

Broadland Overview and Scrutiny Committee

Agenda

Members of the Broadland Overview and Scrutiny Committee

Cllr Martin Murrell (Chairman)
Cllr Nigel Brennan
Cllr Peter Bulman
Cllr Sue Catchpole
Cllr Stuart Clancy
Cllr Jan Davis
Cllr Natasha Harpley

Cllr Steve Riley (Vice-Chair)
Cllr Susan Holland
Cllr Caroline Karimi-Ghovanlou
Cllr Ken Kelly
Cllr Kenneth Leggett MBE
Cllr Grant Nurden
Cllr Richard Potter

Date & Time:

Tuesday, 11 April 2023 at 10.00 am

Place:

Council Chamber - Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, NR7 0DU

Contact:

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Website: <http://www.southnorfolkandbroadland.gov.uk>

Public Attendance:

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

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

If a member of the public would like to attend to speak on an agenda item, please email your request to committee.bdc@southnorfolkandbroadland.gov.uk, no later than 5.00pm Tuesday, 4 April 2023.

AGENDA

1. **Declarations of Interest** (Pages 3 - 4)
To receive declarations of Interest from Members (guidance attached)
2. **Apologies for absence**
To report apologies for absence and to identify substitute members
3. **Minutes** (Pages 5 - 14)
To confirm the minutes from the meeting of the Overview and Scrutiny Committee held on 14 March 2023, and consider any matters arising.
4. **Chairman's Announcements**
5. **Public Speaking**
To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.

In accordance with the Constitution a period of 3 minutes is allowed per member of the public.
6. **Overview and Scrutiny Committee Annual Report** (Pages 15 - 35)
7. **Cabinet Reports**
To consider the Cabinet reports in respect of the 18 April 2023 meeting.

Members are asked to refer to the Cabinet Agenda, which will be published on the Council's website no later than Thursday 6 April 2023.

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.

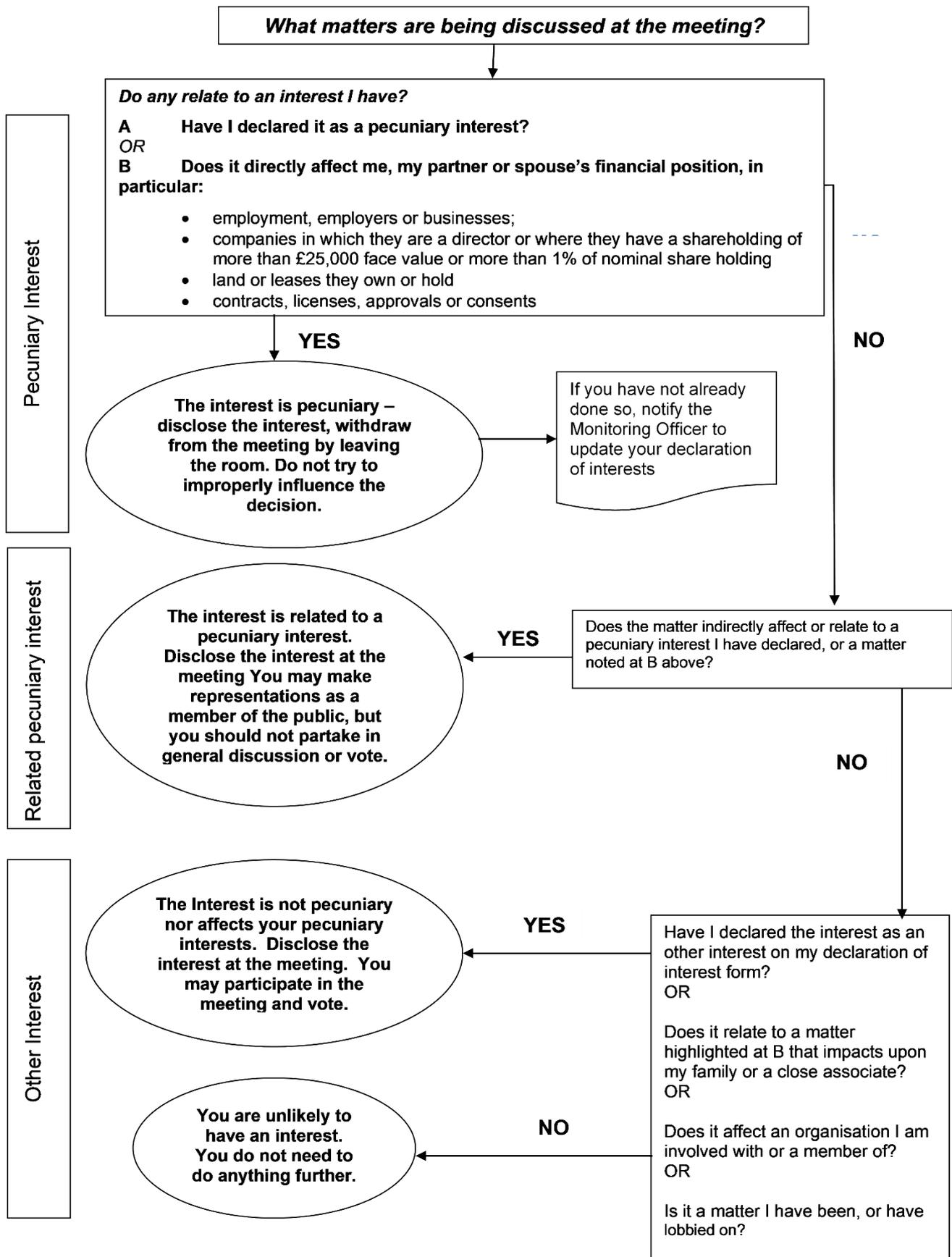
Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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





