

Overview & Scrutiny Committee Review of Cabinet Agenda

Agenda

Date

Tuesday 5 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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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 February 2019</u> | 3 – 12 |
| 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 | <u>Overview and Scrutiny Annual Report 2018-19</u> | 13 – 28 |
| | <p>To receive and endorse the Committee's Annual report to Council.</p> | |
| 8 | Cabinet Reports | To follow |
| | <p>To consider the Cabinet reports in respect of the 13 March 2019 meeting.</p> | |

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 February 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 G K Nurden

Mr V Ray-Mortlock
Mr S Riley
Mr M Snowling
Mrs K A Vincent

Miss Keeler also attended the meeting for its duration.

Also in attendance were the Managing Director, Head of Democratic Services and Monitoring Officer, Corporate Finance Manager, Interim Revenues and Benefits Manager, Environmental Protection Manager (Special Projects), Senior Community Planning Officer, Housing, Health and Partnership Officer and the Committee Officer (JO).

105 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Head of Democratic Services and Monitoring Officer	108 – Senior Management Recruitment and Appointment Arrangements	Personal interest on behalf of senior officers present who were affected by the recruitment and appointment arrangements

106 APOLOGIES FOR ABSENCE

Apologies for absence Mr Tapp and Mr D Ward.

107 MINUTES

The Minutes of the meeting held on 29 January 2019 were confirmed and signed by the Chairman as a correct record, save for the following amendment:

The time for the closure of the meeting was changed from 11.27pm to 11.27am.

Minute no: 104 – Overview and Scrutiny Committee Work Programme

The following additional item was added to the 2019/20 Work Programme:

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

CABINET REPORTS

108 SENIOR MANAGEMENT RECRUITMENT AND APPOINTMENT ARRANGEMENTS

The report provided greater detail on the proposed process for selection and appointment to the Senior Management staffing structure.

In response to a query the Managing Director advised Members that the initial ring fencing of posts would not apply to interim appointments.

In reply to a query about the diversity of the Appointment Panel, the Committee was advised that the membership of the Panel was a matter for Members to decide. The most important aspect about the Panel would be ensuring that its membership was consistent in order to be fair to all candidates.

Members were also informed that the proposal to delegate to the Managing Director authority to appoint on an interim basis in the event that any external appointments were required after all internal senior staff and wider internal staff groups were complete, was a contingency arrangement to address an operational matter.

The Managing Director emphasised that the new management structure had been signed-off by Council and the recommendation to be made by Members today was about the recruitment and appointment process. He considered that it was only fair to the affected staff that this be done as quickly as possible, as their posts had been effectively at risk since the Feasibility Study began. It was also important that the process be completed before the District Elections in May 2019.

In answer to a question from the Chairman about the most immediate collaboration challenge, the Managing Director confirmed that the 45/55 costs / savings split between the Councils and what that meant when it was applied was the first major issue that he would be seeking to address. Another major issue was merging staff, the colocation of teams and the resource, function and people in them. This would be developed once the Senior Management Team was in place. He added that he had held very open, transparent and constructive discussions with UNISON and staff representatives on this issue.

The Managing Director added that there were fewer differences between Broadland and South Norfolk than had previously been suggested. Staff at both Councils wanted to do the best job they could and were delivering a high quality service to their residents. Some staff might decide they did not wish to work in a merged officer team but Members were reminded that they had voted to collaborate and an inevitable result of that decision was that things would change at both Councils.

A Member suggested that he objected to the speed of the recruitment and appointment process. However, other Members considered that the process should be progressed as soon as possible and that a more long-term view should be taken about collaboration.

The Committee confirmed a preference for option 1 for the Deputy Chief Officer appointments. This was the same as for the Chief Officer (Director) roles ie a Member Panel with the Managing Director having a formal role and vote only if the Panel votes were tied. The Panel would be composed of four Members from each Council with the same political balance as used for the Joint Appointment Panel that recruited the Managing Director. The Panel would also have a representative from the external recruitment provider to advise on HR procedure and the results from the Strengths Based Assessment, but would not have a vote.

