

Overview and Scrutiny Committee

Agenda

Members of the Committee

Cllr S Riley (Chairman)

Cllr K S Kelly

Cllr A D Adams (Vice Chairman)

Cllr D King

Cllr N J Brennan

Cllr M L Murrell

Cllr P E Bulman

Cllr G K Nurden

Cllr S J Catchpole

Cllr S M Prutton

Cllr N J Harpley

Cllr C E Ryman-Tubb

Cllr S I Holland

Cllr N C Shaw

Cllr C Karimi-Ghovanlou

Date & Time:

Tuesday 30 March 2021 10.00am

Place:

To be hosted remotely at: Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich

Contact:

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PUBLIC ATTENDANCE:

This meeting will be live streamed for public viewing via the following link:

<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

If a member of the public would like to attend to speak on an agenda item, please email your request to committee.services@broadland.gov.uk, no later than 5.00pm Thursday 25 March 2021.

AGENDA

- | | | |
|-----|---|----|
| 1. | To receive declarations of interest under Procedural Rule no 8 | 3 |
| 2. | Apologies for absence | |
| 3. | Minutes of meeting held on 9 March 2021 | 5 |
| 4. | Matters arising therefrom (if any) | |
| 5. | Chairman's Announcements | |
| 6. | Public Speaking
To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda. In accordance with the Constitution a period of 3 minutes is allowed per member of the public. | |
| 7. | Apprenticeships Levy | 13 |
| 8. | Provision of Leisure Principles | |
| 9. | Overview and Scrutiny Committee Annual Report 2020/21 | 21 |
| 10. | Overview and Scrutiny Committee Work Programme | 40 |

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.
<p>Does the interest directly:</p> <ol style="list-style-type: none">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 Council4. Affect land you or your spouse / partner own5. Affect a company that you or your partner own, or have a shareholding in <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>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.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>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 you should not partake in general discussion or vote.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</p>
<p>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.</p>

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST
INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a remote meeting of the Overview and Scrutiny Committee of Broadland District Council, held on Tuesday 9 March 2021 at 10.00am.

Committee Members Present: Councillor: S Riley (Chairman), A D Adams (Vice-Chairman), N J Brennan, P E Bulman, S J Catchpole, N J Harpley, S I Holland, C Karimi-Ghovanlou, K S Kelly, D King, M L Murrell, G K Nurden, S M Prutton and N C Shaw.

Other Members in Attendance: Councillors: J Emsell, J Leggett, and T Mancini-Boyle.

Officers in Attendance: The Director of Resources, Director of Place, Director of People and Communities, Assistant Director Governance and Business Support (Monitoring Officer) Assistant Director of Individuals and Families, Assistant Director Finance, Chief of Staff, Senior Finance Business Partner, Strategy and Programmes Manager, Senior Governance Officer (SW), Housing Enabling Officer and Democratic Services Officers (LA, JO)

236 DECLARATIONS OF INTEREST

Cllr J Leggett declared a non-pecuniary interest as a trustee of Leeway Domestic Violence and Abuse Services. .

237 MINUTES

The minutes of the meeting held on 2 February 2021 were agreed as a correct record.

Minute No: 223 - Apology for Absence

Cllr King thanked members for their kind thoughts during his recent illness.

238 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised members that Scrutiny Training had been arranged for Monday 15 March at 2.00pm. The session, which would last for around 90 minutes, would provide members with a refresher on the background of scrutiny and would concentrate mainly on developing the effective questioning skills, which were vital for members of the Committee.

The Chairman also advised the meeting that item 12 on the Cabinet Agenda, Social Prescribing, was being deferred to the 20 April 2021 meeting of Cabinet.

CABINET REPORTS

239 STRATEGIC PERFORMANCE AND FINANCE REPORT FOR QUARTER 3

The report provided a summary of the Council's performance and finance positions for Quarter 3 and was aligned to the key outcomes set out in the Delivery Plan for 2020/21.

The Strategy and Programme Manager advised the meeting that 11 performance measures were on target to meet the year end success criteria; six measures were at risk of not meeting the target and two measures were not on target to meet the year end success criteria. Nine further measures were being baselined to determine their target.

The following performance measures in the report were drawn to the Committee's attention:

- The percentage of vacant retail space in market towns had remained relatively stable over the last two quarters, however it was likely that the pandemic would have a delayed effect on market towns. Therefore, the Council was working on a suite of proposals to support the economic recovery of the market town high streets.
- Due to the pandemic the collection of Business Rates was below the performance in Q3 in 2019/20 and it was not expected that the 99 percent collection target by year-end would be achieved. The Business Rates Team had worked proactively with businesses to offer extended and deferred payments where appropriate.
- Performance for the number of working days taken to process new claims for Housing/Council Tax Benefit was an excellent five working days, two days less than the target of seven days.
- Successful interventions to prevent or relieve homelessness stood at 62 percent, which was below the target of 80 percent. This was mainly Covid-19 related, as with each lockdown more people were finding

themselves homeless. The Team were currently recruiting and providing training to improve performance in the coming weeks and months.

- The number of affordable homes delivered had improved during Quarter 3 with a total of 65 new build homes for rent and affordable home ownership being delivered, almost double that of the previous two quarters. The Council had a cumulative total of 101 new affordable homes in Quarter 3 which exceeded the yearly Strategic Housing Market Assessment requirement of 96 new affordable homes.
- Staff absence levels for short term sickness was a very positive 2.83 days. The target was no more than 4.5 days.
- The collection rate of Council Tax would be lower this year than in previous years due to the impact of the coronavirus. Whilst the collection rate had been impacted, the proactive action taken by the Council to engage and continue to issue notices had helped maintain performance above the national trend.

In respect of the Council's finance revenue position for Quarter 3, the Senior Finance Business Partner advised the meeting that it was currently estimated that the Council would have an underspend this year of £860,000.

The main driver for the underspend was the People and Communities directorate, which was forecasting an underspend of £444,000. This was primarily due to increased income from recycling credits; a favourable variance on Housing Benefit payments; a delay in the full rollout of the clinical waste collection and a saving on money set aside for waste procurement of £68,000.

The Place directorate was forecasting an underspend of £79,000. This was mainly a result of salary savings due to vacancies and additional land charges fee income generated by the stamp duty fees exemption.

Non-Pay budgets were expected to underspend by £4.1m, because Housing Benefit expenditure was down by £4.0m, as more claimants migrated over to Universal Credit. This was, however, offset by a compensating reduction in the Housing Benefit Grant of £3.9m from Government.

Overall, pay budgets were expected to underspend by £82,000, as a result of vacancies.

The Capital budget spend was £1.2m against an approved total of £4.5m and an overall total budget of £10.4m.

In response to a number of queries the Committee was advised the following:

- The stamp duty 'holiday' introduced by the Government had stimulated the housing market, which had led to a greater number of land searches and an increase in income for the Council.

- Around £15,000 had been spent on maintenance to Reedham Quay to date.
- The refurbishment work on Thorpe Lodge was predicated by a stock condition survey, which could not be carried out during the pandemic. It was, therefore, proposed that the budget be carried forward to 2021/22.