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 14 March 2023 at 10.00 am when there were present:

Committee Members Present:	Councillor: M Murrell (Chairman), N Brennan, , S Catchpole, S Clancy, J Davis, N Harpley, K Kelly, K Leggett, C Karimi-Ghovanlou and G Nurden.
Apologies for absence:	Councillors: P Bulman, S Holland and S Riley.
Other Members in Attendance:	Councillors: J Emsell and J Leggett.
Officers in Attendance:	The Chief of Staff (Monitoring Officer) (E Hodds), the Assistant Director for Finance (R Fincham), the Assistant Director for Planning (H Mellors), the Assistant Director Regulatory (N Howard), the Programme Manager - Economic Growth (D Baillie-Murden), the Governance Manager (L Mockford) and the Democratic Services Officer (J Overy)

103 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bulman, Cllr Holland and Cllr Riley.

104 MINUTES

The minutes of the meetings held on 24 January and 31 January 2023 were agreed as a correct record.

CABINET REPORTS

105 PEER CHALLENGE ACTION PLAN PROGRESS

The Chief of Staff introduced the report, which provided a summary of the Peer Challenge and an overview of the progress the organisation had made since November 2022.

Members were advised that following the Peer Challenge, there has been positive progress in taking forward the feedback and recommendations from the Peer Team. A key step in this work had been an all-member workshop, as suggested by the Overview and Scrutiny Committee, which took place during December 2022. At the workshop members had the opportunity to review and discuss the recommendations and share ideas and suggestions on the actions the Councils might wish to take against each recommendation. Members were reminded that the Council had no authority to change the recommendations made by the Peer Review Team

Following the workshop, a joint informal Working Group made up of members from the Service Improvement and Efficiency Committee and South Norfolk's Commercial Trading and Customer Focus Committee had been convened to review the Action Plan work undertaken to date and feedback any additional actions that the Councils could be taking. When the findings of the Working Group had been finalised, they would then report back to Cabinet.

The Chairman reminded the meeting that the next meeting of the Working Group was at 6.00pm tomorrow in the Council Chamber and that all members were welcome to attend.

Appendix 1 to the report set out all eight recommendations, with their Red, Amber and Green project status, to show how they were being progressed.

In answer to a query about a suggestion about undertaking personality tests with Members (recommendation two - clarify member and officer roles and responsibilities), the Chief of Staff informed the meeting that this type of test provided insights into how individuals received, processed and used information in order to better understand how colleagues worked in order to achieve a more fruitful working relationship. It was emphasised that this was just a suggested way forward and would not be an obligatory measure.

In answer to a query about the alignment of Broadland's and South Norfolk's constitutions it was confirmed that any changes to the constitution were brought to Council for final approval. The past reports that set out these changes over the last four years could be sent to members, if required. The Members Code of Conduct was an example of part of the constitution that had been aligned, across both Councils.

A member noted that some good work had been undertaken by a joint member Working Group on the constitution, but the Group had not been able to publish a report. He recommended that the work undertaken by the Working Group should be considered when making any changes further to the constitution.

Following a show of hands, it was:

RECOMMENDED TO CABINET

To endorse the progress that has been made since the Peer Challenge in 2022.

106 COUNCIL TAX (2nd HOMES) PREMIUM

The Assistant Director for Finance introduced the report, which sought approval to implement a premium on Council Tax charges raised against dwellings that were periodically occupied (2nd homes).

