

Annual Council Agenda

Members of the Council

Cllr R R Foulger
(Chairman)

Cllr J F Fisher
(Vice Chairman)

Cllr A D Adams
Cllr S C Beadle
Cllr N J Brennan
Cllr D J Britcher
Cllr P E Bulman
Cllr S J Catchpole
Cllr S M Clancy

Cllr B Cook
Cllr J K Copplestone
Cllr A D Crotch
Cllr J Davis
Cllr J J Emsell
Cllr S C Gurney
Cllr N J Harpley
Cllr D G Harrison
Cllr L H Hemsall
Cllr S I Holland
Cllr N C Karimi-Ghovanlou
Cllr K S Kelly
Cllr D King

Cllr E C Laming
Cllr S Lawn
Cllr K E Lawrence
Cllr J Leggett
Cllr K G Leggett MBE
Cllr I J Mackie
Cllr T M Mancini-Boyle
Cllr I N Moncur
Cllr M L Murrell
Cllr J A Neesam
Cllr G K Nurden
Cllr G Peck
Cllr R E Potter

Cllr S M Prutton
Cllr S Riley
Cllr D Roper
Cllr C E Ryman-Tubb
Cllr N C Shaw
Cllr L A Starling
Cllr D M Thomas
Cllr J L Thomas
Cllr S A Vincent
Cllr K A Vincent
Cllr J M Ward
Cllr F Whymark

Date & Time:

Thursday 26 May 2022 at 7pm

Place:

Council Chamber, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich

Trevor Holden – Managing Director - 18 May 2022

Contact:

Dawn Matthews tel (01603) 430404

Email: committee.bdc@southnorfolkandbroadland.gov.uk

Website: www.southnorfolkandbroadland.gov.uk

PUBLIC ATTENDANCE:

This meeting will be live streamed for public viewing via the following link: [Broadland YouTube Channel](#)

You may register to speak by emailing us at committee.bdc@southnorfolkandbroadland.gov.uk no later than 5pm on Monday 23 May 2022

Large print version can be made available

If you have any special requirements in order to attend this meeting, please let us know in advance.

AGENDA

1. **Announcements from the Chairman of the Council - presentation to the East Anglian Air Ambulance and list of engagements;** (list of engagements attached – page 5)
2. **Appointment of Chairman** – to appoint a Chairman of the Council for 2022/23;
(followed by a vote of thanks and presentation to the retiring Chairman)
3. **Appointment of Vice-Chairman** – to appoint a Vice-Chairman of the Council for 2022/23;
4. **To receive declarations of interest from members;**
(guidance and flow chart attached – page 6)
5. **To report apologies for absence;**
6. **To confirm the minutes of the meeting held 31 March 2022;**
(minutes attached – page 8)
7. **Matters arising from the minutes;**
8. **To receive Announcements from:**
 - 8.1 The Chairman
 - 8.2 Head of Paid Service
9. **Election of Leader** – to appoint a Leader for 2022/23;
Following the appointment, the Leader will announce the names and designations of the Cabinet Members for 2022/23;
10. **Monitoring Officer Report** – to consider the report of the Monitoring Officer including appointments of Committees and Panels and Chairmen and Vice-Chairmen for 2022/23;
(report attached – page 25)
11. **Appointments to Outside Organisations** - to consider the proposed appointments for 2022/23;
(table attached – page 40)
12. **Scheme of Delegation** - to agree the Scheme of Delegation as set out in Part Three of the Constitution (a copy of the scheme is available at : [Responsibility for Functions - Scheme of Delegation](#))
13. **Council Meetings for 2022/23** - to approve the following dates for Council meetings:
28 July 2022, 13 October 2022, 15 December 2022, 23 February 2023, 30 March 2023 and 25 May 2023;
14. **Questions** - to consider any questions received from members of the public in accordance with Procedural Rule 10.

15. 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. (note: In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only)

16. Overview and Scrutiny Committee – to receive the minutes of the meetings held on 29 March, 12 April and 3 May 2022; (minutes attached–page 44)

The following matter arising from the 29 March meeting needs consideration by Council:

16.1 Minute no: 131 – Overview and Scrutiny Committee Annual Report – to note the Annual Report of the Overview and Scrutiny Committee 2021/22

(Updated Annual Report and Recommendation Tracker attached–page 63)

17. Cabinet - to receive the minutes of the meeting held on 26 April and 12 May 2022; (minutes attached – page 79)

The following items from the 26 April meeting need consideration by Council:

(Copies of the reports relating to these recommendations available at [Cabinet Agenda - 26 April 2022](#)

17.1 Minute no: 272 – Addendum to the 2022-24 Delivery Plan and the use of the Earmarked Reserves created as a result of the In-Year Budget Options (page 80)

1. To approve the transfer between the earmarked reserves to enable the funding of the 13 initiatives as shown in the table in section 4.1.
2. To approve that the spend within these newly adjusted earmarked reserves be delegated to the appropriate Assistant Director in consultation with their appropriate Portfolio Holder.
3. The addendum to the 2022/24 Delivery Plan as shown in Appendix B, subject to the prioritisation of projects and delivery timescales, being added.

17.2 Minute no: 273 – Proposed Capital Investment in Renewable Energy Infrastructure (page 81)

To agree the inclusion of £1m to enable capital investment in renewable energy projects and/or associated infrastructure in the Capital Programme for 2022/23

18. Audit Committee - to receive the minutes of the meeting held on 17 March 2022 (minutes attached – page 91)

The following matter needs consideration by Council:

18.1 Minute no: 36- Annual Report – to note the Annual Report of the Audit Committee 2021/22 (Updated Annual Report attached – page 98)

19. Planning Committee - to receive the decisions of the meeting held on 20 April 2022 (decisions attached – page 104)

20. Outside Organisations and Member Champions – to consider reports from members appointed to represent the Council on outside organisations or as member champions (report attached – page 105)

21. Questions from Members – to consider the following question received in accordance with Procedural Rule 12.4:

21.1 Question from Cllr E Laming

BDC is engaged with a positive group buying scheme called Solar Together to provide solar panels and battery storage solutions for residents and small businesses.

Would the council consider setting up a similar scheme for a retrofitting service in conjunction with local providers to enable homeowners and businesses in Broadland, including the “able to pay” sector, to access advice and retrofitting services for their homes?

22. Motions – to consider any motions received in accordance with Procedural Rule 13

23. Exclusion of Press and Public - The Chairman will move that the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

24. Overview and Scrutiny Committee – to receive the exempt minutes of the meeting held on 3 May 2022; (minutes attached – page 109)

25. Cabinet - to receive the exempt minutes of the meeting held on 12 May 2022; (minutes attached – page 112)

CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 1 APRIL TO 26 MAY 2022	
8 April	The Vice Chairman attended a Reception hosted by the Mayor of King's Lynn and West Norfolk.
22 April	The Chairman joined esteemed guests at a Celebrating Great Yarmouth event, which was hosted by the Chairman of Norfolk County Council.
23 April	The Chairman attended an Afternoon Tea Reception, hosted by the Chairman of North Norfolk District Council.
24 April	The Chairman attended a Civic Service hosted by the Chairman of South Norfolk Council.
29 April	The Chairman hosted his Civic Reception, which was held at Sprowston Manor.
1 May	The Chairman attended the Thanksgiving Evensong for The Very Rev'd Dean of Norwich, held at Norwich Cathedral.
3 May	The Chairman presented a gift voucher to Business Award winner Thorpe Plant Centre.
5 May	The Tamarind Fine Indian Dining Restaurant presented a cheque to the Chairman for his charity, the East Anglian Air Ambulance, for the money raised at the event on 15 March.
6 May	The Chairman attended a Civic Ball, hosted by the Mayor of Great Yarmouth.
8 May	The Chairman hosted his Civic Service at St Margaret's Church in Drayton.
19 May	The High Sheriff welcomed the Chairman at the launch of Nourishing Norfolk, set up to try and end food poverty in Norfolk.

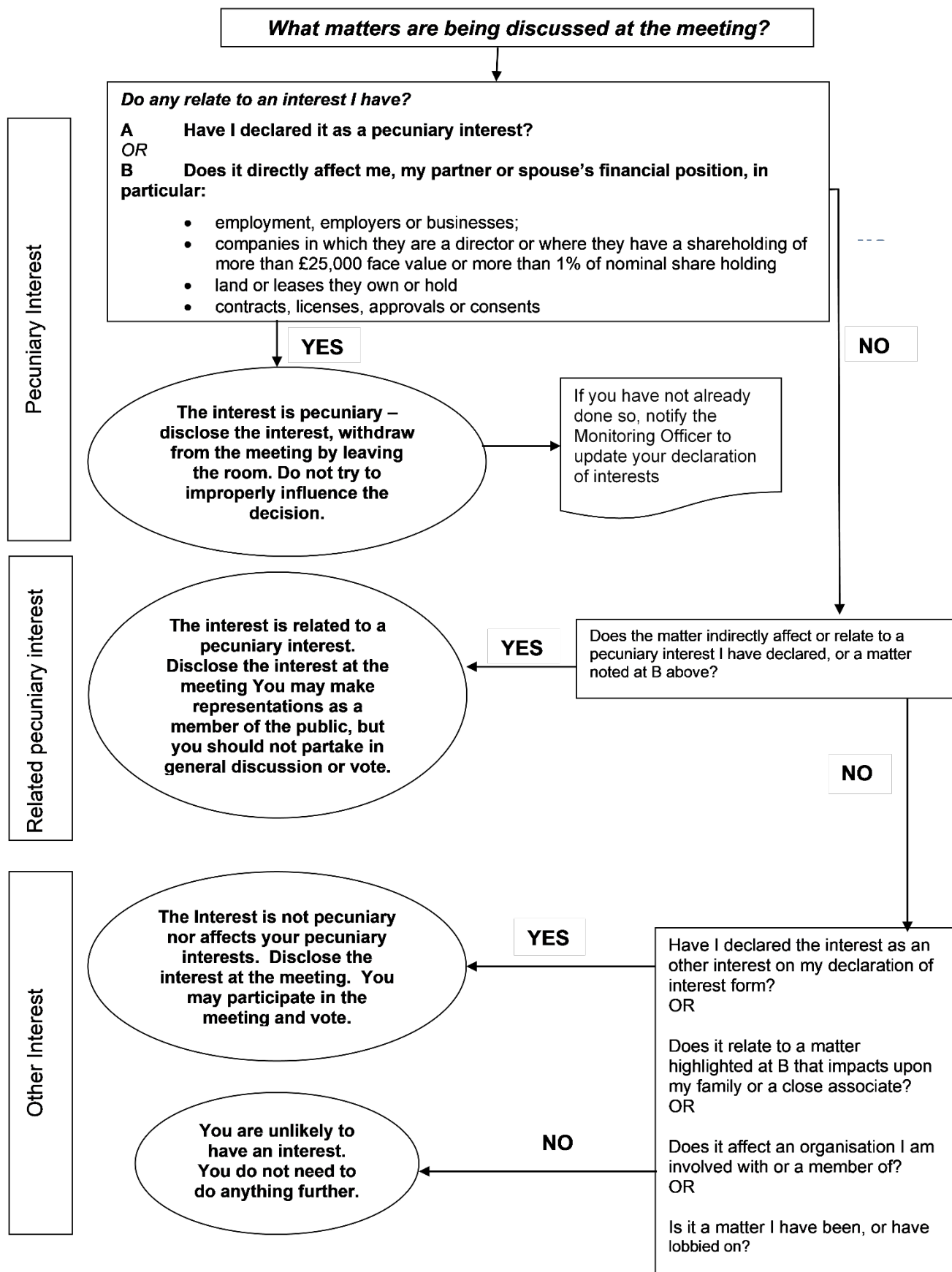
DECLARATIONS OF INTEREST AT MEETINGS

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

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.
Does the interest directly: 1. affect yours, or your spouse / partner's financial position? 2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner? 3. Relate to a contract you, or your spouse / partner have with the Council 4. Affect land you or your spouse / partner own 5. Affect a company that you or your partner own, or have a shareholding in If the answer is "yes" to any of the above, it is likely to be pecuniary. Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.
Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above? If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.
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.
Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



COUNCIL

Minutes of a meeting of the Council of Broadland District Council, held on Thursday 31 March 2022 at 7pm at the Council Offices

Members Present: Councillors: A D Adams, S C Beadle, D J Britcher, P E Bulman, S J Catchpole, B Cook, J K Copplestone, A D Crotch, J Davis, J J Emsell, J F Fisher, R R Foulger, N J Harpley, S I Holland, N C Karimi-Ghovanlou, K S Kelly, E C Laming, S Lawn, J Leggett, K G Leggett, T M Mancini-Boyle, G Peck, R E Potter, S M Prutton, S Riley, D Roper, D M Thomas, K A Vincent, S A Vincent, J M Ward, F Whymark

Officers in Attendance: The Managing Director, the Director of Place, the Director of Resources, the Director of People & Communities, the Chief of Staff (Monitoring Officer), the Assistant Director Finance (Section 151 Officer) and the Committee Officers (DM/LA).

100 DECLARATIONS OF INTEREST

Member	Minute No & Heading	Nature of Interest
Cllr Roper	114 - Motions	Other Interest – Norfolk County Council Councillor and member of their Pensions Committee.

101 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S M Clancy, S C Gurney, D Harrison, L H Hemsall, D King, K E Lawrence, I J Mackie, I N Moncur, M L Murrell, J A Neesam, G K Nurden, N C Shaw, L A Starling, J L Thomas.

102 MINUTES

The minutes of the meeting held on 23 February 2022 were agreed as a correct record and signed by the Chairman.

103 MATTERS ARISING

A member made reference to the email circulated by the Managing Director incorporating the response from Anglian Water to the Council's request for more information about discharge into rivers. The member expressed concern about continued discharge rates and sought assurance that the Council would endeavour to ensure the discharge ceased. The Leader of the Council responded that it was not within the control of the Council to ensure that the issue ceased but that every effort would be made to bring pressure on Anglian Water to address the unacceptable levels of discharge into waterways in the district. The Portfolio Holder for Environmental Excellence added that the response from Anglian Water would be considered at a forthcoming meeting of the Environmental Excellence Policy Development Panel. Whilst the Council was powerless to stop the discharges, it did have a role to play in raising public awareness. The member welcomed the actions being taken and suggested that the planning decision making process was also an area where the Council could bring about a positive influence.

104 ANNOUNCEMENTS

Members noted the civic engagements undertaken by the Chairman of the Council since the last meeting. The Chairman drew attention in particular to his attendance at the launch of the Newmedica Eye Health Clinic at the Broadland Business Park. He commended this new facility in the Broadland area and the positive impact it would have on reducing waiting times for eye treatment. He had also been honoured to support Ukraine by flying the colours of the Country's national flag. The Chairman also drew attention to the joint Broadland and South Norfolk Business Awards which had been an extremely successful event celebrating local businesses. He had been particularly impressed that so many young people were associated with winning businesses and was pleased the Council could contribute to encouraging young entrepreneurs.

The Leader of the Council reported on the Council's preparations for receiving Ukrainian refugees and that much work was ongoing in partnership with agencies in Norfolk to make the process as smooth as possible. He went on to make reference to County Deals and progress of the Government's levelling up white paper and reminded members that Norfolk was one of the nine areas identified for a potential deal. The next phase involved a meeting of all Norfolk Council leaders/chairmen to gain an understanding of what a deal might look like.

The Portfolio Holder for Finance updated members on implementation of the Government's energy bills rebate scheme. There had been an increase in the number of resident paying their council tax by direct debit with 83% of residents signed up. The energy bill rebate would be paid directly to direct debit payers in April. Options for paying residents not using direct debit were being explored. The Portfolio Holder also drew attention to the free workshops being held across the two councils at Sprowston Manor and Hethel Engineering, to support small and medium enterprises with procurement of council services. She also

commented that the Community Lottery was approaching its first anniversary and that free social media training sessions were being organised for interested local good causes.

The Portfolio Holder for Economic Development reported that building work on the Food Innovation Centre was progressing well with the topping out ceremony held recently. A number of businesses had expressed interest in the facility.

The Portfolio Holder for Environmental Excellence reminded members that the new waste contract started the following week. The contract would include the collection of new items such as small electronic items and textiles. She also advised that biodegradable bin liners would now be used for food waste collection. Leaflets about the new service had been left for residents with their recycling bins.

The Portfolio Holder for Housing and Wellbeing referred to ongoing work by the Communities team to distribute grants from the Government's Household Support Fund to vulnerable households. Fuel poverty was a very real issue at the present time and would have an impact on many households. He made reference to the important role of local charities and invited members to inform the Communities team of any small local charities within their parishes which might be a useful source of support to vulnerable households approaching the Council.

105 QUESTIONS FROM THE PUBLIC

It was noted that there had been no questions from the public.

106 PUBLIC SPEAKING

It was noted that there had been no requests for public speaking.

107 OVERVIEW AND SCRUTINY COMMITTEE

The minutes of the Overview and Scrutiny Committee meeting held on 8 March 2022 were received.

108 CABINET

21 December 2021

The Leader reported that the minutes of the Cabinet meeting held on 21 December 2021 were received at the last meeting. The following matters were however deferred for consideration at this meeting:

Minute no 228 - Street Naming & Numbering Policy & Introduction of Charges

The Portfolio Holder for Planning advised members that the proposals for updating the policy for street naming and numbering functions and introducing charges for the service had been considered by the Place Shaping Policy Development Panel who had supported the proposals and by the Overview and Scrutiny Committee who had also supported the proposal except for those relating to the charge for changing the name of an existing property. The Portfolio Holder went on to give an example of the level of income which could potentially be generated based on current levels of activity. A workload of 170 street naming and numbering activities would have generated circa £34k income towards administrative costs. The charges would offset costs of the service and would be reviewed annually. With regard to the concerns raised about charging for renaming an existing property, she did not feel this was unreasonable as it was a choice of the homeowner to rename and did not justify it being a free service.

A member commented that, whilst they supported the proposals in principal to charge for these services to offset administrative fees, they felt the charges for small scale developments and for large developments were not equitable and penalised small developers.

It was then proposed, seconded and on being put to the vote,

RESOLVED

1. To agree the introduction of charges from 1 April 2022 as set out in Appendix 1; (attached at appendix 1 to the signed copy of these minutes)
2. To agree the adoption of the Street Naming and Numbering Policy as set out in Appendix 3 with effect from 1 April 2022. (updated policy attached at appendix 2 to the signed copy of these minutes)

Minute no 229 – S106 Agreements Monitoring Fees

The Portfolio Holder for Planning advised members that the proposal to introduce charges for monitoring S106 agreements reflected changes enacted by the Community Infrastructure Levy Regulations which came into force in September 2019 and would align with current government guidance. The Council was actively monitoring 43 agreements which incorporated 137 obligations and over 600 triggers. Based on this level of activity, income of circa £41k would have been generated to offset against costs of administering the work.