Members noted that a more detailed breakdown of how the savings predicted to be made from collaboration with South Norfolk were being made would be reported to a joint informal Cabinet meeting. However, members requested that this information also be reported to the Committee. Officers confirmed that they would make the information available to members after the meeting and that they would also provide details of working days lost due to long-term staff sickness.

In response to a number of further queries the Committee was informed the following:

- The Council was doing a lot of work to improve its homelessness intervention performance, which was facing an increased demand and also a change in the profile of people needing help due to the pandemic.

The recently agreed joint allocations policy for both Councils would also assist officers in improving performance.

- Council Tax collection rates at the end of February were 95.13 percent, which was only 0.44 percent below target. This recovery action for this, which equated to a sum of £400,000, would commence in the next financial year. If additional resources for recovery were required, a report would be brought to members.
- There was a mix of reasons for the reduction in the collection of Business Rates and officers were proactively working with businesses to offer extended and deferred payments where appropriate. Although some businesses might eventually require the threat of court action in order to prompt payment. However, despite the reduction it was likely that the final collection rate would still be around 97-98 percent.
- One of the reasons that the percentage of householder planning decisions made within statutory timescales had reduced was the need to pre-arrange site inspections, due to the pandemic.
- The Council did not hold specific lists of residents in receipt of Universal Credit and at risk of having their benefit reduced when the additional £20 payment came to an end. However, a great deal of work was undertaken to ensure that residents in need were aware of the help that the Council could provide.

- Anecdotally, second homes in Broadland were not causing the pressure on the housing market that had been seen in neighbouring authorities.

In response to a request it was confirmed that empty homes data for the District would be forwarded to the Committee, following the meeting.

The Chairman advised the Committee that the Chief of Staff, Hannah Ralph, was leaving the Council to take up a post elsewhere. The Committee wished Hannah all the very best for the future.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Options (1 and 2)

To

- (1) Note the revenue and capital position (variance details in Appendix 1); and
- (2) Note the 2020/21 performance for Quarter 3 (detail in Appendix 2).

240 COVID-19 HARDSHIP FUND POLICY 2021/22

The Assistant Director Individuals and Families introduced the report, which recommended that Cabinet approved the adoption of the Covid-19 Hardship Fund Policy for the year 2021/22 to provide short term stability for residents suffering financial hardship.

This was a continuation of an assistance fund that had been established in 2020 by the Council to help residents who were experiencing severe financial hardship due to the Coronavirus pandemic

The demand on the Housing and Benefit service had increased significantly due to the impact of the pandemic on the local economy, reflecting the increase in hardship within the District due to unemployment, welfare assessment periods, furlough and loss of income for those required to self-isolate.

The Council had been allocated a Covid-19 support fund from central Government of £117,302. It was proposed that £25,000 of this be apportioned for the Hardship Fund.

The amount applicants could receive was limited to £500 and would be for daily living essentials such as food and heating. This policy would only be utilised where all other support and welfare systems had been explored.

Applications were to be made online and were designed to be as simple as possible. Officers could also complete applications, if residents did not have internet access or lacked literacy skills.

Officers would be using the Joseph Rowntree minimum income standard as guidance when calculating an application for the hardship fund. It was emphasised that staff who assessed the applications were highly qualified and experienced and used their professional discretion to assess claimants.

A member pointed out that the policy should refer to the amount of the fund for Broadland only at paragraph 3.2.

In response to a query, it was confirmed that the Covid-19 Hardship Fund was in addition to the existing Hardship Fund that the Council had in place. The Portfolio Holder for Finance added that the Covid-19 fund for last year had spent £15,000. It was felt that increasing this to £25,000 for 2021/22 would be adequate for the next financial year, although this sum could be looked at again it was felt that the fund needed to be increased.

Members were also advised that the Leeway worker, funded by the Council, could refer victims of domestic abuse to the fund. The Council also had links with Children's Services, who could refer applicants to this support as well.

Members were asked to note that the Fund was distinct from, and in addition to, the £500 Test and Trace Support payments, for people who were required to self-isolate.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Option (1)

That Cabinet approves the adoption of the Covid-19 hardship policy for the financial year 2021/22.

241 AFFORDABLE HOME OWNERSHIP

The Housing Enabling Officer introduced the report, which proposed the expansion of the local connection criteria for Affordable Home Ownership to include current residents of South Norfolk and Norwich City, via a reciprocal agreement for a trial period of two years.

The pilot scheme proposed that current residents living in any of the three districts could apply for a new build Shared Equity or Discounted Market Sale product within the district that they wished to live. Applications would then be assessed by officers to confirm that they met the local connection criteria and the sale could then proceed. Assessments would be carried out from within existing resources.

It was emphasised that the scheme was purely for home ownership and would probably be for around 15 to 20 properties a year in Broadland.

It was suggested that as a number of new affordable home ownership products were being proposed by the Government, that it might be better to wait until there was more clarity on this before changing the local connection policy.

In response, the Director of Place suggested that as it was a reciprocal arrangement it would give residents a wider choice across the whole of Greater Norwich. He noted that all three councils worked very closely on developing infrastructure and planning growth across this area and it seemed a natural progression to trial an expansion of the local connection criteria. He also suggested that housing was a constantly changing issue and that the Council would need to take this into account as central Government determined, so there would be little to be gained by a delay.

The Chairman noted that the trial was only for two years and would be subject to any changes to affordable housing products that were determined by Government.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

Options (1 and 2)

- (1) For Affordable Home Ownership products provided through negotiation with developers:
 - There will be a local connection priority for Greater Norwich
- (2) The new criteria will be applied as a pilot scheme via a reciprocal agreement for a trial period of 2 years.

The Committee adjourned at 11.33am and reconvened at 11.40am, when all the Committee members listed above were present.

242 NEW HOMES BONUS CONSULTATION

The Director for Resources introduced her report, which explained that officers had commenced with a proposed response to the Future of the New Homes Bonus Consultation. The timescales for submission of the consultation would prevent a finalised version of the responses being made available to Cabinet and it was, therefore, proposed that the final sign-off be delegated to the Portfolio Holders for Finance and Planning, in consultation with the Director Resources and the Director Place

The consultation questions covered not only the financial element of the New Homes Bonus, but housing delivery as well as the possible introduction of a modern methods of construction premium.

A member suggested that the recommendation needed clarification and it was agreed that reference to the response to the future of the New Homes Bonus Consultation, be added to the recommendation.

There was some discussion about whether the consultation could be completed and signed off by the Portfolio Holders to allow it to complete the call-in period ahead of submission on 7 April 2021. The Assistant Director Governance and Business Support (Monitoring Officer) confirmed that she would clarify this point after the meeting.

Following a show of hands it was unanimously.

RECOMMENDED TO CABINET

Option (1, as amended)

To delegate *the response to the future of the New Homes Bonus Consultation* to the Portfolio Holders for Finance and Planning in consultation with the Director Resources and the Director Place.

243 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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.

244 EXEMPT MINUTES

The exempt minutes of the meeting held on 2 February 2021 were confirmed as a correct record.