Members were informed that a provision to increase Council Tax by up to 100 percent on second homes was a provision in the Levelling-Up and Regeneration Bill, which was currently progressing through Parliament and was expected to receive Royal Assent over the coming weeks.

If the Bill was passed the Second Home premium could be applied from no earlier than 1 April 2024.

An additional £50,000 in Council Tax would be generated for the Council by increasing the premium for the 422 second homes in Broadland. For Norfolk County Council the projected additional income would be £580,000 per annum. The County Council had expressed their support for adopting the premium, however the decision rested with Broadland as the billing authority.

It was further explained that if second homeowners sought to move their properties into the Business Rates listing (as holiday let businesses), from 1 April 2023 they would need to demonstrate that their properties had been let for at least 70 days per year and were not just available to let. As a business they would also be required to pay for commercial waste collection from their property.

In response to a query about administrative costs, members were advised that although this might increase somewhat, it would be more than covered by the additional income, as staff already undertook detailed checks as part of their everyday Council Tax and Business Rates collection work.

Some members, nevertheless, considered the administrative costs of the proposal to be prohibitive and that it would also have a negative impact on tourism.

Other members, however, considered that it would not be an significant additional burden for staff and that with the lack of affordable housing in the District it should be considered a matter of principle that if a person could afford a second home they could afford to pay a 100 percent premium on their Council Tax.

A member suggested that the introduction of the premium was harsh in the current economic climate, and it was proposed and seconded that a phased approach to the introduction of a Council Tax premium be recommended to Cabinet.

With three members in favour and seven against the amendment was lost.

Following a further show of hands, it was

RECOMMENDED TO CABINET

To recommend to Council:

1. To adopt a 100% premium of Council Tax to periodically occupied dwellings (2nd homes) once the Levelling-up and Regeneration Bill has received Royal Assent.
2. To delegate authority to the Assistant Director of Finance, in consultation with the Portfolio Holder for Finance, to determine exactly when this premium will start to be charged.

107 GREATER NORWICH FIVE YEAR INFRASTRUCTURE INVESTMENT PLAN AND ANNUAL GROWTH PROGRAMME

The Assistant Director for Planning introduced the report, which sought agreement of the draft Greater Norwich Joint Five-Year Infrastructure Investment Plan 2023 to 2028.

The Council was also to be asked to agree to the introduction of Match Funding and Major Infrastructure Plan categories to the Infrastructure Investment Fund; that Community Infrastructure Levy (CIL) funding for education of £2.5m could be used in whole or in part to repay County Council education borrowing; and, to agree to a deed of variation to the Partner Drawdown and Borrowing Authorisations agreement to enable delivery of the Long Stratton bypass.

In Broadland the 2023/24 Annual Growth Programme was contributing £250,000 towards the installation of a 3G artificial grass pitch at Youngs Park in Aylsham. It was confirmed that the £250,000 allocated to Youngs

Park was part of a total project costing £900,000, the remainder of which would be accessed elsewhere.

In response to a query about why *Broadland News* had reported a different sum being spent on the Brundall Sports Hub than the figure set out in last year's Annual Growth Programme, the Assistant Director for Planning confirmed that she would check on this matter with the Economic Growth Team and report back to the member following the meeting.

In answer to queries regarding the process of bringing forward infrastructure projects, the Assistant Director for Planning informed members that officers worked with stakeholders, including parish and town councils, to identify projects that were considered to be a priority and met the required criteria. These projects were then taken to the Greater Norwich Growth Board for agreement before being taken to the Greater Norwich constituent Council's for final approval. The funding for these projects came from the pooled CIL receipts of the three Greater Norwich authorities, whilst parish and town councils also had CIL income that they could use to fund project locally. Proposals for inclusion on the Growth Programme could be forwarded to the Greater Norwich Local Plan Team, who welcomed suggestions from members and parishes for future projects.

In response to a query from the Chairman about the £160m shortfall in the Education Infrastructure Programme it was confirmed that the bulk of the capital funding would be made up by a bid from the County Council to central Government.

In answer to a question about the proposed amendment to the Deed of Variation, members were advised that £10m of CIL supported borrowing was originally allocated to the Long Stratton Bypass through the Greater Norwich City Deal. At the time of allocation, a requirement of £6.733m for the project had been identified. However, following a review of the project and in the light of inflationary pressures it had been determined that the full £10m was now required.

A member expressed his concern about the rising costs of the Long Stratton bypass and the negative impact that it could have on the funding of smaller projects .

Members were also asked to note that projects were brought forward for the whole of Greater Norwich and were not split evenly over each authority, each year, but were proposed on a strategic priority basis for the benefit all three authority areas.

