

Overview & Scrutiny Committee

Agenda

Date

Tuesday 26 March 2019

Members of the Overview & Scrutiny Committee

Mr D G Harrison
(Chairman)

Mr J J Emsell
(Vice Chairman)

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

Mr F O'Neill
Mr V Ray-Mortlock
Mr S Riley
Mr V B Tapp
Mrs K A Vincent
Mr D C Ward

Substitutes Conservative

Any Members not
appointed to the
Committee or to Cabinet

Substitute Liberal Democrat

Any Members not
appointed to the
Committee

Time

10.00 am

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

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@BDCDemServices

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

The Openness of Local Government Bodies Regulations 2014

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

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

A G E N D A

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| 1 | To receive declarations of interest under Procedural Rule no 8 | |
| 2 | Apologies for absence | |
| 3 | <u>Minutes of meeting held on 5 March 2019</u> | 4 – 8 |
| 4 | Matters arising therefrom (if any) | |
| 5 | Chairman’s Announcements | |
| 6 | Public Speaking | |
| | <p>To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.</p> <p>In accordance with the Constitution a period of 3 minutes is allowed per member of the public.</p> | |
| 7 | Air Quality in the District | |
| | <p>To receive a verbal report from the Pollution Control Officer.</p> | |
| 8 | Resilience Update | |
| | <p>To receive a verbal update from the Emergency Planning Manager.</p> | |
| 9 | <u>Partnership Register Update</u> | 9 – 34 |
| | <p>To receive the annual update of the Council’s Register of Partnerships</p> | |
| 10 | <u>Committee Recommendation Record Update</u> | 35 – 44 |
| | <p>To receive a progress report on recommendations made by the Committee.</p> | |
| 11 | <u>Norfolk Health Overview and Scrutiny Committee Update</u> | 45 – 49 |
| | <p>To receive an update from the Committee’s Member representative</p> | |
| 12 | <u>Overview and Scrutiny Committee Work Programme</u> | 50 – 52 |
| | <p>To consider the Committee’s Work Programme.</p> | |

13 Exclusion of Press and Public

The Chairman will move that the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 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.

14 [Exempt Minutes from the meeting held on 5 March 2019](#)

53 – 55

Trevor Holden
Managing Director

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 5 March 2019** at **10.00 am** when there were present:

Mr D G Harrison – Chairman

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

Mr J J Emsell
Mr G Everett
Mr R F Grady
Mr K Leggett MBE

Mr G K Nurden
Mr V Ray-Mortlock
Mr S Riley
Mr D C Ward

Mr A Mallett also attended the meeting for its duration.

Also in attendance were the Head of Democratic Services and Monitoring Officer, Head of Corporate Resources, Head of Economic Development, Economic Development Manager, Environmental Protection Manager (Special Projects), Corporate Finance Manager, Interim Revenues and Benefits Manager, Appeals Officer and the Committee Officer (JO).

116 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Ms Catchpole, Mr Harrison and Mr Riley	121 – Disposal of Council Owned Land	Local Choice Non Pecuniary Interest as Members for Aylsham

117 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Tapp and Mrs Vincent.

118 MINUTES

The Minutes of the meeting held on 5 February 2019 were confirmed as a correct record and signed by the Chairman.

In response to a query about the new report format, Members were advised that Broadland and South Norfolk's Committee reports had been aligned and were now a hybrid developed from the reporting templates of both authorities. No content had been lost as a result of the changes.

119 OVERVIEW AND SCRUTINY ANNUAL REPORT 2018-19

The Committee received the Overview and Scrutiny Annual Report for 2018-19, which provided details of the work, outcomes and achievements of the

Committee over the last year.

The report also included a record of recommendations that the Overview and Scrutiny Committee made between April 2018 and February 2019 when scrutinising Cabinet papers. The report also provided details of activities outside of the Committee, such as Joint Scrutiny Committees, Time and Task Limited Panels and Member training.

RECOMMENDED TO COUNCIL

to approve the Overview and Scrutiny Annual Report 2018-19.

120 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.

CABINET REPORTS

121 DISPOSAL OF COUNCIL OWNED LAND

The report proposed options for the disposal of Council owned land. Following consideration of the report (as set out in the exempt Minutes) it was:

RECOMMENDED TO CABINET

Options (1 and 4)

- (1) To enter into a Partnership Agreement with Norfolk County Council;
and
- (2) Agree to delegate any further legal decisions / instructions that need to be made to the Head of Economic Development in consultation with the Portfolio Holder for Economic Development.

122 FOOD WASTE PROCESSING CONTRACT

The report sought approval for awarding a two year contract for processing food waste.

Following consideration of the report (as set out in the exempt Minutes) it was:

RECOMMENDED TO CABINET

Option (1)

To proceed with the award of a two year contract to Norse Environmental Waste Services Ltd for the processing of food waste.

The Press and public were readmitted to the meeting.

123 BROADLAND BUSINESS PLAN 2019 -2023

The report presented an updated Broadland Business Plan 2019-2020 following a small number of amendments agreed by Cabinet at its meeting on 12 February 2019. The Business Plan also included more narrative for the Ambitions of Broadland, as well as measures that underpinned the objectives, which would be used to assess the performance of the Council.

The Committee was advised that the Managing Director had made some minor comments on the Plan and these had been taken into account.

Members had been consulted on the contents of the Plan through the Overview and Scrutiny Cabinet Review process as well as having the opportunity to comment through a questionnaire in *Broadland News*.

It was confirmed that the Plan was exclusively a Business Plan for the Council, as both Broadland and South Norfolk remained autonomous bodies.

It was requested that in future when the Business Plan and other similar documents were updated that any changes be tracked or listed to allow Members to see where revisions had been made. The Head of Democratic Services and Monitoring Officer confirmed that he would advise report authors accordingly.

RECOMMENDED TO CABINET

Option (1)

to recommend to Council that the Broadland Business Plan 2019-2023 be formally adopted without amendment.

124 TREASURY MANAGEMENT STRATEGY 2019-20

The report presented the Treasury Management Strategy 2019-20, which set out the Council's approach to management of its borrowing, cash flows and banking and the prudent management of investments including its methods for assessing and managing the associated risks.

Revised reporting was required for the 2019/20 reporting cycle due to revisions in financial guidance. The primary reporting changes included the introduction of a Capital Strategy, to provide a longer-term focus to the capital plans, and greater reporting requirements surrounding commercial activity undertaken under the Localism Act 2011. The Capital Strategy was approved by Council in February 2019.

Uncertainty over Brexit continued to affect confidence in the finance markets and there was not expected to be a rise in interest rates until June 2019 at the earliest.

The Council's primary investment objective for 2019-20 remained security of cash above liquidity.

It was emphasised that whilst the Strategy covered a wide range of investment options, only the most appropriate ones for the Council would actually be undertaken.

Members noted that today would be the last Overview and Scrutiny Committee that the Corporate Finance Manager would attend before leaving Broadland to take up a post elsewhere. The Committee thanked him for his hard work for the Council.

RECOMMENDED TO CABINET

Options (1, 2 and 3)

To approve and recommend to Council:

- (1) the Treasury Management Policy Statement 2019/20;
- (2) the Treasury Management Strategy Statement 2019/20;
- (3) the Annual Investment Strategy 2019/20.

125 DISCRETIONARY HOUSING PAYMENTS POLICY

The report sought to revise the Council's current Policy for determining Discretionary Housing Payments from 1 April 2019 in light of decreasing central Government funding.