In supporting the proposals, a member commented that they hoped some long running outstanding non-compliance issues could be progressed.

A concern was raised that, whilst the principal of charging for this work could be supported, the charges proposed affecting small developments was not equitable to the proposed charges associated with large developments and that these needed adjusting to ensure support was given to local, smaller companies.

It was then proposed, seconded and on being put to the vote,

RESOLVED

To agree that the monitoring fees for section 106 agreements, as set out in Appendix 1, are adopted from 1 April 2022 (copy attached at appendix 3 to the signed copy of these minutes).

15 March 2022

The minutes of the Cabinet meeting held on 15 March 2022 were received. The following matters were considered by Council:

Minute no 257 – Delivery Plan 2022-2024

The Leader drew attention to the Delivery Plan which set out the actions and projects to be undertaken to meet the priority ambitions of the Strategic Plan. The vision was to work together to create the best place for all residents and businesses now and into the future.

In response to a question about the timetable for the review of the Environmental Strategy, the Portfolio Holder for Environmental Excellence commented that the Strategy was due for review as much had moved forward since it had been prepared. She anticipated the review would be undertaken within the next 10 months but that further details would be shared once these had been finalised.

In response to a question relating to the customer satisfaction measures and metrics, the Portfolio Holder for Transformation and Organisational Development advised that this matter was scheduled to be considered by the Service and Improvement Committee at its forthcoming meeting.

It was then proposed, seconded and on being put to the vote,

RESOLVED:

To approve the adoption of the Delivery Plan for 2022-24.

Minute no 260 - Approval of Extension to Belaugh Conservation Area and Adoption of Conservation Area Appraisal

The Portfolio Holder for Planning invited Council to approve and adopt the Belaugh Conservation Area Appraisal and the extension of the Conservation Area boundary.

The Conservation Area had last been re-appraised in 2011 when it had been recommended that the area should be extended to include the property Piper's Haigh, which fell within the Broadland District Council area. Although approved by the Broads Authority, the additional extended area had not been adopted by the Council at this time, so the boundary remained legally the same. The Broads Authority had conducted a re-appraisal in 2021 and it had been concluded that a single change to the boundary, as initially recommended in 2011, should again be proposed.

It was then proposed, seconded and on being put to the vote,

RESOLVED

1. To approve the adoption of the proposed extension of the boundary of Belaugh Conservation Area to include Piper's Haigh and its curtilage; and
2. To approve and adopt the conservation area appraisal for Belaugh Conservation Area.

Minute no: 261 - Community Infrastructure Fund Application – Brundall Parish Council

The Portfolio Holder for Economic Development invited Council to approve the offer of a loan to Brundall Parish Council to part fund the new Brundall Sports hub using the Community Infrastructure Loan facility.

To facilitate the loan, the earmarked reserve of the Community Infrastructure Fund would need to be increased by £150,000. It was proposed to make this increase permanent to cover existing commitments and the proposed loan to Brundall Parish Council. This would result in the Community Infrastructure Fund increasing to a total value of £650,000.

Members welcomed the report and commented this was exactly what the Community Infrastructure Fund was established for and it would enable the local community to push ahead with a much needed facility ahead of finalisation of approved development.

It was then proposed, seconded and on being put to the vote,

RESOLVED

To allocate an additional earmarked reserve of £150,000, to permanently increase the Community Infrastructure Fund loan facility to cover the existing commitments, plus the proposed loan to Brundall Parish Council. This will result in the Community Infrastructure Fund increasing to a total value of £650,000.

109 PLANNING COMMITTEE

The decisions of the Planning Committee meeting held on 23 February 2022 were received.

110 PAY POLICY STATEMENT

Members considered the report seeking approval of the Pay Policy Statement for 2022/23 in accordance with the requirements of Section 38 of the Localism Act introduced in 2012.

The Portfolio Holder for Transformation and Organisational Development highlighted the scope of the statement regarding remuneration of officers. He drew attention to an error in the heading “No: of Employees” on page 81 of the report and that this should be “Salary Scale”.

It was then proposed, seconded and on being put to the vote,

RESOLVED

To approve the content of Broadland District Council's 2022/23 Pay Policy Statement in advance of its publication on the Council's website.

111 SCHEDULE OF MEETINGS 2022-2023

Members considered the schedule of meeting for 2022-2023.

A member raised a concern about recent low attendance by members at some meetings and if this was allied to any issues regarding the timing of meetings. The Leader responded that, whilst it was disappointing when members were unable to attend meetings, there was a range of different reasons as to why attendance was not always possible; the timing of meetings had not been linked to difficulties in attending. One of the current main causes of absence was COVID.

In response to a suggestion that the Council needed to lobby the government to amend the legislation to allow for virtual meetings, the Leader assured members that efforts to lobby the government via local MPs and via the District Council network were ongoing.

In response to a question as to why there was no date in the schedule for a meeting of the Standards Committee, mindful of the new model councillor code

of conduct, the Monitoring Officer advised members that officers were currently working through the new model and a meeting of the Standards Committee would be arranged in due course.

It was then proposed, seconded and on being put to the vote,

RESOLVED

To approve the schedule of meetings for May 2022 – May 2023.

112 OUTSIDE ORGANISATIONS

Members received and noted the feedback from a member appointed to represent the Council on Outside Organisations. The Leader thanked the member for their update report and encouraged all members of outside bodies to submit feedback reports.

113 QUESTIONS FROM MEMBERS

The following questions had been received in accordance with Procedural Rule 12.4:

Question from Cllr Laming

In the BDC and SNC Joint Greenhouse Gas Report 2018/19 (published January 2022) there is a suggestion in Section 12 that local authorities could establish a carbon offset fund for financial contributions from developers when 100% reduction in CO2 emissions cannot be achieved on site. Would BDC consider setting this up as a priority?

Response from Cllr Lawn

Where local authorities require the development of new homes to be zero carbon, a combination of minimising on-site carbon emissions and offsetting emissions could be applied. In situations where 100% reduction in carbon emissions could not be achieved on-site, councils could establish a Carbon Offset Fund for financial contributions from developers. Investments in the fund could then be used elsewhere within the local area to achieve carbon savings.

The example used in section 12 related to the London Mayoral area and where local plan policies already existed requiring this standard. In the Greater London Area's Supplementary Planning Guidance, the price of carbon offsets for their Carbon Offset Fund was £60 per tonne, which was paid by the developers, per year, for 30 years.

At present there was no requirement under existing planning policies or those proposed within the Greater Norwich Local Plan to require a developer to achieve this level of carbon offset. This did not mean that the Council would not

look to consider this in the next iteration of the local plan process. The best way to achieve improved carbon performance and energy efficiency was still likely to be via Building Regulations, and government was currently in the process of bringing into effect the Future Homes and Buildings Standard, which was intended to require new build homes to be future-proofed with low carbon heating and world-leading levels of energy efficiency. As such, the Portfolio Holder stated she would not propose at this time that this be given priority in the planning process where there would be no certainty that it could be enforced and secured under existing and proposed local plan policies.

Without a planning policy, the Council would not be able to secure a financial contribution via a S106 and, even if it could, it would need to identify how it would be spent. The forthcoming GNLP was not proposing a zero-carbon policy and at this late stage it would not be possible to re-word the policy, so at present the Council did not have the mechanism to secure a fund via S106's.

Supplementary Question from Cllr Laming

Cllr Lamming agreed the best way forward in reducing carbon emissions was to look at Building Regulations but said it was rare to achieve carbon zero in development without some offset measures. The Council's Environmental Strategy noted that the implementation of carbon offset measures was one of the targets for implementation of the policy. This aligned with her proposal. The Council was a member of the Greater Norwich Development Partnership and she was inviting the Council to push this forward – other councils in the UK were already pursuing this.

Response from the Leader on behalf of Cllr Lawn

The Leader stated that at the current time the Council did not have a policy which could be enforced to secure contributions from developers so the first course of action would be to secure the necessary policy. The current local plan was going through its examination stage and once adopted would provide the policies for the Council to work with. This document did not include such a policy. The Council therefore needed to look at the next version of the local plan and build the relevant policies into the next local plan. The expectation was that the next local plan would need to be completed relatively quickly; this could be within approximately 5 years following the completion of the current plan, although this was still to be finalised as the government was yet to put in place the legislation to support such a policy.

Question from Cllr C Karimi-Ghovanlou

With people all over the country looking forward to celebrating the Queen's Platinum Jubilee in June; I'm sure you will all agree a once in a lifetime event, it was disappointing to hear that there "was not the political will" from Broadland to provide small grants towards Parish /Town community events of £200 / £300

respectively, in line with some other District Councils such as South Norfolk, West Norfolk and Breckland. As a councillor, I am not aware that this decision was discussed or minuted at any meeting, so could I please ask who made the decision to rule out the provision of grants for this historical event?

Response from Cllr Mancini-Boyle

Broadland District Council appointed a member-led working party to coordinate the celebrations for the Queen's Platinum Jubilee in 2022. An officer working group existed from across the One Team to fulfil the plans set out by the working party.

At the time of planning the Council's own celebrations, Broadland District Council was aware that Town and Parish Councils were already forging ahead with their own local arrangements for the Jubilee and that they had funds assigned to deliver them. Broadland Council therefore took the decision to have a free event which would be open for all residents to apply to attend at Blickling Hall. This event was intended to be an opportunity to showcase one of the district's attractions and bring together people from different locations to celebrate together in an iconic setting.

In addition to this event, the Council would be delivering a number of other celebrations. On 2 June, a small civic ceremony will be held at Thorpe Lodge where the Chairman will raise the Jubilee Union Flag and officially begin the District's celebrations. During the summer, residents and visitors would be invited to look out for bespoke Corgi sculptures. The Pembrokeshire Welsh Corgi's, beloved by HM the Queen, would be decorated by local artists and put in key locations around Broadland. Also over the summer holidays, families and individuals would be invited to take part in a Jubilee Treasure Hunt. Participants would visit sites across the district to solve clues and uncover hidden mysteries and explore what Broadland had to offer.

Supplementary Question from Cllr C Karimi-Ghovanlou

Cllr Karimi-Ghovanlou stated that it would have been preferable for all councillors to be consulted. Many parish councils wanted to celebrate. Would the Leader email all parishes to see if they support the allocation of grants?

Response from the Leader

The Leader responded that it was not his intention to email all parishes. The decision to proceed in the current way had already been taken and the time to set aside monies for grants would have been as part of the budget setting process in February – no budget was now available to do this.

114 MOTIONS

Council considered the following motions in accordance with Procedural Rule 13:

Motion – Norwich Western Link

In the absence of the proposer of the motion, Cllr Clancy, due to COVID, the motion was instead proposed by Cllr Peck, seconded by Cllr Bulman.

“Broadland District Council reasserts its full support for the construction of the Norwich Western Link dual carriageway which will deliver the following benefits to the whole of Norfolk, specifically the Norwich Western Fringe parishes, and reduce through traffic in Norwich:

- Lead to a reduction in CO2 and other greenhouse gas emissions from vehicles.
- Boost Norfolk’s economy and support its businesses.
- Improve road safety.
- Take traffic off unsuitable roads.
- Create new habitats and improve existing ones.

This Council therefore resolves to request the Leader of Broadland District Council to write to the Leader of Norfolk County Council reaffirming its fullest support for the Norwich Western Link.”

In proposing the motion, Cllr Peck indicated he wished to make an amendment to the wording of the final paragraph of the motion as follows:

- To add the words “***Whilst we await further details of the detailed route and design of the road and will comment on these in due course,***” before the words “this Council therefore resolves to request the Leader”
- To add the words “***principle of the***” before the words “Norwich Western Link.”

Cllr Peck stated that the Council had in the past given its support to the Norwich Western Link. The County Council had now submitted its business case to the Department of Transport for consideration by the Secretary of State and those in opposition to the proposed link were publically expressing their objections. It was therefore an appropriate time for those supporting the Norwich Western Link to make their views known. Cllr Peck went on to state that residents living in villages located to the western end of the Broadland Northway were suffering with traffic congestion and gridlock and high levels of traffic pollution. This pollution was far greater than that which would be generated by a small extension to the Broadland Northway to create the Norwich Western Link. A similar motion considered by South Norfolk Council had recently received cross party support and he urged members to support the amended motion.

Members then voted on the amendment and, with a majority of members in favour, the amendment was carried and became the substantive Motion.

The substantive motion, as follows, was then considered by Council:

“Whilst we await further details of the detailed route and design of the road and will comment on these in due course, this Council therefore resolves to request the Leader of Broadland District Council to write to the Leader of Norfolk County Council reaffirming its fullest support for the **principle of the** Norwich Western Link.”

Cllr Davis expressed his concern that the motion was premature. The proposal was one of a series of projects having impact on the Broadland district and the County. The Local Transport Plan (4) was a part plan which contained illustrative proposals including the Norwich Western Link which were to be reviewed alongside, and as part of, consideration of the implementation plan, including a carbon assessment and an evaluation in the light of requirements of the government transport decarbonisation plan and net zero strategy which were all out for consultation. So effectively the implementation plan was the subject of consultation and the motion was being proposed during a period of consultation from 21 March to 2 May. With the LTP (4) being subject to consultation, the only relevant exiting Plan was the LTP (3) which did not feature the Western Link. Details of the road were not available, indeed the County Council had indicated a new alignment might be necessary, and once determined would be subject to a planning application. If adopted, the motion would tie the Council to support of a theoretical proposal ahead of any firm planning details.

He therefore proposed a further amendment as follows:

“Noting the following:

- the NWL does not have support from either the Norfolk Local Transport Plan 4 Strategy (adopted in Nov 2021, and the GNLP (as submitted to the recent examination by the Greater Norwich Development Partnership (GNDP) (which includes Broadland District Council);
- the LTP4 Implementation Plan is currently out for consultation;
- the NWL does not feature in the existing local transport plan (LTP3);
- clearly evidenced quantifiable figures have not been made available for the impact of the road on achieving national commitments from transport emissions to net zero by 2050;
- the motion cannot take into account the current realignment and redesign of the proposed NWL as this is ongoing;

then any support for this road expressed by this council can only be conditional subject to clarification of the above, and the views of Broadland constituents expressed through a future consultation.”

The further amendment was seconded by Cllr Laming.

A question was raised as to whether the further amendment negated the substantive motion and the Monitoring Officer ruled that this was not the case

and the further amendment could be considered. In response to a question as to how the amendment would sit with the wording of the motion, the Monitoring Officer explained that the amendment would be added to the end of the motion.

On a point of clarification relating to reference to the matter being the subject of a consultation, Cllr Peck stated that the Secretary of State was considering the funding situation and the matter was not a public consultation.

The Leader stated that the further amendment to make the motion conditional did not serve any purpose. The motion identified five key benefits that would be achieved and which it was expected would be delivered. Other members also expressed their opposition to the further amendment.

Members then voted on the further amendment by Cllr Davis and, with a majority voting against, the amendment was lost.

Members then returned to discussing the substantive motion.

Cllr Laming stated that road transport produced 20% of UK greenhouse gas emissions, according to the ONS. Carbon emissions were produced by construction activities and travelling traffic. In 2019 traffic was Broadland's highest emitting sector and the district already had higher emissions than many other local authorities and emissions had risen since 2013. The rise was steeper following the opening of the NDR. A climate change risk assessment produced earlier in the year from the Climate Change Committee had identified that the UK was not doing enough to address climate change and that this needed to be taken into account in all decision making. The Greater Norwich Local plan topic paper on addressing climate change produced earlier in the year identified that car use needed to be reduced and alternative transport needed to be promoted. The Department of Transport had contacted all local authorities suggesting it would not support major new road projects that increased carbon emissions or did not have a focus on active travel. The Welsh government had already stopped building new roads. The LTP (4) implementation plan had not been adopted yet and the Council should not be supporting a project in its design phase. Cllr Laming stated there had to be a point at which things were done differently, to stop building new roads and to use the existing transport system for low carbon transport by promoting active travel and increasing the rail network. She stated she would not be supporting the motion.

A number of members expressed their strong support for the motion and for the Norwich Western Link. The original intention had always been to see the completion of the Broadland Northway by the addition of the western link and there had been disappointment this could not be achieved at the time of construction of the Broadland Northway. The desire to see the completed link was stronger than ever. Several members gave examples of parishes suffering with problems caused by heavy goods vehicles and high volumes of traffic travelling on narrow village roads. The provision of the link would help reduce the carbon footprint by providing a defined, free flowing route avoiding lengthy and unsuitable alternatives, some of which suffered flooding in the river valley. The western area of the district was disadvantaged economically and socially without

the western link. Rail options did not offer a viable alternative. There were health concerns regarding the pollution caused by slow moving/static, congested traffic in the more urban areas and provision of the western link would help reduce condensed emissions. It was suggested that the issue to be addressed was emissions from transport and the technology of the transport using the roads and how these were fuelled.

Cllr Davis stated he believed the problem to be one of too much traffic. More roads created more traffic. There was a need to be realistic, to see the future and to change habits and behaviours and planning processes. Without this it would not be possible to get to net zero carbon emissions. It was essential to change the way things were being done. He stated there was a lack of evidence to support the assertions made in the motion.

In seconding the motion, Cllr Bulman urged members to support the motion. Residents in the villages around the western end of the NDR were in support of the completion of the route to relieve pressure on the road network around the villages.

On being put to the vote, with a majority voting in favour, 4 members voting against, 2 abstentions, the substantive motion was carried.

It was, therefore

RESOLVED

Whilst we await further details of the detailed route and design of the road and will comment on these in due course, this Council therefore resolves to request the Leader of Broadland District Council to write to the Leader of Norfolk County Council reaffirming its fullest support for the principle of the Norwich Western Link.

Motion – Broadland District Council Stands with Ukraine

Proposer – Cllr S Vincent Seconded – Cllr S Holland
Supported by – Cllr N Harpley and Cllr J Davis

“This Council and its members of all political parties, join all residents and communities across Broadland in condemning Vladimir Putin’s unprovoked and brutal war on Ukraine and recognises the need to support the Ukrainian people and their communities affected by this terrible onslaught.

This Council therefore resolves to:

1. Work in partnership with all councils across Norfolk help make preparations for refugee accommodation in our county.

2. Work with local schools and colleges to help provide children and young people displaced by the war with access to the educational facilities they need.
3. Recognise and value the experience and expertise of local agencies and organisations and work with them as they help to provide resources and assistance to Ukrainian refugees as they arrive.
4. Promote and support other organisations, such as the Red Cross and UNICEF, working on the ground in Ukraine to provide humanitarian aid.

The Council understands the need to ensure the interests of the Russian regime and its supporters, whether political or financial are not promoted in our area and confirms its support for:

1. The disinvesting of the Norfolk County Council pension fund in Russian investments.
2. The need to seek alternatives at the earliest opportunity where existing contracts are reliant on Russian suppliers including the energy supplier *Total* who have confirmed they will not be cutting ties with Russian suppliers.
3. Support and encourage the government to impose the strictest possible sanctions on the Russian regime and to continue to monitor and remove the ability of those with ties to Putin's regime to continue financial operations in the UK.