Following a show of hands, it was:

RECOMMENDED TO CABINET

Cabinet to **recommend to Council** that it:

a) approves of the Draft Five Year Infrastructure Investment Plan 2023-28 and the proposed 2023/24 Annual Growth Programme, including:

i) the introduction of two new categories to the Infrastructure Investment Fund, Match Funding and Major Infrastructure Projects;

and,

ii) that Education funding allocations from the Infrastructure Investment Fund can be used in whole or in part to repay Norfolk County Council's borrowing, on condition that it is used to support the delivery of a Schools Capital Programme that is ringfenced to the Greater Norwich area, and that annual programme delivery and budget updates are reported to the GNGB;

and,

b) agrees to the signing of a deed of variation to the agreement entitled, Partner Drawdown and Borrowing Authorisations, that was originally signed by all partners on 21st October 2015 and to delegate authority to the Director for Place in consultation with the Portfolio Holder for Communities, Housing and Planning to finalise and sign any such variation.

The Committee adjourned at 11.11am and reconvened at 11.20am, when all the Committee members listed above were present.

108 NORFOLK RECREATIONAL IMPACT AVOIDANCE AND MITIGATION PROGRAMME GOVERNANCE

The Assistant Director for Planning introduced the report, which sought agreement to the proposed organisational structure to enable the effective and efficient implementation and delivery of the Norfolk Recreational Impact Avoidance and Mitigation Strategy (RAMS).

The RAMS had been prepared by the eight local planning authorities in Norfolk, in conjunction with Norfolk County Council. Its purpose was to deliver the mitigation necessary to avoid adverse impacts from increased recreational pressure that would result from residential development forecast to be delivered in Norfolk until 2038.

The report proposed the establishment of a Joint Member Board to oversee the implementation and delivery of the Norfolk RAMS, the appointment of a Delivery Officer to be hosted by Norfolk County Council and the

authorisation for Norfolk County Council to act as the accountable body for the delivery of the RAMS programme.

The Committee was informed that the RAMS programme would be funded from a contribution from every new dwelling in the county.

The Board, made up of Members of the contributing authorities, would oversee the programme, which would be delivered by the officer resource. As Norfolk County Council had specialist expertise via their Natural Environment Team, it was proposed that they act as the host authority for the RAMS Delivery Officer.

Following a show of hands, it was unanimously:

RECOMMENDED TO CABINET

That Cabinet

1. Agrees for Norfolk County Council to act as the Accountable Body for the Norfolk Recreational Avoidance and Mitigation Strategy (RAMS), to include agreement for RAMS tariff contributions received by Broadland District Council to be transferred to and held by Norfolk County Council in accordance with this responsibility;
2. Agrees to establish a Norfolk RAMS Board comprising representative from each of the Norfolk Authorities to oversee the operation of Norfolk County Council as Accountable Body;

and,

3. Delegates authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Communities, Housing and Planning to finalise any partnership legal agreement and Terms of Reference related to recommendations 1 and 2.

109 ADOPTION OF UPDATED REGULATION OF INVESTIGATORY POWERS POLICY

The Assistant Director Regulatory introduced the report, which sought approval of an updated Regulation of Investigatory Powers Act (RIPA) Policy designed to provide the basis upon which the Council would ensure full and proper consideration was given before, during and after any surveillance activity was undertaken.

The existing Policy had been drafted in 2015, and now required updating to ensure that the Council remained compliant with all legislation and statutory guidance and that any activities were undertaken lawfully.

The proposed updated RIPA Policy would address the Council's undertaking of activities that involved:

- a) The surveillance of individuals,
- b) Any use of undercover officers and informants, known as covert human intelligence sources, and
- c) The obtaining of communications data.

The Assistant Director Regulatory informed the meeting that he was the Senior Responsible Officer and under him was a RIPA Coordinator who trained authorising officers, who would ensure that activities and procedures were carried out correctly.

Members were advised that the Council had a duty to carry out non-intrusive surveillance (officer observations, internet, camera technology and communications data), but that this was only carried out when it was appropriate to do so.

In response to a query raised at the Environmental Excellence Policy Development Panel about third party contractors acting on the Council's behalf, it was confirmed that they would have to abide by the Council's RIPA Policy.

In respect of CCTV cameras on Veolia waste vehicles, the Assistant Director Regulatory explained that as the CCTV on the waste vehicles was not intended for investigatory surveillance, but to ensure safety, it did not fall under the RIPA Policy. The cameras were also used to resolve complaints i.e., to confirm if bins that had not been emptied had been presented, rather than for surveillance activity.