A Discretionary Housing Payment (DHP) could be awarded when a local authority considered that a welfare claimant required further financial assistance towards housing costs. The budget for DHPs came from central Government and for 2019/20 this was £104,901; a decrease from the £129,145 received for 2018/19 of 18.8 percent.

DHPs were considered on a case by case basis and there was an element of conditionality placed on awards. However, there was no process in place to confirm that the claimant had taken steps to change their circumstances and no longer be dependent on DHPs, which could result in repeat awards.

To address this issue it was proposed that the DHP Policy include a 'Period of Award Matrix' to provide a guide on the maximum length and number of DHP awards and the conditionality attached to multiple awards.

The Chairman noted that Cabinet had already approved an additional £12,900 to the DHP budget for 2018/19 and it was confirmed that if necessary Cabinet would be asked to provide a similar contribution from reserves in 2019/20. It was emphasised that the Council did not seek to reduce the amount of awards to meet the funding figure received from central Government.

In response to a query, the Committee was advised that there were very few repeat awards for DHP and those in receipt of the benefit were some of the most vulnerable residents in the district.

RECOMMENDED TO CABINET

Options (1 and 2)

- (1) To recommend to Council the adoption of the revised DHP Policy and 'Period of Award Matrix' from 1 April 2019; and
- (2) To note the Equality Impact Assessment.

The meeting closed at 11.38 am

PARTNERSHIP REGISTER UPDATE

Report Author: Martin Thrower
Head of Democratic Services and Monitoring Officer
tel: 01603 430546
email: martin.thrower@broadland.gov.uk

Portfolio Holder: All

Wards Affected: All

Purpose of the Report: The Overview and Scrutiny Committee is required to monitor the performance of Council partnerships on an ongoing basis. This annual update of the Council's Register of Partnerships offers the Committee the opportunity to identify any issues that they would like to investigate further.

Recommendations:

The Committee is asked to:

1. review the Partnership Register and identify any partnerships that need to be reviewed by Committee;
or
2. note the content of the Partnership Register and take no further action.

1 SUMMARY

- 1.1 The Overview and Scrutiny Committee is required to monitor on an ongoing basis the performance of Council partnerships. This is delivered through an annual update of the Council's Register of Partnerships, which gives the Committee the opportunity to identify any areas of partnership working that they wish to investigated further.

2 BACKGROUND

- 2.1 The Overview and Scrutiny Committee has the responsibility for monitoring Council partnership working on an annual basis. This requirement had been outlined within Internal Audit reports dating back to 2009 and 2011.

- 2.2 The specific responsibility is as follows:

'A six monthly review of the partnership framework and partnerships should be undertaken by the Overview and Scrutiny Committee in line with the toolkit. To ensure that appropriate scrutiny is given to the achievement of partnership objectives.' [...] "Failure to apply consistent and best practice governance principles in the absence of a comprehensive framework may result in inconsistent governance and risk management arrangements across different partnerships, which then fail to meet the Council's aims and objectives.'

– Internal Audit report BRD-1004, October 2009

- 2.3 Delegation to the Overview and Scrutiny Committee for responsibility to monitor Council partnerships was made initially in 2009. The Committee has continued to fulfil its responsibility since that time receiving either a six monthly report or an annual report.
- 2.4 The partnership guidance and toolkit referred to within the audit report is no longer in use. During a later Scrutiny review (2014) it was found to be ineffective and replaced by a Register that is reviewed annually by Senior Officers.
- 2.5 The succinct approach of using the Register and identifying appropriate Corporate Objectives that the partnership contributes towards, maintains the responsibility that the Council ensures that any partnership it enters into meets the business of the Council.

3 CURRENT POSITION

- 3.1 The Partnerships Register is attached at Appendix 1. A list of Service Level Agreements with a summary similar to the Partnerships Register has been compiled and accompanies this report for information purposes at Appendix 2.

4 PROPOSED ACTION

4.1 The Committee is asked to review the updated Partnerships Register, identifying any partnership that may require further review by the Committee. A further review would be necessary if the following applies:

- There is concern that future funding may be withdrawn from a partnership whereby alternative measures are not being put in place to deliver the same piece of work, benefiting the community.
- The information within the Partnership Register is not clear enough and requires further information from a discussion with the partnership's Council Officer.
- Issues or concerns have been expressed within the update.
- The quality of partnership working between the Council and a partnership is perceived as poor and the Committee choose to investigate ways of improving partnership working.

4.2 To serve as a reminder, the partnerships recorded on the Register meet the following adopted criteria:

'A partnership is a working arrangement between two or more partners who:

- Are otherwise independent bodies.
- Agree to co-operate.
- Create a new organisational structure or process to achieve this goal which is separate from their respective organisations.
- Plan and implement a jointly agreed programme of action, sometimes using joint staff and resources.
- Share relevant information.
- Pool risks and rewards.'

Joint working arrangements that fall outside the definition of 'partnership' and thus not recorded on the database are:

- Contractual arrangements between the Council and other agencies. This includes Service Level Agreements.
- External bodies i.e. those bodies that are single rather than multiple agency entities but in which the Council has been invited to participate but does not directly influence decision making.
- Networks which consist of personal or professional relationships but which do not have to involve organisational commitment or support.

- Consultative groups which exist solely as a means for consultation and/or discussion.

5 OTHER OPTIONS

- 5.1 The Committee can note the content of the Partnerships Register and take no further action.

6 ISSUES AND RISKS

- 6.1 **Resource implications** – There are no resource implications directly linked to updating the Committee on the status of Council partnerships. However should the Committee recommend that any partnership be reviewed the resource implications would need to be considered.

These implications include officer time to compile information, officer time to attend any further review (lead officer for the partnership) and Democratic Services resource to service any further meeting(s). Member time should also be considered, both those from the Committee undertaking the review and Member representative from the partnership under review.

- 6.2 **Legal implications** – there are no legal implications arising from this report.
- 6.3 **Equality implications** – equality implications are taken into consideration when creating or joining a partnership to ensure the Council is participating in a fair and meaningful way for the benefit of Broadland residents without neglecting to represent any protected group.

For the purposes of the Council's Partnership Register, there are no equality implications.

- 6.4 **Environmental impact** – there are no environmental implications arising from this report.
- 6.5 **Crime and disorder** – there are no crime and disorder implications arising from this report.
- 6.6 **Risks** –there are no other risks associated with these proposals.

7 CONCLUSION

- 7.1 The Committee is requested to review the Partnerships Register to assess if it would like to identify any areas that required greater scrutiny.

8 RECOMMENDATIONS

8.1 The Committee is asked to:

1. review the Partnership Register (Appendix 1) and identify any partnerships that need to be reviewed by Committee
or
2. note the content of the Partnership Register and take no further action.