(The meeting concluded at 12.01pm)

Chairman

APPRENTICESHIPS LEVY

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Portfolio:

Economic Development

Wards Affected:

All

Purpose of the Report:

The purpose of this report is to illustrate the impact that the implementation of the apprenticeship levy and associated policy has had on take up of apprenticeships in Broadland. It also sets out the overall approach being taken by the Council to support and promote apprenticeship participation.

Recommendations:

The committee is asked to review and comment on the findings and support the continued building of existing partnerships with local stakeholders to develop and deliver initiatives to reduce further slippage in apprenticeship recruitment and to ensure this remains an inclusive programme for all.

1. SUMMARY

- 1.1 The Apprenticeship Levy was introduced in May 2017. This was in part in response to recommendations from the Richard Review. This review was commissioned by Government in June 2012 to look at the future direction of Apprenticeships and their purpose for employers, individuals and the wider economy going forward. In December 2015 the Government published their 2020 Vision paper promoting the intention to provide employers with better power and choice over the provision available. This resulted in two major reforms of the Apprenticeship offer in the UK. The first was the gradual development of employer created Industry Apprenticeship Standards and the second was the Implementation of the Apprenticeship Levy in May 2017.
- 1.2 Since the implementation of the reforms there has not been the expected increase in Apprenticeship recruitment. In Broadland during the academic year 2015/16 prior to the implementation of the levy there was an overall 980 Apprenticeship starts. Since then numbers have declined and in 2019/20 only 750 starts were reported, a decrease of 230. This an overall 23% reduction in starts across all ages and levels with the exception of recruitment to Higher and Degree Levels which has enjoyed a 95% increase. The age group that were least affected was the 25+ group which reduced by 8.8% in contrast to a reduction of 25.8% for the 16-18 year olds and 34.4% for the 19-24 year olds.
- 1.3 Impact on Apprenticeship Starts in Broadland During the period 2015/16 to 2019/20.

Learner Category	Change	Impact %
16-18	-80	-25.8
19-24	-110	-34.4
25+	-30	-8.8
Total	-230	-23
Intermediate	-196	-36.6
Advanced	-144	-37.5
Higher and Degree	+110	+95
Total	-230	-23

2. BACKGROUND

- 2.1 Apprenticeships are paid jobs that incorporate on and off the job training. A successful apprentice may qualify with a nationally recognised qualification on completion of their contract. Apprenticeships offer an alternative method to classroom learning and provide the opportunity to attain hands on skills combined with essential knowledge.
- 2.2 Apprenticeships in the UK experienced a resurgence in 1994 when an Apprenticeship Level three Framework was launched, this was a competence based qualification and included the Sector Based National Vocational Qualification at a Level three combined with a requirement for Key Skills in English and Maths to be achieved. It was to be delivered by Approved Training Providers

and consisted of a blend of on and off the job training and assessment. Following on from the successful Level three pilot Level two frameworks became available across range of occupational areas and provided non-academic post 16 school leavers with an accessible and meaningful route into work and further training.

- 2.3 Since that time employers and educators have worked together with central Government to ensure that apprenticeships continue to improve in quality, remain fit for purpose and are appropriately funded. Alongside the introduction of scrutiny by Ofsted there have been regular amendments to content, delivery methods funding mechanisms and rules.
- 2.4 The Richard Review of Apprenticeships was commissioned by Government in June and Published in November 2012. It looked at the future direction of Apprenticeships and their purpose for employers, individuals and the wider economy going forward. The recommendations from this report informed the subsequent reforms to Apprenticeship delivery resulting in the implementation of the Levy, putting the Employer in the driving seat and the transfer from Apprenticeship Frameworks to Standards
- 2.5 In December 2015 the Government published the 2020 Vision Paper stating that *“by 2020 Apprenticeships will be widely recognised and respected as a highly effective means for all businesses to build their pipeline of skilled future staff in all parts of the country. The new Digital Apprenticeship Service will be simple for employers, particularly smaller businesses, to navigate and use. Employers will feel full ownership of apprenticeships, designing and owning the content of all apprenticeship standards and assessments. Employers will be the main advocates of apprenticeships among their partners, peers and supply chain”* (English Apprenticeships: Our 2020 Vision).
- 2.6 The Enterprise Act 2016 gave Apprenticeships the same legal treatment as degrees and the term “apprenticeship” was protected by law, to prevent it being misused. The Enterprise Bill, allows the Government to take action if it is misused by training providers. Change of Departmental responsibility The Department for Business, Innovation and Skills was replaced by the Department for Business, Energy and Industrial Strategy in July 2016. With this change responsibility for apprenticeships and skills, along with higher and further education policy, was transferred to the Department for Education (DofE).
- 2.7 In April 2017, the Institute for Apprenticeships and Technical Education was launched. The IfATE is an employer led crown non-departmental public body. They oversee the development, approval and publication of apprenticeship standards and assessment plans. A significant part of that role is to ascertain the value and cost of delivery of each standard and inform the Education and Skills Funding Agency who set the Funding Rules for Learning Providers and manage the overall allocation of Government Further Education funds.
- 2.8 The way in which the Government funds the training and assessment costs of apprenticeships was revised in May 2017, and the apprenticeship levy was introduced to providers.

- 2.9 Prior to the changes being introduced all apprenticeship starts were on apprenticeship frameworks. For this type of apprenticeship, the government paid all the training costs for 16-18 year olds, half the training costs for 19-23 year olds and up to half for apprentices aged 24 and over. Extra support was provided to apprentices living in the most deprived parts of the country or those in areas where training costs were higher.
- 2.10 The Levy requires all UK employers with a pay bill of over £3 million per year to pay the levy. It is set at 0.5% of the value of the employer's pay bill, minus an apprenticeship levy allowance of £15,000 per financial year. The funds generated by the levy must be spent only on apprenticeship training costs. The government tops up the funds paid by the employer by 5%. Non-Levy paying employers are required to reserve funded places for potential apprentices in order to attract non-levy funding from the Government. They are required to pay a 10% contribution to training costs for learners who are 19+.
- 2.11 Figures published by DoFE in Oct 2017, showed an initial 61% decline in apprenticeship starts nationally on the new system, compared to the same period for the previous year on the old funding system. This comprised of a 38% dip in the number of Level 2 starts and a 20% fall in new opportunities for 16-18 yr olds. This trend was reflected in Broadland. Indicators imply that the long-term decline in starts has impacted mainly on first time recruitment at 16-18, and on existing employees who are taking the opportunity to gain a funded Higher or Degree Level Apprenticeship.
- 2.12 There was peak of recruitment prior to the deadline of the actual implementation of the levy in May 2017 by current providers who were eager to benefit from the existing funding system before the more complicated levy process was enforced. Since then the only increase we are seeing locally is in the 95% increase in engagement of higher level apprenticeships. This matches with national data, suggesting that amendments to wider policy on a national level has effected this change, These include the introduction of the Apprenticeship Levy, the transition from Frameworks to Standards and the withdrawal of several Independent Training providers, who discovered that the revised policy on funding rates made them insufficient for them to continue delivery. This has also impacted on local providers who were delivering Intermediate Apprenticeships Frameworks in subjects such as Administration, Hairdressing and Health & Social Care. Some of these providers have found that revised Standards funding for Intermediate level apprenticeships have made them non-viable i.e. Intermediate Business Administration which was a previously favoured route for many first-time entrants.
- 2.13 The following tables show apprenticeship starts from the academic years 2015/16, the year before the Levy was introduced, to 2019/20. This is the most up to date full year information currently available. It should be noted that these figures do not represent new jobs, as Apprenticeship can be accessed by employed people wanting to upskill.

