

Overview & Scrutiny Committee

Agenda

Date

Tuesday 6 November 2018

Members of the Overview & Scrutiny Committee

Mr D G Harrison
(Chairman)

Mr J J Emsell
(Vice Chairman)

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

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

Substitutes Conservative

Any Members not
appointed to the
Committee or to Cabinet

Substitute Liberal Democrat

Any Members not
appointed to the
Committee

Time

10.00 am

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

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@BDCDemServices

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

The Openness of Local Government Bodies Regulations 2014

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

A G E N D A

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| 1 | To receive declarations of interest under Procedural Rule no 8 | |
| 2 | Apologies for absence | |
| 3 | <u>Minutes of meeting held on 16 October 2018</u> | 3 – 9 |
| 4 | Matters arising therefrom (if any) | |
| 5 | Chairman’s Announcements | |
| 6 | Public Speaking | |
| | <p>To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.</p> <p>In accordance with the Constitution a period of 3 minutes is allowed per member of the public.</p> | |
| 7 | Flood Alleviation | |
| | <p>To receive a presentation from the Environment Agency on flood alleviation activities in the District.</p> | |
| 8 | Communications | |
| | <p>To receive a verbal update from the Communications and Engagement Manager.</p> | |
| 9 | Budget Questions | |
| | <p>To agree questions for the joint budget meeting on 11 December 2018.</p> | |
| 10 | <u>Norfolk Health Overview and Scrutiny Committee Update</u> | 10 – 15 |
| | <p>To receive an update from the Committee’s Member representative.</p> | |
| 11 | <u>Overview and Scrutiny Committee Work Programme</u> | 16 – 18 |
| | <p>To consider the Committee’s Work Programme.</p> | |

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 16 October 2018** at **10.00 am** when there were present:

Mr A D Adams	Mr D G Harrison – Chairman	
Mrs C H Bannock	Mr G Everett	Mr M D Snowling MBE
Ms S J Catchpole	Mr G K Nurden	Mrs K A Vincent
Mr J J Emsell	Mr F O’Neill	Mr D C Ward
	Mr S Riley	

Miss T Lodge also attended the meeting for its duration.

The Portfolio Holder for Economic Development (Mrs J Copplestone) was in attendance for item 57 – Economic and Tourism Update.

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

54 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Buck, Mr Grady and Mr Tapp.

55 MINUTES

The Minutes of the meeting held on 18 September 2018 were confirmed and signed by the Chairman as a correct record.

56 APPOINTMENT TO JOINT SCRUTINY COMMITTEE

At a meeting of the Joint Lead Members Group on 1 October 2018 it was proposed to establish a formal Joint Scrutiny Committee, which would monitor the key stages of collaborative working between Broadland District Council and South Norfolk Council.

Appointment to this Committee would be the responsibility of the respective Group Leaders. However, Members of the Committee were invited to indicate whether they would be interested in undertaking this role.

RESOLVED

to advise the respective Group Leaders that following Members would be

interested in serving on the Joint Scrutiny Committee:

Mr J Emsell, Mr D Harrison, Mr G Nurden, Mrs K Vincent, Mr D Ward and (vacancy).

57 ECONOMIC AND TOURISM UPDATE

The Committee received a report on the local economy and the activities of the Council in support of tourism in the district.

Areas highlighted included:

- A reduction in the number of Job Seekers' Allowance claimant's rate to 570 people in the district.
- In April, a Business Breakfast was held at Sprowston Manor Hotel where a guest speaker spoke about designing a business strategy and a speaker from Poultec gave an update on apprenticeships. There were 67 attendees at the meeting representing 53 businesses. In July, a Business Breakfast at the Roarr Dinosaur Adventure in Lenwade, had a tourism theme and was attended by representatives from 44 businesses from a total of 63 attendees. It was emphasised that the breakfasts were very much focused on business and the assistance that Broadland could provide them with. A Business Breakfast had also been held in Thorpe St Andrew last week, where the Leader had spoken about the vision that the Council had for business in the District and Chloe Smith MP had addressed the meeting about Brexit.
- The 'Buy in Broadland' voucher booklet continued to be popular, with over 90 local businesses offering discounts to residents.
- The Choices Programme, which tackled long term unemployment and barriers to work often related to low level Maths and English skills; continued to meet on a weekly basis at Carrowbreck. The Job Centre and other partners were aware of the programme and referred customers to the service.
- Two Broadland businesses had been awarded LEADER funding grants of £40,825 and £4,580. There were also another five Broadland applications totalling £335,132 in the pipeline. It was currently unknown if this European funding would be replaced by Government funding post Brexit.