RECOMMENDED TO CABINET

Options (1, 2, 3 and 4)

- (1) note the recruitment process and associated timeline for appointment of Chief Officer and Deputy Chief Officer roles to the Senior Management structure; and
- (2) **recommend to Council** the proposed Panel format as set out in paragraph 4.11 of the report for the Member Appointments Panel of Chief Officer roles; and
- (3) to **recommend to Council** option 1 for the Appointments Panel of Deputy Chief Officer roles; and
- (4) to **recommend to Council** that the Managing Director be given delegated authority to appoint on an interim basis in the event that any external appointments are required after all internal senior staff and wider internal staff groups are complete.

109 CHANGES TO COUNCIL TAX EMPTY HOMES PREMIUM

The report explained that new legislation had been introduced to allow the Council to increase Council Tax premiums for long term empty properties with effect from April 2019.

From April 2019 the Council could charge an additional 100 percent Council Tax bill on a dwelling empty between two and five years. From April 2020 this could be increased to 200 percent for homes empty between five and ten years and from 2021 it could charge an additional 300 percent on properties empty for more than ten years.

Currently there were 100 properties in the District that had been empty over two years. This had come down from 175 properties in 2013, when the initial 50 percent increase had been introduced. It was anticipated that the new increases would drive down the number of long term empty properties further.

A number of exemptions applied, for example where the owner had gone into residential care or was deceased. The Council could also offer assistance in accessing grants to improve dwellings, so they could be let or sold.

It was estimated that the increases could generate approximately £72,000 in 2019/20.

The proposed policy mirrored the one being proposed in South Norfolk, which would allow officers to take maximum advantage of administering a single policy approach across both authorities. The other Norfolk billing authorities were also likely to recommend that the premium charges should be increased in full.

Members were also requested to consider amending the Discretionary Relief Policy to allow consideration of a discretionary reduction for those cases where a property was generally for sale or to let.

In answer to a query, the Committee was advised that shops and offices paid 100 percent Business Rates after being empty for three months and industrial units paid full Business Rates after being empty for six months.

RECOMMENDED TO CABINET

Options (1, a i, ii, iii and 2)

- (1) In accordance with the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 Cabinet has the following options to **recommend to Council**:

- (a) that the Long Term Empty Property Premium (currently set at 50%) is:
 - (i) Increased to 100% from 1 April 2019 for those properties that are vacant for two years and over; and
 - (ii) Increased to 200% from 1 April 2020 for those properties which are vacant for 5 years and over; and
 - (iii) Increased to 300% from 1 April 2021 for those properties which are vacant for 10 years and over; and
- (2) to **recommend to Council** that the Discretionary Relief Policy be amended by inserting the wording at Appendix 2.

110 FINANCIAL MONITORING TO 31 DECEMBER 2018

The report summarised the financial position of the Council as at 31 December 2018.

At the end of 2018 the Council had a total Capital Budget of £2,575,142 and expenditure and commitments of £1,879,816. This equated to 73 percent of the total budget being spend or committed. 88.3 percent of the Revenue budget had been spent by the same date.

The draw on the General Fund Reserve at year end should be lower than the budgeted draw of £149,000. Discussions were held quarterly with budget holders and so far £220,000 of in year savings had been identified. A new IT module was to be introduced shortly that could allow monthly budget assessments to be made.

The Council's General Fund Reserves began the year at £14.26m. The level of unspent revenue budgets carried forward to be spent in the following year was £1,185,400 in April 2011; this was reduced to £331,000 in April 2018, due to a greater awareness of the need for financial efficiency.

The Vice-Chairman noted that the Council's General Fund Reserves had been maintained for a significant number of years, despite being drawn upon each year, due to efficiencies and savings that had been made.

RECOMMENDED TO CABINET

Option (1)

to note the report.

111 UPDATE TO STATEMENT OF COMMUNITY INVOLVEMENT

The report proposed the addition of a Planning Support Document to the Council's Statement of Community Involvement (SCI), setting out the support that the Council could offer to communities undertaking a Neighbourhood Plan, as required by the Neighbourhood Planning Act 2017.