Broadland Resident Apprenticeship Starts 2015 – 2020 By Level						
	2015/16	2016/17	2017/18	2018/19	2019/20	Impact
Intermediate Level 2	536	610	480	390	340	-196 -36.6%
Advanced Level 3	384	490	390	350	240	-144 -37.5%
Higher Level 4-7	60	90	100	180	170	+110 +95%
Totals	980	1190	960	920	750	-230 -23%

Broadland Resident Apprenticeship Starts by Age 2015 - 2020						
	2015/16	2016/17	2017/18	2018/19	2019/20	Impact
16 to 18	310	360	310	300	230	-80 -25.8%
19 to 24	320	370	280	280	210	-110 34.4%
25+	340	460	380	340	310	-30 -8.8%
Totals	980	1190	960	920	750	-230 23%

Broadland Resident Apprenticeship Starts 2015 -2021 by Occupational Area					
	2015/16	2016/17	2017/18	2018/19	2019/20
Agriculture, Horticulture and Animal Care	40	20	40	23	53
Arts, Media and Publishing			1	2	3
Business, Administration and Law	380	290	301	306	242
Construction, Planning and Built Env	50	50	55	71	75
Education and Training	30	10	9	8	15
Engineering and Manufacturing Technologies	170	150	130	142	109
Health, Public Services and Care	310	280	216	202	139
Information and Communication Technology	20	20	40	37	26
Leisure, Travel and Tourism	50	30	15	14	21
Retail and Commercial Enterprise	150	120	130	90	54

3. CURRENT POSITION

COVID

- 3.1 The Impact of Lockdown has prevented Work, Education and Training to carry on as normal and has further magnified the existing concerns regarding declining Apprenticeship Starts. It is expected that when furlough comes to an end that

Apprenticeship participation could fall further as some businesses fail to reopen or cannot maintain their current workforce.

District	2019-20 Q1 Starts	2020-21 Q1 Starts	Difference	Percentage Change
Breckland	290	210	-80	-27.59%
Broadland	310	200	-110	-35.48%
Great Yarmouth	190	120	-70	-36.84%
Kings Lynn and West Norfolk	330	230	-100	-30.30%
North Norfolk	190	110	-80	-42.11%
Norwich	240	170	-70	-29.17%
South Norfolk	270	190	-80	-29.63%
Totals	1,820	1230	-590	-32.42%

- 3.2 Q1 covers the period from August 20 to October 20 between lockdowns but obviously the impact of the Covid-19 pandemic on would-be apprentices, employers and providers is significant and continuing. N.B. that these starts are provisional as per the following notice published with this dataset:

Impact of COVID-19 on reporting of Further Education (FE) and apprenticeship data

- 3.3 The 2019/20 and 2020/21 data covers a period affected by varying COVID-19 restrictions, which will have impacted on apprenticeship and traineeship learning and also provider reporting behaviour via the Individualised Learner Record. Therefore, extra care should be taken in comparing and interpreting data presented in this release.
- Overall starts in Q1 20/21 have significantly declined by 32% in Norfolk when compared to Q1 19/20. This compares to a 28% decrease across England during the same period.
 - Norfolk's under 19s continue to be the most impacted with a **50% drop in starts** (42% decline for England). 19-24s are down 33% (England 30%) and 25+ down 18% (England 14%)
 - Intermediate Level starts remain the most affected with a 46% drop (43% decline for England). Higher apprenticeships show the smallest impact in the county with an 8% reduction. However, England as a whole showed a very small increase of 1% in Higher Apprenticeships when compared to 2019/20.
 - All Norfolk districts reported a decline in starts with North Norfolk showing the highest fall of 42%. Breckland showed the smallest decrease but this was still 28% down.
 - Broadland has experienced the highest drop in numbers at 110 and is 5th lowest out of the seven Norfolk Districts.

Broadland Response

- 3.4 Broadland District Council is a long-standing member of the NCC (Norfolk County Council) led ANN (Apprenticeship Norfolk Network) and has worked closely with them to help develop their response to declining apprenticeship recruitment across Norfolk. They are currently delivering financial incentives for SME who take on apprentices, this compliments the National Incentive Programme and in addition includes some local discretion according to need. They also provide a website and one to one support for employers and learners wishing to engage in the programme.
- 3.5 Broadland District Council is a member of the NALEP Workforce Work stream. This is an active working group who meet fortnightly to consult on and develop responses to the Pandemic. Apprenticeships are seen as a key solution to economic challenges facing young people and businesses going forward. Future funding opportunities and Initiatives are high agenda items. This group is attended by representatives from DWP, Education Providers, Chambers of Commerce, and LAs.
- 3.6 Broadland District Council officers are working with the Greater Norwich Manufacturing Group and local stakeholders to deliver an Apprenticeship Pilot programme designed to develop a more accessible and appropriate Engineering Apprenticeship routes for hitherto disengaged employers. It is hoped this will begin September 2021.

County Wide

- 3.7 NALEP has employed a dedicated Manager responsible for encouraging Levy payers to transfer up to 25% of their unused Levy pot to support learners in their supply chain who are employed by non-levy paying organisations. This eliminates the need for the non-levy paying employer to pay a learning contribution for their 19 + Apprentices and also prevent unused levy being returned to the treasury.
- 3.8 NALEP works very closely with NCC and their ANN team to provide a joined up and consistent response to enquiries and opportunities to increase Apprenticeship Participation in the County.

Broadland District Council

- 3.9 Currently within the One Team we have nine apprentices in total.

4. PROPOSED ACTION

- 4.1 Officers are currently working on our approach to skills and training which will be brought into committees during 2020. However as part of our wider response to apprenticeships, the Council will continue to build on existing partnerships with local stakeholders to develop and deliver initiatives to reduce further slippage in apprenticeship recruitment and to ensure this remains an inclusive programme for all, particularly as we look to Covid recovery and beyond.

- 4.2 We intend to work closely with Local Sector Groups to help understand the barriers to participation and help ensure that appropriate apprenticeship provision is accessible. Also, to continue to encourage employers and residents to consider apprenticeships as a solution to succession planning and future skills needs.
- 4.3 It is our aim to continue to support the recruitment of apprentices across the region and we will continue to look for opportunities to create apprenticeship roles within the Council. We will continue to look for other routes for supporting apprenticeship opportunities within the community such as through levy transfer (which is currently under review) or through other schemes which may create a pathway to an apprenticeship such as through the Kickstart scheme and T-Levels.