Background Papers

None

APPENDIX 1 – ACTIVE COUNCIL PARTNERSHIPS

Service Area	Economic Development
Name of Partnership	Active Norfolk (Norfolk Sports Partnership)
Is it Statutory	No
Strategic or Operational	Operational
Council Officer	Kirstin Hughes/Dan Goodwin
Councillor representative	C Bannock
External Officer	Ben Jones. Easton and Otley College, Easton, Norwich NR9 5DX ben.jones@activenorfolk.org 01603 732331
Summary of Partnership	The promotion and development of sport and physical activity opportunities, Includes support for professional sport coaches by way of bursaries and education sessions. Takes lead role on issues of disability and equality within sport. www.activenorfolk.org
Corporate Objectives	Health and Wellbeing
How it delivers against the objectives	Provides services programmed in the district for residents to attend. It also provides a strategic role by drawing funding and engagement with partners the Council otherwise would not be able to engage separately
Cost per annum	£5000
Value for Money	The Council has programmes delivered such as mobile me, fun and fit and sportivate. Active Norfolk helps to attract other funding that has delivered exercise referral schemes otherwise not delivered by the Council.
Links to other Partnerships	None
Date last reviewed	01/03/2014
Is it necessary for Review	No
Additional Comments	Progress of the Partnership is reported within quarterly Economic Development reports to the Committee. Presently there are no issues to raise regarding this partnership

Overview & Scrutiny Committee

Service Area	Economic Development
Name of Partnership	Community Rail Partnership
Is it Statutory	No
Strategic or Operational	Operational
Council Officer	Chloe Griffin (does not attend meetings)
Councillor representative	Roger Foulger
External Officer	Ian Dinmore, Chair of CRN infor@wherrylines.org.uk 01603 224248
Summary of Partnership	Community Rail Norfolk is a company limited by guarantee with the aims of managing the Bittern Line and Wherry Lines Community Rail Partnerships, to improve links between the community and the railway and promote the services on the lines.
Corporate Objectives	Economic Success (Tourism)
How it delivers against the objectives	Providing transport access for employment, attracting visitors, providing volunteering opportunities and community activities that deliver against wellbeing.
Cost per annum	No core funding but support with the provision of meeting space.
Value for Money	Improvements to local rail services.
Links to other Partnerships	Links to Wherry Lines Partnerships and Bittern Line Partnership.
Date last reviewed	Committee provided with an update on the activities of the partnership by the Councillor representative in February 2017.
Is it necessary for Review	No

Overview & Scrutiny Committee

Service Area	Planning
Name of Partnership	Greater Norwich Growth Board
Is it Statutory	No
Strategic or Operational	Operational and Strategic
Council Officer	Phil Courtier
Councillor representative	S Vincent
External Officer	Not specified
Summary of Partnership	Broadland District, South Norfolk District, Norwich City, New Anglia LEP and Norfolk County Councils working together to deliver growth and develop a Local Plan for the Greater Norwich area.
Corporate Objectives	Carefully Planned and Well Housed, Economic Success
How it delivers against the objectives	The primary function of the GNGB is to coordinate, implement and monitor the delivery of the City Deal and to agree an annual growth programme which prioritises infrastructure projects in the Greater Norwich area. In addition, the GNGB seeks to identify other funding sources and it coordinates the promotion of the Greater Norwich area, for example at the recent MIPIM.
Cost per annum	Not declared
Value for Money	The funding contributes towards the GNGB project team which coordinates the joint work of the GNGB's partners: Norwich City Council, South Norfolk Council, Broadland District Council along with Norfolk County Council and New Anglia LEP.
Links to other Partnerships	None
Date last reviewed	24/05/2016
Is it necessary for Review	No
Additional Comments	The Greater Norwich Local Plan work commenced early 2016. Activities of the partnership will be reported through the Cabinet process, giving Members opportunity to investigate further.

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Local Safeguarding Adults Partnership
Is it Statutory	No
Strategic or Operational	Operational and Strategic
Council Officer	Sarah Oldfield
Councillor representative	N/A
External Officer	Jo Cook, Locality Manager. Adult Social Services, Norfolk County Council, County Hall, Martineau Lane, NR1 2SG jo.cook@norfolk.gov.uk
Summary of Partnership	To deliver and communicate key objectives at a local level from the Norfolk Safeguarding Adults Board.
Corporate Objectives	Safe and Secure, Health and Wellbeing
How it delivers against the objectives	Norfolk has five localities Safeguarding Adults Partnerships (LSAP) based in Western, Southern, Northern, Eastern and Norwich localities. The purpose of LSAPs is to deliver and communicate key objectives at a local level from the Norfolk Safeguarding Adults Board. The LSAP's Annual Report provides information related to the of statutory status for Safeguarding Adults Boards under the Care Act (2014). LSAP meetings are quarterly.
Cost per annum	Zero
Value for Money	Support events delivered at the Council such as Safeguarding awareness training. This includes supplying of materials. The Partnership provides a regular newsletter circulated to Officers, this includes content curation and legislation updates which saves Officers time sourcing that information separately.
Links to other Partnerships	None
Date last reviewed	01/05/2014
Is it necessary for Review	Yes
Additional Comments	

Overview & Scrutiny Committee

Service Area	Economic Development
Name of Partnership	New Anglia (Local Enterprise Partnership)
Is it Statutory	No
Strategic or Operational	Strategic
Council Officer	Hamish Melville
Councillor representative	A Proctor
External Officer	Chris Starkie, Director. Norwich Research Park. Norwich NR4 7UG
Summary of Partnership	Developing a new dynamic approach to grow the Norfolk and Suffolk economy, putting businesses in the driving seat to create jobs for the future. New Anglia represents a significant economic area. Tourism and Energy are just two examples of major sectors which employ significant numbers of people, bringing wealth to the local economy and have the potential to grow.
Corporate Objectives	Economic Success
How it delivers against the objectives	New Anglia is the primary source for obtaining EU funding for Broadland Businesses to access. This partnership arrangement enhances the Council's ability to secure funding on behalf of local businesses, thus improving the Broadland Economy.
Cost per annum	£7,000pa
Value for Money	The Council attends the Officer groups working within areas of Broadland, enabling information sharing; obtaining information to better support local businesses; representing the Council to secure attention from the LEP to the benefit of Broadland economy.
Links to other Partnerships	None
Date last reviewed	01/01/2014
Is it necessary for Review	No
Additional Comments	Monitoring of the LEP is conducted through regular Economic Update reports to Committee. The Partnership Panel were encouraged by the Head of Economic Development that further reviews would not be pertinent.

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Norfolk Community Relations and Equality Board (CREB)
Is it Statutory	No
Strategic or Operational	Strategic
Council Officer	Matthew Cross
Councillor representative	NA
External Officer	Chair is Paul Cracknell, Director of Strategy & Transformation, Norfolk Community Health & Care NHS Trust
Summary of Partnership	This partnership consists of all Norfolk LA's, Police, Health and the Voluntary sector who work together on equality issues. The Authorities work together to develop Diversity strategies and action plans to avoid duplication among authorities and help to deliver consistent services to all.
Corporate Objectives	All
How it delivers against the objectives	Current (2016) focus of activity on combatting hate crime helps deliver against the objective "to reduce the incidence of crime and anti-social behaviour by targeted action".
Cost per annum	Zero
Value for Money	The benefit of participating in this partnership is working with neighbouring Local Authorities to achieve consistent approach to equality and diversity issues. Shared learning and Officer expertise exchange
Links to other Partnerships	Norfolk Public Protection Forum
Date last reviewed	01/01/2015
Is it necessary for Review	No. Reviewed by CEG
Additional Comments	The Chair of the Norfolk CREB also sits on the Norfolk Public Protection Forum which links a range of partnerships around Safeguarding and Community Safety etc.