The Vice-Chairman noted that the Council did not always receive sufficient credit for the support it provided for businesses, especially with accessing

grants and other sorts of funding. Another Member concurred with this view and suggested that the Economic Development support that the Council provided should be more widely advertised; especially to parishes who could benefit from the expertise of the team.

Members were advised that the Tots2Teens service was to be looked at to assess if it was still fit for purpose, as there was a net cost to the Council of £12,684 over the first six months of the year. A report would be presented to the Economic Success Panel and Cabinet in the future to determine the long-term viability of the service.

Broadly Active had secured funding of £42,000 to continue providing GP exercise referrals in Broadland and Norwich. The Council had provided this service for the past 12 years; well ahead of the recent introduction of 'social prescribing' referrals to non-clinical services. It was noted that Broadly Active was a service that could be extended from exercise to other beneficial social activities.

Broadland Council Training Service had delivered 52 courses since the publication of the new training brochure in April 2018, welcoming 268 learners up to mid-September. Of the 52 courses, 39 were paid for courses and 13 were free for Broadland businesses. Income for these courses was £14,303 with costs amounting to £14,599.

The Council was also promoting the Broadland Growth Triangle as an attractive place for business to invest in through a new brochure that would be launched at MIPIM UK on 17-18 October 2018. A joint Broadland/South Norfolk website that promoted the districts as a place to establish businesses had also been recently launched. The Portfolio Holder for Economic Development had also proposed organising a trade delegation towards the end of November, to enable businesses to visit the area and encourage investment in Greater Norwich.

In respect of tourism, Broadland had seen a six percent increase from 2016 with the total number of visitors reaching 2,741,900; total nights stayed were 918,000 and a total visitor spend of £142,782,750.

The total visitors Broadland received in 2017 was up from 2016 by six percent, with an increase in staying visitors of over nine percent and an increase of day visitors of 5.85 percent. This made Broadland's growth from 2016 to 2017 better than the national average.

RESOLVED

to commend the work being carried out by Economic Development and to recommend to Cabinet that greater effort be made to communicate to residents and businesses the valuable services that the department provided

CABINET REPORTS

58 BUDGET LOOK FORWARD 2018-20

The report presented a provisional forward look at the Council's medium term financial position, which was the start of the budget setting process for 2019-2020.

For the purposes of the report the baseline before the New Homes Bonus was paid had been estimated at 0.5 percent, not the current 0.4 percent and similarly the estimated baseline for Business Rates had been modelled for the report and could be revised once the Financial Settlement was announced in the autumn.

The initial draw on general reserves was estimated at £0.823m in 2019-20, totalling £2.724m over the three years to 2022, which would leave reserves at £9.533m.

In respect of Business Rate retention, Members were advised that this was likely to be set at 75 percent (primary legislation was required to introduce 100 percent retention, which the Government was unlikely to do in the near future).

In response to concerns expressed by Members regarding the Special Expense for Footway Lighting, the Committee was informed that this had been included in the Medium Term Financial Plan (MTFP) as the matter had not yet been resolved. Once finalised the budget could be amended accordingly.

The Committee was informed that services were not set cost-saving targets; but put in estimated bids based on their expenditure in the preceding year, plus any growth or savings identified for the following year.

The Vice-Chairman noted that the Council had maintained healthy levels of reserves for at least the last eight years by making efficiencies and savings, and was likely to continue to do so in the future.

An advertisement would be placed in a local paper to meet the statutory requirement to consult with businesses during the budget setting process. There were also various options for consulting with the wider community; ranging from external market research, web based surveys, an in-house internet survey or publication in *Broadland News*. A simple online survey was adopted last year when asking residents about a Council Tax rise, but only 25 residents responded.

Other matters brought to the attention of the Committee were: the NHS was

to stop collecting clinical waste from GPs and pharmacies, which would lead to this duty falling on the Council, with an estimated cost of £60-80,000 and a report would be presented to Cabinet next month on charging for wheeled bins at new properties in the district.