5. ISSUES AND RISKS

- 5.1 **Resource Implications** – We are required to put on 0.5% of our payroll into the levy which we would lose if we do not spend on apprenticeships. Officers are currently working on plans around organisational development to develop our one team approach which apprentices are within the current thinking.
- 5.2 **Legal Implications** – None
- 5.3 **Equality Implications** – age is a protected characteristic and although there is no age limit on apprentices, they tend to be younger people. Young people's employment has been disproportionately affected by Covid and this will be a cohort which we will focus on in the future.
- 5.4 **Environmental Impact** – None
- 5.5 **Crime and Disorder** – None

6. CONCLUSION

- 6.1 We have seen a reduction in apprenticeship since the levy as well as Covid affecting traditional entry level roles and as a Council we need to be engaged in how we support businesses and partnerships to encourage apprenticeships as recognised way of supporting people into work and to progress in work.

7. RECOMMENDATIONS

- 7.1 The committee is asked to review and comment on the findings and support the continued building of existing partnerships with local stakeholders to develop and deliver initiatives to reduce further slippage in apprenticeship recruitment and to ensure this remains an inclusive programme for all.

Background papers

None

OVERVIEW AND SCRUTINY COMMITTEE

ANNUAL REPORT 2020/21

Report Author: Sue White
Senior Governance and Deputy Monitoring Officer
01508 533800
sue.white@broadland.gov.uk

Portfolio: All

Ward Affected: All

Purpose of the Report:

To consider and approve the Annual Report of the Overview and Scrutiny Committee.

Recommendations:

1. To recommend the Annual Report of the Overview and Scrutiny Committee 2020/21 to be presented to Council;
2. That any revisions made by the Committee will be updated in the report with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee; and
3. That the report will be updated following the consideration of other items at the meeting held on 30 March 2021, with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee.

1. Summary

- 1.1 Each year, the Overview and Scrutiny Committee gathers information about the work it has carried out over the last year and reports to Council its outcomes and achievements.
- 1.2 This report presents the Committee's Annual Report for 2020/21, which is attached at Appendix A.
- 1.3 A record of the recommendations which the Overview and Scrutiny Committee has made when Scrutinising Cabinet agendas, together with the final decisions made by Cabinet, is attached at Appendix B.

2. Background

- 2.1 It is important for the Overview and Scrutiny Committee to ensure they are effective in the reviews they carry out and efficient in holding the Cabinet to account. Through the use of monitoring Committee recommendations to the Cabinet in addition to their scrutiny review recommendations, the Committee is able to identify where future work can be focused.
- 2.2 The report is broken down into sections to clearly show the different areas of work the Committee has undertaken, and as such, it is a summary document to provide an analysis of what the Committee has achieved and delivered. Further details of the Committee's work can be found within the minutes on the Council's website and also by viewing the videoed recordings of its virtual meetings.
- 2.3 The Annual Report further documents areas of overview and scrutiny outside of the Committee, including the achievements from joint budget discussions with the Cabinet and the work of the Time and Task Limited Panel.

3. Proposed action

- 3.1 The Overview and Scrutiny Committee is asked to consider this report, suggesting revisions where necessary, before it is presented to the Council AGM on 20 May 2021.
- 3.2 It is proposed that any revisions agreed by the Overview and Scrutiny Committee at its meeting on 30 March 2021, will be updated in the report, with the final wording being agreed by the Chairman of the Committee.
- 3.3 It is also proposed that the report will be updated following consideration of other items considered by the Overview and Scrutiny Committee on 30 March 2021, with the final wording being agreed by the Chairman of the Committee.

4. Other options

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

5. Issues and risks

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

7. Conclusion

- 6.1 The Overview and Scrutiny Committee is requested to agree its Annual Report which sets out the work it has undertaken over the last year and its outcomes and achievements.

8. Recommendations

- 7.1 To recommend the Annual Report of the Overview and Scrutiny Committee 2020/21 to be presented to Council;
- 7.2 That any revisions made by the Committee will be updated in the report with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee; and

- 7.3 That the report will be updated following the consideration of other items at the meeting held on 30 March 2021, with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee.

Background papers

None

Broadland Overview and Scrutiny Annual Report 2020–21



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Committee Chairman Foreword

The Committee's aims are to provide real benefits to the people of Broadland and through its work, bring forward appropriate recommendations to Cabinet and Council.

This year has been exceptional in many ways and, along with the rest of the world, we have needed to change our ways of working due to COVID-19. The Overview and Scrutiny Committee has continued to meet, via Zoom, throughout the pandemic and whilst there has needed to be a shift in the focus of both members and officers, we have still managed to undertake some important work this year. In recognising this, I would like to pay tribute to my fellow members who have shown commitment and devotion in serving the Committee and seeking the best outcomes for our residents and services, whilst recognising the substantial additional strain on the Council's officers and resources.

The topics discussed over the last year have covered various areas of the Council's work such as pre-scrutinising the Council's budgets, reviewing the delivery of affordable housing, and assisting Cabinet in the Council's response to the MHCLG Consultation to ensure this reinforced Broadland's priorities. The Committee also requested, by call-in, that Cabinet reconsider its decision around the underspend of member grant monies which resulted in this money being retained for community use within the District.

Whilst the pandemic has caused a delay in our work programme, the Committee has future plans to review some of the important Council policies to ensure they are achieving their objectives and providing the best in customer service and value for money for our residents, and to ensure that residents are at the heart of what Broadland District Council does. We have reached out to our towns and parishes and look forward to examining some of the issues that face our communities and, where necessary, identifying and recommending solutions to improve our services for residents.

The Overview and Scrutiny function of a local authority is not an end in itself. It should be focused on ensuring better outcomes for our communities through constructive engagement with officers, Cabinet, Council and our partners.

I enjoy my time as Chairman of this Committee. I would like to offer my thanks and appreciation to the officers and Members who support the Committee and to the Vice-Chairman, Tony Adams.



Councillor Steve Riley
Overview and Scrutiny Committee Chairman

Introduction

Broadland District Council adopts the Cabinet system to operate its decision-making. The Overview and Scrutiny Committee is politically balanced and is made up of councillors from the political groups that make up the Council. As only non-cabinet members can be on the Committee, this enables those members to have an active role in the Council's decision-making process.

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

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

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

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

It is through demonstrating the value and impact that effective scrutiny can have in supporting councils and other organisations to deliver better, more cost-effective services, that scrutiny is a valued element of local democracy.

Overview and Scrutiny Reviews

An Overview and Scrutiny Committee has responsibility to both scrutinise and monitor on an ongoing basis. To that end, the Committee strives to develop a balanced Work Programme which is published on the Council's website for information. Since the Committee's last annual report, which was commended to Council on 30 July 2020, there have been three meetings to consider items on the Work Programme.

The Reviews undertaken during these meetings were as follows:

Staff Turnover at Broadland District Council

At its meeting on 8 September 2020, the Committee undertook a review of the staff turnover at Broadland District Council. After discussion, it was agreed that a Time and Task Limited Panel be convened to further scrutinise this matter by analysis of local and comparative data in order to identify any potential solutions deemed necessary to aid the Council in its retention of staff. This Time and Task Limited Panel has met on several occasions and a full report detailing its findings will be presented to the Overview and Scrutiny Committee later this year.