It was also explained that under the Policy covert activities were deemed as any activity that was not declared i.e., without signage to declare a Council presence.

It was confirmed that the Policy would be reviewed on an annual basis.

Following a show of hands, it was:

RECOMMENDED TO CABINET

That Cabinet approves, with any necessary amendments, the proposed Regulation of Investigatory Powers Policy and Guidance as set out in Appendix 1 and agrees to adopt the Policy.

110 EXCLUSION OF THE 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.

111 STREET LIGHTING BUSINESS CASE

The Programme Manager – Economic Growth introduced the exempt report, which set out a business case for upgrading the remaining Council-owned street and footway lighting to LEDs.

Members were advised that the installation of LEDs would minimise rising energy costs and reduce carbon emissions.

Following a suggestion from members, it was confirmed that timers that could allow for the lights to be turned off were included, as part of the integrated management system at no additional capital cost. The Programme Manager – Economic Growth confirmed that she would forward a note confirming this to the Chairman, so that he could report this back to Cabinet next week.

Following a show of hands it was

RECOMMENDED TO CABINET

To approve the use of the street lighting capital reserves for the purpose of upgrading all remaining street/footway lighting owned and maintained by Broadland District Council to LEDs *and including timers*.

(The meeting concluded at 11.54am)

Chairman



Overview and Scrutiny Committee 11 April 2023

Overview and Scrutiny Committee Annual Report 2022/23

Report Author(s): Linda Mockford
Governance Manger
01603 430424
linda.mockford@southnorfolkandbroadland.gov.uk

Portfolio: All

Ward(s) Affected: All

Purpose of the Report:

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

Recommendations:

1. To recommend the Annual Report of the Overview and Scrutiny Committee 2022/23 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

1. Summary

- 1.1 Each year, the Overview and Scrutiny Committee gathers information about the work it has carried out over the last year and reports to Council its outcomes and achievements.
- 1.2 This report presents the Committee's Annual Report for 2022/23, which is attached at Appendix A.
- 1.3 A record of the recommendations which the Overview and Scrutiny Committee has made when Scrutinising Cabinet agendas, together with the final decisions made by Cabinet, is attached at Appendix B.

2. Background

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

3. Proposed action

- 3.1 The Overview and Scrutiny Committee is asked to consider this report, suggesting revisions where necessary, before it is presented to the Council AGM on 25 May 2023.
- 3.2 It is proposed that any revisions agreed by the Overview and Scrutiny Committee at its meeting on 11 April 2023, will be updated in the report, with the final wording being agreed by the Chairman of the Committee.

4. Other options

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

5. Issues and risks

- 5.1 **Resource implications** – there are no resource implications directly related to this report. Resource implications were considered for each review undertaken by the Overview and Scrutiny Committee, outlined in the specific terms of reference for each review.
- 5.2 **Legal implications** – there are no legal implications arising from this report. Article 6.4(4) of the Constitution requires the Overview and Scrutiny Committee to make an Annual Report to the Council on its workings.
- 5.3 **Equality implications** – there are no equality implications arising directly from this report. The Overview and Scrutiny Committee do, as a matter of course, consider equalities when reviewing all Cabinet reports and have requested copies of Equality Assessments, when necessary, in order to inform their recommendations to Cabinet or Council.
- 5.4 **Environmental impact** – there are no environmental impacts arising from this report.
- 5.5 **Crime and disorder** – there are no crime and disorder impacts arising from this report.
- 5.6 **Risks** – there are no other risk implications arising from this report.

6 Conclusion

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

7. Recommendations

1. To recommend the Annual Report of the Overview and Scrutiny Committee 2022/23 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

Background papers

None

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.

I would like to recognise my fellow members who have shown commitment and devotion in serving the Committee and seeking the best outcomes for our residents and services, whilst understanding the substantial additional strain on the Council's officers and resources. I would also like to pay tribute to Councillors Sue Prutton and Nigel Shaw who both sadly passed away during the year. Both were valued members who served on the Overview and Scrutiny Committee for a number of years.

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 within the District. Members of the Overview and Scrutiny Committee also championed the needs of Broadland residents by reviewing digital connectivity and water management in the District.

In addition to pre-scrutinising the Cabinet agenda, the Committee worked with external partners to help improve services and conditions for residents within the District. The Committee also took the opportunity to convene a Time and Task Panel in September 2022 to consider and review the work of the various housing associations throughout the District. During these sessions members have been able to engage with the district's housing providers and identify any potential solutions to improve the lives of residents in Broadland.

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, Steve Riley.

Councillor Martin Murrell
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 26 May 2022, there have been five meetings to consider items on the Work Programme.