A Member noted that the Cabinet had rejected the Committee's proposal to increase the budget for the Members' Grant Scheme to £27,500 and instead had proposed it be set at £23,500.

Members were asked to note that there were no proposals for a reduction in service level provision in the MTFP.

The budget process would now follow to set an appropriate budget for 2019/20 for Council to consider in February 2019.

RECOMMENDED TO CABINET

Options (1, 2, 3 and 4)

- (1) agree the proposed budget setting timetable for 2019/20 and the format of the meeting with Overview and Scrutiny Committee;
- (2) agree the format for budget consultation, if any; and
- (3) note the need for Portfolio Holders to prepare draft budgets as soon as possible to allow for discussion with the Overview and Scrutiny Committee in December 2018;
- (4) *to take account of the concerns expressed by Members regarding the footway lighting budget.*

59 GREATER NORWICH LOCAL PLAN REG 18 CONSULTATION ON NEW, REVISED AND SMALL SITES AND DRAFT STATEMENT OF CONSULTATION

The report presented proposals for a consultation on new, revised and small sites, which had been submitted for the Greater Norwich Local Plan (GNLP), as well as a first draft of the Statement of Consultation for the GNLP.

The first draft of the Statement of Consultation provided a detailed summary of around 3,000 responses to a consultation between January and March 2018. During the consultation over 200 new sites were put forward for potential allocation in the GNLP. These sites would now be consulted on between 29 October and 14 December 2018.

The Greater Norwich Development Partnership Board had recommended that the Greater Norwich authorities note the content of the Statement of Consultation and agreed the content of the proposed consultation on new, revised and small sites.

Members were advised that the Greater Norwich authorities had a duty to consider any reasonable alternative site submitted up to the conclusion of the Regulation 18 stage, which should be by September/October 2019.

RECOMMENDED TO CABINET

Options (1 and 2)

- (1) to accept the Greater Norwich Development Partnership recommendation to note the initial part of the draft Statement of Consultation on the Greater Norwich Local Plan;
- (2) to accept the Greater Norwich Development Partnership recommendation to agree the content of the proposed consultation on new, revised and small sites.

60 DOG FOULING PUBLIC SPACES PROTECTION ORDER

The report proposed implementing new legislation in respect of dog fouling, which would cover more areas of the district than existing legislation, as well as increasing the level of fixed penalty notice that could be issued to an offender.

Broadland currently used the Dogs (Fouling of Land) Act 1996 to issue owners with a fixed penalty notice of £50, if they failed to clear up after their dog. If taken to Court they could also face a maximum fine of £1,000. However, the legislation contained a number of exemptions for certain types of land (marshland, moorland, heathland, woodland, common land and roads above 40 mph speed restriction), which had prevented action being taken in the past against irresponsible owners in these areas.

It was, therefore, proposed to introduce a Public Spaces Protection Order (PSPO) under the Anti-Social Behaviour Crime and Policing Act 2014. This would then apply to the whole of the district and the level of fine that could be issued would also double from £50 to £100.

In response to a query, Members were advised that if bags containing dogs mess were discarded inappropriately it would become a littering offence and subject to an £80 fine.

RECOMMENDED TO CABINET

Option (1)

to agree to the implementation of a Public Spaces Protection Order to control dog fouling across the district, and to amend the Constitution to delegate enforcement powers to officers.

61 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

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

62 GROUNDS MAINTENANCE CONTRACT

The report recommended that a procurement exercise be commenced for the Council's Grounds Maintenance Contract from November 2019 to November 2021.

Following work carried out to look at the future delivery of the service and the legal advice received, it was recommended that a procurement exercise be commenced for the grounds maintenance service and a contract awarded from November 2019 to November 2021, with up to two years extension.

RECOMMENDED TO CABINET

Option (1)

to approve commencement of a grounds maintenance contract for a 2+2 years contract commencing on 3 November 2019.