Relocation of the One Team Service Areas

On 17 November 2020, the Committee reviewed the recent relocation of service areas across the two officer sites, Thorpe Lodge and South Norfolk House. This important review offered reassurance to members that the locations of officers would not impact upon services to our residents. The Committee will continue to monitor this and will undertake further reviews regarding customer service and the ability for officers to continue to demonstrate good value for money, if this is deemed necessary in the future.

Affordable Housing Delivery

At its meeting on 17 November 2020, the Committee considered a report on the delivery of affordable housing across the District, the impact on projected affordable housing completions due to the pandemic and an update on the activity of registered housing providers. The Committee was satisfied that no further scrutiny would be required at this time.

Early Intervention and Community Safety

On 26 January 2021, the Committee received a presentation from the Head of Community Safety at Norfolk County Community Safety Partnership (NCCSP). This provided an overview of the work of the partnership and clarified how this fitted into the work of the Early Help provision, a review of which would be considered by Cabinet in June 2021. Members learned that the Partnership was dealing with a wide range of important issues, including drug misuse and domestic abuse. The Committee agreed that they would receive a further update at their June 2021 meeting, following the sign-off of the NCCSP Strategy.

Apprenticeships and New Schemes

At its meeting on 26 January 2021, the Committee received an overview of the schemes of work the Council was progressing to support young people in gaining apprenticeships, skills and employment. Members were keen to scrutinise this further and agreed that a full report would be presented to its March meeting. It was decided that this should include an analysis of the Apprenticeship Levy and the effect that Government policy has had on the take up of apprenticeships. **(Details from March 2021 meeting to be added).**

Provision of leisure principles

(Details from March 2021 meeting to be added. The committee will be discussing this at the formation stage of the policy development).

Overviewing

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

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

Scrutiny of the Cabinet

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

Furthermore, Committee members are able to attend Cabinet meetings when those reports are discussed to make any further comment through the Committee Chairman and to witness how the Cabinet arrives at its decisions. There was only one call-in this year, as detailed below.

Call-in Member Grant Scheme

In November 2020, the Chairman of the Overview and Scrutiny Committee called-in Cabinet's decision that the member-led Ward Grant Scheme would remain unchanged for 2021/22. After debate, it was agreed to request that Cabinet consider introducing a change to the Scheme to ensure no underspend for direct community benefit occurred by permitting any underspend from the fund to be carried over, each February, and made available to all members, via the Ward Grant Scheme. This was also recommended by the officers.

Cabinet therefore reconsidered its decision and whilst members agreed that underspent monies should remain available for community groups, redistributing these monies into a pot available to all members, via the member-led Ward Grant Scheme. The Cabinet's view was that this may be too complicated to administer fairly. It was instead agreed that any underspend would be donated to the Community Group Start-up Grant Scheme so funds could remain available for use by community groups within Broadland in agreement with the principle recommended by the Overview and Scrutiny Committee..

Meeting with Cabinet to discuss the budget

In November 2020, the Committee held a pre-budget workshop to discuss proposed questions for Cabinet on the budget for 2021/22. These were presented at the meeting on 5 January 2021 and Cabinet Members were in attendance to respond.

Committee Training

Due to the pandemic, there was a delay in providing training to the Committee during 2020/21. In consultation with the Chairman of Overview and Scrutiny, officers sourced virtual training and provided members with a training session which was delivered by the Centre for Governance and Scrutiny (CfGS) on 15 March 2021. This sought to act as a refresher for members of the roles, powers and remit of Scrutiny, but focussed mainly on developing effective questioning skills for members of the Committee and their subs. The session was well-attended and members are looking forward to using these skills during 2021/22.

Communicating Scrutiny

The Overview and Scrutiny Committee recognises that although the scrutiny function is councillor-led, the communities of Broadland can and should influence their Work Programme and involve themselves in scrutiny reviews. Town/Parish Councils have been invited to contact the Chairman to put forward items for the Work Programme. In addition, a similar invitation to residents will be placed in Broadland News.

Membership of the Overview and Scrutiny Committee

Cllr S Riley (Chairman)	Cllr A D Adams (Vice Chairman)	Cllr N J Brennan
Cllr P E Bulman	Cllr S J Catchpole	Cllr N J Harpley
Cllr S I Holland	Cllr C Karimi-Ghovanlou	Cllr K S Kelly
Cllr D King	Cllr M L Murrell	Cllr G K Nurden
Cllr S M Prutton	Cllr C E Ryman-Tubb	Cllr N C Shaw
Substitute members		
Cllr A D Crotch	Cllr S C Beadle	Cllr B Cook
Cllr J F Fisher	Cllr D G Harrison	
Cllr R R Foulger	Cllr K E Lawrence	
Cllr R M Grattan	Cllr D Roper	
Cllr K G Leggett		
Cllr I J Mackie		
Cllr G F Peck		
Cllr J L Thomas		
Cllr K A Vincent		
Cllr J M Ward		

Support for Overview and Scrutiny

The Senior Governance Officer provides advice to both members and officers and supports the Overview and Scrutiny Committee and the various Time and Task Limited Panels that may be set up. Democratic Services Officers produce agendas and clerk the meetings. Senior officers and managers of the Council are expected to attend Overview and Scrutiny Committee meetings and present reports at the request of the Committee. In addition, Cabinet members are often present to aid the Committee's understanding of a particular item, which makes the scrutiny process more effective and constructive.

Have your Say

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

Members of the public may also write to the Senior Governance Officer at the below address to request that a relevant subject or issue be investigated by the Overview and Scrutiny Committee.

The Chairman of Overview & Scrutiny and the Committee Services Team,
Broadland District Council
Democratic Services
Thorpe Lodge
Yarmouth Road, Norwich
NR7 0DU

Email: cllr.steve.riley@broadland.gov.uk and committee.services@broadland.gov.uk

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

All suggestions will be considered by the Chairman and Vice Chairman. You will then be informed of the outcome by the Senior Governance Officer.