In the face of an autocratic Russian regime carrying out a despicable and unprovoked war on the democratic country of Ukraine and its peoples, all political parties in Broadland unite in condemning those actions and in confirming the basic human rights of all peoples to self-determination and democratic governance as outlined at the United Nations."

Cllr Vincent proposed the cross party motion stating that the Council was proud to see the Ukrainian flag flying at Thorpe Lodge to show solidarity with Ukraine. The Council wanted to send a message of support to Ukraine at this horrific time for them. The Council strongly condemned the brutal and unprovoked war on Ukraine and recognised the need to support the Ukrainian people. The Council stood ready to help refugees where ever it could working with the UK Government to support the settlement programme. The motion set out what was being done and what would continue to be done working in partnership with other councils and agencies across Norfolk. Work would continue to help those wanting to make financial contributions to support the work of agencies, including the Red Cross, providing humanitarian aid. The Council also sought to ensure the interests of the Russian regime and its supporters were not promoted in the Broadland area. The Council encouraged the Government to provide the most severe sanctions possible. Russia's despicable and unprovoked war on democratic Ukraine and its people was condemned by all political parties serving Broadland and they applauded the Ukrainian people who against all odds and with amazing tenacity and resolve were continuing to resist.

The Leader of the Labour Group expressed her Group's support for the motion. Focussing on the refugee crisis and potential anti refugee sentiments, she invited the Council to lead by example and for members to help ensure that within their communities, refugees arriving from the most horrific of circumstance were treated with dignity and respect.

The Leader of the Green Group echoed the comments made supporting the motion. The Ukrainian crisis highlighted the refugee crisis ongoing throughout the world and that this was also a time to remember all refugees and continue to offer support.

A number of members spoke in favour of the motion and applauded the cross party support for the motion. A member stated that the invasion had analogies with the Second World War and was illegal. The atrocities being committed needed to be dealt with and more should be done by the West. Members were advised that the Housing and Communities teams were working hard with the County Council to support Ukrainians entering the UK but also to support host families, to check suitability and to manage their long-term commitment to host refugees. There would be no quick fix – this was a long term commitment to provide holistic support. A Ukrainian member of staff had been appointed which would be an immense support to existing staff some of whom also spoke Ukrainian. With regard to the Homes for Ukrainians scheme, a member urged the Council to do all it could to press for support to be given to help match Ukrainian refugees with host families. The member commended the online briefing session for those looking to host Ukrainian refugees and hoped these would continue.

In seconding the motion, the Leader of the Liberal Democrat Group welcomed the cross party support for the motion. She was horrified by the unprovoked attack on Ukraine. She welcomed the work being done to help refugees and host families. She stated there was a need to uphold democracy and send a strong message of support to Ukraine and the wider world about the democratic rights of everyone and the right of self-government.

Members then voted on the motion and it was unanimously

RESOLVED that the motion as set out above be supported.

115 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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

116 CABINET

The exempt minutes of the Cabinet meeting on 15 March 2022 were received.

Chairman

(Meeting closed at 9:05 pm)

Monitoring Officer Report

Report Author(s): Emma Hodds
Monitoring Officer
01508 533791
emma.hodds@southnorfolkandbroadland.gov.uk

Portfolio: Leader

Ward(s) Affected: All

Purpose of the Report:

This annual report to Council seeks approval of the Council's committee structure and the appointments therein. It also contains a request for dispensation from the six month rule for a member who is currently not able to attend meetings.

Recommendations:

That Council approves:

1. Subject to the consent of the elected Leader of the Council; the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Panels as included in section 2 of this report.
2. The allocation of seats on Council committees in accordance with Appendix 1 attached to this report and to appoint to these seats, as advised by Group Leaders.
3. The appointment of Chairman and Vice-Chairman as set out in Appendix 2 attached to this report.
4. The appointments of Directors for Broadland Growth Limited as the Leader, Portfolio Holder for Planning and the Managing Director and the Portfolio Holder for Finance as the Shareholder representative.
5. The appointment of Ruth Goodall, Mary Evans and Kevin Wilkins as co-opted parish and town council members of the Standards Committee.
6. To grant dispensation to Councillor Harrison from attending meetings of the Council and the Committees on which he serves, until the end of November.

1. Summary

- 1.1 This annual report to Council seeks approval of the Council's committee structure and the appointments therein.
- 1.2 It also contains a request to excuse Councillor Harrison from attending meetings of the Council and the committees on which he serves, until the end of November.

2. Committee Structure

- 2.1 The Leader of the Council, once elected, will confirm to this meeting their Cabinet Members and corresponding portfolios. The Leader of the Conservative Party has confirmed that if elected, he proposes to keep the current portfolio arrangements which were convened in May 2019. In summary, the following portfolios are proposed:

Cabinet Portfolio	Corresponding Policy Panel/Committee
Leader	
Economic Development	Economic Success Policy Development Panel
Environmental Excellence	Environmental Excellence Policy Development Panel
Finance	Audit Committee
Housing and Wellbeing	Wellbeing Policy Development Policy
Planning	Place Shaping Policy Development Panel
Transformation and Organisational Development	Service Improvement and Efficiency Committee

3. Appointments to Committees

- 3.1 Following the approval of the Committee Structure, the Council must review its appointments to the Committees.
- 3.2 Seats on the Council Committees and sub-committees have to be politically proportionate to the number of seats on the Council. The number of seats on the Council is 31 Conservative, 12 Liberal Democrat, 2 Labour and 2 Green so the 104 committee seats are allocated in the following proportions:

Conservative – 69 seats (66%)
Liberal Democrats – 27 seats (26%)
Labour – 4 seats (4%)
Green – 4 seats (4%)

- 3.3 The appointments to these committee seats must reflect the wishes of each political group. Group Leaders have been asked to make nominations on this basis.
- 3.4 Cabinet and its policy panels are exempted from the requirements to be politically proportionate.
- 3.5 Licensing and Regulatory Committee has 13 seats and is politically proportionate. This may meet as a full committee; however, will more often meet as a sub-committee of 3 members to consider individual licence applications and appeals. Officers use a system of rotation of members for sub-committees and will try to maintain political balance, where possible. However, Licensing panels are not subject to the political proportionate rules.
- 3.6 The full schedule of the appointments to Committees 2022/23, as proposed by each Group Leader, is included at Appendix 1.

Appointment of Chairman and Vice Chairman

- 3.7 The Council is also responsible for appointing the Chairman and Vice-Chairman of specific committees, and these as set out in Appendix 2 of this report.

Appointment of Directors to Broadland Growth

- 3.8 Council is requested to determine the appointment of Directors to the Joint Venture Company. The Directors for the Council are proposed to be the Leader, the Portfolio Holder for Planning and the Managing Director. The Portfolio Holder for Finance will be the Shareholder representative.

Appointment of co-opted members to Standards Committee

- 3.9 The Standards Committee can co-opt up to four Parish and Town Council Members. There are currently three co-opted members - Ruth Goodall, Mary Evans and Kevin Wilkins.
- 3.10 Council is requested to confirm or deny these appointments.

4. Dispensation from the six month rule

- 4.1 Section 85 of the Local Government Act 1972 provides that if a member of a local authority fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the authority, he/she shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority
- 4.2 However, under the terms of section 85(1) of the Local Government Act 1972 the Council may pass a resolution that in the circumstances of the councillor's illness and inability to attend, the six months rule shall not apply.

- 4.3 David Harrison is currently unwell and not expected to be able to attend meetings for several months. Therefore, the Council is requested to grant a dispensation from attending meetings until the end of November. The Monitoring Officer will keep this under review with the Leader of the Liberal Democrat Group.

5. Issues and risks

- 5.1 **Resource Implications** – no implications
- 5.2 **Legal Implications** – included in the report
- 5.3 **Equality Implications** – no implications
- 5.4 **Environmental Impact** – no implications
- 5.5 **Crime and Disorder** – no implications
- 5.6 **Risks** – no other risks

6. Conclusion

- 6.1 This report asks Council to agree to the appointments to Committees, including Chairman and Vice-Chairman and to excuse Councillor Harrison from attending meetings.

7. Recommendations

- 7.1 Subject to the consent of the elected Leader of the Council; the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Panels as included in section 2 of this report.
- 7.2 The allocation of seats on Council committees in accordance with Appendix 1 attached to this report and to appoint to these seats, as advised by Group Leaders.
- 7.3 The appointment of Chairman and Vice-Chairman as set out in Appendix 2 attached to this report
- 7.4 The appointments of Directors for Broadland Growth Limited as the Leader, the Portfolio Holder for Planning and the Portfolio Holder for Finance as the Shareholder representative.
- 7.5 The appointment of Ruth Goodall, Mary Evans and Kevin Wilkins as co-opted parish and town council members of the Standards Committee.
- 7.6 To grant dispensation to Councillor Harrison from attending meetings of the Council and the Committees on which he serves, until the end of November.

Appendix one: Committee Allocations 2022/23

Committee Name	Conservative	
	Member	Portfolio
Cabinet (7)	Jo Copplestone	Economic Development
	Judy Leggett	Environmental Excellence
	Fran Whymark	Housing & Wellbeing
	Trudy Mancini-Boyle	Finance
	Ian Moncur	Planning
	Shaun Vincent	Policy
	Jonathan Emsell	Transformation & Organisational Development

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Appeals Panel (8)	Nigel Brennan	No substitutes permitted except on sub-panels and only from the wider group and subject to mandatory training	Sue Catchpole	No substitutes permitted except on sub-panels and only from the wider group subject to mandatory training
	Stuart Clancy		Karen Lawrence	
	Martin Murrell			
	Sue Prutton			
	Richard Potter			
	Justine Thomas			

Committee Name	Conservative seats		Liberal Democrat seat	
	Member	Substitute(s)	Member	Substitute(s)
Audit Committee (5)	Peter Bulman	Any Conservative member subject to mandatory training	Susan Holland	Any Liberal Democrat member subject to mandatory training
	Adrian Crotch			
	Grant Nurden			
	Karen Vincent			

Committee Name	Conservative seats		Liberal Democrat seats		Green Party seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute(s)
Awards Panel (10)	Nigel Brennan	Any Conservative member	David Harrison	Any Liberal Democrat member	Eleanor Laming	Any Green Party member
	John Fisher		Caroline Karimi-Ghovanlou			
	Ken Leggett		Karen Lawrence			
	Sue Prutton					
	Karen Vincent					
	John Ward					

Committee Name	Conservative seats		Liberal Democrat seat	
	Member	Substitute(s)	Member	Substitute(s)
Joint Appointment Panel (4)	Jonathan Emsell	Any Conservative member	Dan Roper	Any Liberal Democrat member
	Judy Leggett			
	Trudy Mancini-Boyle			

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Joint Scrutiny Committee (6)	Peter Bulman	Any Conservative member	David Harrison	Any Liberal Democrat member
	Richard Potter		Steve Riley	
	Martin Murrell			
	Grant Nurden			

Committee Name	Conservative seats		Liberal Democrat seats		Labour seat		Green seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute(s)
Licensing & Regulatory Committee (13)	Peter Bulman	Subject to mandatory training	Sue Catchpole	Subject to mandatory training	Natasha Harpley	Subject to mandatory training	Jan Davis	Subject to mandatory training
	Roger Foulger		David Harrision					
	Ken Kelly		Caroline Karimi-Ghovanlou					
	David King							
	Ken Leggett							
	Martin Murrell							
	Sue Prutton							
	Justine Thomas							

Committee Name	Conservative seats		Liberal Democrat seats		Labour seat		Green seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute	Member	Substitute
Overview & Scrutiny Committee (15)	Nigel Brennan	Any Conservative member, but not a member of Cabinet	Sue Catchpole	Any Liberal Democrat member	Natasha Harpley	Any Labour member	Jan Davis	Any Green Member
	Peter Bulman		Susan Holland					
	Ken Kelly		Caroline Karimi-Ghovanlou					
	Richard Potter		Steve Riley					
	Ken Leggett							
	Martin Murrell							
	Grant Nurden							
	Sue Prutton							
	Nigel Shaw							

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Planning Committee (11)	Tony Adams	Any Conservative member subject to mandatory training	Stuart Beadle	Any Liberal Democrat member subject to mandatory training
	Nigel Brennan		Caroline Karimi-Ghovanlou	
	John Fisher		Steve Riley	
	Roger Foulger			
	Ken Leggett			
	Sue Prutton			
	Karen Vincent			
	John Ward			

Committee Name	Conservative seats		Liberal Democrat seats	
	Member	Substitute(s)	Member	Substitute(s)
Service Improvement & Efficiency Committee (11)	Peter Bulman	Any Conservative member, but not a member of Cabinet	Sue Catchpole	Any Liberal Democrat member
	Stuart Clancy		Susan Holland	
	Ken Kelly		Dan Roper	
	Ian Mackie			
	Martin Murrell			
	Grant Nurden			
	Sue Prutton			
	Justine Thomas			

Committee Name	Conservative seats	Liberal Democrat seat	Labour seat
	Member	Member	Member
Standards Committee (5)	Nigel Brennan	Dan Roper	Breanne Cook
	Ken Leggett		
	Clare Ryman-Tubb		

Committee Name	Conservative seats		Liberal Democrat seats		Labour seat		Green seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute	Member	Substitute
Electoral Arrangements Committee (10)	Peter Bulman	Any Conservative member	Stuart Beadle	Any Liberal Democrat member	Natasha Harpley	Any Labour member	Eleanor Laming	Any Green Member
	John Fisher		Caroline Karimi-Ghovanlou					
	Shelagh Gurney							
	Judy Leggett							
	Martin Murrell							
	Karen Vincent							

Committee Name	Conservative seats	Liberal Democrat seat
	Member	Member
Emergency Committee (6)	Shaun Vincent	Susan Holland
	Trudy Mancini-Boyle	Caroline Karimi-Ghovanlou
	Fran Whymark	
	Judy Leggett	

*It is a requirement that the Leader and the Leader of the opposition are appointed to this Committee

Non-Widdecombed

Panel Name	Conservative seats		Liberal Democrat seats		Labour seat		Green seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute	Member	Substitute
Economic Success Policy Development Panel (11)	Nigel Brennan	Any Conservative member but not a member of Cabinet	Stuart Beadle	Any Liberal Democrat member	Natasha Harpley	Any Labour member	Jan Davis	Any Green Member
	Adrian Crotch		Sue Catchpole					
	Lana Hemsall							
	Roger Foulger							
	Greg Peck							
	Karen Vincent							
	Richard Potter							

Panel Name	Conservative seats		Liberal Democrat seats		Labour seat		Green seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute	Member	Substitute
Environmental Excellence Policy Development Panel (11)	Nigel Brennan	Any Conservative member but not a member of Cabinet	David Britcher	Any Liberal Democrat member	Natasha Harpley	Any Labour member	Jan Davis	Any Green Member
	Adrian Crotch		Karen Lawrence					
	John Fisher							
	Ken Kelly							
	Grant Nurden							
	Sue Prutton							
	John Ward							

Panel Name	Conservative seats		Liberal Democrat seats		Labour seat		Green seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute	Member	Substitute
Place Shaping Policy Development Panel (11)	Nigel Brennan	Any Conservative member but not a member of Cabinet	David Harrison	Any Liberal Democrat member	Natasha Harpley	Any Labour member	Eleanor Laming	Any Green Member
	Stuart Clancy		Dave Thomas					
	Ken Leggett							
	Sue Lawn							
	Richard Potter							
	Justine Thomas							
	John Ward							

Panel Name	Conservative seats		Liberal Democrat seats		Labour seat		Green seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute	Member	Substitute
Wellbeing Policy Development Panel (11)	Adrian Crotch	Any Conservative member but not a member of Cabinet	Julie Neesam	Any Liberal Democrat member	Natasha Harpley	Any Labour member	Eleanor Laming	Any Green Member
	Roger Foulger		Lisa Starling					
	Lana Hemsall							
	Martin Murrell							
	Sue Prutton							
	Clare Ryman-Tubb							
	Nigel Shaw							

Panel Name	Conservative seats		Liberal Democrat seats		Labour seat	
	Member	Substitute(s)	Member	Substitute(s)	Member	Substitute
Member Development Panel (10)	Tony Adams	Any Conservative member	David Britcher	Any Liberal Democrat member	Breanne Cook	Any Labour member
	Ken Kelly		Susan Holland			
	David King					
	Martin Murrell					
	Sue Prutton					
	Clare Ryman-Tubb					
	Richard Potter					

Appendix 2

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMAN OF COMMITTEES / SUB COMMITTEES / PANELS FOR 2022/23

Committee	Chairman	Vice-Chairman
Appeals Panel	Nigel Brennan	Sue Prutton
Audit Committee	Grant Nurden	Peter Bulman
Awards Panel	Karen Vincent	Ken Leggett
Cabinet	Leader of the Council	Deputy Leader of the Council
Joint Informal Cabinet	Leader of each Council alternately	
Economic Success Policy Development Panel	Adrian Crotch	Nigel Brennan
Electoral Arrangements Committee	Peter Bulman	Martin Murrell
Emergency Committee	Leader of the Council	
Environmental Excellence Policy Development Panel	Ken Kelly	Nigel Brennan
Joint Appointment Panel*	Appointed by the Committee	
Joint Scrutiny Committee*	To be the Council's Chairman of Overview and Scrutiny Committee	
Joint Statutory Officers Appeals Cttee	Chairman of Standards	
Joint Statutory Officers Hearings Cttee	Independent Person	Independent Person
Licensing and Regulatory Committee	David King	Justine Thomas
Member Development Panel	David King	Clare Ryman-Tubb
Overview & Scrutiny Committee	Martin Murrell	To be appointed by LibDem Group
Place Shaping Policy Development Panel	Sue Lawn	John Ward
Planning Committee	John Ward	Karen Vincent
Service Improvement & Efficiency Committee	Justine Thomas	Grant Nurden
Standards Committee	Nigel Brennan	Ken Leggett
Wellbeing Policy Development Panel	Sue Prutton	Martin Murrell

*The chairmanship is shared between BDC & SNC with the host authority taking the chair for that meeting

COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2022-23

Outside organisation	Nominated Representative(s)
A47 Alliance <i>1 representative, 1 substitute</i>	Cllr R R Foulger <i>Substitute – Cllr N J Brennan</i>
Aylsham Cittaslow Committee <i>1 representative (must have resided in Aylsham, or within 3 miles of it, for the last 12 months or occupied as owner or tenant any land or premises therein or had their principal or only place of work there)</i>	Cllr D G Harrison
Broadland Futures Initiative Elected Members Forum <i>1 representative, 1 substitute</i>	Cllr I Moncur <i>Substitute – Cllr N J Brennan</i>
Broads Authority <i>1 representative</i>	Cllr N J Brennan
CNC Building Control <i>1 representative, 1 substitute (automatic appointment of Portfolio Holder for Planning and substitute the Chairman of Planning Committee)</i>	<i>Cllr I Moncur</i> <i>Substitute – Cllr John Ward</i>
Community Rail Norfolk <i>1 representative (appointee has option to join both the Bittern Line CRP Steering Group and Wherry Lines CRP Steering Group)</i>	Cllr R R Foulger
Community Safety Partnership Scrutiny Panel <i>1 representative, 1 substitute</i>	Cllr N C Shaw <i>Substitute – Cllr D King</i>
District Councils' Network <i>1 representative (automatic appointment of Leader)</i>	Cllr S A Vincent
East of England Local Government Association Assembly and AGM <i>1 representative (automatic appointment of Leader)</i>	Cllr S A Vincent

Outside organisation	Nominated Representative(s)
Greater Norwich Development Partnership Board <i>3 representatives, 2 substitutes (must include the Leader and the Portfolio Holder for Planning)</i>	Cllr J Ward Cllr I Moncur Cllr S A Vincent <i>Substitutes – Cllr T M Mancini-Boyle, Cllr S Lawn</i>
Greater Norwich Growth Board <i>1 representative, 1 substitute (automatic appointment of Leader)</i>	Cllr S A Vincent <i>Substitute – Cllr I Moncur</i>
HMP Bure Liaison Committee <i>3 representatives (two must be Members of Wards adjoining the prison (ie Buxton & Coltishall); the third to be Council's own choice)</i>	Cllr J K Copplestone Cllr K E Lawrence Cllr F Whymark
Internal Drainage Boards	
<u>Broads (2006) Internal Drainage Board</u> <i>5 representatives</i>	Cllr N J Brennan Cllr J K Copplestone Cllr K S Kelly Cllr G K Nurden Cllr N C Shaw
<u>Norfolk Rivers Internal Drainage Board</u> <i>3 representatives</i>	Cllr N J Brennan Cllr K S Kelly Cllr N C Shaw
<u>Waveney, Lower Yare and Lothingland Internal Drainage Board</u> <i>1 representative</i>	Cllr G K Nurden
Local Government Association – General Assembly <i>1 representative, 1 substitute</i>	Cllr S A Vincent <i>Substitute – Cllr T M Mancini-Boyle</i>
Local Government Association Strategic Aviation (Special Interest Group) (LGA (SASIG)) <i>1 representative</i>	Cllr N C Shaw
Norfolk Against Scams Partnership <i>1 representative</i>	Cllr S M Prutton
Norfolk Arts Forum Executive Committee <i>1 representative, 1 substitute</i>	Cllr J M Ward <i>Substitute – Cllr J L Thomas</i>
Norfolk Biodiversity Partnership <i>1 representative, 1 substitute</i>	Cllr K S Kelly <i>Substitute – Cllr S M Prutton</i>

Outside organisation	Nominated Representative(s)
Norfolk Health & Wellbeing Board <i>1 representative, 1 substitute</i>	Cllr F Whymark <i>Substitute – Cllr R R Foulger</i>
Norfolk Health Overview and Scrutiny Committee <i>1 representative, 1 substitute (must be Members of the O&S Committee)</i>	Cllr S M Prutton <i>Substitute – Cllr P E Bulman</i>
Norfolk Joint Museums Committee <i>1 representative, 1 substitute (must be from same political party as appointed representative)</i>	Cllr D King <i>Substitute – Cllr G K Nurden</i>
Norfolk Parking Partnership Joint Committee <i>1 representative, 1 substitute</i>	Cllr J K Copplestone <i>Substitute – Cllr P E Bulman</i>
Norfolk Police & Crime Panel <i>1 representative, 1 substitute</i>	Cllr J J Emsell <i>Substitute – Cllr P E Bulman</i>
Norfolk Rail Group <i>1 representative, 1 substitute</i>	Cllr R R Foulger <i>Substitute – Cllr N J Brennan</i>
Norfolk Records Committee <i>1 representative, 1 substitute</i>	Cllr G K Nurden <i>Substitute – Cllr D King</i>
Norfolk Strategic Flood Alliance <i>This replaces the Norfolk Water Management Partnership Strategic Forum 1 representative, 1 substitute</i>	<i>Cllr I Moncur</i> Substitute- John Ward
Norfolk Strategic Planning Member Forum <i>1 representative (Portfolio Holder for Planning), 1 substitute (Portfolio Holder for Housing & Wellbeing)</i>	<i>Cllr I Moncur</i> <i>Substitute – Fran Whymark</i>
Norfolk Waste Partnership <i>1 representative (must be Portfolio Holder for Environmental Excellence), 1 substitute</i>	Cllr J Leggett <i>Substitute – Cllr S M Prutton</i>
Norwich Airport Limited Consultative Committee <i>1 representative, 1 substitute</i>	Cllr N C Shaw <i>Substitute – Cllr A D Adams</i>
Norwich Area Museums Committee <i>1 representative, 1 substitute</i>	Cllr D King <i>Substitute – Cllr G K Nurden</i>
NPLAW Board <i>1 representative (must be a member of Cabinet)</i>	Cllr T M Mancini-Boyle
Transport for Norwich Joint Committee <i>1 representative, 1 substitute</i>	<i>Cllr I Moncur</i> <i>Substitute – J K Copplestone</i>

Outside organisation	Nominated Representative(s)
Youth Advisory Board <i>1 representative (automatic appointment of Member Champion for Young People)</i>	Cllr R E Potter

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Tuesday 29 March 2022 at 10.00 am when there were present:

Committee Members Present: Councillors: S Riley (Chairman), P Bulman, N Brennan, S Catchpole, J Davis, N Harpley, S Holland, K Leggett MBE and S Prutton.

Other Member in Attendance: Councillor: J Leggett

Officers in Attendance: Assistant Director Community Services, Senior Governance and Deputy Monitoring Officer (SW), and Democratic Services Officer (LA)

128 DECLARATIONS OF INTEREST

No declarations of interest were made.

129 APOLOGIES FOR ABSENCE

Apologies for absence were received from, Cllr K Kelly, Cllr C Karimi-Ghovanlou, Cllr M Murrell, Cllr G Nurden and Cllr N Shaw

130 MINUTES

The minutes of the meeting held on 8 March 2022 were agreed as a correct record.

131 OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT

The Senior Governance and Deputy Monitoring Officer presented the Annual Report of the Overview and Scrutiny Committee, which set out the work it had undertaken over the last year and reported to Council its outcomes and achievements.

Members' attention was drawn to the following reviews undertaken since last June:

- Maintenance of Bridges in Broadland
- Parish Council Involvement with Developers and the Planning Authority regarding the Allocation of Public Open Space
- Review of the Environmental Strategy
- Member Ward Grant – Spend Review.
- Staff Turnover at Broadland
- Review of the Public Consultation Processes
- Norse Environmental Waste Services

The Annual Report noted the work undertaken by the Committee in its scrutiny of Cabinet and provided details of the Committee's meeting with Cabinet to discuss the budget alongside the ongoing monitoring of Water – Supply, Management and Climate Change Updates, Community Safety Updates, and Leisure and Community Wellbeing Briefings.

The Report also highlighted the training undertaken by the Committee in March 2021, which had focused on developing effective scrutiny questioning skills and the use of funnelling methods to drill down on specific points for recommendations.

A record of the recommendations made by the Committee when reviewing the Cabinet agenda was also appended to the report. Members noted that the final decisions made by Cabinet, when taking into account these recommendations from the Overview and Scrutiny Committee, were highlighted within the report.

In answer to a member's query, the officer clarified that where recommendations from the Committee and decisions by Cabinet were marked as 'partially aligned' this referred to instances where Cabinet and the Committee were in agreement with part of the recommendation, but where Cabinet had either rejected part of the recommendations made by Overview and Scrutiny, or where Cabinet had made additional decisions itself.

The Chairman drew the Committee's attention to the review of staff turnover undertaken by the Time and Task Panel, as noted in the Annual Report. The Senior Governance and Deputy Monitoring Officer addressed the Committee to advise them of the advice from the Monitoring Officer, the Council's Data Protection Officer, and the legal advice obtained regarding GDPR legislation around the legality of using the personal contact details of ex-staff. She stated that GDPR legislation required the Council to be clear on the purpose and reasons for continuing to hold personal data after a member of staff left its employment. She advised that the processing grounds for the Council to continue to hold personal data for ex members of staff would be for taxation purposes and, because the data had not been provided in order for the Council to gain feedback from staff, to do so would be unlawful processing and could constitute an actionable breach of GDPR. Members were reminded that there had been many positive outcomes from the review by the Time and Task Panel; the uptake in exit interviews had increased over the last two years, the reasons given for leaving had been made more explicit, and the term "other reasons" had been minimised meaning employees were more

open about their reasons for leaving, all provided the Council with good learning, moving forwards. It was also noted that the Panel had recognised that the group of people they were focussing on had left almost two years ago, and things had moved on considerably during that time. In response, members agreed that the Time and Task Panel should reconvene to further discuss the matter.

It was then;

AGREED

1. To recommend the Annual Report of the Overview and Scrutiny Committee 2021/22 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;
3. That the report will be updated following the consideration of other items at the meeting held on 29 March 2022, with the final wording to be agreed by the Chairman of the Overview and Scrutiny Committee and;
4. That the Time and Task Panel be reconvened to further discuss the GDPR issues around contacting former members of staff.

132 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

The Senior Governance and Deputy Monitoring Officer updated the Committee on its Work Programme.

The Committee noted that a response had been received from the Minister of State for Apprenticeships regarding the Chairman's letter sent last year on the new schemes for apprenticeships.

There were no updates to reports on broadband coverage and water supply and management. Members discussed broadband and it was requested and agreed that an update report be brought to a future meeting of the Committee.

Following a query, members were reminded that they had considered a report on public consultations in January 2022 but that the further detail requested on this would form part of the wider Customer Strategy Update to be considered at the June 2022 meeting. The Chairman agreed that he would review the original report and minutes after the meeting.

Conversation turned to the Town and Parish Forum, and the consultations which had taken place. Several members stated that they were unaware of

the meetings. The Assistant Director of Community Services confirmed that the meetings had covered topics such as the implications to town and parish councils regarding the Levelling Up paper received from Central Government. It was noted that the next meeting was scheduled for Monday 4 April at 10:30 am on Zoom. It was agreed that the Committee should have access to the previous meeting's recording and the Senior Governance and Deputy Monitoring Officer confirmed that she would investigate the matter and update members with further information after the meeting.

It was agreed that the Council Partnership Register Review item be taken off hold, in line with the Council's progression out of the pandemic.

Addressing the Committee, the Chairman explained that one of the roles of the Overview and Scrutiny Committee was to review the Council's policies and he urged members to highlight items that could be brought forward for future consideration.

A query was raised on how the new Census data would be reviewed and responded to in regard to any changes identified. Members noted that information gathered by the Census could be found on the Norfolk Insight website and was accessible to all. In response to a question regarding whether the data would be presented to the Committee in the future, members noted that the new data collected from the recent Census would form part of the 2022/3 Equality Annual Duty Report. The Senior Governance and Deputy Monitoring Officer further explained that she could provide members with an update in the future but advised that this data might not become available for some time. In the meantime, she would provide those present with a link to the Norfolk Insight website to enable members to research their own wards. It was also agreed that a link to the Norfolk Insight website would be added to the Council's website to provide new businesses with an insight to the demographic of the area.

One member suggested an item on carbonation, noting any progress made by the Council. The Portfolio Holder for Environmental Excellence explained that a carbon audit had taken place. Officers were currently drafting a de-carbonation plan which would progress through the committee route in due course.

The Chairman requested for letters to be sent out to all Parish Councils to make them aware of the Overview and Scrutiny function and to invite suggestions for future items, as had been done in previous years.

133 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.

134 UPDATE REPORT ON THE PERFORMANCE OF THE MATERIAL RECYCLING FACILITY AND NEWS

The Assistant Director of Community Services presented the exempt report, which gave an update on the performance of the material recycling facility and NEWS. Members noted the relevant background and financial details contained within the report alongside the projected figures going forward from the partnership.

In response to a question regarding how the Council could do more to support recycling in the District, members noted that promotion within wards would help increase recycling rates.

The Committee noted that a major issue faced by the Council was contamination amongst the recycling materials. The Assistant Director of Community Services advised that a wide range of information was in the process of being released by the Recycling Team to provide information to residents regarding good practices for recycling.

Members were pleased to learn that Council staff were available to visit community groups within the district to offer advice and help on recycling.

The Chairman welcomed the report, highlighting the positive figures and outcomes it brought. However he stressed that the Council should be mindful that changes to commodity prices could result in risks to the Authority in the future, so it would be prudent to monitor and review this matter in the future.

AGREED

To note the latest performance of the MRF and the NEWS operation

(The meeting concluded at 11.35am)

Chairman

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Tuesday 12 April 2022 at 10.00 am when there were present:

Committee Members Present: Councillor: S Riley (Chairman), M L Murrell (Vice-Chairman), N J Brennan, P E Bulman, S J Catchpole, J Davis, K S Kelly, and KG Leggett MBE.

Substitutes Councillor: S Beadle (for S Holland).

Other Members in Attendance: Councillors: J Leggett, and J Emsell.

Officers in Attendance: The Director of Place, Assistant Director of Individuals and Families, Assistant Director Economic Growth, Assistant Director of Community Services, the Senior Governance Officer, the Monitoring Officer and Chief of Staff, Assistant Director ICT/Digital and Transformation, Democratic Services Officer (JK)

135 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Harpley, Cllr Holland, Cllr Karimi-Ghovanlou, Cllr Nurden, Cllr Prutton and Cllr Shaw.

136 MINUTES

The minutes of the meeting held on 29 March 2022 were agreed as a correct record.

137 ADDENDUM TO THE 2022-24 DELIVERY PLAN AND THE USE OF THE EARMARKED RESERVES CREATED AS A RESULT OF THE IN-YEAR BUDGET OPTIONS

The Monitoring Officer and Chief of Staff introduced the report, which detailed the proposed initiatives relating to the use of the Earmarked Reserves, created as a result of the In-Year Budget Options. The key areas which would be supported by these additional monies were outlined as follows:

- Progress towards carbon net zero
- Accelerating our Growth Agenda
- Our Environment
- Supporting Our Communities
- Investing on our talent and pipeline for the One Team

The total of the monies available was £2.578m and 13 initiatives have been identified and described in the report. Subject to agreement, these amendments would be added to the Delivery Plan.

A query was raised on whether the figures for the three new posts in Economic Development included on costs and if so, there should be a corresponding saving elsewhere in the budget to allow for the on costs being spread. The Monitoring Officer and Chief of Staff explained that although on costs of about 27% are indeed included for each post, these on costs are simply the direct costs, i.e., employer pension contributions and employer national insurance and were not general business overheads.

The Chairman asked where the business case for the three new posts was and the Assistant Director of Economic Development advised that unfortunately, this was an error in the report and that the answer should have been no for the question “Subject to a Business Case?” He went on to explain that a business case was not needed as the budget for these posts have already been costed and worked through. Members requested that this error was clarified at the Cabinet meeting.

In response to a question on the timeframes for the proposals that did need business cases, the Monitoring Officer confirmed that each would be different, depending on the work involved. All of these proposals were due for delivery in the next two years and so officers were keen to progress them. The Monitoring Officer confirmed that as soon as the business cases were ready, the Assistant Directors would present them to members.

The Chairman queried what would happen to the monies if not used, or if the business case failed. The Monitoring Officer advised that Cabinet could decide to either leave it in reserves or could ask for another business case, or agree to move it elsewhere.

One member commented that it was good to see the environment and communities were prioritised. However, she queried why there was no mention of access to the internet or supplying IT hardware as access to internet was needed for job applications or to claim benefits. The Assistant

Director for Individuals and Families agreed that this area was important and that the IT aspect would be factored into the proposal.

In response to a query on how this might work, the Assistant Director for Individuals and Families advised that officers were working with the library services to provide access to laptops and tablets for families, and the possibility of offering data, or trying to improve speed issues was also in hand.

In response to a comment from a member about the difficulty in accessing the Norfolk Assistance Scheme (NAS), the Assistant Director for Individuals and Families reassured members that our Help Hub team was more resilient since the collaboration and fully resourced to answer the phone between 8.30am and 5.00pm. He went on to say that he was soon to be meeting with the manager of NAS and he would raise the issue of unanswered phones with the manager.

A member raised a query around including assistance to residents who were having difficulty in paying mortgage as well as those who rent. The Assistant Director for Individuals and Families confirmed this was being looked at, but there were issues, for example using taxpayers money to help repay a capital asset, the fact those residents did have a capital asset they could possibly utilise and that this would assist private companies. One member advised of a previous scheme where the Council could buy a house and rent it out which avoided upheaval and kept them in their family home. The Assistant Director for Individuals and Families had not heard of this scheme but would look into it. It was also noted that mortgage payers had the option of contacting their lenders to arrange to make interest-only payments for a period if they were experiencing financial hardship.

The Assistant Director for Individuals and Families advised members that the really critical issue was to solve the issues that brought these residents to this difficult place rather than just alleviate the symptoms and this may include honest conversations around downsizing for some people who own their home.

One member commented that their experience of the Help Hub had been really positive and suggested using avenues such as parish newsletters to communicate the help available to those residents with no access to internet or libraries.

Development Management was the next area to be scrutinised and the Director of Place advised that the recommended temporary increase in planners was needed and welcome, but that these posts were hard to recruit to. In response to a query, the Director of Place explained there were contingency plans in place, but these were not ideal, for example maybe recruit some more graduate apprentices or consider a career change for people with some understanding of planning issues. He went on to explain that the main issue was that experienced, senior officers were needed for

the large, complex issues and so the answer was not always just to recruit apprentices.

One member raised the issue of current delays in deciding planning applications and the Director of Place advised that the team were doing their best, but there were indeed delays, caused by unprecedented levels of applications, a large number of complex cases, the impact of Nutrient Neutrality, together with lack of planners and the fact the private sector was attracting experienced planners with more money than the Council offered. The significant impact of Nutrient Neutrality was discussed at length and the Director of Place appreciated any support the members could give to parishes to explain the situation.

In response to a query from a member, the Director of Place confirmed agency staff were already being used, and that recruiting from abroad had been investigated however the UK planning system was unique and therefore it was difficult to recruit from abroad as they simply did not have the knowledge or experience required.

The Chairman focussed the discussion back onto the report and the Director of Place agreed with a suggestion from members that all options would be explored, including the possibility of golden hellos or golden handcuffs, but the impact of such incentives on the morale of others in the team, or staff in other teams, did need to be considered.