Broadland currently offered a range of support to communities in the district that were developing Neighbourhood Plans, as set out on the Council's website under Neighbourhood Planning Guidance. The attachment of the Planning Support Document into the SCI would formalise the support offered to communities undertaking neighbourhood planning in the district, as well as clarifying the areas of Neighbourhood Plan activity that Council officers should not be leading on.

RECOMMENDED TO CABINET

Option (1)

to agree to the incorporation of the proposed 'Broadland District Council Neighbourhood Planning Support' Statement within the Council's current Statement of Community Involvement.

112 BROADLAND BUSINESS PLAN 2019-23

The report summarised the outcomes of a number of resident/stakeholder engagement activities, which had been used to inform the development of the Council's next Business Plan.

The three strands of activity had been:

- (1) A series of one to one meetings between the Chief Executive and Leader and 16 of the Council's major private and public sector stakeholders.
- (2) Two workshops with a further 23 stakeholders from across the business, voluntary and public sectors.
- (3) An online residents' questionnaire, publicised through the December 2018 edition of *Broadland News* and through the Council's social media.

From the feedback received a revised Council vision, together with updated Ambitions and Objectives was proposed in the Appendix to the report. If approved officers would draft additional narrative and measures in support of

the Business Plan which would be presented for final approval to the Council in March 2019.

Members commended the very positive report. It was suggested that Members should also be given the opportunity to contribute to the Business Plan following the District Elections in May 2019.

RECOMMENDED TO CABINET

Options (1 and 2)

- (1) to note the outcomes from the recent resident and stakeholder engagement activities; and
- (2) approve, without amendment, the proposed vision, ambitions and objectives of the Council for inclusion in the Broadland Business Plan 2019-23.

113 PUBLIC SECTOR EQUALITY DUTY ANNUAL UPDATE

The report presented the Council's Public Sector Equality Duty Annual Report as required under the Equality Act 2010.

The legislation required the Council to have due regard to the need to:

- (i) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- (ii) Advance equality of opportunity between people who share a protected characteristic and those who do not.
- (iii) Foster good relations between people who share a protected characteristic and those who do not.

The duty covered nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, marriage and civil partnership

The Corporate Equalities Group (CEG), made up of staff, union and elected Members, acted as a mechanism through which equalities issues and activities could be disseminated, discussed and devised. At the beginning of 2018/19 year the CEG agreed the following seven actions under three overarching themes:

(i) Health in all Policies

- Work in partnership to better understand mental health issues for children and young people.
- Continue work to become a Dementia Friendly Organisation including, in our role with the Dementia Action Alliance.

(ii) Equalities within the Community

- Support the Community Relations Equality Board and the Community Relations Equality Network with the introduction of the Multi-agency Hate Crime Reporting Protocol.
- Connect with religious and faith groups.
- Support Norwich Pride in July 2018 and Black History Month in October 2018.

(iii) Our Equalities

- Draft, agree and implement a refreshed and simplified Equalities Impact Assessment including *Health* as a characteristic for consideration as per a Health in all Policies approach in addition to *Rurality* and *Low Income* characteristics.
- Maintaining the workstreams initiated by the Head of Finance and Revenue Services as part of Women in Leadership course.

Activities highlighted in the report included:

- A Refreshed Equalities Impact Assessment that moved away from a structured procedure to a more narrative document, which centred around the potential equalities impacts and how any identified impacts were mitigated. Three additional protected characteristics (Rurality, Health and Low Income) had also been added to the document.
- Family Culture Day: an event, which attracted 500 visitors took place at Catton Park to give attendees the chance to try new activities and experiences from cultures around the world including: Egyptian dancing, Chinese calligraphy, bushcraft, painting, and henna painting.
- The Help Hub continued to grow: new partners in 2018 included services to reduce social isolation and Living Well officers, who worked within the Social Prescribing service for Norwich and Broadland. Weekly

collaboration meetings between Hub partners to discuss individual cases continued to be well attended and helped to ensure that a holistic approach to supporting individuals and families was taken.