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Norfolk County Community Safety Partnership
Is it Statutory	Yes
Strategic or Operational	Strategic
Council Officer	Leigh Booth
Councillor representative	F Whymark
External Officer	Not specified
Summary of Partnership	To fulfil the statutory requirements placed on the Responsible Authority Partners under the provisions of the Crime and Disorder Act (1998). Has a Community Safety Partnerships Plan in place for 2018-22. Key areas are Domestic Abuse, & sexual offences, Prevent duty, County Lines and drug supply.
Corporate Objectives	Safe and Secure, Health and Wellbeing
How it delivers against the objectives	Norfolk County Council runs this strategic partnership and responsible for its review. The CSP has driven service delivery changes such as the handling of a Domestic Abuse programme, including the establishment of Domestic Abuse Champions at each Local Authority. The Plan includes the objectives for each of the priority areas and targets.
Cost per annum	Zero
Value for Money	Occasionally the Council provides a contribution to a County project such as the Domestic Abuse programme. This is on an adhoc basis. The Council has provided £4000 over two years to fund a County Lines and Violence Co-Ordinator.
Links to other Partnerships	Police and Crime Panel. Links with other strategic bodies at County level as apart of Norfolk Public Protection Forum (NPPF). The OPT is the operating arm at each Local Authority that provides the operational aspect of the overarching strategic Community Safety Partnership managed by Norfolk County Council.
Date last reviewed	01/04/2014
Is it necessary for Review	Reviewed by Norfolk County Council
Additional Comments	The Norfolk Community Safety Partnership is led and monitored by Norfolk County Council. It has its own scrutiny panel of which Cllr Shaw is a member. Local community safety issues are reported to Committee every six months for consideration

Overview & Scrutiny Committee

Service Area	Corporate Resources
Name of Partnership	Norfolk One Public Estate Board
Is it Statutory	No
Strategic or Operational	Strategic
Council Officer	Tom Sayer/Hazel Ellard
Councillor representative	N/A
External Officer	Steve Blatch, Chair of the Board. Chief Exec of North Norfolk District Council
Summary of Partnership	The Board is made up of reps from all Norfolk councils, the LEP, Health bodies and Police. Meets to develop a publically owned assets and property related efficiency agenda for Norfolk.
Corporate Objectives	Economic Success, Carefully Planned and Well housed, Organised Capacity
How it delivers against the objectives	The partnership seeks to develop projects which promote economic development and housing within Norfolk, and also which promote more efficient use of public assets.
Cost per annum	£5,000 for initial two years.
Value for Money	Access to programme and project management expertise to support funding bid development and delivery.
Links to other Partnerships	None
Date last reviewed	NA
Is it necessary for Review	No
Additional Comments	

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Norfolk Safeguarding Children Board
Is it Statutory	Yes
Strategic or Operational	Strategic
Council Officer	Leigh Booth
Councillor representative	N/A
External Officer	Helen Stubbs, NSCB Programme Support Team Leader. nscb@norfolk.gov.uk
Summary of Partnership	Has the responsibility for the safeguarding agenda for Norfolk through developing Policy framework and scrutinises the work of the Children & Young People partnership
Corporate Objectives	Safe and Secure, Health and Wellbeing
How it delivers against the objectives	The partnership oversees the system for ensuring adequate safeguarding of children in Broadland contributing to the safety, health and wellbeing of children.
Cost per annum	£5,000
Value for Money	Unlimited access to a range of free safeguarding training.
Links to other Partnerships	None
Date last reviewed	01/05/2014
Is it necessary for Review	No
Additional Comments	Working Together 2018 update was published in July. The new Multi-Agency Safeguarding Arrangements (MASA) for Norfolk have to be finalised by June 2019 and operational by September 2019. LSCBs will have a continuing role to complete current/commissioned SCR's until such time as the new MASA are in place and when Practice Reviews will commence nationally.

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Norfolk Waste Partnership
Is it Statutory	No
Strategic or Operational	Operational and Strategic
Council Officer	Leigh Booth
Councillor representative	J Fisher
External Officer	Rotating Administration among partners. Please speak to BDC Officer for current contact information
Summary of Partnership	<p>The NWP was set up to encourage more people to reduce, reuse, recycle and compost rubbish. It brings together Norfolk County Council and Norfolk's seven district, city and borough councils. The partnerships aims are:</p> <ul style="list-style-type: none"> • Reduce the growth in waste quantities • Meet statutory recycling and composting standards • Reduce the amount of waste disposed to landfill
Corporate Objectives	Environmental Excellence
How it delivers against the objectives	The partnership helps to ensure that waste collection is delivered across the district. Increasing the amount of waste recycled and reducing waste
Cost per annum	Variable
Value for Money	Funding is provided on a project by project basis. There is a Partnership Officer who administers the partnership activities (e.g. coordinates information, meetings etc) and the Council contributes to the cost of their role. Communications Officer whose role aims to reduce overall contamination costs is also currently funded by the partners along with a budget to deliver Comms work.
Links to other Partnerships	None
Date last reviewed	01/01/2015
Is it necessary for Review	No
Additional Comments	It is worth noting that at this time the Committee are reviewing a related working relationship that relates to the NWP. At this time the Waste Contract is undergoing the procurement process.

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Registered Housing Providers
Is it Statutory	Yes
Strategic or Operational	Operational and Strategic
Council Officer	Leigh Booth
Councillor representative	R Foulger
External Officer	Multiple agencies.
Summary of Partnership	This Theme of partnership working encompasses the working arrangements between BDC and the RHP who provide affordable housing accommodation to Broadland residents. This includes: Clarion Housing; Saffron Housing; Victory Housing; Broadland Housing and Flagship Housing, Cotman Housing, Orbit Housing, SAGE Housing.
Corporate Objectives	Carefully Planned Well housed. Health and Wellbeing
How it delivers against the objectives	The Council works with several Housing Providers to provide accommodation for residents recorded on the Council's housing register. As the Council does not hold its own housing stock this arrangement is imperative to provide local housing and temporary accommodation requirements.
Cost per annum	Variable
Value for Money	Without working with Registered Housing Providers operating within the district the Council would be unable to provide accommodation to residents. Expenditure on RP's is variable depending on local schemes, new developments, and delivery against the housing strategy and Council's Local Plan.
Links to other Partnerships	Clarion Housing Assoc. Saffron Housing. Flagship Housing. Victory Housing, SAGE Housing, Orbit Housing, Cotman Housing.
Date last reviewed	01/03/2015
Is it necessary for Review	No. Regular reviews are carried out by the Housing and Health Team.
Additional Comments	

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Norfolk Safeguarding Adults Board
Is it Statutory	Yes
Strategic or Operational	Strategic
Council Officer	Leigh Booth
Councillor representative	N/A
External Officer	Walter Lloyd-Smith, Norfolk Safeguarding Adults Board Manager/ Business Lead 01603 223422 07785 355 831 walter.lloyd-smith@norfolk.gov.uk
Summary of Partnership	Adult Social Services is the lead organisation in preventing and identifying possible abuse, and as part of this work it hosts Norfolk's Safeguarding Adults Board
Corporate Objectives	Safe and Secure, Health and Wellbeing
How it delivers against the objectives	Preventing the physical, emotional, sexual, psychological and financial abuse of adults who have care and support needs, and acting quickly when abuse is suspected. It can also include neglect, domestic violence, modern slavery, organisational or discriminatory abuse.
Cost per annum	None
Value for Money	Unlimited access to a range of free safeguarding training.
Links to other Partnerships	None
Date last reviewed	None
Is it necessary for Review	No
Additional Comments	