Overview and Scrutiny Committee Recommendations to Cabinet 2020/21

Appendix B

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
16 June 2020	Review of 2020/21 budgets	As per report plus 3 amendments: (1) BVR – add “To consider the request (for waiving rent) in light of other competing calls on funding”. (2) Broadband – add “The Council to make a bid to the CIL infrastructure fund to further invest in Broadband as a matter of urgency.” (3) Payments to towns / parishes – add “To consider applications from town / parish councils on a case by case basis and to apply the same criteria used to assess applications from businesses”.	As per report Waive up to September 2020 and staff to assist with re-opening plan To assist residents in rural poverty access full fibre broadband through the Community Infrastructure Fund. Agreed	Partial Partial Yes	Broadband provision to be considered by ESP on 22/07/20 Officers had since confirmed that the use of CIL funds for this purpose was not appropriate.
16 June 2020	Insurance procurement	As per report	As per report	Yes	
16 June 2020	Armed Forces Covenant	As per report plus an additional recommendation: “To review the policy (additional 10 days’ paid leave to Reservists employed by the councils) if the numbers increased to a level where costs were unsustainable”.	As per report plus annual update	Yes	Update via Performance Plan

16 June 2020	Temporary change to housing allocation policies	As per report	As per report	Yes	
21 July 2020	Broadland and South Norfolk - Our Plan For Recovery From The Covid-19 Crisis	Options 1 & 2 recommended to Council as per report	Options 1 & 2 recommended to Council as per report	Yes	
21 July 2020	Council Performance – Broadland Business Plan	Options 1 & 2 noted as per report	Options 1 & 2 noted as per report	Yes	
21 July 2020	Environmental Strategy	Adopt	Adopt	Yes	
21 July 2020	Temporary Pavement Licensing	Options 2 & 3 as per report but amend option 1 - not to charge £75 application fee for first 6 months	Options 1-3 as per report	Partial	Cabinet did not agree O&S recommendation on the basis that a charge would ensure that applicants were taking the licence seriously and prevent the Licensing Team from being inundated with applications.
21 July 2020	Review of legal services provision	Option 4 (outsourcing)	Option 1 – NPLaw	No	Cabinet did not agree O&S recommendation on the basis that it considered NPLaw offered value for money and the council would receive good quality legal advice.
25 August 2020	Covid-19 response – Norfolk Wide Fighting Fund	Recommended to Council as per report with additional words “on condition that greater clarity is obtained on the allocation of the £7.7m”	As per report	Partial	Cabinet did not agree O&S additional wording but accepted the principle and Leader advised he welcomed feedback from Members regarding allocation of funding

25 August 2020	Review of Mandatory licensable Houses in Multiple Occupation fees	Option 2 amended – fee of £593 for a new five year licence (current charge)	Option 2 amended – fee of £593 for a new five year licence (current charge)	Yes	
25 August 2020	Update to Local Development Scheme	Recommended to Council as per report	Recommended to Council as per report	Yes	
25 August 2020	Waste Services Review	Only Option 4 and amended – to agree to commence a procurement exercise	Option 4 – procurement exercise	Yes	
25 August 2020	Food Innovation Centre	Options 1-5 recommended to Council as per report	Option 1 Deferred decision on options 2-5	Partial	Cabinet required further clarification on options 2-5 before making a decision
29 September 2020	Updated Delivery Plan Post COVID-19	Recommended to Cabinet, as per report	As per report	Yes	
29 September 2020	Response to (MHCLG) Consultations	1. Recommended to Cabinet as per report subject to inclusion of the amendments proposed by Place Shaping Panel and inclusion of examples for question 16 in White Paper relating to BDC's priorities for sustainability. 2. Recommended to Cabinet as per report.	As per OSC Recommendation	Yes	Changes suggested by Place Shaping Panel and endorsed by OSC agreed by Cabinet. Change recommended by OSC regarding question 16 agreed by Cabinet
29 September 2020	Greater Norwich Homeless Strategy 2020-25, SN and Broadland Rough Sleeper Statement 2020-22	Recommended to Cabinet, as per report.	As per report	Yes	
29 September 2020	Loans to Parish Councils	Recommended to Cabinet, as per report.	As per report	Yes	
29 September 2020	Council Tax COVID-19 Hardship Fund 2020-21 Emergency Procedures/Policy	Recommended to Cabinet, as per report.	As per report	Yes	

29 September 2020	Risk Management Policy & Strategy	1. Recommended to Cabinet, as per report subject to amendment of title to risk impact table in Appendix B to 'Impact on Delivery of Services'	As per OSC Recommendation	Yes	
29 September 2020	Food Innovation Centre Update (Exempt)	Recommended to Cabinet, as per report.	As per report	Yes	
3 November 2020	Budget update report	All points recommend that Cabinet recommends to Council as per report with amendment to Point 1: To increase the BDC 20/21 Information Technology Capital Budget by the amount needed to fund the rollout of additional laptops to include the 47 elected members of the Council to better facilitate the New Ways of Working.	All points approved as per original Cabinet report with additional recommendation to Council as follows: To increase the BDC 20/21 IT Capital Budget by £35,000 to fund potential changes following a review of members' IT.	Partial	O&S additional recommendation rejected but points taken on board to increase IT budget to fund potential changes following a review of Members' IT
3 November 2020	Review of Earmarked Reserves	Recommendations as per report.	As per report except removal of point 2; 'The reduction in the Business Rates Reserve by £703,000'.	Yes	
3 November 2020	Treasury Management Quarter 2 Report 2020/21	Recommendations as per report.	As per report	Yes	
3 November 2020	Strategic Performance And Finance Report For Quarters 1 And 2 2020/21	Recommendations as per report.	As per report	Yes	
3 November 2020	Approval Of UK Municipal Bond Agency's Framework Agreement	Recommendations as per report.	As per report	Yes	
3 November 2020	The Vision For A Best In Class Housing Offer And Draft Allocations Scheme	Recommendations as per report.	As per report	Yes	

3 November 2020	Housing Standards Enforcement Policy	Option 1 agreed – To consider and approve the Council's new Housing Standards Enforcement Policy	As per report	Yes	
3 November 2020	Planning Enforcement Plan And Strategy	To agree recommendations and endorse additional recommendations made by the Place Shaping Panel regarding headings, a flowchart and training to be provided to parish councils	As per report	Yes	
3 November 2020	Future Of Community Grants	All points agreed with amendment: That the Members' Grant be increased to £1K and that a Community Action Fund be implemented in line with the recommendations from the Wellbeing Panel.	1. That the member-led ward grant system would remain unchanged for 2021/22; and 2. To introduce a start-up grant; linked to the new Community at Heart Lottery.	Partial	This was followed by a call-in - recommended to Cabinet that any unspent Member Grant monies be made available to other members via the Scheme. Cabinet agreed that any underspend shall be donated to the Community Group Start-up Grant Scheme
3 November 2020	Temporary Change To Housing Allocations Policy- Update	Recommended as per report.	As per report	Yes	
8 December 2020	Budget Update – 2 nd Wave COVID Funding	Recommended to agree 1-3 Rec 4 Amended: To increase the BDC 20/21 Information Technology Capital Budget by £50,000, to improve the technology in the council chamber: <i>A. Subject to a review, and a review of governance.</i>	Recommendations 1 & 2 agreed Recommendations 3-4 deferred	Partial	

		<i>B. Subject to other ICT projects not being delayed by this work.</i>			
8 December 2020	Business Rate Pooling	Recommended as per report.	As per report		
8 December 2020	Review of Earmarked Reserves	Recommended to agree 1-3 recs to Council Amended: Cabinet to confirm: The AD Economic Growth, in consultation with the Portfolio Holder for Economic Development, has the authority to agree additional economic growth projects to be funded from the Economic Success Fund. <i>The Economic Success Panel should be informed of any upcoming projects funded.</i>	As per report	Partial	Item to be added to O&S Work Programme regarding bridge maintenance
12 January 2021	Warm Homes Fund – Contract Award	Recommended as per report subject to receipt of the procurement process details	As per report	Yes	
12 January 2021	Greater Norwich Local Plan – Regulation 19, pre-submission publication	Recommended as per report	As per report	Yes	
12 January 2021	Update to Local Development Scheme	Recommended as per report	As per report	Yes	
9 February 2021	Revenue Budget and Council Tax 21/22	Recommended as per report	Amended in part	Partial	
9 February 2021	Capital Budget Strategy and Capital Programme	Recommended as per report	As per report, subject to a business case being drafted for proposed street lighting budget.	Partial	
9 February 2021	Treasury Management Strategy	Recommended as per report	As per report	Yes	