- Collaborative Safeguarding work with South Norfolk Council was taking place, with Safeguarding Officers from the two districts meeting to share safeguarding activities and procedures. It had been agreed that a shared safeguarding reporting procedure would be created and adopted.

Further collaborative work with South Norfolk would take place over the coming year in areas such as: shared equality objectives and actions; including accessible services and actively engaging with service users.

Another ambition was to improve social mobility in Norfolk, which was low compared with other parts of the country.

A Member emphasised that Broadland and South Norfolk could not always be compared equally. For example, their Housing Registers differed in how they were calculated resulting in far fewer people on the South Norfolk Register. He suggested that it was very important that baseline information shared between the authorities be checked, to ensure that they were being compared like for like.

A Member also suggested that tourism should be mentioned in future reports under Ambition 1 (to deliver economic success in our area), as some very good work by the Tourism Officer had been done in support of the Repton 200 programme of events.

The Committee commended the excellent report.

RECOMMENDED TO CABINET

Option (1)

to approve the Public Sector Equality Duty Annual Report for publication.

114 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.

115 FOOTWAY LIGHTING CONTRACT

The report provided an update on negotiations regarding responsibility for footway lighting in the district and sought approval to extend the current contract by 12 months in order to allow time for discussions with the five parishes affected to progress, regarding the transfer of lighting.

RECOMMENDED TO CABINET

Options (1 and 2)

to

- (1) extend the current contract for one year from 1 April 2019 following publication of the modification Notice, and continue discussions with the parishes regarding the transfer of lighting stock;

and

- (2) delegate to the Interim Head of Housing and Environmental Services, in consultation with the Portfolio Holder for Environmental Excellence, to conclude the arrangements for the transfer of the lights to the parishes, if this stage is reached.

The meeting closed at 12.01pm

OVERVIEW AND SCRUTINY ANNUAL REPORT 2018-19

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: Members are requested to consider and approve the Overview and Scrutiny Committee Annual Report

Recommendations:

The Committee is asked to review the content of the Annual Report and:

1. to submit the report to Council as presented; or
2. to submit the report to Council, as amended.

1 SUMMARY

- 1.1 Each year the Overview and Scrutiny Committee gather information about the work they have carried out over the last year and report to Council their outcomes and achievements. This report presents the Committee's Annual Report for 2018-19 attached at Appendix 1.
- 1.2 The report also includes a record of recommendations that Overview and Scrutiny Committee made between April 2018 and March 2019 when scrutinising Cabinet papers and outlines the final decisions taken. The record is attached at Appendix 2. The Overview and Scrutiny Committee felt that by recording these recommendations they could evidence where scrutiny is making an impact through the decision-making process.

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 could be focused.
- 2.2 The report is broken down into chapters to clearly show the different areas of work the Committee has undertaken, and as such, it is a summary document to provide an analysis of what the Committee has achieved and delivered. Further details of the Committee's work can be found within the minutes of meetings, their recommendation reports and the outcome reports made available on the Council's website.
- 2.3 The Annual Report goes further to explain areas of overview and scrutiny outside of the Committee, for example the achievements from joint scrutiny committees, joint budget discussions with the Cabinet and Time and Task Limited Panels.

3 PROPOSED ACTION

- 3.1 The Overview and Scrutiny Committee is asked to discuss this report and its content, suggesting amendments where necessary before it is presented to Council on 28 March 2019. Any amendments will be reported verbally to the meeting.
- 3.2 Once Council has accepted the report it will be made available on the Council's website and shared with other local authorities, parish/town councils and partners.

4 OTHER OPTIONS

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

5 ISSUES AND RISKS

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

6 CONCLUSION

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

7 RECOMMENDATIONS

- 7.1 The Committee is asked to review the content of the Annual Report and:
1. to submit the report to Council as presented; or
 2. to submit the report to Council, as amended.