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Greater Norwich Homelessness Forum
Is it Statutory	Yes
Strategic or Operational	Operational and Strategic
Council Officer	Victoria Parsons
Councillor representative	R Foulger
External Officer	Chris Hancock, Housing strategy officer, Norwich City Council 01603 212852 chrishancock@norwich.gov.uk
Summary of Partnership	Strategic bodies and voluntary sector organisations work together to protect everyone at risk of homelessness in Broadland, Norwich and South Norfolk council areas. Partners will deliver services in different, co-ordinated ways that meet customer's needs.
Corporate Objectives	Carefully Planned Well housed. Health and Wellbeing
How it delivers against the objectives	An early approach can prevent homelessness. This approach is expanded to include areas such as health and wellbeing and job opportunities. The 'no wrong door' approach is used.
Cost per annum	None
Value for Money	Forum works to reduce homelessness across Greater Norwich using a joined up approach involving a number of agencies all working together, reducing costs.
Links to other Partnerships	Norwich City Council, South Norfolk Council, Local Clinical Commissioning Groups, City Reach NHS. Information fed into Pathways service
Date last reviewed	None
Is it necessary for Review	No.
Additional Comments	Well-structured forum and performs to a high standard. Chaired by the Council's Deputy Chief Executive

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Pathways Norwich Homeless Services
Is it Statutory	Yes
Strategic or Operational	Operational
Council Officer	Sarah Oldfield/Victoria Parsons
Councillor representative	R Foulger
External Officer	Chris Hancock, Housing strategy officer, Norwich City Council 01603 212852 chrishancock@norwich.gov.uk
Summary of Partnership	Partnership project to ensure rough sleepers and vulnerable people can access the help they need.
Corporate Objectives	Carefully Planned Well housed. Health and Wellbeing
How it delivers against the objectives	Operates from hubs across Norwich and through outreach workers on the street to reduce rough sleeping by partners working together.
Cost per annum	£46000 per annum from the Preventing Routh Sleeping Outreach Support and Accommodation funding, passported from the Council's allocation direct to Norwich City Council from Norfolk County Council.
Value for Money	Available to all Broadland residents who are at risk of homelessness and to prevent rough sleeping across the district. Using MEAM as part of evaluation.
Links to other Partnerships	Multiple partnerships across statutory and voluntary sector organisations. Full list available from www.pathwaysnorwich.org.uk
Date last reviewed	The service commenced in late 2018.
Is it necessary for Review	No, due to be reviewed annually as part of project plan.
Additional Comments	Progress is updated through Pathways Strategic Board/Group and quarterly reports. No issues to raise regarding this partnership.

Overview & Scrutiny Committee

Service Area	Housing and Environmental Services
Name of Partnership	Severe Weather Emergency Protocol (SWEP)
Is it Statutory	No
Strategic or Operational	Operational
Council Officer	Victoria Parsons
Councillor representative	N/A
External Officer	Emir Prendi, Rough Sleeping Coordinator, Norwich City Council 01603 212787 EmirPrendi@norwich.gov.uk
Summary of Partnership	Working with Norwich City Council to enable provision of accommodation for those rough sleeping during periods of extreme weather
Corporate Objectives	Safe and Secure, Health and Wellbeing, Well Housed Communities
How it delivers against the objectives	Provides the opportunity for safe and warm accommodation for those rough sleeping from the Broadland district during periods of SWEP activation, where temperature forecasts are expected to be zero or below for three days. Opportunities to access further support should that person wish to will also be available.
Cost per annum	£1200 – funded from Government grant.
Value for Money	Accommodation is in a central location as it is understood that those rough sleeping may migrate towards an urban centre to access warm accommodation and relevant services.
Links to other Partnerships	None
Date last reviewed	01/05/2014
Is it necessary for Review	No
Additional Comments	

SERVICE LEVEL AGREEMENTS

ALL SERVICE AREAS

Service Level Agreement Title	Integrated Mental Health Team (IMHT) Grant Agreement
Who the agreement is with	Norfolk and Suffolk NHS Foundation Trust through The Office of the Police and Crime Commissioner and Norfolk Constabulary
Summary of SLA agreement	Agreement of part funding of the Integrated Mental Health Team located within the Norfolk Constabulary Wymondham Control room
Which Corporate Objectives does it meet?	<ul style="list-style-type: none"> • To broaden the scope, impact and significance of joint working through partnerships. • To help support and protect vulnerable residents. • To reduce the incidence of crime and anti-social behaviour by targeted action.
How does the SLA deliver against those Corporate Objectives?	Enables Broadland to work in partnership with Mental Health Nurses and the Police and through them GPs and Social Care Services where we have concerns or knowledge over the mental ill health of a resident.
Cost per annum	£5,000
What the Council gets for this contribution	<ul style="list-style-type: none"> • Ability for Council staff to contact the IMHT • Opportunity to undertake joint visits with an Officer and a Mental Health Nurse • Potential for Mental Health Assessment to be undertaken by IMHT Nurse • Opportunity for information sharing where appropriate • Training on aspects of Mental Health, mental capacity and drugs and alcohol
Links to partnerships or other SLAs	Early Help Hub partners and other Council departments.
Council Officer	Victoria Parsons/Sarah Oldfield
Councillor representative	None

CORPORATE RESOURCES

There are no Service Level Agreements (SLAs) within this service area.

DEMOCRATIC SERVICES

There are no SLAs within this service area.

ECONOMIC DEVELOPMENT

There are no SLAs within this service area.

PLANNING

There are no SLAs within this service area.

FINANCE AND REVENUE SERVICES

There are no SLAs within this service area.

HOUSING AND ENVIRONMENTAL SERVICE

Service Level Agreement Title	Energy Team SLA
Who the agreement is with	South Norfolk
Summary of SLA agreement	To provide Energy Services to South Norfolk Council
Which Corporate Objectives does it meet?	N/A
How does the SLA deliver against those Corporate Objectives?	N/A
Income per annum	£52,000
What the Council gets for this contribution	Joint working on projects and schemes, for example: Green Deal Communities £1.5 million of funding for retrofitting and business support across three authorities of Greater Norwich (finished Sept 2016). Switch and Save procedure; Reverse Auction procedure for gas/elec supply; NEA warm homes campaign; and Winter Wellbeing initiative.
Links to partnerships or other SLAs	None
Council Officer	Debra Baillie
Councillor representative	N/A

Service Level Agreement Title	Care and Repair Service
Who the agreement is with	South Norfolk
Summary of SLA agreement	To provide Home Improvement Agency services for the Private Sector Housing Team
Which Corporate Objectives does it meet?	To plan and provide well housed communities. To increase levels of Health and Wellbeing.
How does the SLA deliver against those Corporate Objectives?	Assist vulnerable resident to stay independent in their own
Cost per annum	£67,000
What the Council gets for this contribution	1.5 FTE Care and Repair officers
Links to partnerships or other SLAs	None
Council Officer	Kevin Philcox
Councillor representative	Mr R Foulger.