The Chairman summed up the discussion, asked that the details around the internet access issue to be included in the consideration by Cabinet, and with that proviso:

Following a show of hands, it was unanimously:

RECOMMENDED TO CABINET

That Cabinet recommends to Council:

1. To approve the transfer between the earmarked reserves to enable the funding of the 13 initiatives as shown in the table in section 4.1.
2. To approve that the spend within these newly adjusted earmarked reserves be delegated to the appropriate Assistant Director in consultation with their Portfolio Holder.
3. The addendum to the 2022/24 Delivery Plan as shown in Appendix B.

138 PROPOSED CAPITAL INVESTMENT IN RENEWABLE ENERGY INFRASTRUCTURE

The Director of Place introduced the report, which asked for approval to move £1m in our reserves into the Capital Programme, to be set aside for renewable energy infrastructure. This report was being presented to members now, as last week an opportunity arose for infrastructure to be provided to connect a proposed solar park near the Food Enterprise Park (FEP) to the businesses on the FEP. The Director of Place explained that in order to move quickly when needed, the £1m needed to be earmarked now as a line in the capital budget so the monies could be drawn down and it was just too late for this request to be included in the main Capital Budget report which is why it was separate.

Members queried some of the detail around the proposed project and the Director of Place explained that it was too early to provide much specific information and that all the details would be in the subsequent business case which would come to members soon. This was a three-step process:

- Earmark the reserves (i.e., this report in front of members now);
- Then come back to members with a proposed loan agreement;
- Then thirdly to come back to members again to raise a green bond.

At those later stages, members would either agree to the proposed project, or turn it down at which point the £1m would either go back into reserves or be invested in another project. So the decision here, was simply to earmark the reserves at this stage.

One member expressed their full support as he felt that this was an exciting opportunity alongside the opportunity of a green bond. In response to a concern about the location, the Director of Place advised the proposal would need to be put through the proper planning process. One member queried if this could be a conflict of interest as the Council, as the Planning Authority, would determine the planning permission and also own the land. The Director of Place reassured members that this was a common occurrence as the local Planning Authority was a separate quasi-judicial body that sat outside of the Council to make such decisions, for example for Broadland Growth.

The Chairman of the Environmental Excellence Policy Development Panel expressed his support, advised it had been one of the Panel's recommendations and proposed that members endorsed this to Cabinet.

Following a show of hands it was:

RECOMMENDED TO CABINET

That Cabinet recommends to Council:

1. To agree the inclusion of £1m to enable capital investment in renewable energy projects and/or associated infrastructure in the Capital Programme for 2022/23.

139 UKRAINE UPDATE BRIEFING REPORT

The Assistant Director for Individuals and Families introduced this report which provided an overview of the ongoing work in the districts to prepare for the arrival of Ukrainian refugees. The background to the current scheme, was that at present at least, just sponsored families were coming to the UK. The process was that the UK host family identifies a Ukrainian family, then a sponsored visa is applied for from the Home Office, and then they are granted a visa and come to the UK. The visa is for three years and the host family must commit to at least six months as hosts.

The Assistant Director for Individuals and Families went on to explain that once the Council was made aware of a visa, a visit would be made by a Council officer to check on the house to ensure it was fit for occupation and then the Home Office would be advised. Once the family are in situ, then a further welfare check would be made to ensure the right number of people turn up and to deal with any immediate issues. These could range from ensuring there was enough food, to being aware of possible exploitation issues.

So far, in Broadland district there have been approximately 17 volunteers for host families, but as yet no take up and approximately 50 offers in South Norfolk district and five families so far have been successfully hosted.

There are risks to the Council as the visa would be issued for three years, but the host only commits to six months. After that time, or earlier if for whatever reason the six month hosting did not work out, then the Council has a statutory duty to re-home them as they would be classified as homeless.

However the majority of the families coming over want to work and make a life for themselves and so if we can support them into employment, they are more sustainable and could possibly go into private rented accommodation.

One member raised the issue of ensuring there were enough spaces in schools and colleges and the Assistant Director for Individuals and Families confirmed this as a key consideration when placing families.

The Chairman raised the issue of the £10,500 funding per refugee and the Assistant Director for Individuals and Families confirmed these funds would be held by Norfolk County Council and distributed as needed. The Council would be likely to send the funding on:

- Housing Officer
- Community Support Officer
- Grants to support successful and sustainable hosting
- Funding to support successful and local Voluntary, Community and Social Enterprise (VCSE)
- Central fund held for the draw down of temporary housing costs

The Assistant Director for Individuals and Families went on to explain that for a family with standard needs, this funding should cover most costs, however for families with special needs, Norfolk County Council might need to a significant portion of that funding to support, for example traumatised children.

The Vice Chairman asked if any Ukrainian speakers had been employed and the Assistant Director for Individuals and Families confirmed that two fluent Ukrainian speakers had already been employed to enable the full integration of families.

The Chairman was clear that local members must be advised of any placements as local members were best placed to know where help and support could be provided and also to be aware, just in case issues arose. The Assistant Director for Individuals and Families confirmed that all local members would be advised as soon as the placement was approved and also advised that there was very little the Council could do to speed up the pace of placements as it was in the hands of the Home Office. Members were reassured that officers would complete their checks as quickly as possible.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

1. To acknowledge arrangements put in place.
2. To agree delegation to the Director of People and Communities, in consultation with the portfolio holder for Housing and Wellbeing to utilise any devolved funding to support Ukrainians.

140 PUBLIC SECTOR EQUALITY DUTY ANNUAL REPORT

The Senior Governance Officer presented the report, along with the draft joint Public Sector Equality Duty Annual Report for 2021-22. As a public body, the Council had a statutory requirement to report annually on how the Council had complied with its obligations under the Public Sector Equality Duty, as required by the Equality Act 2010. The Annual Report was also required to be published on the Council's public website.

The Annual Report contains a list of the nine characteristics which were protected under the Equality Act. In addition, in exercising our functions, due regard needed to be given to three specific areas, both for service users and staff. The Senior Governance Officer briefly summarised these areas as follows:

To "Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act".

In addition to the more obvious work undertaken by the Help Hub when they deal with vulnerable people who have fallen victim to harassment or discrimination, this section also required the Council to pay due regard to equality issues when forming policies, and in its processes to ensure it was not discriminating against anyone with a protected characteristic.

To “Advance equality of opportunity between people who share a protected characteristic and people who do not”.

Advancing equality was about treating everyone the same. Advancing equality was about removing or reducing disadvantages suffered by people, due to their protected characteristics and this sometimes meant that the Council needed to treat these individuals more favourably than others, to bring them up to the same level of opportunity as everyone else.

To “Foster good relations between people who share a protected characteristic and those who do not”.

This could be achieved through a variety of ways – for example - through the Council’s Community Connectors introducing people to local groups where they can make friends and get help, through officers and members helping to set up community groups, and it also included raising awareness and providing positive messaging around subjects such as mental illness and accessibility and promoting events such as World Menopause Day and Norwich Pride.

Within the Report, each of these three sections had been explored, firstly providing evidence of how these have been met for residents and secondly how they have been met for staff, as required under the Act.

As a Local Authority, this was not just a tick box exercise, but was how the Council dealt with issues and staff on a daily basis and the Senior Governance Officer explained a number of real life examples had been included in the report where some really good work had been done and made huge differences to people’s lives.

Following a show of hands it was unanimously.

RECOMMENDED TO CABINET

1. To approve the joint Public Sector Equality Duty Annual Report, as attached as Appendix A.

141 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.

142 FRETtenham DEPOT REDEVELOPMENT

Members considered the exempt report of the Assistant Director of Community Services, which outlined plans for the initial phase of the redevelopment of the Frettenham Depot site, which was owned by the Council.

Members noted that the report sought approval to direct award the contract for the project management of the redevelopment of the site. As the total cost of the works would be over £100,000, the waiving of the procurement standing orders required approval from Cabinet.

The Assistant Director of Community Services presented his report, referring members to the reasons for the proposals, and the associated cost savings. Members noted that the proposal would not only save the Council money but would shorten timescales and save officer time.

In response to a query concerning what the redevelopment would entail, the Assistant Director of Community Services explained that the current site was not fit for purpose and that the redevelopment would require the construction of new buildings, with appropriate car parking.

One member queried whether the cost of an electric sub-station had been included in the redevelopment calculations. The Assistant Director of Community Services explained that this cost had not yet been factored in as all options for environmentally friendly technologies and materials would require consideration, and he made particular reference to the use of hydrogen.

The Chairman drew attention to the risks, which related to car parking at the site, during the redevelopment. The Assistant Director of Community Services explained that this had been discussed and it was hoped that a temporary car park off site could be provided, and that a bus would run staff to and from the site. This was the preferred option due to the potential costs associated with the contractor having to operate from another site.

The Portfolio Holder for Environmental Excellence advised members that a number of previous proposals have been undertaken for Frettenham so there was already a good idea of the costs and she confirmed that further reports will be brought to members at the appropriate times.

One member raised the issue of hard copy documents as in the past, the depot was used as a storage facility. The Monitoring Officer advised that as far as she was aware, no documents were stored at the depot, however if any came to light, they would be dealt with appropriately.

Following a show of hands it was:

RECOMMENDED THAT CABINET approve the recommendations as outlined at paragraph 8 of the report

143 MICROSOFT ENTERPRISE AGREEMENT – CONTRACT AWARD

Members considered the exempt report of the Assistant Director of ICT/Digital and Transformation, which provided an update on the progress of the contract award for the provision of the Microsoft Enterprise agreement, for both Broadland and South Norfolk Councils.

The Assistant Director ICT/Digital and Transformation reminded members of the paper presented to them back in February 2022, which had resulted in a contract award, based on price. Members noted that since that award, the then preferred supplier had withdrawn its original submission, and following a further evaluation of the revised pricing, the contract had been awarded to a different supplier. This had been authorised by the Managing Director, through special provisions which could be exercised in matters of urgency. The purpose of the report, therefore, was to request retrospective approval of that decision.

Addressing the Committee, the Chairman advised that this issue had been discussed at length in the February meeting and that it was important members endorsed the recommendation.

Following a show of hands it was unanimously:

RECOMMENDED THAT CABINET approves the recommendation as outlined in paragraph 9 of the report.

(The meeting concluded at 12.05pm)

Chairman

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Tuesday 3 May 2022 at 10.00 am when there were present:

Committee Members Present: Councillor: S Riley (Chairman), M Murrell (Vice-Chairman), N Brennan, P Bulman (for part of meeting), S Catchpole, J Davis, N Harpley, S Holland, C Karimi-Ghovanlou, K Leggett MBE, G Nurden and S Prutton

Apologies for Absence: Councillors: D King and N Shaw

Other Members in Attendance: Councillors: J Emsell, J Leggett, T Mancini Boyle, S Vincent and F Whymark

Officers in Attendance: The Managing Director, the Director of Resources, the Director of Place, the Chief of Staff, the Assistant Director Economic Growth, the Assistant Director of Community Services, the Senior Governance Officer, and the Democratic Services Officer (JH)

144 DECLARATIONS OF INTEREST

No declarations of interest were received.

145 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr King and Cllr Shaw.

146 MINUTES

The minutes of the meeting held on 12 April 2022 were agreed as a correct record.

CABINET REPORTS

147 FUTURE OFFICE ACCOMMODATION PROJECT – APPRAISAL AND BUSINESS CASE

The Director of Resources presented the report which outlined the conclusion of the Accommodation Review, the outcomes of the Joint Member Working Group (JMWG) on the Future Office Accommodation Project and asked members to consider the recommendation to purchase the Horizon Centre as the Council's main office for the One Team.

Members were reminded that in November 2021, the consultants had recommended the move to the Horizon building and advised of the benefits, such as a substantial annual reduction in running costs, reduction in the Council's carbon footprint, electrical vehicle charging points, sufficient car parking spaces, reduction in future capital costs and a significant move in cultural change as all staff would be under one roof.

The Director of Resources informed members of the Service Improvement and Efficiency Committee's (SIEC) previous recommendation, to further investigate the option of occupying Thorpe Lodge. She explained that South Norfolk Council had ruled this option out as the building was not big enough to fulfil its requirements, similarly, Broadland District Council had ruled out South Norfolk House as the location was too far out of the district.

It was noted that since the meeting in November, the JMWG had met on several occasions to gather further information and surveys relating to this option alongside exploring the cost of a new building. Many of the details contained within the exempt appendices of the report had been provided at the request of the Group.

The Managing Director explained the 'One Team Culture' and how a move to a single office space would enable officers to work more effectively as 'One Team'. He referred to a recent all staff briefing where roughly 250 officers completed a short poll, with 78% indicating that they were in favour of relocating to a shared office space. One member highlighted the benefits that a move to a single office space would have not only on the One Team Culture, but for members and residents. Some members believed that it would aid the Council with its ambition of providing a first-class customer service. Another member felt that the Once Team Culture should not be relevant to the discussion as the purpose of the Committee's meeting was to discuss if the Horizon Building should be purchased.

The Committee was presented with two videos produced by officers, the first outlined the Help Hub Team's views on a single office location, the second highlighted the experiences of an officer who previously worked at the Horizon Building. Some members expressed that the videos should be presented to Cabinet before its meeting as they provided invaluable insight into officers' views on the proposed move and first-hand experience of working in the Horizon Building. Other members felt the videos, especially the second, should only hold limited weight in the decision-making process.

After a member raised concern over the cost of the move and how realistic the figures could be within the current climate, officers explained that any inflationary increase in costs would apply equally to both the two existing offices as well as the Horizon Building. There would be a saving in the ongoing capital cost of maintenance compared to the capital cost of maintaining the two separate buildings in their current state. Officers explained that over time the two existing buildings would need extensive maintenance to remain operational. In terms of the rising energy costs, officers explained that the provision of solar panels at the Horizon Building would mitigate the impact of the rising energy costs.

The discussion turned to the environmental credentials of the Horizon Building, one member noted that the whilst the Horizon Building was below the decarbonisation pathway, it was not carbon net-zero and additional measures would be needed in the future. The Managing Director reminded members that the Horizon Building already represented an 84% decrease in the Council's carbon footprint compared to the two current sites and that there was a plan to replace the gas heating system with a more carbon neutral alternative, which would further improve the carbon footprint, of the Council, as well as further reduce running costs. A number of members felt that to enable a like for like comparison, a feasibility study of Thorpe Lodge should have been carried out. Officers reminded members that the 20-year maintenance plan for Thorpe Lodge had been included within the report and the projected cost of maintaining both council offices was more than the cost of maintaining the Horizon Building. The Director of Resources reminded members that the 20-year maintenance plan did not include the investment needed to improve the carbon footprint of Thorpe Lodge.

In response to a query on the timescale of occupying the Horizon Building, if agreed by both Councils, the Director of Resources explained that there were a number of critical items of infrastructure, such as the internet line, which would need to be in place before the building was occupied. The Council Chamber would also impinge on the critical path in relation to the timescale. However, officers could occupy the building using existing furniture and still access the servers from the two existing offices.

In terms of the Council Chamber, members were informed that a number of locations for the Chamber had been considered, and that the final designs would be drawn up with officer and member involvement. However, the Horizon Building could be occupied without a Council Chamber. In the short-term the Council's current Chamber could be used, or neighbouring Council Chambers rented as needed.

The Chairman recommended that the meeting be moved into a private session for the remainder of the meeting to allow members to review and comment on the exempt aspects of the report as well as consider the other exempt report.

EXCLUSION OF THE PRESS AND PUBLIC

It was

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.

After the detailed discussion had taken place on the exempt appendices, the Committee voted on the recommendations listed in section 11 of the report. With a vote of 5 for, 5 against and the Chairman exercising his casting vote, it was

RESOLVED

That the proposals should not be recommended to Cabinet and Council.

148 ACCOMMODATION REVIEW FINANCE

Members considered the exempt report of the Assistant Director of Finance, which outlined the options for financing the proposed purchase of the Horizon Building.

The Director of Resources presented the report, referring members to the reasons for the proposals.

Members queried how the accommodation review would be financed should the Council agree to purchase the Horizon Building individually. The Director of Resources outlined the financial plan in the event of this scenario.

After the discussion had taken place, the Committee voted on the recommendations listed in section 4 of the exempt report. With a vote of 5 for, 5 against, and the Chair exercising his casting vote, it was

RESOLVED

That the proposals should not be recommended to Cabinet and Council.

(The meeting concluded at 12.33pm)

Chairman

Overview and Scrutiny Committee



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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 seen many changes and we have continued to review and change our ways of working, due to COVID-19. The Overview and Scrutiny Committee was regularly meeting via Zoom at the start of the year but, when the remote meetings legislation ceased in May 2021, the Committee reverted to holding its meetings in-person. Despite these changes, 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 and performance, reviewing several important policies, including those in place for empty homes, houses in multiple occupation (HMOs), the Council Tax Assistance Scheme, and various environmental issues. Members of the Overview and Scrutiny Committee also championed the needs of Broadland residents by strongly highlighting their concerns regarding the removal of the cap on the Care and Repair service, when reviewing the Independent Living Assistance Policy, which prompted further assurance from the Portfolio Holder that no residents would be disadvantaged. When reviewing the Treasury Management Report, the Committee recommended that the Council adopt a green and ethical approach to treasury management. Cabinet agreed that consideration would be given to making the existing content of the Strategy more stringent at its next review. In addition to pre-scrutinising the Cabinet agenda, the Committee also provided feedback to assist Cabinet in wording the Council's response to the Transport for Norwich Strategy Consultation, to ensure this reflected and reinforced the needs of Broadland residents.

Whilst the pandemic has continued to cause some delays to our work programme, the Committee has future plans to review some 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 continue to reach 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 services for residents.

The Overview and Scrutiny function of a local authority has many objectives, but its main focus is to ensure better outcomes for our communities through constructive engagement with officers, Cabinet, Council and our partners.

I enjoy chairing this Committee and would like to offer my thanks and appreciation to the officers and members who support the Committee and to the Vice-Chairman, Martin Murrell.



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 27 May 2021, there have been five meetings to consider items on the Work Programme.

The Reviews undertaken during these meetings were as follows:

Maintenance of Bridges in Broadland

On 15 June 2021, the Committee reviewed a report which it had requested due to concerns about the level of reserves that had been set aside to meet the Council's future liabilities for bridge maintenance. This important review allowed the Committee to thoroughly scrutinise the budgetary measures that the Council had put in place to fund the maintenance of the bridges. It also provided members with reassurance that a review was being conducted of all of the Council's assets and that a programme was to be drawn up to undertake identified maintenance works, within the allocated budgets.

Parish Council Involvement with Developers and the Planning Authority regarding the Allocation of Public Open Space

At the heart of good Scrutiny is engagement with residents and parish councils. The Chairman of the Overview and Scrutiny Committee invited all town and parish councils within the District to put forward any items they wished the Committee to scrutinise. In response, Sprowston Town Council requested that the Committee review the Council's involvement with town and parish councils and developers regarding the allocation of public open spaces.