Background Papers

None

Broadland Overview and Scrutiny Annual Report 2018–19



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Committee Chairman Foreword

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

The topics discussed over the last year have covered various areas of the Council's work and in some cases the work of partner organisations that have significance for our local communities. The reviews carried out by the Overview and Scrutiny Committee and its Panels have gleaned valuable in-sight into the issues facing our communities today, providing recommendations to improve services for residents.

It's worth remembering that 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. We have spent considerable time evaluating actual and future collaboration with South Norfolk Council.

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, in particular James Overy and the Vice-Chairman Cllr Jonathan Emsell. We do hope to have a Scrutiny Research Officer in place in the near future.



Councillor David Harrison
Overview and Scrutiny Committee Chairman

Introduction

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

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

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

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

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

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

Overview and Scrutiny Reviews

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

Reviews conducted this year are as follows:

Neighbourhood Development Plans

The Committee undertook a review of the Neighbourhood Development Plan process and a report was presented that made a number of recommendations to improve and streamline procedures. These included:

- Reviewing Neighbourhood Plan Forum meetings to build in more workshop based sessions.
- Ensuring that Neighbourhood Plan Groups had a clearer understanding of the planning process as a whole and how Neighbourhood Plans fit within it.
- Targeting more parishes to see if they would like to get involved in Neighbourhood Planning or other community led planning initiatives.
- Explore relationship with neighbouring districts and share good practice amongst colleagues.
- Investigate creating our own bespoke guides/templates where a need is identified and if the opportunity presents itself share with Ministry of Housing, Communities and Local Government.

Ecocube

The Committee established a panel to investigate the disposal of the EcoCube at Rackheath and what lessons could be learned from the exercise. The Panel is expected to present its findings in 2018/19.

Overviewing

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

- Monitoring partnership working
- Monitoring a corporate policy register
- Broadland Economy 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
- Corporate Equalities Group 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, broaden their understanding of Council services and schemes and enables the Committee to make recommendations to Cabinet. This practice has kept call-ins to a minimum and built a good working relationship between Cabinet and Officers.

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

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

Extension of the Enforcement Agent Contract

Members called-in the Portfolio Holder decision to renew the Council's enforcement agent's contract. They requested a report showing that the contractor's behaviour and processes are reasonable, given the level of concern expressed nationally on the subject by Citizens Advice. They also requested that the Council sign up to a new Citizens Advice initiative on the use of enforcement agents by local authorities.

Upon consideration of the report the Committee resolved to uphold the Finance Portfolio Holder's decision to extend the current contract for a further two years. However, it was confirmed that a report outlining the options for the adoption of the Citizens Advice Protocol would be brought to the Committee later in the year.

Over the past year during the scrutiny of Cabinet reports, strong debates took place over the following reports:

Broadland and South Norfolk Feasibility Study

The Committee recommend to Cabinet that a no compulsory redundancy agreement be included in the proposals included in the Feasibility Study. The agreement to be limited to redundancies arising as a result of collaboration, but excluding those resulting from external factors beyond the control of the two autonomous councils.

Concerns were also expressed regarding the proposal for a joint officer team, which had not been in the original model for sharing services. It was also suggested that financial savings were in fact a key driver of collaboration and that there was a lack of information about what this would mean for the Medium Term Financial Plan of both authorities. It was also proposed that another staff survey should be held to allow further comment on the study. A number of Members suggested that it would be better to wait until the District Council elections had been held in May 2019 before proceeding with collaboration.

Joint meeting with Cabinet to discuss budget

Each year the Committee meets with the Cabinet to discuss the performance of the budget and question what plans are being made for the next budget. In 2018 the Committee set some challenging questions for the Cabinet. Committee took the opportunity during the joint meeting to seek clarifications and press some further points. Overall the Committee felt that Cabinet have managed the budget well and continues to achieve best value for Council services and residents.

Committee Training

During the 2018/19 programme the Committee's Overview and Scrutiny Research Officer ran a refresher workshop considering the promotion of scrutiny within the Members' role. It looked at public engagement, code of conduct, and promoting the Committee's work and their own within their community and networks.

A workshop session was also held to outline methods of research practices, accessing sources and techniques in presenting research.