The meeting closed at 12.26 pm



Outcomes and Actions Norfolk Health Overview and Scrutiny Committee (NHOSC) 18 October 2018

Agenda Item Number	Report Title	Outcomes and Actions	Action By Whom
6.	Access to palliative and end of life care	<p><i>Norfolk and Waveney (N&W) STP Ambitions for Palliative and End of Life Care Delivery Plan 2017 – 2020</i> to be circulated to Member of NHOSC by December 2018.</p> <p>The gap analysis for what needs to be done in Norfolk and Waveney to meet the requirements of the <i>Ambitions for Palliative and End of Life Care: a national framework for local action 2017-2020</i> to be circulated to Members</p> <p>The Norfolk and Waveney STP representatives to provide written answers to any questions in Section 4 of the covering report that were not asked and answered during the meeting.</p> <p>Arrangements to be made for Members of NHOSC to visit existing services to get a better understanding of the issues, including hospices, hospice at home, and other services providing end of life care.</p> <p>NHOSC agreed to revisit the subject at a future meeting when Members have received the gap analysis against the national framework and the N&W STP Delivery Plan, and when Great Yarmouth</p>	<p>Melanie Craig / Pam Fenner / Becky Cooper</p> <p>Melanie Craig / Pam Fenner / Becky Cooper</p> <p>Melanie Craig / Pam Fenner / Becky Cooper</p> <p>Maureen Orr / Becky Cooper</p> <p>Maureen Orr</p>

		<p>and Waveney CCGs' procurement of NHS community service (including end of life care) is complete. Issues for that meeting would include (not exclusively):-</p> <ul style="list-style-type: none"> • Night time service • Consistency of services • Advocacy for families • Choice of place of care <p>Input to be sought from Norwich Consolidated Charities.</p> <p>The Chief Officer, Great Yarmouth & Waveney CCG undertook to meet or speak with Mr R May, a member of the public who addressed the committee, regarding specific issues which had affected his wife's care.</p>	
7.	Forward work programme	<p>Agreed to add the following items to the forward work programme:-</p> <p><u>17 Jan 2019</u></p> <ul style="list-style-type: none"> • The Queen Elizabeth Hospital NHS Foundation Trust – action in response to Care Quality Commission report. • Norfolk and Suffolk NHS Foundation Trust – action in response to the Care Quality Commission report <p><u>28 Feb 2019</u></p> <ul style="list-style-type: none"> • Children's Speech and Language Therapy - to follow up on the action plan from the independent review of the central and west Norfolk service and to address with issues raised during Members visit with the SENSational Families Group <p>Notes from the Members visit with SENSational Families Group at Harford Community Centre on 20 September 2018 to be circulated to Members of NHOSC.</p> <p><u>11 Apr 2019</u></p>	Maureen Orr

		<ul style="list-style-type: none">• Access to NHS dentistry in Norfolk – follow up to the report to NHOSC on 24 May 2018 on access in West Norfolk, and examination of the situation in the rest of Norfolk.	
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Copied to:-
Chairman of NHOSC
District Council Members of NHOSC
Member Support Officer – Ashleigh Hodge
CCG engagement contacts (x5)
Health and Wellbeing Board support officer – Linda Bainton
Healthwatch Norfolk – Judith Bell

Norfolk Health Overview and Scrutiny Committee

ACTION REQUIRED

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

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

Proposed Forward Work Programme 2018-19

<i>Meeting dates</i>	<i>Briefings/Main scrutiny topic/initial review of topics/follow-ups</i>	<i>Administrative business</i>
6 Dec 2018	<p><u>Continuing healthcare</u> – update on progress since 22 February 2018</p> <p><u>Norfolk and Norwich University Hospitals NHS Foundation Trust</u> – response to the Care Quality Commission report; including discussion on capacity of the hospital.</p>	
17 Jan 2019	<p><u>The Queen Elizabeth Hospital NHS Foundation Trust</u> – action in response to Care Quality Commission report.</p> <p><u>Norfolk and Suffolk NHS Foundation Trust</u> – action in response to the Care Quality Commission report</p>	
28 Feb 2019	<p><u>Ambulance response times and turnaround times</u> – report on progress since May 2018 (when EEAST, NNUH and NNCCG attended). QEH to be invited to attend also.</p> <p><u>Children's Speech and Language Therapy</u> - to follow up the action plan from the independent review of the central and west Norfolk service and to address with issues raised during Members visit with the SENsational Families Group, 20 September 2018.</p>	
11 Apr 2019	<p><u>Access to NHS dentistry in Norfolk</u> – follow up to the report to NHOSC on 24 May 2018 on access in West Norfolk, and examination of the situation in the rest of Norfolk.</p>	

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

Provisional dates for report to the Committee / items in the Briefing 2018-19

Sept 2019 - **Physical health checks for adults with learning disabilities** –
- update since Sept 2018

To be scheduled - **Access to palliative and end of life care** – follow-up from the meeting on 18 October 2018

Other activities

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

Visits to be arranged - Hospice, hospice at home and other services providing end of life care. Visits to be arranged across the county.