At its meeting on 24 August 2021, the Committee reviewed a report which had been prepared by officers in response to the request from Sprowston Town Council. Members of the Town Council were invited to attend and participate in the meeting. After scrutinising the issue thoroughly and hearing the views of the Town Council, the Committee requested that Broadland District Council officers, together with a working group of members, produce a planning guidance note for town and parish councils. The Committee also agreed that a letter should be sent to developers in the District to remind them of their obligations, under the Statement of Community Involvement, to engage meaningfully with parish and town councils.

Review of the Environmental Strategy

At its meeting on 30 November 2021, the Committee was provided with an update on the delivery of the Environmental Strategy across the District. Members were reassured by the content of the update report and were pleased to note that, in addition to the projects being developed through the Action Plan, the Council was undertaking a wide range of business activities that contributed to carbon reduction, such as: recycling, the Warm Homes Project, fly tipping enforcement and the planning policy. The Committee was satisfied that no further scrutiny would be required at this time.

Member Ward Grant – Spend Review

On 30 November 2021, members undertook their six-monthly review of the member-led grant scheme. The Committee scrutinised information regarding the spending of the grant monies and requested that the level of funding should be increased from £500 to £1000 per annum, to match that at South Norfolk Council. It was suggested that this issue should be raised during the joint budget meeting with Cabinet in January 2022. This was consequently raised as a request at the budget meeting but was refused by Cabinet who deemed there was no need to align the two schemes as the Councils were separate and sovereign entities.

Staff Turnover at Broadland

During 2021, a Time and Task Limited Panel was convened to analyse staff turnover at Broadland District Council. The Panel scrutinised local and comparative data in order to identify any potential solutions deemed necessary to aid the Council in its retention of staff. On 30 November 2021, members reviewed the interesting findings of the Panel but noted that there had been a low percentage of leavers who had chosen to complete exit interviews, making it difficult to ascertain the reasons that some staff had left the Council's employment. It was agreed that the Time and Limited Task Panel be reconvened to further discuss the matter.

Review of the Public Consultation Processes

On 18 January 2022, members considered a report which had been drafted as a result of the Committee's request to review the way in which the Council engaged its residents in public consultations. Members had wished to understand the current processes for engaging the public in consultations and to explore how these processes could be improved to maximise response rates. The Committee felt that by reaching and engaging with the widest possible audience, results would be more likely to demonstrate the wide-ranging views of the community rather than be skewed by limited responses from a small section of residents.

Members scrutinised the processes for formal consultations and then considered ways in which more residents could be reached regarding less formal consultations and general matters. After discussion, the Committee requested that the report of the recently appointed Customer Insight and Experience Lead, which was scheduled to be presented to the Committee in June 2022, include details of how the Council could better publicise and raise awareness of consultations.

Norse Environmental Waste Services

On 29 March 2022, members considered a report on the performance of the materials recycling facility. The Committee scrutinised the financial details and noted the promotional and educational work being undertaken by officers to increase the rates of 'clean' recycling throughout the District. Members were pleased with the positive figures and outcomes but stressed the importance of continuing to monitor any changes to commodity prices in the future, so that any risks to the Authority could be minimised.

Overviewing

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

- Water – Supply, Management and Climate Change Updates
- Community Safety Updates
- Leisure and Community Wellbeing Briefings

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 were no call-ins this year.

Meeting with Cabinet to discuss the budget

In October 2021, the Committee held a pre-budget workshop to discuss proposed questions for Cabinet on the budget for 2022/23. These were presented at the meeting on 18 January 2022 and Cabinet Members were in attendance to respond.

Committee Training

In March 2021, members of the Overview and Scrutiny Committee attended a virtual training session, which was delivered by the Centre for Governance and Scrutiny (CfGS). This focussed mainly on developing effective questioning skills and the use of funnelling methods to drill down on specific points and to turn these findings into sound recommendations. During 2021/22, members have been able to put these skills into practice when scrutinising items.

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. During 2022/23, the Committee will continue to promote scrutiny and consider important local issues.

Membership of the Overview and Scrutiny Committee

Cllr S Riley (Chairman)	Cllr M Murrell (Vice Chairman)	Cllr N J Brennan
Cllr P E Bulman	Cllr S J Catchpole	Cllr J Davis
Cllr N J Harpley	Cllr S I Holland	Cllr C Karimi-Ghovanlou
Cllr K S Kelly	Cllr D King	Cllr K Leggett MBE
Cllr G K Nurden	Cllr S M Prutton	Cllr N C Shaw

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@southnorfolkandbroadland.gov.uk and
committee.services@southnorfolkandbroadland.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 2021/22

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	Aligned	Comment
20 April 2021	Covid Recovery Report	As per report with extra recommendation: <i>"To maintain the provision of the Young Person Mental Health Support Worker Funding"</i> .	As per report	Partial – extra rec not accepted	
20 April 2021	Social Prescribing	As per report	Amended in part: To agree to recruit 2 FTEs on a 12-month contract with the intention to review in six months from when they commence in post to evaluate the benefits to residents of the Community Connectors, as part of setting the 2022/23 budget.	Partial	
20 April 2021	The Debt Respite Scheme Request for Additional Resource	As per report	Amended in part: To review the Recovery Team capacity after 12 months, to assess if the increased resource is meeting the anticipated increase in workload.	Partial	
20 April 2021	Endorsement of the Norfolk Strategic Planning Framework Update	As per report	As per report	Yes	
20 April 2021	Plumstead Road: Proposed Compulsory Purchase Order to Enable a New Roundabout	As per report	As per report	Yes	
20 April 2021	Public Sector Equality Duty Annual Report	As per report	As per report with minor additions requested by officer	Yes	

20 April 2021	Review of Policies (Counter - Fraud, Corruption & Bribery, Anti Money Laundering & Whistleblowing)	As per report	As per report	Yes	
20 April 2021	Member IT	Recommended amendments: That Cabinet approve the recommendation from the Service Improvement and Efficiency Committee to retain the current provision of iPads <i>for the next two years and to hold a full review of member IT provision by October 2022; and That Cabinet agree that the final decision on member IT provision would be made by Council</i>	Amended: To approve the recommendation from the SIEC to retain the current provision of iPads; with a review in July covering the O365 rollout and training undertaken by members with another member survey and workshop to enable officers to have information on software improvements to report back to the Oct Cabinet.	No	
20 April 2021	St Faiths Common – Lease (exempt)	As per report	As per report	Yes	
20 April 2021	Managed Service – Payroll (exempt)	As per report	As per report	Yes	
20 April 2021	Food Innovation Centre (exempt)	As per report	As per report	Yes	
15 June 2021	Covid-19 Recovery Plan	As per report	As per report	Yes	
15 June 2021	Strategic performance & finance report Q4	Recs 1, 4 & 5 endorsed. Amended 2 to incl all sickness absence to perf measures. Rec 3 not endorsed as wish to retain current reporting frequency.	As per report with some more detail added. O&S recommendations not accepted.	Partial	
15 June 2021	Empty Homes Policy	Recommended as per report (with officer revision) and added recommendation to review policy in 1 year.	As per report (with officer revision) Also, a Housing Standards formal enforcement budget of 50,000 p.a.	Yes, with addition from Cabinet	

15 June 2021	Bid to the Community Infrastructure Fund - Sprowston Town Council	As per report	As per report	Yes	
15 June 2021	Houses in Multiple Occupation Discretionary Activity Policy	As per report	As per report with added resolution: <i>That a 0.5 fte Community Enforcement Officer post will be in place for two years and will be funded through the Covid-19 Outbreak Management Fund.</i>	Yes, with addition from Cabinet	
6 July 2021	Capital Budget	As per report	As per report	Yes	
6 July 2021	Use of the Norfolk Strategic Fund Grant	As per report	As per report	Yes	
6 July 2021	Moving Towards a First-Class Customer Service	As per report	As per report	Yes	
6 July 2021	Skills and Training Project	As per report	As per report	Yes	
6 July 2021	Emergency Planning Structures	As per report	As per report	Yes	
6 July 2021	GNLP Submission for Independent Examination	As per report	As per report	Yes	
6 July 2021	Pensions Discretions Policy	As per report	As per report	Yes	
6 July 2021	Shared Procurement Service Business Case (exempt)	As per report	As per report	Yes	
6 July 2021	Finance System Business Case (exempt)	As per report	As per report	Yes	
6 July 2021	ICT / Digital Strategy Review (exempt)	As per report	As per report	Yes	
6 July 2021	Food and Garden Waste Disposal Contract (exempt)	As per report	As per report	Yes	
31 August 2021	Insurance Contract – Decision Award	As per report	As per report	Yes	

31 August 2021	Strategic Environmental Services Contract (exempt)	(Option 1, as amended) To award a contract to Bidder C <i>on the basis of Option B</i> for a period of 10 years, with the option for further extension of up to 10 years, for provision of the Council's Strategic Environmental Waste services.	To award a contract to Bidder C for a period of 10 years, with the option for a further extension of up to 10 years, for provision of the Council's Strategic Environmental Waste services.	Partial	Recommendation regarding the Basis of Option B was not accepted by Cabinet.
14 September 2021	Covid-19 Recovery Plan 2021–2022: Progress Update	As per report	As per report	Yes	
14 September 2021	Transport for Norwich Strategy Consultation Response	(Options 1 and 2, as amended) 1. That the consultation response place greater emphasis on connectivity to rural areas beyond the Norwich fringe to allow access to those seeking employment, education and training; and 2. That Cabinet agree the amended response to the Transport for Norwich (TfN) Strategy Consultation.	That subject to consultation with the Place Shaping Policy Development Panel to delegate the final response to the Transport for Norwich Strategy Consultation to the Director of Place, in consultation with the Portfolio Holder for Planning and Leader.	No	
14 September 2021	Norfolk Strategic Flood Alliance Strategy Consultation Response	As per report	As per report	Yes	
19 October 2021	Independent Living Assistance Policy	As per report with rec to amend '2', as follows: <i>2. A revised Care and Repair fees procedure as amended - 'That Cabinet amend the Policy to ensure that the removal of the £1,500 cap on the Care and Repair Service did not result in less funding being made available for adaptations, than before the cap was removed.'</i>	As per report – O&S Recommendation was not accepted.	Partial	Cabinet thanked O&S for highlighting this as an area of concern. The Portfolio Holder for Housing and Wellbeing assured O&S that there were other elements in the Policy that would ensure that no residents were disadvantaged by the removal of the cap.

19 October 2021	Warm Homes Fund – Additional Funding	As per report	As per report with additional rec: That Cabinet and the Environmental Excellence Panel be provided with progress reports on delivery of the Warm Homes Prog on a six- monthly basis.	Yes	
19 October 2021	Mobile Homes Fees and Charges Policy	As per report	As per report	Yes	
19 October 2021	Social Prescribing: Contracting with the NHS	As per report	As per report	Yes	
19 October 2021	Review of the Material Recycling Facility Contract (exempt)	As per report	As per report	Yes	
23 November 2021	Treasury Management Quarter 2 Report 2021/22	As per report with additional recommendation: <i>3. That the Council adopts a commissioning policy that encapsulates a green and ethical approach to treasury management.</i>	As per report – Cabinet did not accept O&S Committee's recommendation 3.	Partial	Cabinet advised the Strategy would be reviewed as part of budget setting process and noted the current Strategy already went some way to address the issue. The PH Finance advised that when next reviewed, would look to make this more stringent.
23 November 2021	Household Support Fund	As per report	As per report	Yes	
23 November 2021	Strategic Performance and Finance Report for Quarter 1 and Quarter 2	As per report with the exception of 'rec 1a', which the Committee recommended that Cabinet reject: <i>1a. To agree proposals for the usage of this year's potential underspends</i>	Cabinet accepted the recommendation from O&S Committee and rejected 'rec 1a'	Yes	The Portfolio Holder for Finance advised the meeting that further work needed to be undertaken on how these funds should be spent and, therefore, proposed that recommendation 1a should be deleted.

23 November 2021	Update On Member IT	As per report	As per report	Yes	
23 November 2021	Award Of Contract – Bure Valley Railway Fencing (exempt)	As per report	As per report	Yes	
23 November 2021	Proposal for a Second Building at the Food Enterprise Park (exempt)	As per report	To not proceed	No	
21 December 2021	Introduction Of District Wide Kerb Side Food Waste Collection Service	As per report	As per report with additional resolution: <i>That a District-wide food waste collection service commence in October 2022</i>	Yes	
21 December 2021	Housing Allocation Policy Review	As per report	As per report	Yes	
21 December 2021	Review Of Usable Reserves	As per report	As per report	Yes	
21 December 2021	Environmental Waste Contract and Hydrogenated Vegetable Oil Fuel	As per report	As per report	Yes	
21 December 2021	Review Of Environmental Enforcement Penalties	As per report	As per report	Yes	
21 December 2021	Street Naming and Numbering Policy and Introduction of Charges	As per report with the addition to recommendation 1: <i>‘That Cabinet recommends to Council the introduction of charges from 1 April 2022 as set out in Appendix 1, subject to an exemption from the charge in the policy for existing homes, where the owner wished to change the name of their property’.</i>	As per report – Cabinet did not accept O&S Committee’s proposed amendment to the recommendation	Partial	The PH for Finance noted the recommendation from O&S but felt this was a householder choice. Cabinet agreed this work incurred costs for the Council.
21 December 2021	S106 Agreements Monitoring Fees	As per report	As per report	Yes	

21 December 2021	Finance Cash Receipting System Business Case (exempt)	As per report	As per report	Yes	
21 December 2021	Planning, Regulatory, Housing Standards and Waste Team Services IT Migration (exempt)	O&S Recommended Cabinet approve Option 4 of the exempt report.	Cabinet rejected this recommendation and approved the officer recommendation of Option 2.	No	
21 December 2021	Broadland Food Innovation Centre- Dynamic Purchasing System (exempt)	As per report	As per report	Yes	
21 December 2021	Future Management of Streetlights in Drayton – Drayton Parish Council (exempt)	As per report	As per report	Yes	
8 February 2022	Revenue Budget and Council Tax 2022/23	As per report	As per report	Yes	
8 February 2022	Capital Strategy and Capital Programme 2022/23-2026/27	As per report	As per report	Yes	
8 February 2022	Treasury Management Strategy Statement 2022/23	As per report	As per report	Yes	
8 February 2022	Delivery Plan 2022-2024	As per report but with rec that the wording be amended: <i>'Work with the Norfolk Parking Partnership to develop and implement a car parking strategy for Broadland and South Norfolk including and/or the provision of electric vehicle charging points.'</i> as this could allow the provision of electric vehicle charging points prior to the completion of the Car Parking Strategy.	Deferred to the March 2022 meeting so the 'In Year Budget Options' paper could be included in the Plan.	N/a	
8 February 2022	Greater Norwich Joint Five-Year Infrastructure Investment Plan and Annual Growth Programme	As per report	As per report	Yes	

8 February 2022	Council Tax Assistance Scheme 2022/23	As per report but with a recommendation that <i>Cabinet consider whether the £5pw increase to the non-dependent deduction in Council Tax Assistance (as set out in Proposal 2) was reasonable.</i>	As per report: Cabinet considered the increase. O&S was reassured that the few residents affected (52) would be advised that help would be available via the Council's Hardship Fund.	Yes	
8 February 2022	Adoption of the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation (Girams) Strategy	As per report	As per report	Yes	
8 February 2022	Microsoft Enterprise Agreement – Contract Award (exempt)	As per report	As per report	Yes	
15 March 2022	Covid-19 Recovery Plan 2021 – 2022	As per report	As per report	Yes	
15 March 2022	South Norfolk and Broadland Rough Sleeper Strategy 2022-2025	As per report (with an update requested either as an item or via pre-Cabinet)	As per report	Yes	
15 March 2022	Extension to Belaugh Conservation Area and Conservation Area Appraisal	As per report	As per report	Yes	
15 March 2022	Community Infrastructure Fund Application: Brundall Parish Council	As per report	As per report	Yes	
15 March 2022	Taverham GP Surgery and Health Hub (Exempt)	As per report	As per report	Yes	
15 March 2022	Enforcement Agent Services (Exempt)	As per report	As per report	Yes	
15 March 2022	Bure Valley Railway Future Options Review (Exempt)	As per report	As per report	Yes	
15 March 2022	Single IT Solution-Revenues and Benefits (Exempt)	As per report	As per report	Yes	

CABINET

Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, on Tuesday 26 April 2022 at 4.00pm.

Cabinet Members Present: Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Leggett, S Lawn and F Whymark.

Apologies Councillor: J Emsell

Other Members in Attendance: Councillor: S Beadle, K Leggett and S Riley

Officers in Attendance: The Managing Director, Director of Resources, Director of Place, Director for People and Communities, Chief of Staff (Monitoring Officer), Assistant Director of Finance, Assistant Director for Individuals and Families, Assistant Director for Economic Growth, Assistant Director ICT/Digital and Transformation, Assistant Director for Communities, Assistant Director for Planning, Governance Manager, Senior Governance Officer and the Democratic Services Officer (JK).

269 MINUTES

The minutes of the meeting of Cabinet held on 15 March 2022 were agreed as a correct record.

270 OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of the Overview and Scrutiny Committee advised members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 12 April 2022, as each item was considered.

271 ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL

The Portfolio Holder for Environmental Excellence informed members of the good work the Warm Homes Team was doing to help vulnerable residents. In addition, during the first week of the new waste contract, Veolia had collected the equivalent of 110 standard size bins full of small electrical items, five bins full of batteries and two tons of textiles, all of which had come out of the residual waste stream. The Portfolio Holder for

Environmental Excellence also advised members that the new contract used HVO fuel only, from a sustainable source and would continue to do so for the length of the Veolia contract, over the following ten years. It was noted that Cabinet would receive the minutes of the meeting of the Panel held on 14 April 2022 at a later date.

272 ADDENDUM TO THE 2022-24 DELIVERY PLAN AND THE USE OF THE EARMARKED RESERVES CREATED AS A RESULT OF THE IN-YEAR BUDGET OPTIONS

The Director of Resources introduced the report, which detailed the proposed initiatives relating to the use of the Earmarked Reserves, created as a result of the In-Year Budget Options. The key areas which would be supported by these additional monies were outlined as follows:

- Progress towards carbon net zero
- Accelerating our Growth Agenda
- Our Environment
- Supporting Our Communities
- Investing on our talent and pipeline for the One Team

The total of the monies available was £2.578m and 13 initiatives had been identified and described in the report. Subject to agreement, these amendments would be added to the Delivery Plan.

The Portfolio Holder for Finance raised a query around the three new posts in Economic Growth and owing to the importance of the outcomes these posts should deliver, it was recommended that a business case be brought forward approximately 18 months into the two year period of the contracts, to consider if these posts could be extended or made permanent.

The Portfolio Holder for Finance also advised that back in July last year, the agreement on how to spend the monies from the Norfolk Strategic Fund grant had not been completed as other issues had taken priority. It was recommended that a further paper should come back on that funding and what to spend it on.