Collaboration

Joint Scrutiny Committee

As part of the collaboration process with South Norfolk Council a Joint Scrutiny Committee was established that will meet on an *ad hoc* basis to consider the key stages of collaborative working between both Councils.

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.

The Committee have maintained their ambition to communicate with parish and town councils and residents in a transparent way; utilising the Council's social media accounts to promote scrutiny reviews and introducing a quarterly e-newsletter sent to subscribers.

You can get involved by joining us on Twitter via [@BDCDemServices](https://twitter.com/BDCDemServices)

Membership of the Overview and Scrutiny Committee

Cllr David Harrison (Chairman)	Cllr Jonathan Emsell (Vice-Chairman)	Mr V Ray-Mortlock
Mr A D Adams	Mr G Everett	Mr S Riley
Mrs C Bannock	Mr R Grady	Mr V Tapp
Mr D Buck	Mr G Nurden	Mrs K Vincent

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 Head of Democratic Services and Monitoring 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 Head of Democratic Services and Monitoring Officer to request that a relevant subject or issue be investigated by the Overview and Scrutiny Committee. Contact information is as follows:

scrutiny@broadland.gov.uk

Broadland District Council

Democratic Services

Thorpe Lodge

Yarmouth Road, Norwich

NR7 0DU

Alternatively you will find a suggestion form within the scrutiny section of the Council's website: www.broadland.gov.uk/scrutiny and can be emailed to scrutiny@broadland.gov.uk

All suggestions will be considered by the Chairman and Vice Chairman. You will then be informed by the Head of Democratic Services and Monitoring Officer of the outcome.

Overview and Scrutiny Committee Recommendations to Cabinet

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
10 April 2018	Pay Policy Statement: Annual Review	Option 1	Option 1	Agreed	
10 April 2018	Performance Related Pay 2018	Option 1 (amended)	Option 1 (amended)	Agreed	
10 April 2018	Disabled Facilities Grant Procedure	Options 1, 2 (amended), 3(ii), 4, 5 and 6	Options 1, 2 (amended), 3(ii), 4, 5 and 6	Agreed	
5 June 2018	Broadland Business Plan 2019	Options 1,2,3	Options 1,2 and 3	Agreed	
5 June 2018	Non-Domestic Rate Business Growth Discount Scheme	Option 1	Options 1 and 2 (amended)	Agreed	
5 June 2018	Norwich Western Link – Public Consultation	Option 1	Option 1	Agreed	
2 July 2018	Broadland and South Norfolk Feasibility Study	Options 1 (amended), 2	Options 1,2,3	Varied	Cabinet rejected the Committee's proposal to remove reference to 'one joint officer team' and a no compulsory redundancy agreement.
2 July 2018	Energy Efficiency Regulations	Option 1	Option 1	Agreed	
31 July 2018	Council Performance – Broadland Business Plan	Option 1	Option1	Agreed	
31 July 2018	Land at Reedham Road, Acle	Option 1 (amended)	Option1 (amended)	Agreed	Cabinet agreed with the Committee's suggestion to encourage the site to be used for residential development.