The Reviews undertaken during these meetings were as follows:

Review of Empty Homes Policy

On 28 June 2022, the Committee reviewed the Council's Empty Homes Policy which had been approved by Cabinet in June 2021. Members were pleased to learn that Broadland District Council had the lowest rates of empty homes in the County. After reviewing the Policy, the Committee considered that no further improvements were necessary and thanked officers for their work in its implementation.

Digital Connectivity Review

At its meeting on 6 September 2022, the Committee received an update from Norfolk County Council on the progress of broadband throughout the District. The Committee noted details of the current and upcoming projects available to residents in Norfolk to improve digital connectivity. Members were pleased that broadband connectivity within the District had increased but noted that further improvements still needed to be made. The Committee understood that further details regarding low connectivity would not be available till March 2023 and agreed to undertake a further review once this information received.

Customer Strategy Review

On 6 September, the Committee reviewed the measures used to deliver the Customer Strategy. Officers provided updates on the Customer Panel, phone statistics and further improvements made to customer engagement with the Council. After reviewing the Strategy, the Committee endorsed the approach to continue gathering insight to develop the customer service approach alongside the delivery of the First-Class Customer Service.

Review of Early Intervention Antisocial Behaviour Officers

On 15 November 2022, members reviewed a pilot scheme which the Council had undertaken regarding early intervention and antisocial behaviour throughout the District. The Committee commended the work and service provided to date via the pilot. Following the achievements of the pilot to date, members requested that a further progress update was brought back to the Committee in 12 months' time to evaluate how successful the scheme had been once further information had been collected. Committee endorsed the scheme and recommended that the proposed extension of the Early Intervention Anti-Social Behaviour Officer pilot service to March 2024 should be undertaken subject to funding being secured.

Business Regulatory Support Hub Review

On 15 November 2022, members reviewed a pilot scheme the Council was undertaking, which provided 'one stop shop' support via a partnership between Regulatory compliance and Economic Growth. The Committee gave support to the proposed extension of the Business Regulatory Hub Pilot service up to March 2024, to enable longer pilot delivery, testing and evaluation. It was noted however, that this was subject to the confirmation of temporary Shared Prosperity Fund funding, or alternative external funding sources being made available. The Committee also requested a further review of the service to be brought back to Committee in a year's time to further evaluate.

Review of Housing Providers throughout Broadland

A Time and Task Panel was convened to consider and review the work, performance and outcomes of the various housing associations throughout the District. The Panel set out to gain feedback from residents, obtain statistical data, and liaise with housing providers throughout Broadland in order to obtain a comprehensive understanding of the current situation and identify any potential solutions deemed necessary to improve the lives of residents in Broadland.

The panel are exploring the synergies between housing providers and strengthening the Service Level Agreements and Memorandum of Understandings between the organisations which will be beneficial to Broadland residents. At the March meeting, representatives from three housing providers presented the Panel with an update on the current circumstances and answered questions from the Panel.

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

On the 24 January 2023, the Committee welcomed representatives from Water Management Alliance to understand how water was being managed in the district and the measures in place to address climate change. During the session members had the opportunity to ask questions and discuss future projects.

- Community Safety Updates

On 6 September 2022, the Committee welcomed Superintendent Kris Barnard to provide and update on Community Safety. The update provided an opportunity for Broadland Police command to engage with members on the current community safety priorities and issues in Broadland. During discussion members agreed that a need for stronger relationships between the Police and its partners to help with the increased calls and pressure relating to mental health issues. It was further agreed that the further investigations would take place to see how the Council's Help Hub could help to ensure that community safety continues to improve throughout the district.

Members also highlighted growing concerns over mental health within the District and agreed to endorse mental health as a topic to investigate further to improve community safety in the district.

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 2022, 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 24 January 2023 and Cabinet Members were in attendance to respond.

Committee Training

Although no formal training had taken place during the 2022/2023 period, members of the Overview and Scrutiny Committee had opportunities outside of the Committee meetings to attend briefings on key areas of the Council.

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 2023/24, the Committee will continue to promote scrutiny and consider important local issues.