9 February 2021	Council Tax Assistance Scheme	Recommended as per report	As per report	Yes	
9 February 2021	GNGB 5-year Investment Plan	Recommended as per report	As per report	Yes	
9 February 2021	Delivery Plan 21/22	Recommended as per report	As per report	Yes	
9 February 2021	Covid-19 Update	Recommended as per report	As per report	Yes	
9 February 2021	Mutual Aid Agreement	Recommended as per report	As per report	Yes	
9 February 2021	FIC (exempt)	Recommended as per report	As per report	Yes	
9 February 2021	ICT Contract (exempt)	Recommended as per report	As per report	Yes	
16 March 2021	Strategic Performance and Finance Report Q3	Recommended as per report	As per report	Yes	
16 March 2021	COVID-19 Hardship Fund Policy 2021/22	Recommended as per report	As per report	Yes	
16 March 2021	Affordable Home Ownership	Recommended as per report	Defer and refer back to Wellbeing PDP	No	
16 March 2021	New Homes Bonus Consultation	Recommendation amended to add clarity	Amendment to recommendation accepted	Yes	

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2020–2021

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

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

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

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

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

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

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comments
30/3/2021 (item added 8/9/2020)	Apprenticeships and new schemes	Assistant Director Economic Growth Economic Development Manager Assistant Director Governance / Economic Development	Agreed at meeting on 08/09/20 to postpone T&TP as the objectives for the Panel (which had been set in June 2019), except for barriers to transport, were no longer relevant. Therefore, officers would aim to bring a report to a future meeting of the Committee on a number of new schemes and initiatives that could assist apprenticeships and young people.	Agreed on 26/1/21- Report to include analysis of the Apprentice Levy and the effect that Government policy has had on the take up of apprenticeships; and would also set out the overall approach being taken by the Council to support and promote apprenticeships, including working with partner organisations.
30/3/2021	Committee Annual Report	Senior Governance Officer / Policy	Committee to approve the draft Annual Report for presentation to the Council's AGM in May.	Will require update after 30/3/2021 meeting – as per report
30/3/2021	Provision of leisure principles	Communities Manager / Housing & Wellbeing	To receive an overview and to review progress with initiatives to improve the health and wellbeing of residents in Broadland, including costs of projects.	A review of community leisure provision is scheduled for presentation to Cabinet in June 2021. O&S Committee to provide early input to inform this report.
15/6/2021 (Item added 1/12/2020)	Bridge Maintenance Reserves	Director of Place / Economic Development	Agreed at O&S Committee meeting 1/12/2020 to receive a report to enable a review the reserves set aside for bridge maintenance were sufficient to meet the Council's future liabilities. To identify any issues and make any recommendations to address these.	A company was commissioned to re-survey the Council's bridges with their report due in April – so this item was moved from March to June 2021 to enable a comprehensive report to be considered.

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comments
15/6/2021 (Item added 26/1/2021)	Community Safety Update	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, following the signing off of the Norfolk County Community Safety Partnership Strategy 2021/24. The Committee to make recommendations as appropriate.	Amanda Murr, Head of Community Safety at the Norfolk County Community Safety Partnership (NCCSP) to provide updates to the O&S Committee as and when required.
24/8/2021 (Item added 26/1/2021) Req'st by Sprowston Parish Council	Guidance for town and parish councils in respect of public open space discussions	Assistant Director of Planning / Planning	Request – “Production of a guidance document on the process for when town and parish councils should get involved with developers and the planning authority to ensure they have an opportunity to participate in discussions about the allocation of public open space”.	
24/8/2021 (Item put forward by Cllr N Shaw 26/1/2021)	Engagement in Public Consultations	TBC	To review how the Council engages residents in public consultations and to explore how this process could be improved to maximise response rates. To help to ensure that responses to consultations are not limited and demonstrate the wide-ranging views of the community.	
2/11/2021	Housing Allocations Policy	Assistant Director Individuals & Families / Housing & Wellbeing	To review the Housing Allocation Policy to ensure it meets desired outcomes and to identify and make any recommendations for improvement.	Review of policy following its implementation in April 2021.
2/11/2021 (added March 2021)	Review of Member Grants	Assistant Director Individuals & Families / Economic Development	To review the Member Grants Scheme to ensure it meets desired outcomes and to identify and make any recommendations for improvement.	

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comments
Upon conclusion of Time & Task Panel	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.	Time and Task Panel set up to investigate further (see below) and feed its conclusions back to a future meeting of the Committee.
	Future topics for scrutiny To invite town/parish councils to submit topics for future consideration	Senior Governance Officer	'Good work' article to be placed in next edition of Broadland News.	Broadland News article pending for next edition – with comms team
	Broadband and mobile phone coverage in the district	Assistant Director Economic Growth / Economic Development	To be decided – see comments	Project delayed due to Covid-19. Jo Copplestone will be arranging for Better Broadband for Norfolk (BBfN) to provide an all-member briefing in Summer 2021. Further O&S action to be decided.
As and when appropriate	Water – supply, management and climate change	Water Management Officer / Environmental Excellence	To investigate how water was being managed in the district and what measures were being put in place to address climate change.	To receive updates from Jo Copplestone as BDC's representative on Water Resources East or Ken Kelly as representative on Broads and Rivers IDB as and when appropriate.
	Council partnership register review	Policy & Partnerships Officer / All Portfolios	Committee to receive an update against the Council's partnership register and to identify any partnership concerns that may require further investigation by a nominated time and task limited panel.	On hold due to Covid19

Meeting dates: 30 March 2021, 15 June 2021, 24 August 2021, 2 November 2021, 18 January 2022 and 29 March 2022

Time and Task Panel reviews

Topic	Objectives	Lead Officers	Comments
<u>Staff turnover</u> Mr Adams; Mr Brennan; Ms Harpley; Ms Holland, Mrs Karimi-Ghovanlou; Mr Nurden and Mr Riley	To scrutinise the staff turnover figures further, incl: <ul style="list-style-type: none"> Break-down of figures by department and by grade Analysis of what stage in their career employees were leaving 	Assistant Director Governance & Business Support	T&TP met on 2/3/2021 to set out Terms of Reference. To meet again on 22/4/2021 to consider further information.

Workshops

Topic	Objectives	Lead Officers	Month
Preparing to meet with Cabinet to discuss budget performance	A facilitated workshop attended by the Assistant Director of Finance for committee members to identify, agree, and allocate questions for Cabinet to answer at the joint budget meeting.	Assistant Director of Finance Finance Team staff Senior Governance Officer	October 2021.

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