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
28 August 2018	Update to Local Development Scheme	Option 1	Option 1	Agreed	
28 August 2018	Housing Briefing Year End Report 2017/18	Option 1	Option 1	Agreed	
28 August 2018	Interim Management Arrangements in Housing and Environmental Service Departments	Options 1, 2a, 3b, 4a and 4b	Options 1, 2a, 3a, 4a and 4b	Partially	Cabinet rejected the Committee's proposal to convene an Appointments and Pay Panel.
28 August 2018	A Case for Change – Business Case for Changing the Governance of the Norfolk Fire and Rescue Service	Option 2	Option 2	Agreed	Both agreed a negative response to the proposal.
25 Sept 2018	Community Grants Programme Review 2017/18	Options 1,2,3 amended,4	Options 1,2,3 and 4	Partially	The Committee recommended increasing the growth bid to allow more flexibility and to allocate funding according to the population of Wards.
25 Sept 2018	Establishment of a Growth Delivery Team	Options 1 (i) (ii) and (iii)	Options 1(i) and (ii)	Partially	The Committee recommended an additional option (iii) to ensure that the existing Economic Development Service would be strengthened and enhanced and not diminished by the establishment of the Growth Delivery Team.
25 Sept 2018	Houses in Multiple Occupation Licensing	Option 1	Option	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
25 Sept 2018	Treasury Management Performance for 2017/18	Option 1	Option 1	Agreed	
25 Sept 2018	Land at Salhouse Road, Panxworth	Option 2	Option 2	Agreed	The Committee recommended that a survey of the land be carried out to explore the possibility of developing the land for housing.
25 Sept 2018	Footway Lighting Provision	Option 1 a and b	Options 1 a,b and c	Partially	Cabinet added a recommendation to extend the current contract if the Notice was ineffective.
23 October 2018	Budget Look Forward 2019-20	Options 1,2,3 and 4	Options 1,2 and 3	Partially	The Committee made an additional recommendation (4) <i>to take account of the concerns expressed by Members regarding the footway lighting budget.</i>
23 October 2018	Greater Norwich Local Plan Reg 18 Consultation on New, Revised and Small Sites and Draft Statement of Consultation	Options 1 and 2	Options 1 and 2	Agreed	
23 October 2018	Dog Fouling Public Space Protection Order	Option 1	Option 1	Agreed	
23 October 2018	Ground Maintenance Contract	Option 1	Option 1	Agreed	
20 November 2018	Capital Strategy	Options 1,2,3 and 4	Options 1,2,3 and 4	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
20 November 2018	Treasury Management Report to 30 September 2018	Option 1	Options 1	Agreed	
20 November 2018	Council Tax Reduction Scheme 2019/20	Options 1,2 and 3	Options 1 and 2	Agreed	
20 November 2018	Footway Lighting in New Developments	Option 1	Option 1	Agreed	
18 December 2018	Council Performance – Broadland Business Plan	Option 1	Option 1	Agreed	
18 December 2018	Additional Discretionary Housing Payments Funding	Option 1	Option 1	Agreed	
18 December 2018	Annual Audit Inspection Letter	Noted	Noted	Agreed	
18 December 2018	Land at Salhouse Road, Panxworth	Option 1	Option 1	Agreed	
18 December 2018	NEWS Joint venture company – Update Report	Options 1 and 2	Options 1 and 2	Agreed	
15 January 2019	Budget and Medium Term Financial Plan	Options 1,2,3,4 and 5	Options 1,2,3,4 and 5	Agreed	
15 January 2019	Joint Five Year Infrastructure Investment Plan 2019-20	Options 1 and 2	Options 1 and 2	Agreed	
15 January 2019	Bid to the Community Infrastructure Fund from Drayton Parish Council	Option 1	Option 1	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
15 January 2019	Norfolk Strategic Infrastructure Delivery Plan	Option 1	Option 1	Agreed	
15 January 2019	Norwich Western Link Options Consultation Response	Option 1 amended	Option 1 amended	Agreed	
15 January 2019	Disposal of Council Owned Land	Option 3	Option 3	Agreed	The sale was deferred, so that a report could be drafted with more detail of a proposal from the County Council to enter into a partnership arrangement.
12 February 2019	Senior Management recruitment and Appointment Arrangements	Options 1,2,3 and 4	Options 1,2,3 and 4	Agreed	
12 February 2019	Changes to Council Tax Empty Homes Premium	Options 1 and 2	Options 1 and 2	Agreed	
12 February 2019	Financial monitoring to 31 December 2018	Option 1	Option 1	Agreed	
12 February 2019	Update to Statement of Community Involvement	Option 1	Option 1	Agreed	
12 February 2019	Broadland Business Plan 2019-23	Options 1 and 2	Option 1 and 2 amended	Partial	Cabinet requested some amendments to the vision, ambitions and objectives
12 February 2019	Public Sector Equality Duty Annual Update	Option 1	Option 1	Agreed	
12 February 2019	Footway Lighting Contract	Options 1 and 2	Options 1 and 2	Agreed	