Service Level Agreement Title	Housing Mediation Service
Who the agreement is with	Norfolk Family Mediation
Summary of SLA agreement	Provision of mediation services to help prevent or relieve homelessness
Which Corporate Objectives does it meet?	To plan and provide well housed communities
How does the SLA deliver against those Corporate Objectives?	By assisting people with housing problems
Cost per annum	£4,500
What the Council gets for this contribution	A bespoke mediation package for clients that aims to improve relationships with people in their household and enable them to remain in their accommodation.
Links to partnerships or other SLAs	All 'Housing' SLAs are linked to demand on the Housing Options Service.
Council Officer	Victoria Parsons
Councillor representative	Mr R Foulger

Service Level Agreement Title	Nightstop Plus
Who the agreement is with	YMCA
Summary of SLA agreement	Provision of a Nightstop Plus service to eligible clients for up to five nights
Which Corporate Objectives does it meet?	To plan and provide well housed communities
How does the SLA deliver against those Corporate Objectives?	By assisting people with housing problems
Cost per annum	£2,500 admin fee plus spot purchased price of £50 per night
What the Council gets for this contribution	Unlimited referrals of young people who have experience a temporary breakdown in their housing arrangements. Housing and support provided for up to five days in a specially trained hosts home. Unification with family where appropriate or move on to more suitable housing where necessary
Links to partnerships or other SLAs	All 'housing' SLAs are linked to demand on the Housing Options service jointly commissioned with Children's Services, Breckland, Great Yarmouth, Norwich City and South Norfolk Councils.
Council Officer	Victoria Parsons
Councillor representative	Mr R Foulger

Service Level Agreement Title	Out Of Hours Service
Who the agreement is with	Norse
Summary of SLA agreement	Out of hours telephone service for clients experiencing homelessness or those in Private Sector Leased (PSL) accommodation with emergency repairs
Which Corporate Objectives does it meet?	To plan and provide well housed communities
How does the SLA deliver against those Corporate Objectives?	By assisting people with housing problems
Cost per annum	£500 plus £95 + VAT per hour to respond to an emergency repair.
What the Council gets for this contribution	A service enabling clients in Broadland experiencing homelessness to access accommodation during out of hours periods and a service to swiftly respond to clients in our PSLs with an emergency repair need.
Links to partnerships or other SLAs	All 'housing' SLAs are linked to demand on the housing options service
Council Officer	Victoria Parsons
Councillor representative	Mr R Foulger

Service Level Agreement Title	Domestic Abuse Support
Who the agreement is with	Leeway
Summary of SLA agreement	Provision of a fulltime support worker plus drop in sessions and Power to Change training
Which Corporate Objectives does it meet?	To plan and provide well housed communities
How does the SLA deliver against those Corporate Objectives?	By assisting people with housing problems
Cost per annum	£39,350
What the Council gets for this contribution	Specialist support for victims of domestic abuse with housing related issues. Referrals from the Housing Options Team and the EHH
Links to partnerships or other SLAs	All 'housing' SLAs are linked to demand on the Housing Options service. Benefits the Councils EHH Partnership including the OPT
Council Officer	Leigh Booth
Councillor representative	Mr R Foulger

Service Level Agreement Title	Eastern Savings and Loans
Who the agreement is with	Eastern savings and Loans
Summary of SLA agreement	Provision of loans and grants to those with housing related problems
Which Corporate Objectives does it meet?	To plan and provide well housed communities
How does the SLA deliver against those Corporate Objectives?	By providing loans and grants to those who need assistance to secure a home
Cost per annum	£18,000
What the Council gets for this contribution	Specialist financial support for those unable to operate in the housing market through the provision of loans and grants for use and rent deposits and rent in advance
Links to partnerships or other SLAs	All 'housing' related SLAs are based on demand on the housing options service.
Council Officer	Leigh Booth
Councillor representative	Mr R Foulger

Service Level Agreement Title	Tustings Supported Housing
Who the agreement is with	Clarion Group
Summary of SLA agreement	Provision of appropriate housing for mothers and children
Which Corporate Objectives does it meet?	To plan and provide well housed communities
How does the SLA deliver against those Corporate Objectives?	By providing homes for mothers and babies with housing related problems
Cost per annum	£1,500
What the Council gets for this contribution	Specialist housing
Links to partnerships or other SLAs	All 'housing' related SLAs are based on demand on the Housing Options Service.
Council Officer	Leigh Booth
Councillor representative	Mr R Foulger

COMMITTEE RECOMMENDATION RECORD UPDATE

Report Author: Martin Thrower
Head of Democratic Services and Monitoring Officer
tel: 01603 430546
email: martin.thrower@broadland.gov.uk

Portfolio Holders: All

Wards Affected: All

Purpose of the Report: This report provides an update on progress made against the Committee's recommendations between September 2017 and November 2018 providing an opportunity for the Committee to revisit recommendations if necessary

Recommendations:

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

1 SUMMARY

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

2 BACKGROUND

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

3 PROPOSED ACTION

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

4 ISSUES AND RISKS

- 4.1 **Resource implications** – The recommendation record is updated after every Committee meeting and reviewed on a regular basis in order to record progress and outcomes of each recommendation. This is achieved within existing resources.

However, if individual recommendations require resources for their implementation, an assessment will need to be made to see if they can be accommodated within the budget agreed by Council.

4.2 **Legal implications** – There are no legal implications within this report.

4.3 **Equality implications** – There are no equalities implications within this report.

5 **RECOMMENDATIONS**

5.1 The Committee is requested to consider the recommendation record update and

(1) note the contents of the record, and

(2) identify any recommendation where a more detailed update is required.

Background Papers

None

Overview and Scrutiny Committee Recommendations Record

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
Resilience Update	18 April 2017	During the regular update report the Committee suggested the Emergency Planning Manager attend parish and town council meetings regularly to provide advice on establishing a local Community Resilience Group or to discuss any aspect of Emergency Planning	Emergency Planning Manager	<p>The Emergency Planning Manager attended the Blofield Patient Participation Group on 15 May and has also given talks to some local Rotary Groups.</p> <p>Any parish can notify him when meetings are due to take place and invite him if interested. Furthermore, a template has been created that can be circulated to interested parishes.</p>	<p>I have continued to attend meetings where requested including Hevingham Laurel Club, Horsford Parish Council and Booton Parish Council.</p> <p>As co-chair of the Norfolk Resilience Forum Voluntary, Faith & Community Resilience Group I have also been working with other agencies to build on our links with volunteers and community groups. This has included work with BERG The Business Emergency Resilience Group which is part of Prince Charles' Business in The Community.</p> <p>BERG exists to offer support from big businesses such as AVIVA, Barclays, ASDA, BT etc. to small businesses when an emergency happens. Discussions with our local BERG rep have proven very productive and there is a lot of resources we can tap into if we need to.</p>
Committee Work Programme: Resilience Update	30 May 2017	Requested the next Resilience Update include information about tackling cyber security	Emergency Planning Manager	The Emergency Planning Manager and the ICT & Facilities Manager attended a county wide training event in June 2018 and will report	Work on cyber security continues at local and multi-agency level. MHCLG visited an NRF meeting just before Christmas to give us some

Appendix 1

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
				back to CLT in due course with the expectation that a District event will be held. The IT Strategy sets out the current and future planned work on this area.	<p>guidance on multi-agency arrangements.</p> <p>I will be attending an MHCLG exercise on Jan 31st along with Tom Sayer which will further help to inform BDC's local planning. This will include work with our SNC colleagues to enhance joint security measures.</p> <p>Cyber related issues are currently very high on both the local and national risk register.</p>
Corporate Equalities Group Update	19 Sept 2017	Enquired whether the Fawcett Society "Does local government work for women" report had been considered alongside the women's mentoring programme and if opportunities of women staff and councillors collaborating had been explored.	CEG representative	An interim report was considered by the CEG in relation to the Suffrage pioneers project. This matter is to go back to the CEG to look at alongside the mentoring programme for the Public Sector Equality Duty Annual Update in February 2019.	
Norfolk Health Overview and Scrutiny Committee update	19 Sept 2017	Requested that the HOSC consider how they can work with the HWB to investigate the gaps in Mental Health support and how those gaps can be resolved. Collaboration in relation to the HWB strategy update	Councillor Representative	Update awaited	
Health and Wellbeing Update	19 Sept 2017	Requested representatives from both CCG's serving Broadland are invited to future meeting to explain how they are addressing demand due to development	Committee Officer	Representatives scheduled to attend Committee on 11 September 2018	