Membership of the Overview and Scrutiny Committee

Cllr M Murrell (Chairman)	Cllr S Riley (Vice Chairman)	Cllr N Brennan
Cllr P Bulman	Cllr S Catchpole	Cllr S Clancy
Cllr J Davis	Cllr N Harpley	Cllr S Holland
Cllr C Karimi-Ghovanlou	Cllr K Kelly	Cllr K Leggett MBE
Cllr G Nurden	Cllr R Potter	Vacancy

Support for Overview and Scrutiny

There are two Senior Governance Officers (SGO) and one SGO officer has provided advice to both members and officers and has supported Overview and Scrutiny Committee and the various Time and Task Panels that may be set up. The SGO that supported Broadland's Overview & Scrutiny left the authority in September, 2022 and although this post is currently vacant, support has continued and been given by the Chief of Staff, Governance Manager or the other Senior Governance Officer. 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
Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Email: cllr.martin.murrell@southnorfolkandbroadland.gov.uk and
committee.bdc@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 and those making suggestions will be informed of the outcome by the Senior Governance Officer.

Appendix B Overview and Scrutiny Committee Recommendations to Cabinet 2022/23

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
26 April 2022	Addendum to the 2022-24 Delivery Plan and the use of The Earmarked Reserves Created as a Result of the In year Budget Options	As per report.	As per report.	Yes	
26 April 2022	Proposed Capital Investment in Renewable Energy Infrastructure	As per report.	As per report.	Yes	
26 April 2022	Ukraine Update Briefing Report	As per report.	As per report.	Yes	
26 April 2022	Public Sector Equality Duty Annual Report	As per report.	As per report.	Yes	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
26 April 2022	Frettenham Depot Redevelopment	As per report.	As per report.	Yes	
26 April 2022	Microsoft Enterprise Agreement – Contract Award lead	As per report.	As per report.	Yes	
12 May 2022	Future Office Accommodation Project – Appraisal and Business Case	That the proposals should not be recommended to Cabinet and Council.	As per report.	No	
12 May 2022	Accommodation Review Finance	That the proposals should not be recommended to Cabinet and Council.	As per report.	No	
19 July 2022	City Deal Borrowing and the Establishment of the Greater Norwich Strategic Investment Fund	As per report.	As per report.		
19 July 2022	Enforcement Policy	As per report.	As per report.		
19 July 2022	Economic Growth	As per report	As per report, with minor amendments.	Partial	Cabinet also agreed that that minor amendments to the

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
	Strategic Plan				external document could be made before the report went on to Council
19 July 2022	Shared Prosperity Fund – Investment Plan	As per report.	As per report.	Yes	
19 July 2022	Norfolk Strategic Fund Grant: Business Builder	As per report.	2. To agree to delegate authority to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the best use of the revised programme of funding at table two to ensure the grant is correctly used.	Partial	Cabinet amended recommendation two of the report to provide further clarity on where grant funds could be spent.
19 July 2022	Garden Waste Disposal Contract Procurement	As per report.	As per report.	Yes	
19 July 2022	Thorpe Lodge – Options for the Site	As per report.	As per report.	Yes	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
19 July 2022	Proposed Purchase of an Empty Home	As per report.	As per report.	Yes	
19 July 2022	Temporary Accommodation – Purchase of Property	As per report.	As per report.	Yes	
20 Sept 2023	Using Intelligence to Achieve a First-Class Customer Service	As per report.	As per report.	Yes	
20 Sept 2023	Annual Re-Ratification of Strategy for Norfolk Strategic Flood Alliance	As per report.	As per report.	Yes	
20 Sept 2023	Public Space Protection Order – Dog Fouling	As per report.	As per report.	Yes.	
20 Sept 2023	Awarding of Contracts in Relation to the Mobilisation of the Horizon Centre	That Cabinet approves the delegation to the Director of Resources, in consultation with the Leader of the Council and the Portfolio Holder for Transformation and Organisational Development, to award contracts for the fit out of the Horizon Centre and	To delegate to the Director of Resources in consultation with the Leader of the Council to award contracts for the fit out of the Horizon Centre and other contacts, that are over a £100,000,	Partial	The Committee considered that it was appropriate that the Portfolio Holder for Transformation and Organisational Development should also be consulted in

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
		other contracts, that are over £100,000, as long as they are within the overall budgets as outlined in section 2 of the report.	as long as they are within the overall budgets as outlined in section 2 of this report.		respect of the award of the contracts.
20 Sept 2023	Stray Dog Collection	As per report.	As per report.	Yes	
20 Sept 2023	Options on Provision of Future Fraud Service	As per report.	As per report.	Yes	
1 Nov 2022	First Class Customer Service – Customer Experience, Phase One	As per report.	As per report.	Yes	
	Peer Review Feedback and Action Plan Report	<ol style="list-style-type: none"> 1. To approve the publishing of the Peer Review Report; and 2. That an all-member session/s be arranged to review the proposed Actions in relation to the Peer Review Report recommendations, including further member involvement regarding devising and agreeing outcomes. The outcome of the sessions and proposed Action Plan 	As per report.	No	The Committee resolved that progress with the Action Plan be reported back to the Committee in due course