In addition, the Portfolio Holder for Finance requested that the prioritisation of projects and delivery timescales should be added to the addendum to the 2022/24 Delivery Plan as shown in Appendix B.

The Portfolio Holder for Environmental Excellence asked why there was no mention of training or the cost of training on the Customer Relationship Management System (CRMS) business case and the Assistant Director for ICT/Digital and Transformation explained that a business case would come back to members at a later date, with details around budget, and timescales and that this would also cover training.

The Portfolio Holder for Finance recommended that a report on the CRM system, to include the training requirement, should come back to Cabinet. Subject to these additional recommendations, the Portfolio Holder for Finance proposed that the recommendations in the report should be approved.

The proposed amended recommendations were duly seconded and following a show of hands it was unanimously:

RECOMMENDED TO COUNCIL

1. To approve the transfer between the earmarked reserves to enable the funding of the 13 initiatives as shown in the table in section 4.1.
2. To approve that the spend within these newly adjusted earmarked reserves be delegated to the appropriate Assistant Director in consultation with their appropriate Portfolio Holder.
3. The addendum to the 2022/24 Delivery Plan as shown in Appendix B, subject to the prioritisation of projects and delivery timescales, being added.

RESOLVED

That subject to Council approval of the above recommendations, to agree

1. To progress the 13 initiatives detailed in section 3 utilising the £2.578m earmarked reserves (Appendix A). Where business cases are required, as indicated by the tables in section 3, the release of funds is subject to these being agreed by Cabinet in due course.
2. To receive a business case to consider if the three new posts in Economic Growth could be extended or made permanent after 18 months of the two year contract.
3. To receive a business case on the potential spend for the Norfolk Strategic Fund grant monies.
4. To receive a further report on the CRM system to include training

Reasons for Decision

To utilise additional income to support residents, enhance the environment and drive economic growth in the district.

273 PROPOSED CAPITAL INVESTMENT IN RENEWABLE ENERGY INFRASTRUCTURE

The Director of Place introduced the report, which asked for approval to move £1m of the Council's reserves into the Capital Programme, to be set aside for renewable energy infrastructure. This report was being presented to members now, as recently, an opportunity arose for infrastructure to be provided to connect a proposed solar park near the Food Enterprise Park (FEP) to the businesses on the FEP. The Director of Place explained that in order to move quickly when needed, the £1m needed to be earmarked now, so that monies could be quickly accessed when required.

Members queried some of the detail around the proposed project and the Director of Place explained that it was too early to provide much specific information and that all the details would be in the subsequent business case, which would be reported to a future meeting. Members noted that this was a three-step process and that each stage would require Cabinet authorisation:

- To earmark the reserves (as detailed in the current report);
- Members' consideration of a proposed loan agreement.
- Thirdly, members' consideration regarding the raising of a green bond.

The Portfolio Holder for Finance requested that this business case, and indeed all others, provided a section for financial considerations and the Director of Place agreed to incorporate that aspect in any such future reports.

Following a show of hands, it was unanimously:

RECOMMENDED TO COUNCIL

To agree the inclusion of £1m to enable capital investment in renewable energy projects and/or associated infrastructure in the Capital Programme for 2022/23.

Reasons for Decision

To facilitate the delivery of a local infrastructure project.

274 UKRAINE UPDATE BRIEFING REPORT

The Director of People and Communities introduced this report which provided an overview of the ongoing work in the districts to prepare for the arrival of Ukrainian refugees. The background to the current scheme, was that at present at least, just sponsored families were coming to the UK. The process was that the UK host family identified a Ukrainian family, then a sponsored visa was applied for from the Home Office, and then they were granted a visa to come to the UK. The visa was for three years, and the host family needed to commit to at least six months as hosts.

To date, in the Broadland district there had been approximately 46 volunteer households for host families, but as yet no take up. The issue of the £10,500 funding per refugee was raised and the Director for People and Communities confirmed these funds would be held by Norfolk County Council and distributed as needed. The Council was likely to spend the funding on:

- A Housing Officer
- A Community Support Officer
- Grants to support successful and sustainable hosting
- Funding to support successful and local Voluntary, Community and Social Enterprise (VCSE)
- A Central fund held for the drawdown of temporary housing costs

The Chairman of Overview and Scrutiny explained that for a family with standard needs, this funding should cover most costs, however for families with special needs, Norfolk County Council might need a significant portion of that funding to support, for example traumatised children. He went on to advise that it might be helpful if local members were advised of the placements to offer any local support as may be needed. The Director of People and Communities advised that although the Council could let local members know of families within their ward, due to GDPR regulations, it could not provide the exact address.

In response to a query from Councillor Beadle, the Director of People and Communities confirmed that the welcome centres in South Norfolk had been listed in error and that once the welcome centres in the Broadland District had been agreed, he would advise members accordingly.

Following a show of hands it was unanimously:

RESOLVED

1. To acknowledge arrangements put in place.
2. To agree delegation to the Director of People and Communities, in consultation with the portfolio holder for Housing and Wellbeing to utilise any devolved funding to support Ukrainians.

Reason for Decision

To provide support and assistance to refugees from Ukraine.

275 PUBLIC SECTOR EQUALITY DUTY ANNUAL REPORT

The Senior Governance Officer presented the report, along with the draft joint Public Sector Equality Duty Annual Report for 2021-22. As a public body, the Council had a statutory requirement to report annually on how the Council had complied with its obligations under the Public Sector Equality Duty, as required by the Equality Act 2010. The Annual Report was also required to be published on the Council's public website.

The Annual Report contained a list of the nine characteristics which were protected under the Equality Act. In addition, in exercising the Council's functions, due regard needed to be given to three specific areas, both for service users and staff. The Senior Governance Officer briefly summarised these areas as follows:

To "Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act".

In addition to the more obvious work undertaken by the Help Hub when it dealt with vulnerable people who had fallen victim to harassment or discrimination, this section also required the Council to pay due regard to equality issues when forming policies, and in its processes to ensure it was not discriminating against anyone with a protected characteristic.

To “Advance equality of opportunity between people who share a protected characteristic and people who do not”.

Advancing equality was about treating everyone the same. Advancing equality was about removing or reducing disadvantages suffered by people, due to their protected characteristics and this sometimes meant that the Council needed to treat these individuals more favourably than others, to bring them up to the same level of opportunity as everyone else.

To “Foster good relations between people who share a protected characteristic and those who do not”.

This could be achieved through a variety of ways – for example - through the Council's Community Connectors introducing people to local groups where they could make friends and get help, through officers and members helping to set up community groups, and it also included raising awareness and providing positive messaging around subjects such as mental illness and accessibility and promoting events such as World Menopause Day and Norwich Pride.

Within the report, each of these three sections had been explored, firstly providing evidence of how these had been met for residents and secondly how they had been met for staff, as required under the Act.

Members noted that as a Local Authority, this was not just a tick box exercise, but was how the Council dealt with issues and staff on a daily basis and the Senior Governance Officer explained a number of real life examples had been included in the report where some really good work had been done and had made huge differences to people's lives.

The Portfolio Holder for Housing and Wellbeing advised members of the good work being undertaken in relation to mental health and felt the increase in the Council's Mental Health First Aiders was welcome, particularly at this time. He commended the report and the impressive work carried out by officers, which was echoed by the Chairman and other members.

Following a show of hands, it was unanimously:

RESOLVED

To approve the joint Public Sector Equality Duty Annual Report, as attached as Appendix A.

Reasons for Decision

To continue to provide support and assistance to residents and staff.
To meet legislative requirements.

276 FORWARD PLAN

A query was raised regarding the £150.00 Energy Rate Rebate Scheme, which according to the Forward Plan would be considered in June 2022. Members queried this as the Direct Debit rebates would have been completed by the end of April 2022. The Assistant Director for Finance agreed that the majority of the rebates would be completed in the next

couple of weeks, however those residents who used methods other than direct debit would take longer. He went on to advise members that the team was working at pace to ensure that these payments were completed.

The Portfolio Holder for Environmental Excellence requested that the Green Waste Contract be added to the Forward Plan, for consideration at the July meeting of the Cabinet.

277 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.

278 FRETtenham DEPOT REDEVELOPMENT

Members considered the exempt report of the Assistant Director of Community Services, which outlined plans for the initial phase of the redevelopment of the Frettenham Depot site, which was owned by the Council.

Members noted that the report sought approval to direct award the contract for the project management of the redevelopment of the site. As the total cost of the works would be over £100,000, the waiving of the procurement standing orders required approval from Cabinet. Members noted that the proposal would not only save the Council money but would shorten timescales and save officer time.

The Portfolio Holder for Environmental Excellence advised members that a number of previous proposals have been undertaken for Frettenham so there was already a good idea of the costs and she confirmed that further reports on the specification and then the tenders would be brought to members at the appropriate times.

The Assistant Director of Community Services agreed and confirmed that the plan was to present the tender to members as the next step, should this report be agreed by Cabinet.

Following a show of hands it was unanimously:

RESOLVED

To approve the recommendations contained in the exempt report.

Reasons for Decision

To progress the redevelopment of the site, whilst making efficiency savings for the Council.

279 MICROSOFT ENTERPRISE AGREEMENT – CONTRACT AWARD

Members considered the exempt report of the Assistant Director of ICT/Digital and Transformation, which provided an update on the progress of the contract award for the provision of the Microsoft Enterprise agreement, for both Broadland and South Norfolk Councils.

The Assistant Director ICT/Digital and Transformation reminded members of the paper presented to them back in February 2022, which had resulted in a contract award, based on price. Members noted that since that award, the then preferred supplier had withdrawn its original submission, and following a further evaluation of the revised pricing, the contract had been awarded to a different supplier. This had been authorised by the Managing Director, through special provisions which could be exercised in matters of urgency. The purpose of the report, therefore, was to request retrospective approval of that decision.

Addressing the Committee, the Chairman highlighted it was retrospective approval and emphasised this was all accounted for in the current budget.

Following a show of hands it was unanimously:

RESOLVED

To approve the recommendations contained in the exempt report.

Reasons for Decision

To ensure the provision of licences to use Microsoft applications, at the best price.

280 EXEMPT MINUTES OF CABINET MEETING HELD ON 15 MARCH 2022

Cabinet duly noted the minutes.

(The meeting concluded at 5.00pm)

CABINET

Minutes of a meeting of an Extraordinary Cabinet Meeting held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, on Thursday 12 May 2022 at 5.00pm.

Cabinet Members Present:	Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, J Leggett and F Whymark.
Apologies	Councillor: S Lawn
Other Members in Attendance:	Councillor: S Catchpole, K Leggett and M Murrell.
Officers in Attendance:	The Managing Director, Director of Resources, Director for People and Communities, Director of Place, Chief of Staff (Monitoring Officer), Assistant Director of Finance, Assistant Director for Individuals and Families, Assistant Director for Economic Growth, Assistant Director – Regulatory, the PR Manager and the Democratic Services Officer (JK).

281 OVERVIEW AND SCRUTINY COMMITTEE

The Vice-Chairman of the Overview and Scrutiny Committee confirmed he would advise members as appropriate on the views expressed by the Committee as each item was considered.

282 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE MINUTES

Cabinet received the minutes of the meeting of the meeting held on 27 April 2022.

283 FUTURE OFFICE ACCOMMODATION PROJECT – APPRAISAL AND BUSINESS CASE

The Portfolio Holder for Transformation and Organisational Development outlined the business case to members concerning the proposed new office building. For some ten years, members had been considering moving to a new building and now was the right time with the Horizon Centre which would further the financial savings made by the collaboration, by saving significant sums on the running costs of the current two sites. In addition, the building was projected to reduce our carbon footprint by 84% with possible additional future improvements.

He went on to say that the staff were the biggest asset the Council had, and the aim was that by the move to a new modern building, the new building would be an enjoyable and exciting place to work and would give the Council improved employment opportunities.

Two short videos were then played to members which set the scene and showed the staff's feelings concerning the possible move.

The Portfolio Holder for Finance was pleased to note there would be substantial savings on both the capital and revenue budgets and hoped this would have a beneficial effect on council tax.

It was pointed out to members that with the huge recent increase in energy costs, this move would save significantly on those costs, and the Council could even sell back excessive electricity to the grid and so with the projected 84% reduction in carbon footprint, this move should be welcomed.

Another member advised that he felt moving from two locations to one would really benefit the One Team approach and in response to a query, the Portfolio Holder for Transformation and Organisational Development advised that approx 80% of the staff were in favour of the move, and they had been fully consulted, with staff tours and access to an online video of the building.

Another member also supported the proposed move and highlighted the significant benefits of a One Team culture, the fact there was plenty of car parking, ample space in the building and also electric car charging points.

The Portfolio Holder for Finance asked exactly how much the Council would save and the Chairman advised that if the specifics of the savings were to be discussed, the meeting would need to go into closed session and exclude the press and the public.

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.

The Director of Resources advised the meeting that the revenue savings of a move to the Horizon building would be around £680,000 pa, i.e. approx £340,000 for Broadland Council, plus around £700,000 capital savings for the two councils.

The recommendations were duly proposed and seconded and following a show of hands it was unanimously:

RECOMMENDED THAT COUNCIL AGREES TO:

1. To purchase the Horizon Centre either individually or jointly with South Norfolk Council.
2. To share any future capital costs on an equal basis between both Broadland Council and South Norfolk Council if jointly owned.
3. To share the revenue expenditure related to the Horizon Centre in accordance with the agreed apportionment model in place for that financial year.
4. To share any net income from third party occupancy or rental of the Horizon Building on an equal basis between both Broadland Council and South Norfolk Council if jointly owned.

RESOLVED

That subject to Council approval of the above recommendations, to agree to

5. Establish a Facilities Management Agreement between the two Councils that incorporates the governance arrangements and income in relation to the Horizon Centre; this is to be delegated to the Leader in consultation with the Director of Resources.
6. Request officers to bring forward to the Cabinet meeting in August 2022, a feasibility study for the future options relating to the Council's current main office, Thorpe Lodge.

Reason for Decision

To progress the movement to the Horizon building, to reduce costs, improve the carbon footprint and move to a One Team culture.

284 ACCOMMODATION REVIEW FINANCE

The Assistant Director for Finance introduced the report which recommended a number of changes to the Earmarked Reserves position, as part of the Accommodation Review.

Following a show of hands it was unanimously:

RESOLVED

To approve the recommendations contained in the exempt report.

Reason for Decision

To progress the movement to the Horizon building, to reduce costs, improve the carbon footprint and move to a One Team culture.

285 EXEMPT MINUTES IMPROVEMENT AND EFFICIENCY COMMITTEE

Cabinet duly noted the minutes of the meeting held on 26 April 2022.

(The meeting concluded at 5.30pm)

AUDIT COMMITTEE

Minutes of a meeting of the Audit Committee of Broadland District Council, held on Thursday 17 March 2022 at 10.10am.

Committee Members Present: Councillors: G Nurden (Chairman), S Holland and K Vincent

Apologies for Absence: Councillors: P Bulman and A Crotch

Officers in Attendance: The Assistant Director of Finance (R Fincham), the Head of Internal Audit (F Haywood), the Internal Audit Trainee (E Voinic) and the Democratic Services Officer (J Hammond)

31 DECLARATIONS OF INTEREST

No declarations of interest were received.

32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bulman and Cllr Crotch.

33 MINUTES

The Chairman advised the Committee that the previous meeting had been designated as informal, due to being inquorate. He then formally requested that a list of trained members be added to future agendas, to aid the Committee in finding substitutes. It was then agreed that Audit training would be arranged and offered to all members.

The minutes of the informal meeting of the Audit Committee held on 27 January 2022 were agreed as a correct record.

34 MATTERS ARISING

Minute No: 19 – Statement of Accounts 2020/21

The Assistant Director of Finance informed the Committee that Ernst & Young (EY) would not meet their deadline to resolve audit work by 25 March 2022. A new deadline of mid-to-late April 2022 had been set. He added that the Director of Resources would be writing to EY and the Public Sector Audit Appointments Ltd (PSAA) (as the appointing person) to express the Council's disappointment.

In response to questions, the Assistant Director of Finance explained that a mixture of additional Covid related work and EY's ongoing staffing/recruitment issues had caused the delay.

Members queried whether additional Covid related work would be required this year, and whether additional costs would be added. The Assistant Director of Finance advised that additional work would be required and both EY and the Council could make representations to PSAA, who would determine the final cost of the audit work.

Minute No: 25 – Annual Report of the Audit Committee

Members requested an update on fraud protection and detection as the Fraud Officer had changed roles within the Council. The Assistant Director of Finance explained that the former Fraud Officer had continued in the role one day a week, whilst a review of the service took place.

Minute No: 27 – Follow Up Report on Internal Audit Recommendations

The Committee thanked officers for including in the latest follow up report, information on whether each recommendation had been previously delayed and requested that further details be provided in future as to the reasons for delay.

Minute No: 28 – Opting into the National Scheme for External Auditor Appointments

The Chairman advised the Committee that Council had resolved to opt into the national scheme for external auditor appointments. He explained that PSAA had surveyed him on the quality of work carried out by the external auditor in 2019/20, which he deemed satisfactory. He added that when surveyed on 2020/21 work he would reiterate the Council's disappointment.

In response to members' questions, the Assistant Director of Finance informed the Committee that PSAA was looking to increase the number of accredited firms who could carry out local government audits.

35 STRATEGIC AND ANNUAL INTERNAL AUDIT PLANS 2022/23

Members considered the report, which provided an overview of the stages followed prior to the formation of the Strategic Internal Audit Plan for 2022/23 to 2025/26 and the Annual Internal Audit Plan for 2022/23, which would then serve as the work programme for the Council's Internal Audit Services contractor; TIAA Ltd. The report also provided the basis for the Annual Audit Opinion on the overall adequacy and effectiveness of Broadland District Council's framework of governance, risk management and control.

The Head of Internal Audit explained that meetings had been held with all Assistant Directors to discuss service area risks and scheduled projects.

She also informed the Committee that the Risk Management Audit work would be carried out by herself and the Internal Audit Trainee, it was expected that the work would coincide with the Risk Management Policy Review suggested by the Committee at its last meeting.

Members thanked the Head of Internal Audit for the comprehensive report, and it was unanimously

RESOLVED

To note and approve:

- The Internal Audit Strategy
- The Strategic Internal Audit Plans 2022/23 to 2025/26
- The Annual Internal Audit Plan 2022/23

36 ANNUAL REPORT OF THE AUDIT COMMITTEE

The Chairman introduced the report and thanked the Internal Audit Trainee for including all changes requested at the previous meeting.

Members agreed that the report accurately reflected the work carried out by the Committee.

It was then

RESOLVED

TO RECOMMEND TO COUNCIL that it approves the content of the Annual Report of the Audit Committee.