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

Clinical Commissioning Groups

North Norfolk - M Chenery of Horsbrugh
(substitute Mr D Harrison)

South Norfolk - Dr N Legg
(substitute Mr P Wilkinson)

Gt Yarmouth and Waveney - Ms E Flaxman-Taylor

West Norfolk - M Chenery of Horsbrugh
(substitute Mrs S Young)

Norwich - Ms E Corlett
(substitute Ms B Jones)

Norfolk and Waveney Joint Strategic Commissioning Committee

For meetings held in west Norfolk - M Chenery of Horsbrugh

For meetings held in east Norfolk - Dr N Legg

NHS Provider Trusts

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



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OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018-19

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

Topics brought to Committee for Information:

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
	Performance Report	Committee Officer	Committee to allocate areas for investigation to the Performance Management Sub Committee (PMSC) when the report is received under Cabinet papers.	Six Months
	Committee Representation Updates	Committee Representatives	Opportunity for Committee Representatives from Norfolk Health Overview and Scrutiny Committee, Broadland Corporate Equalities Group, Norfolk Police and Crime Panel and Norfolk Health and Wellbeing Board to report back any key information to Committee or for Committee Members to raise any questions for representatives to take forward.	Bi-Monthly
11 December 2018	Joint Budget Meeting	Head of Finance and Revenues All PH's	To address Portfolio Holders with the agreed questions drafted at a workshop to be arranged separately from the agenda in October.	Annual
29 January 2019	Healthwatch Norfolk	Representatives from Healthwatch Norfolk	To receive a presentation on the activities of Healthwatch Norfolk in the District	Once
29 January 2019	Health and Wellbeing Update	Health Housing and Partnership Officer	To receive an update on progress being made against the delivery of Public Health responsibilities at a District level, including Council priorities.	Six Months
29 January 2019	Recommendation Update	Committee Officer	To review the Committee's recommendations from Scrutiny Reviews; establish how recommendations have progressed and been implemented; review any recommendation as necessary	Six Months
29 January 2019	Resilience Update	Emergency Planning Manager	In place of the Broadland Resilience Forum, Members to receive an update on work being delivered and future plans	Six Months
29 January 2019	Fee's on DIY Waste	Environmental Protection Manager	To receive an update how the fees were determined and impacts on levels of fly tipping since their introduction.	Once

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
26 March 2019	Council Partnership Register Review	Committee Officer	Committee to receive an update against the Council's partnership register. Committee will be asked to identify any partnership concerns that may require further investigation by a nominated time and task limited panel	Annual
26 March 2018	Early Intervention and Community Safety Update	Community Safety Manager	To receive an update from the Community Safety Coordinator on progress being made by the Norfolk County Community Safety Partnership with particular reference to any progress directly impacting the Broadland District.	Annual
26 March 2019	Committee Annual Report	Scrutiny Research Officer	Committee to approve the drafted Annual Report for presentation to Council.	Annual
2 April 2019	Economic Update	Head of Economic Development/ Portfolio Holder for Economic Development	An update on progress being made against Tourism, Funding Deprivation, Unemployment Figures, what BDC is doing to generate sustainable employment opportunities, and progress of the LEP.	Six Months
June 2019 (first after elections)	Council Policy Register	Committee Officer	Committee to receive an update of the Council's Policy and Strategy Register to enhance understanding of what exists and where such documentation is located for further reference. The Committee will be asked to identify any areas for further review as necessary.	4 Yearly after elections

Performance Management Sub Committee

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes
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Workshops

Topic	Objectives	Lead Officers	Month
Preparing to meet with Cabinet to discuss budget performance	A workshop format facilitated by the Scrutiny Research Officer and Head of Finance and Revenue for Committee Members to identify, agree, and allocate questions for Cabinet to answer at the Joint Budget meeting.	Head of Finance and Revenue Services Finance Team staff Scrutiny Research Officer	October
Work Programme Identification	To identify subjects to be included in the replacement work programme. Considering suggestions received from members of the public and parish/town councils. Agreeing membership of identified review panels and outlining their Terms of Reference.	Scrutiny Research Officer	April