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
		to be reported to a further meeting of Cabinet to be agreed.			
29 Nov 2022	Strategic Performance and Finance Report for Quarter 2 2022/23	As per report.	As per report.	Yes	
29 Nov 2023	Treasury Management Quarter 2 Report 2022/23	As per report.	As per report.	Yes	
29 Nov 2022	Best in Class Housing – Temporary Accommodation	As per report	As per report.	Yes	
29 Nov 2022	Report on Broadland District Council's Cost of Living Response	As per report	As per report.	Yes	
29 Nov 2022	Anti-Social Behaviour Policy	As per report.	As per report.	Yes	
29 Nov 2022	Rural England Prosperity Fund	As per report.	As per report.	Yes	
29 Nov 2022	Electric Vehicle Charging Point Installation on Council Owned Land	As per report.	As per report.	Yes	
29 Nov 2022	Environmental Strategy & Delivery Plan	As per report.	As per report.	Yes	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
29 Nov 2022	Frettenham Depot - Award of Redevelopment Contract	As per report.	As per report.	Yes	
10 Jan 2023	Greater Norwich Local Plan Gypsy and Traveller Sites Focused Consultation Report	As per report.	As per report	Yes	
10 Jan 2023	To Establish and Enter into a Joint Venture to Deliver a Programme of Mitigation for Nutrient Neutrality	As per report with the following amended recommendation 4: That the initial Joint Venture seed funding loan of £150,000 for 2022/23 should be made up of £30,000 from each of the five local authorities. In the event that Cabinet wished to front fund the whole sum of £150,000 for expedient purposes, it should be made clear in the Heads of Terms that this sum would be paid back to the Council by each local authority	As per report.	No	The Committee considered that the loan of £150,000 should be split equally between each local authority to minimise this risk.
10 Jan 2023	Local Government (Miscellaneous Provisions) Act 1976 Town Police Clauses Act	As per report.	As per report	Yes	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
	1847 Taximeter Tariff (Table of Fares) Consultation Responses				
10 Jan 2023	HR and Payroll – Human Resources Management System and Payroll Bureau	As per report.	As per report.	Yes	
10 Jan 2023	Plumstead Road East: Works Cost Contribution Agreement for a Priority T-Junction	As per report.	As per report.	Yes	
7 Feb 2023	Revenue Budget and Council Tax 2023/24	As per report.	As per report.	Yes	
7 Feb 2023	Capital Strategy and Capital Programme 2023/24 To 2027/28	As per report.	As per report.	Yes	
7 Feb 2023	Treasury Management Strategy Statement 2023/24	As per report.	As per report.	Yes	
7 Feb 2023	Council Tax Assistance Scheme 2023/24	As per report	As per report.	Yes	
7 Feb 2023	Health and Wellbeing Partnerships Funding	As per report with the following additional recommendation:	As per report, plus recommendation	Yes	Cabinet agreed with the Committee's

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
	Delegations	Subject to regular reports on the activities and spending of the Health and Wellbeing Partnership being reported back to the Council.	3 Subject to regular reports on the activities and spending of the Health and Wellbeing Partnership being made to the Overview and Scrutiny Committee.		additional recommendation.
21 Mar 2023	Peer Challenge Action Plan Progress	As per report	As per report.	Yes	
21 Mar 2023	Greater Norwich Five Year Infrastructure Investment Plan and Annual Growth Programme	As per report	As per report, with change of Portfolio Holder consultee to Leader.	Partial	
21 Mar 2023	Norfolk Recreational Impact Avoidance and Mitigation Programme Governance	As per report	Amended recommendation 2 Agrees to establish a Norfolk RAMS Board comprising representative from each of the Norfolk Authorities to set and oversee the delivery of the RAMS programme, subject to ratification by the Council;	Partial	

Cabinet Date	Topic	OSC Recommendation	Cabinet Decision	aligned	Comment
			Recommendation 3 change of Portfolio Holder consultee to Leader.		
21 Mar 2023	Adoption of Updated Regulation of Investigatory Powers Policy	As per report	Additional recommendation 2 To delegate authority to make minor amendments to the Policy to the Assistant Director for Regulatory in consultation with the Portfolio Holder for Environmental Excellence.	Partial	
21 Mar 2023	Street Lighting Business Case	The Committee recommended that timers be included to allow lights to be turned off.	As per report, plus following addition to recommendation: subject to final sign off by the Assistant Director for Economic Growth in consultation with the Portfolio Holder for Finance	No	It was noted that the management system would already include the facility to set timings for lights.