff), to back up the vacancy rate percentages provided in the report.</li></ul> <p>QEH representatives to return to NHOSC with an update in October 2020.</p>	Laura Skaife-Knight / Denise Smith

7.	Future of primary care (GP) services for residents of Fairstead, King's Lynn	<p>Vida Healthcare and the CCG to:-</p> <ul style="list-style-type: none"> <li>• Keep NHOSC informed regarding further options that may emerge for the future of primary care services for Fairstead and King's Lynn</li> <li>• Inform NHOSC of any new proposals for substantial change to the services, which may require consultation with the committee.</li> </ul> <p>Updates to be provided via the NHOSC Briefing.</p>	Ana Weston / David Brammer & Melanie Craig / Sadie Parker / Howard Martin
8.	Forward work programme	<p>The committee agreed the forward work programme with the addition of the following items:-</p> <p>For 23 April 2020 meeting</p> <ul style="list-style-type: none"> <li>• <b>Screening for cancer</b> – to include issues around:- <ul style="list-style-type: none"> <li>(a) take-up rates for breast and cervical screening</li> <li>(b) the degree to which bowel screening, for which Norfolk and Waveney has one of the highest take-up levels in the country, translates through to lowering the incidence of colorectal cancer in the population.</li> </ul> </li> <li>• <b>Childhood immunisation</b> – to examine issues around take-up levels.</li> </ul> <p>For 8 October 2020 meeting</p> <ul style="list-style-type: none"> <li>• <b>The Queen Elizabeth NHS Foundation Trust</b> – progress update</li> </ul> <p>Additions to existing items:-</p>	Maureen Orr

		<p>For 19 March 2020 meeting</p> <ul style="list-style-type: none"> <li>• <b>Access to NHS dentistry</b> – progress since report to NHOSC on 11 April 2019 - to also include information on provision of dentistry to patients who live in care homes and to prisoners.</li> <li>• <b>Norfolk and Suffolk NHS Foundation Trust</b> – response to Care Quality Commission report – to also include information on access to therapy for hearing impaired people.</li> </ul> <p>The following items to be rescheduled as follows:-</p> <ul style="list-style-type: none"> <li>• <b>Ambulance response and turnaround times</b> – brought forward from Sept 2020 to <b>23 April 2020</b> meeting in response to North Norfolk District Council Overview and Scrutiny Committee's request.</li> <li>• <b>Merger of Norfolk and Waveney CCGs</b> – to examine how the potential new CCG has maintained local focus - to be rescheduled for at least 6 months after the establishment of the new CCG.</li> </ul> <p>Agenda items to be programmed for later in 2020:-</p> <ul style="list-style-type: none"> <li>• <b>Provision of accessible health services for disabled patients / service users</b> (e.g. visually impaired or hearing impaired people) – to examine practical issues of access and confidentiality.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• <b>Suicide prevention</b> – to examine ongoing preventative work in light of concerns about increasing suicide rates.</li> </ul> <p>New NHOSC briefing items:-</p> <ul style="list-style-type: none"> <li>• <b>Prison healthcare</b> –information on levels of provision including all types of physical primary care and mental health care.</li> <li>• <b>ME/CFS (myalgic encephalomyelitis / chronic fatigue syndrome)</b> – information in relation to numbers of patients being seen at the new Aylsham ME/CFS clinic; numbers of patients diagnosed in Norfolk; prescription of melatonin.</li> <li>• <b>Cancer survival rates</b> – comparison of survival rates in Norfolk with national survival rates.</li> </ul>	
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## Norfolk Health Overview and Scrutiny Committee

### ACTION REQUIRED

Members are asked to suggest issues for the forward work programme that they would like to bring to the committee's attention. Members are also asked to consider the current forward work programme:-

- whether there are topics to be added or deleted, postponed or brought forward;
- to agree the briefings, scrutiny topics and dates below.

### Proposed Forward Work Programme 2020

<i>Meeting dates</i>	<i>Briefings/Main scrutiny topic/initial review of topics/follow-ups</i>	<i>Administrative business</i>
19 Mar 2020	<p><u>Access to NHS dentistry</u> – progress since report to NHOSC on 11 April 2019 (Also to include information on provision of dentistry to patients who live in care homes and to prisoners)</p> <p><u>Norfolk and Suffolk NHS Foundation Trust</u> – response to the CQC report (Also to include information on access to therapy for hearing impaired people)</p> <p><u>Access to palliative and end of life care</u> – update on progress since Sept 2019</p>	
23 April 2020	<p><u>Screening for cancer</u> – to include issues around:- (a) take-up rates for breast and cervical screening (b) the degree to which bowel screening, for which Norfolk and Waveney has one of the highest take-up levels in the country, translates through to lowering the incidence of colorectal cancer in the population.</p> <p><u>Childhood immunisation</u> – to examine issues around take-up levels</p> <p><u>Ambulance response and turnaround times</u> – update since Sept 2019</p>	
28 May 2020	<p><u>Children's speech and language therapy (SLT) (central &amp; west Norfolk)</u> – update on progress of the re-modelled service since October 2019 and including:-</p>	