Appendix 1

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
		<p>how they are ensuring sustainable provision of healthcare within the district</p> <p>explain their approaches to recruiting and retaining healthcare professionals</p> <p>explain provision of healthcare in the district</p> <p>what they understand that BDC are delivering that complements their commissioning.</p>			
Time and Task Panel Review of Broadland Early Help Hub	14 Nov 2017	<p>Norfolk County Council to consider how a single point information sharing platform could be implemented for Norfolk Hub's use;</p> <p>Ensure the Council's new ICT Strategy takes account of the multi-agency working practices to enable fluent information exchange;</p> <p>Broadland Early Help Hub to continue to form a performance measuring framework to assess success and cost-savings achieved by the Hub and report this at minimum on an annual basis to the Overview and Scrutiny Committee;</p> <p>Broadland Early Help Hub Steering Group to consider running 'virtual Hub' meetings e.g. conference calls or video calling to provide opportunities for partners unable to attend collaboration meetings to participate in person e.g. school representatives;</p> <p>The Broadland Early Help Hub Steering Group to strongly encourage representatives from Mental Health and Adult Social Care services to engage with the Early Help Hub;</p> <p>Broadland Early Help Hub Steering Group to explore incorporating Age UK into the Hub as</p>	Deputy Chief Executive	Cabinet endorsed the recommendations on 9 January 2018.	Completed

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
		<p>a partner or collaboration agency;</p> <p>The Overview and Scrutiny Committee to request the six monthly Public Health Update reports include a chapter on the performance and effectiveness of the Broadland Early Help Hub;</p> <p>Heads of Service to encourage professional curiosity in meeting the needs of residents; helping their officers to understand the principles of early help, how it affects their service area and how they can effectively link with services provided within the Early Help Hub;</p> <p>the Overview and Scrutiny Committee to investigate further how the model of the Early Help Hub partnership working could be applied to other Council service areas;</p> <p>in the course of investigating the Early Help Hub, Panel Members were made aware of a 'social prescribing' project; therefore suggest the Overview and Scrutiny Committee request information about it is included in the next Public Health Update report. Furthermore inviting the Early Help Hub Steering Group to explore effective links with social prescribing projects.</p>			
Review of NEWS JVC	14 Nov 2017	<p>(1) request the Board of Directors to review the accuracy of the JVC papers, specifically payments to Directors' fees which are contrary to the Articles of Association and to identify who authorised those payments;</p> <p>(2) request that at least six monthly updates are made to the Overview and Scrutiny Committee from Broadland's Operational</p>	Environmental Protection Manager (Special Projects)	Following consideration by Cabinet on 28 November 2017 and 9 January 2018 all matters have been processed. An update report will be presented in the Autumn.	6 monthly update reports presented to Cabinet

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
		<p>Liaison Board Member in relation to the latest financial position and what measures are being put into place to address financial losses;</p> <p>(3) request to the Board that they clarify why flexibility was not applied to the six percent administration fee in all years where turnover against budget was not achieved as requested by the councils as part of their due diligence process;</p> <p>(4) request the Head of Housing and Environmental Services to raise with NEWS Ltd the need for further transparency of how the administration fee seeks to recover costs, charged against all turnover as this is preventing the company from being profitable. This needs to be challenged as it is impacting on the potential for the local authorities to derive a share of profits from the JVC;</p> <p>(5) Overview and Scrutiny Committee to receive progress updates on the procurement managed by Norwich City Council in relation to Marsham recycling arrangements.</p>			
Budget And Medium Term Financial Plan 2018-2021	16 Jan 2018	to request the Portfolio Holder for Finance and Environmental Excellence to attend the meeting of the Committee on 30 January 2018 to discuss footway lighting provision.	Environmental Protection Manager (Special Projects)	The relevant parish councils have been contacted to clarify their response and the Head of Environmental Services will commence the procurement process in due course based on the responses received.	Completed
Joint Venture Arrangements	16 Jan 2018	That a set of priorities be drafted that would clearly identify the Committee's financial, legal	Head of Democratic Services and	Legal advice being requested.	

Appendix 1

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
		and qualitative expectations for any future JVC, so that it could be fully assessed against these criteria and allow Members to give a steer to Cabinet.	Monitoring Officer		
Overview and Scrutiny Annual Report 2017/	20 Mar 2018	To approve the Annual Report to Council, as amended.	Overview and Scrutiny Research Officer	Approved at 17 April 2018 Council.	Completed
Review of Neighbourhood Plans	17 July 2018	<p>(1) Spatial Planning Officers to review the agendas for Neighbourhood Plan Forum meetings to build in more workshop based sessions. Enabling Neighbourhood Plan Groups to share their expertise with each other and sessions are worthwhile to all types of groups – whether new or nearing the completion of their Plans.</p> <p>(2) To focus on explaining the planning process as a whole and how Neighbourhood Plans fitted within that. This could also mean discussing the possibility of pursuing other community planning tools if a Neighbourhood Plan was not the right tool to use for a particular community's needs.</p> <p>(3) Targeting more parishes to see if they would like to get involved in NPs or other community led planning initiatives.</p> <p>(4) Explore relationship with neighbouring districts and share good practice amongst colleagues.</p> <p>(5) Consider creating the Council's own bespoke guides / templates where a need was identified and if the opportunity presented itself share with Ministry of Housing,</p>	Senior Community Planning Officer		

Appendix 1

Topic	Date at Committee	Recommendation/ Agreement	Responsible officer	Progress	Outcome
		Communities and Local Government.			
Economic and Tourism Update	16 October 2018	To commend the work being carried out by Economic Development and to recommend to Cabinet that greater effort be made to communicate to residents and businesses the valuable services that the Department provided.	Communications and Engagement Manager / Head of Economic Development	The Head of Economic Development would be discussing publicity for the work of his department with the new Interim Communications and Engagement Manager.	



**Outcomes and Actions
Norfolk Health Overview and Scrutiny Committee (NHOSC)
28 February 2019**

Agenda Item Number	Report Title	Outcomes and Actions	Action By Whom
6.	Ambulance response and turnaround times in Norfolk	<p>NHOSC noted the information provided in the report and during the discussions.</p> <p>In response to a request by David Russell for Cromer Town Council, Dorothy Hosein, Chief Executive of East of England Ambulance Service NHS Trust (EEAST), agreed to consider any opportunities to increase the Trust’s visibility and engagement locally.</p> <p>Agreed that the East of England Ambulance Service NHS Trust (EEAST), Norfolk and Norwich University Hospitals NHS Foundation Trust (NNUH), Queen Elizabeth Hospital NHS Foundation Trust (QEH) and CCGs should return to NHOSC in 6 months’ time (i.e. 5 September 2019 meeting) to report on:-</p> <ul style="list-style-type: none"> • Plans to help patient flow in winter 2019-20 • Progress with pathways for mental health patients • The interface between EEAST and the NHS 111 service <p>NHOSC Members were offered the opportunity to ride out with ambulance crews and /or visit EEAST’s emergency operations centre.</p>	<p>Dorothy Hosein, Terry Hicks, Nancy Fontaine, Jon Wade & Mark Burgis</p>