37 SELF ASSESSMENT OF THE AUDIT COMMITTEE

The Chairman introduced the item and referred members to the previous year's self-assessment included within the agenda. Members felt that the gradings for the good practice questionnaire were accurate for the Committee.

Discussion turned to the self-assessment evaluating the effectiveness of the Audit Committee. Attention was drawn to the section "*Supporting the establishment of arrangements for the governance of risk and for effective arrangements to manage risks*" and members suggested that the grading should be upgraded to 4 as a Risk Management Policy had been established.

Members felt that the section '*Aiding the achievement of the authority's goals and objectives through helping to ensure appropriate governance, risk, control and assurance arrangements*' should remain at a grade 4.

Regarding the section '*Helping the authority to implement the values of good governance, including effective arrangements for countering fraud and corruption risks*' the Chairman queried whether the grading should be downgraded as a result of the Fraud Officer vacancy and the limited assurance in the Progress Report. Quorum issues within the Committee were raised, and the steps taken to resolve them were noted. The Assistant Director of Finance reminded members that the self-assessment evaluated whether the Committee was fulfilling its role and that gradings should not be affected by circumstances outside of the Committee's control. After further discussion the Committee felt that the grading should remain at 4.

38 PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY

Members considered the report of the Head of Internal Audit, which reviewed the work performed by Internal Audit in delivering the Annual Internal Audit Plan for 2021/22 during the period 19 January 2022 to 8 March 2022.

The Head of Internal Audit explained that 98 days of programmed work had been completed, which equated to 70% of the Audit Plan for 2021/22. She further advised that due to staffing issues within the team it would not be possible to resolve all audits by 31 March 2022. She assured members that she was in regular contact with TIAA's Audit Manager and was satisfied with the current position.

Members were advised that three Internal Audits had been finalised between 19 January 2022 - 8 March 2022.

- Performance Management and Business Planning – Reasonable Assurance
- Counter Fraud and Corruption – Limited Assurance
- Annual Governance Statement – Substantial Assurance

With regard to the Counter Fraud and Corruption executive summary, the Head of Internal Audit explained that the review had been carried out consortium-wide using the latest Fighting Fraud and Corruption Strategy. The seven 'important' and two 'needs attention' recommendations were highlighted to members.

Discussion moved to the two recommendations rejected by management. Members were advised that one of the recommendations was 'Important' and had requested that the assessment process for allegations of fraud and corruption be documented centrally rather than on local records, with evidence retained on file. This was rejected by management on the basis that records of cases were kept and the notes held on the systems.

The second recommendation was 'Needs Attention' and requested that evidence of fraud risks be considered in the development of new policies, strategies and initiatives across the Council. This had been rejected by management on the basis that appropriate policies were reviewed by the Fraud Officer and all policies reviewed by CMLT as they arose.

The Assistant Director of Finance stressed that CMLT supported the recommendations in principle, however, the current resource level within the fraud team would make it impossible to implement the recommendation. Members noted that the decision had been made to prioritise the most important recommendations at this time.

In response to a question, the Head of Internal Audit explained that the rejection of two recommendations would not restrict a future audit to a limited assurance, provided the remaining recommendations were resolved.

The Committee requested that the full Counter Fraud and Corruption audit report be circulated after the meeting, and that an update be provided to a future meeting of the Committee. The Assistant Director of Finance agreed to provide an update on the Fraud Team at the next meeting of the Audit Committee.

Looking ahead to audits due in quarter four, the Head of Internal Audit advised that both Key Controls & Assurance and Environmental Health had been delayed. With regard to IT Audits, a draft report had been prepared regarding Disaster Recovery.

It was then

RESOLVED

To note the progress in completing the internal audit plan of work and the outcomes of the completed audits for the 2021/22 financial year.

39 FOLLOW UP REPORT ON INTERNAL AUDIT RECOMMENDATIONS

The Head of Internal Audit presented her report, which informed members on the progress made in relation to management's implementation of agreed internal audit recommendations which were due by 8 March 2022.

With regard to the Council Tax and NNDR recommendation, the Assistant Director of Finance advised that there had been a delay as the awarding of Covid related grants had been prioritised. The team had now reviewed the entitlement of 3800 NNDR reliefs across the two Councils. 116 businesses within Broadland had not responded, and their relief was due to be cancelled. Completion of the recommendation could then be confirmed to Internal Audit. Members noted that the cancellation of the NNDR Relief would likely initiate a response from some of the businesses.

Members were informed that the HR and Payroll recommendation deadline had been extended due to the implementation of the new system being delayed.

The Head of Internal Audit advised that the Remote Access recommendation had not yet been implemented due to resource availability. The revised timeline for implementation was now by the end of quarter one 2022.

It was then

RESOLVED

To note the position in relation to the completion of agreed Internal Audit recommendations.

40 AUDIT COMMITTEE WORK PROGRAMME

The Committee considered each item within the Work Programme.

The Assistant Director of Finance confirmed that he would provide members with an update regarding the Fraud Team at the next meeting.

The Head of Internal Audit confirmed that a follow up on the Limited Assurance of Counter Fraud and Corruption would be provided at a future meeting.

(The meeting concluded at 11.47am)

Chairman

ANNUAL REPORT OF THE AUDIT COMMITTEE

Report Author: Faye Haywood
Head of Internal Audit
01508 533873
faye.haywood@southnorfolkandbroadland.gov.uk

Portfolio: Finance

Wards Affected: All

Purpose of the Report:

This report summarises the work of the Audit Committee during 2021/22, confirms that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its meetings.

Recommendations:

1. To recommend that Council approves the content of the Annual Report of the Audit Committee.

1 SUMMARY

- 1.1 The Terms of Reference of the Audit Committee require 'A formal Annual Report of the Committee's work and performance during the year to Council.'
- 1.2 The purpose of this report is, therefore, to summarise the work of the Audit Committee during 2021/22, confirm that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its meetings.
- 1.3 This report looks back over 2021/22 and examines the range of reports which have been brought to the attention of the Committee by Senior Management, Internal Audit and External Audit.

2 BACKGROUND

- 2.1 Broadland District Council's Audit Committee has been meeting on a regular basis since its inaugural meeting on the 23 August 2012, following approval of the Terms of Reference by Council.
- 2.2 The Committee was established to play a pivotal role in the delivery of corporate governance at the authority, improve standards of internal control, review financial information including such items as the Annual Statement of Accounts, and to allow for more specialist consideration to be given to Internal and External Audit related matters, and Risk Management provisions. This wide-ranging remit ensures that the Committee is meeting best practice.
- 2.3 This is the tenth year that an Annual Report has been produced, which sets out to analyse the work of the Audit Committee and in doing so fulfil the requirements within the Terms of Reference of the Committee and to demonstrate compliance with best practice.

3 CURRENT POSITION

- 3.1 The Committee have met on four occasions so far in 2021/22, (June 2021, July 2021, September 2021, and January 2022). A further meeting is scheduled for March 2022. A review of the minutes from meetings highlights that attendance by Members is high, with apologies provided where needed. There has also been a consistently strong level of officer support throughout the year, with regular representation from Finance, Internal Audit, the Council's External Auditors and officers attending to present reports as required.
- 3.2 After holding remote meetings throughout 2020/21, the Committee was able to resume in person meetings from June 2021 once again.
- 3.3 The Terms of Reference of the Audit Committee are established in the Constitution and emphasise how the Committee is to champion governance arrangements at the authority and follow best practice.
- 3.4 The Committee also ensures that it operates to the highest standards, and with this in mind, a self-assessment exercise is undertaken. The assessment ensures that

the Committee continues to meet best practice and identifies where improvements would be beneficial.

- 3.5 The Committee is due to carry out its annual self-assessment exercise again at the March 2022 meeting with the results of this being presented at the June 2022 meeting.
- 3.6 Finally, a rolling work programme is in place which is reviewed and discussed at each meeting, to ensure reports are considered and received by the Committee at appropriate times over the course of the year.

Overview of key items considered and reviewed

3.7 Counter Fraud Activity 2020-21

The Committee was provided with an update of the Counter Fraud activities of the Council during 2020-21 at the June 2021 meeting. The main body of work carried out over the year involved the Covid-19 Business Grants verification and carrying out post-payment checks. It was also noted that 65 referrals of potentially fraudulent claims had been reported to the Department of Work and Pensions (DWP). Additionally, fraud training had been provided across to the Benefits team and general advice provided to the Council. One internal conduct matter and two grievance investigations have been investigated and concluded.

3.8 Annual Governance Statement 2020/21

The Annual Governance Statement was considered at the June 2021 meeting where Members considered the current governance arrangements of the Council. An amendment was suggested and agreed at the time of the meeting, and the statement was approved at the meeting subject to the conclusion of the Head of Internal Audit's Annual Report and Opinion for 2020/21.

3.9 Statement of Accounts 2020/21

An update on the Statement of Accounts was presented to the Committee at its September 2021 meeting. The Committee was advised that there had been delays on the auditing of the accounts due to Covid-19 (which had been common across the country), and that the accounts would be audited in December 2021; however, due to further delays, the accounts are now due to be audited in February 2022. The Assistant Director for Finance provided the Committee with reassurance that a plan was in place for next year's audited accounts, to prevent a similar occurrence next year.

3.10 External Audit

In June 2021, the Committee considered the External Audit Plan for 2020-21, which summarised Ernst & Young's (EY's) assessment of the key risks driving the development of an effective audit for the Council. Additional audit work caused by the Covid-19 pandemic was discussed. In September 2021, a report was received

by the Committee on EY's Value for Money Risk Assessment. It was reported that EY had not identified any risks of significant weaknesses in the Council's arrangements and that this would be re-visited prior to issuing the audit opinion on the 2020/21 accounts.

3.11 Internal Audit

On an annual basis the Committee reviews and approves the Strategic and Annual Internal Audit Plan for the forthcoming year. The Committee then regularly receives updates on the progress of the completion of the plan of work and the position with the action taken by management to progress audit recommendations. Finally, at the end of the financial year, the Annual Report and Opinion of the Head of Internal Audit is considered by the Committee in terms of the conclusions made in relation to the adequacy and effectiveness of the Council's framework of governance, risk management and control.

The Audit Plan was received and approved by the Committee in June 2021. Due to delays in the previous year, caused by the Covid-19 pandemic, the Internal Audit work commenced in Q2 rather than Q1 of 2021-2022. Although there have been some delays with issuing reports, Head of Internal Audit continues to report on progress.

The Committee have also been supportive of the Head of Internal Audit in the review and encouragement for completion of the internal audit recommendations. At the meeting in July 2021, Head of Internal Audit was pleased to be able to confirm to the Committee that there were no urgent or important recommendations outstanding at the time.

3.12 Review of Contract Procedure Rules

The Committee considered the report which provided a review of Broadland's Contract Procedure Rules (CPRs) at the June 2021 meeting. The changes which were proposed in the report would bring the Council in step with neighbouring authorities. Additionally, the proposed amendments to the CPRs as a whole would make the procurement process simpler to suppliers, which in turn would encourage a larger number of suppliers to bid for local authority contracts. An amendment to the recommendation was proposed during the meeting, which resulted in the proposed changes being accepted, subject to the retention of the current contract award levels.

3.13 Strategic Risk Register

The Strategic Risk Register (SRR) was presented to the Committee at the January 2022 meeting. It was agreed that a wider review of the Risk Management Policy was needed, to bring it in line with Cabinet SRR reporting; and that there should be clear tracking going forward of risk escalation and de-escalation. It was also noted that both the Council's SRR and the accompanying Risk Management Policy were still relatively new, and require further development, resource and additional officer training.

3.14 Opting into PSAA External Auditor Appointment

A report was considered on Opting into PSAA External Auditor Appointment at the January 2022 meeting. The report set out proposals for appointing the external auditor to the Council for the accounts for five years from 2023/24 through PSAA, which had previously been done in 2018. Concerns were raised in regards to delays and issues faced with EY (current external auditor), and the Committee was assured that PSAA would take into account the issues that all Councils have faced in order to strengthen the focus on the quality and timeliness of the audits in the new contract. It was recommended to Council to accept the PSAA's invitation to opt into the sector-led option for the appointment of external auditors.

3.15 The following items will be considered at the March 2022 meeting:

- Strategic and Annual Internal Audit Plan 2022-2023
- Self-Assessment of the Audit Committee
- Internal Audit Progress and Follow Up reports
- External Audit Plan 2022-2023

4 PROPOSED ACTION

- 4.1 To note the work of the Audit Committee during 2021/22 so far and approve the contents of the Annual Report.

5 OTHER OPTIONS

- 5.1 Not applicable to this report.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** –not applicable to this report.
- 6.2 **Legal Implications** – not applicable to this report.
- 6.3 **Equality Implications** – not applicable this report.
- 6.4 **Environmental Impact** – not applicable to this report.
- 6.5 **Crime and Disorder** – not applicable to this report.
- 6.6 **Risks** - not applicable to this report.

7 CONCLUSION

- 7.1 This report highlights that the Committee continues to operate in accordance with best practice. It plays an important part in the Council's governance framework, remaining an active Committee and ensuring that it delivers its remit and reviews a wide range of items, providing an appropriate level of support.

8 RECOMMENDATIONS

- 8.1 To recommend that Council approves the content of the Annual Report of the Audit Committee.

DECISIONS ON APPLICATIONS – 20 April 2022

App'n No	Location	Description of Development	Decision
202120758	Racecourse Plantation, Plumstead Road East, Thorpe St Andrew,	Approval of matters reserved for layout, scale, appearance and landscaping following outline planning permission 20161896 for the erection of 239 new homes, and the approval of matters reserved for layout and landscaping of a new Community Woodland Park and associated infrastructure.	Application withdrawn before the meeting
20212258	Field opposite The Plough Inn, Fengate, Marsham,	Changes from a small piece of agricultural land to an overflow carpark using hard core with a stock fence around it	Delegated authority to Approve subject to conditions
20212328	1 Merlin Avenue Sprowston	Rear & side Extensions to Existing Detached Bungalow	APPROVED subject to conditions

OUTSIDE ORGANISATIONS / MEMBER CHAMPIONS - FEEDBACK REPORTS

Report Author: Emma Hodds
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01508 533791
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Portfolio: Leader (Policy)

Wards Affected: All

Purpose of the Report:

The purpose of this report is to receive feedback from members on their representation on outside bodies or as member champions.

Recommendation:

To note the report

Cllr R Potter – Member Champion for Young People

Melanie Blanch has taken over from Colin Dutton as the senior participation youth worker for the Broadland youth advisory board (YAB). Before this, she was the lead youth worker for Great Yarmouth YAB, North Norfolk YAB and Breckland YAB. I believe the YAB are in safe hands.

The young commissioners visited Xadventure in Horsford for a bushcraft session in March and to view the site, the plan is for funding to be made available for some after school clubs.

The young commissioners went on some team building exercises at Eaton Vale in April and they also visited a gaming and well-being event which was hosted by Great Yarmouth YAB. The purpose of this was to examine what other YABs are doing and to help create some ideas for activities for the future.

There was also some training on the commissioning cycle, the roles and responsibilities of a Young Commissioner and the group then took part in a focus group for Norfolk County Council.

There has been a lull with regards to YAB board meetings and they haven't been happening as often as perhaps they should be. The next meeting takes place on 9 May and I'm hoping to encourage them to happen more frequently.

The YAB needs to focus on getting the commissioning funds spent – there are two specific pots of money that need spending, both COVID-19 recovery related. One is for wellbeing bags to go out to young people – with activities to help them connect with friends. The Young Commissioners would like to get these out before the summer holidays so there is a lot of work to do there in the next couple of months.

The second pot is for activities. Melanie is going to take this on and ensure there's a rigorous plan in place to spend the funds. A full action plan is being prepared at the moment and the aspiration is to have it ready to submit to Norfolk County Council in August.

If you or anyone you know would like to get involved with Broadland YAB then please email broadlandyab@map.uk.net.

Cllr S Prutton – Annual report to Council on outside organisations 2021-2022

Sessions for the past two years have all been impacted to varying degrees by the Covid pandemic and are only now getting back to some sense of normality.

NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE (NHOSC)

We have resumed our meetings in the County Council Chamber and a hybrid approach has been adopted so that sometimes our speakers join us remotely. The equipment works extremely efficiently.

NHOSC works on a series of rolling reports, some of which were suspended due to the pressures imposed by Covid, and we seem forever to be catching up.

At our next meeting, scheduled for 12th May, we will be electing a new Chairman and Vice-chairman before receiving reports on the Queen Elizabeth Hospital NHS Foundation Trust and access to physical and mental healthcare within the Prison service.

This will be the last NHOSC meeting serviced by Maureen Orr, Democratic Support and Scrutiny Manager, before she leaves NCC and I cannot praise her highly enough. The NCC Chairman, Cllr Penny Carpenter, calls her “everyone’s go-to person”. She will be difficult to replace.

NORFOLK AGAINST SCAMS PARTNERSHIP (NASP)

This partnership functions primarily between Norfolk Trading Standards and Norfolk Police; all the other members are representatives of various affiliated agencies (CAB, Age-UK, Library Services, NALC and the like). This unfortunately means that the personnel change frequently.

All meetings are via MS Teams which meant that they continued during the pandemic though to be honest nothing frightfully active was able to take place. During the past two years we have reorganised twice under Cllr Dewsbury and Teresa Haxell (TS) but we seem to be emerging into practical participation again and will be cooperating with CAB in an event during the week commencing 12th June.

I would like to bring to Members’ attentions that NASP has a supply of Call Blocker phones, the provision, installation, training and monitoring of which are completely free of charge. They are intended to be for the use of anyone who has experienced one or more scamming incidents and will be made available after an appropriate referral rather than by direct application.

BOPP (Broadland Older People’s Partnership)

For most of the past two years BOPP has met by Zoom but had a Public Meeting in October 2021 at the Roxley Hall in Thorpe St Andrew where the speakers advised on Mobility and Keeping fit.

Monthly committee meetings used to be held at The Lodge and were due to recommence there in March. Unfortunately, the March meeting had to be conducted via Zoom as the Chair tested positive for Covid and the April meeting also reverted to Zoom due to the potential shortage of petrol / diesel.

However, a public meeting went ahead, also in April, held at Taverham Scouts HQ. The planned programme of the 2022 public meetings have an environmental theme, this one concentrated on the economic aspects being encountered by everyone.

Broadland District Council is very generous, allowing BOPP access to meeting rooms in The Lodge and the One Team is extremely helpful in providing speakers on request whenever the subject is appropriate.

**NOT FOR PUBLICATION BY VIRTUE OF SCHEDULE 12A OF PART 1
PARAGRAPH 3 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) THE
LOCAL AUTHORITIES (ACCESS TO INFORMATION) (VARIATION) ORDER 2006
(Contains information relating to: an individual; the financial or business
affairs of any particular person and action to be taken in connection with the
prosecution of a crime)**

Pages 109 to 112 are not available to the public because the information is confidential as it includes exempt information about the financial or business affairs of a person