	<ul style="list-style-type: none"> <li>• Implications for service across the speech, language and communication needs spectrum following discussions on children's integrated health provision (meeting planned for 25 October 2019)</li> <li>• Details of staffing and vacancies in the SLT service.</li> </ul> <p><u>Adult autism diagnosis with pre and post diagnosis support – Autism Service Norfolk</u> – update since October 2019 and including information on the staffing of the service and the impact of the new model of service on other services.</p>	<i>Item dependent on the progress of the CCGs' application for merger</i>
30 Jul 2020	<u>Local action to address health and care workforce shortages</u> – update	

**NOTE: These items are provisional only. The OSC reserves the right to reschedule this draft timetable.**

### **Provisional dates for reports to the Committee / items in the Briefing 2019-20**

March 2020 (in NHOSC Briefing)	<ul style="list-style-type: none"> <li>- Progress update on 'Physical health checks for adults with learning disabilities' (to include a breakdown of health checks at GP surgery level)</li> <li>- Prison healthcare –information on levels of provision including all types of physical primary care and mental health care.</li> <li>- ME/CFS (myalgic encephalomyelitis / chronic fatigue syndrome) – information in relation to numbers of patients being seen at the new Aylsham ME/CFS clinic; numbers of patients diagnosed in Norfolk; prescription of melatonin.</li> <li>- Cancer survival rates – comparison of survival rates in Norfolk with national survival rates.</li> </ul>
3 September 2020 (Agenda item)	- Ambulance response and turnaround times in Norfolk - update since Sept 2019
8 October 2020 (Agenda item)	- The Queen Elizabeth NHS Foundation Trust – progress update Feb 2020

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|--|---|
| 8 October 2020 at earliest<br>(Agenda item)  | - Merger of Norfolk and Waveney CCGs – to examine how the (potential) new CCG has maintained local focus  |
| <i>Date to be scheduled</i><br>(Agenda item) | - Provision of accessible health services for disabled patients / service users (e.g. visually impaired or hearing impaired people) – to examine practical issues of access and confidentiality |
| <i>Date to be scheduled</i><br>(Agenda item) | - Suicide prevention – to examine ongoing preventative work in light of concerns about increasing suicide rates.  |

### **Other activities**

- |                                   |  |
|-----------------------------------|--|
| Visit to be arranged<br>(in 2020) | - Follow-up visit to the Older People's Emergency Department (OPED), Norfolk and Norwich hospital to be arranged after expansion works are completed in 2019-20. |
|-----------------------------------|--|

**Main Committee Members have a formal link with the following local healthcare commissioners and providers:-**

### **Clinical Commissioning Groups**

- |                         |   |
|-------------------------|---|
| North Norfolk           | - Emma Spagnola<br>(substitute David Harrison)              |
| South Norfolk           | - Dr Nigel Legg<br>(substitute Robert Kybird)               |
| Gt Yarmouth and Waveney | - Emma Flaxman-Taylor                                       |
| West Norfolk            | - Michael Chenery of Horsburgh<br>(substitute Sheila Young) |
| Norwich                 | - Brenda Jones  |

## **Norfolk and Waveney Joint Strategic Commissioning Committee**

- Link - Penny Carpenter
- Substitute for meetings held in west and north Norfolk - Michael Chenery of Horsbrugh
- Substitute for meetings held in east and south Norfolk - Dr Nigel Legg

## **NHS Provider Trusts**

- Queen Elizabeth Hospital, King's Lynn NHS Foundation Trust - Sheila Young  
(substitute Michael Chenery of Horsbrugh)
- Norfolk and Suffolk NHS Foundation Trust (mental health trust) - David Harrison  
(substitute Michael Chenery of Horsbrugh)
- Norfolk and Norwich University Hospitals NHS Foundation Trust - Dr Nigel Legg  
(substitute David Harrison)
- James Paget University Hospitals NHS Foundation Trust - Emma Flaxman-Taylor
- Norfolk Community Health and Care NHS Trust - Emma Spagnola