7.	Children's speech and language therapy	<p>NHOSC noted the information provided in the report and during the discussions.</p> <p>Agreed that central and west Norfolk service commissioners and provider should return to NHOSC 6 months after the start of additional investment in the service (i.e. to 10 October 2019 NHOSC) to report on progress with the action plan arising from the independent review of the service.</p> <p>Special needs schools' perspective on the subject should be sought for the next meeting.</p>	<p>Rebecca Hulme, Clare Angell, Michael Bateman, Jonathan Williams, Louise Barrett</p> <p>Maureen Orr</p>
8.	Forward work programme	<p>The Forward Work Programme for NHOSC meetings was agreed with the following changes:-</p> <ul style="list-style-type: none"> • 'Local action to address health and social care workforce shortages' – moved from April to 30 May 2019 meeting. • 'Eating disorder services (adults' and children's)' – added to the agenda for 11 April 2019 • 'Adult autism – access to diagnosis' – to be scheduled. <p>NHOSC nominated the following Members to attend a Sustainability and Transformation Partnership (STP) Workforce Workstream workshop in Norwich on Weds 10 April 2019, 9.30 – 4.00pm:-</p> <ul style="list-style-type: none"> - David Fullman - Brenda Jones - Graham Middleton <p>NHOSC Members were invited to attend the Dying Matters event at the Forum, Norwich on 9 May 2019, 9.00 – 1.00pm</p>	<p>Maureen Orr</p>

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 2019

<i>Meeting dates</i>	<i>Briefings/Main scrutiny topic/initial review of topics/follow-ups</i>	<i>Administrative business</i>
11 Apr 2019	<p><u>Access to NHS dentistry in Norfolk</u> – follow up to the report to NHOSC on 24 May 2018 on access in West Norfolk, and examination of the situation in the rest of Norfolk.</p> <p><u>Eating disorder services</u> – examination of adult and children's services in Norfolk</p>	
30 May 2019	<p><u>Local action to address health and care workforce shortages</u> – a short report by Norfolk & Waveney STP Workforce Workstream Lead.</p> <p><u>Access to palliative and end of life care</u> – follow-up from NHOSC's meeting on 18 October 2018.</p>	
25 July 2019	<p><u>The Queen Elizabeth Hospital NHS Foundation Trust</u> - response to the Care Quality Commission report – progress report</p> <p><u>Norfolk and Suffolk NHS Foundation Trust</u> - response to the Care Quality Commission report – progress update</p>	

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

Provisional dates for report to the Committee / items in the Briefing 2019

- July 2019** (in the Briefing) - **Continuing healthcare – update on trends in referrals and assessment of eligibility for CHC and explanation of those trends.**
- 5 Sep 2019** (on the agenda) - **Physical health checks for adults with learning disabilities – update since Sept 2018**
- **Ambulance response and turnaround times in Norfolk**
 - Plans to help patient flow in winter 2019-20
 - Progress with pathways for mental health patients
 - The interface between EEAST and the NHS 111 service
- 10 Oct 2019** - **Children’s speech and language therapy** (central and west Norfolk) – update since 28 Feb 2019
- To be scheduled - **Adult autism – access to diagnosis** – to examine waiting times to diagnosis.

Other activities

- Visit to be arranged - 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 - M Chenery of Horsbrugh (substitute Mr D Harrison)
- South Norfolk - Dr N Legg (substitute Mr P Wilkinson)
- Gt Yarmouth and Waveney - Ms E Flaxman-Taylor
- West Norfolk - M Chenery of Horsbrugh (substitute Mrs S Young)
- Norwich - Ms E Corlett (substitute Ms B Jones)

Norfolk and Waveney Joint Strategic Commissioning Committee

- For meetings held in west and north Norfolk - M Chenery of Horsbrugh

For meetings held in east - Dr N Legg
and south Norfolk

NHS Provider Trusts

- | | |
|--|--|
| Queen Elizabeth Hospital, King's Lynn NHS Foundation Trust | - Mrs S Young
(substitute M Chenery of Horsbrugh) |
| Norfolk and Suffolk NHS Foundation Trust (mental health trust) | - M Chenery of Horsbrugh
(substitute Ms B Jones) |
| Norfolk and Norwich University Hospitals NHS Foundation Trust | - Dr N Legg
(substitute Mr D Harrison) |
| James Paget University Hospitals NHS Foundation Trust | - Ms E Flaxman-Taylor
(substitute Mr M Smith-Clare) |
| Norfolk Community Health and Care NHS Trust | - Mr G Middleton
(substitute Mr D Fullman) |



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OVERVIEW AND SCRUTINY WORK PROGRAMME 2019/20

Members will recall that it has been the previous practice to hold a Workshop to consider items for inclusion on the future Work Programme. As this is the final year of the current municipal term it is proposed not to hold a Workshop session at this stage as it could fetter the views and opinions of the new Committee which will be appointed at the Council AGM in May 2019. Members will recall that at their meeting on 29 January 2019 the following suggestions were made for inclusion in the Work Programme:

Water – supply, management and climate change

GP provision in the District

Traffic flows in the areas adjoining Broadland Northway

Future Infrastructure Provision in Broadland

Broadband and mobile phone coverage in the District

Collaboration: the views of the respective Leaders and the Managing Director on how they envisaged shared services would develop over the next five years.

It is proposed that an item be included on the Agenda for the Overview and Scrutiny Committee early in the next municipal year asking the new Committee to endorse these items on their programme and invite the new Committee to consider the addition of any further items.

Members are reminded that the Work Programme will also include the regular update items:

Performance Report

Economic Update

Resilience Update

Early Intervention and Community Safety Update.

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018-19

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

Topics brought to Committee for Information:

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
	Performance Report	Committee Officer	Committee to allocate areas for investigation to the Performance Management Sub Committee (PMSC) when the report is received under Cabinet papers.	Six Months
	Committee Representation Updates	Committee Representatives	Opportunity for Committee Representatives from Norfolk Health Overview and Scrutiny Committee, Broadland Corporate Equalities Group, Norfolk Police and Crime Panel and Norfolk Health and Wellbeing Board to report back any key information to Committee or for Committee Members to raise any questions for representatives to take forward.	Bi-Monthly
18 June 2019	Economic Update	Head of Economic Development/ Portfolio Holder for Economic Development	An update on the economy in the District and beyond.	Six Months
18 June 2019	Work Programme Identification	Committee Officer, Head of Democratic Services and Monitoring Officer	To identify subjects to be included in the replacement work programme. Considering suggestions received from members of the public and parish/town councils.	
18 June 2019	Early Intervention and Community Safety Update	Community Safety Manager	To receive an update from the Community Safety Coordinator on progress being made by the Norfolk County Community Safety Partnership with particular reference to any progress directly impacting the Broadland District.	Annual
18 June 2019	Fee's on DIY Waste	Environmental Protection Manager	To receive an update how the fees were determined and impacts on levels of fly tipping since their introduction.	Once
18 June 2019	Citizens Advice Council Tax Protocol	Interim Revenues and Benefits Manager	To receive a report setting out options for the Council in respect of the Citizens Advice Council Tax Protocol.	Once

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
18 June or 13 August 2019	Healthwatch Norfolk	Representatives from Healthwatch Norfolk	To receive a presentation on the activities of Healthwatch Norfolk in the District	Once

Workshops

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

NOT FOR PUBLICATION BY VIRTUE OF SCHEDULE 12A OF PART 1 PARAGRAPH 3 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) BY THE LOCAL AUTHORITIES (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information))

Pages 53 to 55 are not available to the public because the information is confidential as it includes exempt information about the financial or business affairs of a person