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## OVERVIEW AND SCRUTINY RECOMMENDATION TRACKER 2019/20

Date	Topic	Responsible Member/Officer	Resolution and Recommendations	Progress	Outcome
19 Sept 2017	<b>Gaps in Mental Health Support</b>	Member representative on the Norfolk Health Overview and Scrutiny Committee	Requested that the NHOSC consider how they can work with the Health and Wellbeing Board to investigate gaps in Mental Health support and how those gaps can be resolved.	New representative on NHOSC to raise this issue when settled into her role.	
24 Sep 2019	<b>NEWS JVC</b>	The Assistant Director of Governance and Business Support (Monitoring Officer).	To raise the issue of the accuracy of the Joint Venture Company's papers, specifically payments of Directors' fees, which were contrary to the Articles of Association, with the NEWS Board of Directors and to identify who authorised those payments.	Currently being followed up by the Leader	
8 October 2019	<b>Ecocube Time and Task Panel Recommendation Report</b>	Assistant Director Governance and Business Support (Monitoring Officer).  Audit Manager	<ol style="list-style-type: none"> <li>1. Electronic files should be held and managed for existing and future capital projects carried out by the Council for all capital funded projects. Electronic files shall include copies of the original bid, relevant correspondence from the grant body, confirmation of the amounts received, any agreements/stipulations for the management of the project, and details of grant certification work carried out.</li> <li>2. Where professional advice is being sought on applying accounting standards, full disclosure of the relevant facts must be made, and all correspondence should be retained to fully demonstrate the decision</li> </ol>		Recommendations agreed by Cabinet

Date	Topic	Responsible Member/Officer	Resolution and Recommendations	Progress	Outcome
			<p>made for the accounting treatment applied.</p> <p>3. Reports presented to the Portfolio Holder for approval should include all relevant information to enable a decision to be made. This should include details such as options available to the Council and considered, ownership following investment, projected long term income, accounting treatment and conditions for disposal which would help assess the full range of risks and costs associated with the decision.</p> <p>4. Electronic files are to be retained and centrally managed by teams rather than individuals for all capital projects regardless of the size or nature in a structured format which includes all relevant documentation and correspondence. A control documentation file should include all necessary information such as business case, drawings, plans, planning approval, project plans with budget information, progress reporting, defect information along with all correspondence from the contractor even if the project is managed by a third party.</p> <p>5. A procedure for the disposal of</p>		

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



Date	Topic	Responsible Member/Officer	Resolution and Recommendations	Progress	Outcome

## OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019–20 (as at 30.01.20)

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

**T** Is this the right **time** to review this issue and is there sufficient **officer time** and resource to conduct the review? What is the **timescale**?

**O** What is the reason for review; do officers have a clear **objective**?

**P** Can **performance** in this area be improved by input from scrutiny?

**I** Is there sufficient **interest** (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.

**C** Will the review assist the Council to achieve its **Corporate Priorities**?

### Topics brought to Committee

Date of Meeting & referral date	Topic	Lead Officer / Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
	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.	Six Months
	Committee Representation Updates	Senior Governance Officer Council representatives	Opportunity for committee representatives from Norfolk Health Overview and Scrutiny Committee (Sue Prutton), Norfolk Police & Crime Panel (Stuart Clancy) and Norfolk Health and Wellbeing Board (Fran Whymark) to report back any key information and for Committee Members to raise any questions for representatives to take forward.	Bi-Monthly
TBC (28.01.20)	Future topics for scrutiny	Senior Governance Officer n/a	To invite town/parish councils to submit topics for future consideration by the committee	Annual
TBC (26.03.20)	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.	Once

Date of Meeting & referral date	Topic	Lead Officer / Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
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.	Annual
TBC	Committee Annual Report	Senior Governance Officer Policy	Committee to approve the draft Annual Report for presentation to Council.	Annual
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.	Annual
TBC (26.03.20)	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.	Once
TBC (26.03.20)	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.	Once
TBC (26.03.20)	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.	Once
TBC (26.03.20)	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. This should also include an assessment of why Clarion Housing, the largest stock holder in Broadland, was no longer building affordable housing in the district.	Once
TBC (07.01.2020)	Provision of leisure principles	Policy & Partnerships Manager	To receive an update to monitor progress with initiatives to improve the health and wellbeing of residents in Broadland, including costs of projects..	Once

*Meeting dates beyond April 2020 have not yet been agreed by Council*

\*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	Month
ONGOING: Disposal of Eco-Cube (reconvened)	To further investigate events leading up to the disposal of the Eco-Cube (originally investigated 2018).	Assistant Director Economic Growth	Date to be set asap
NEW: Apprenticeships  Ms Catchpole, Mrs Karimi-Ghovanlou, Mr Kelly, Ms Harpley and Mr Riley.	Undertake a review that considers the following points: <ul style="list-style-type: none"> <li>Investigate the effect of the Apprenticeships Levy on the take up of apprenticeships and its impact on small businesses.</li> <li>Scrutinise transport barriers for apprentices.</li> <li>Identify the reasons for the reduction in Level 2 apprenticeships and any measures that the council could take to mitigate this.</li> </ul>	Assistant Director Economic Growth Economic Development Manager Economic Development Officer	TBC

## Workshops

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

## Process for adding items to Scrutiny and OSC Work Programmes

