

Overview & Scrutiny Committee

Agenda

Date

Tuesday 11 September 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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If any Member wishes to clarify details relating to any matter on the agenda they are requested to contact the relevant Head of Service.

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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 21 August 2018</u> | 3 – 8 |
| 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 | Universal Credit | |
| | <p>To receive an update of the impact of Universal Credit in the District.</p> | |
| 8 | Health Services in Broadland | |
| | <p>To receive a verbal update on the activities of the Clinical Commissioning Groups in the District and to identify any areas that the Committee would like to explore in more depth.</p> | |
| 9 | <u>Norfolk Health Overview and Scrutiny Committee Update</u> | 9 – 13 |
| | <p>To receive an update from the Committee’s Member representative.</p> | |
| 10 | <u>Overview and Scrutiny Committee Work Programme</u> | 14 – 16 |
| | <p>To consider the Committee’s Work Programme.</p> | |

P C Kirby
Chief Executive

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 21 August 2018** at **10.00 am** when there were present:

	Mr D G Harrison – Chairman	
Mr A D Adams	Mr G K Nurden	Mr V B Tapp
Mrs C H Bannock	Mr F O’Neill	Mrs K A Vincent
Mr J J Emsell	Mr S Riley	

Mr R Foulger was in attendance for item 35 - A47 Alliance Dualling Campaign.

Also in attendance were the Chief Executive, Head of Democratic Services and Monitoring Officer, Head of Corporate Resources, Spatial Planning Manager, Housing Manager and the Committee Officer (JO).

32 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Adams, Mr Harrison and Mrs Vincent.	39 - A Case For Change – Business Case for Changing the Governance of The Norfolk Fire and Rescue Service.	Local Choice Non Pecuniary Interest, Member of Norfolk County Council.

33 APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms Catchpole, Mr Everett,
Mr Grady and Mr Ward.

34 MINUTES

The Minutes of the meeting held on 24 July 2018 were confirmed and signed by the Chairman as a correct record, save for the following amendment:

Minute no: 28 – Council Performance – Broadland Business Plan

The second bullet point under Objective 12 – to effectively manage our finances, was amended to the following:

- Revenue expenditure was approximately 108 percent of budget due to a revaluation of the Pension Fund and a loss on the disposal of the EcoCube (financial details in respect of the *termination of the lease of the EcoCube* were forwarded to the Committee following the meeting).

A Member expressed concern about the loss on the disposal of the EcoCube and proposed that it should be investigated further. He suggested that there was not sufficient transparency regarding this matter and Members should know how this had arisen and why the Council had failed to find a tenant for the property, when the landowner had let it within a short period of the lease being terminated.

In response, the Chief Executive informed the meeting that the original EcoTown grant was provided on the basis that the Council would build the EcoCube to facilitate the establishment of the EcoTown at Rackheath, whilst occupying the building for a rent free period.

It was **AGREED** to convene a Time and Task Limited Panel to investigate the disposal of the EcoCube. The Panel would be made up of the following Members: Mr Harrison, Mr Nurden, Mr O'Neill, Mr Riley and Mrs Vincent.

Minute no: 31 Land at Reedham Road, Acle

The Chairman advised Members that Cabinet had agreed with the Committee's recommendation to encourage the land at Reedham Road Acle to be developed for residential dwellings.

35 A47 ALLIANCE DUALLING CAMPAIGN:

The Portfolio Holder for Housing and Wellbeing advised the meeting that the A47 Alliance had been set up as a special interest group to support the strategic case for improvements to the A47 Corridor between Great Yarmouth and Peterborough. This had since been extended to Lowestoft following the re-designation of the A12 between Great Yarmouth and Lowestoft as part of the A47.

Currently funded projects included the dualling of the A47 from Blofield to Burlingham and North Tuddenham to Easton, which when completed would create a dual carriageway from Dereham to Acle. These projects were originally scheduled to commence in spring 2020, but the latest projections from Highways England had delayed the start until spring 2021.

The A47 Alliance considered the delay unacceptable and had raised it with George Freeman, M.P for Mid Norfolk, who had confirmed that he would take up the issue with the Roads Minister and be part of a delegation to lobby the Minister at Westminster in the autumn. Overall the aspiration of the Alliance was to see the entire A47 made dual carriageway from Lowestoft to Yarmouth and through to Peterborough.

The Thickthorn Junction A47/A11 was also funded and scheduled for 2015-2020. Dualling the Acle Straight was proposed for 2020 to 2025, but was not yet not funded and there were environmental issues that would need to be addressed before this came forward.

Member commended the work of the A47 Alliance and encouraged the group in their efforts to bring forward improvements to the road.

CABINET REPORTS

36 UPDATE TO LOCAL DEVELOPMENT SCHEME

The report presented an updated Local Development Scheme, which was recommended for approval and publication.

The Local Development Scheme (LDS) set out the Development Plan documents that the Council was going to publish, together with a timetable for their production. The current LDS was published in June 2016 and was in need of updating to reference the timetable for production of the Greater Norwich Local Plan (GNLP) as well as more general changes and updates.

The revised timetable for the GNLP proposed publication of the Plan in February 2020, followed by submission to the Secretary of State in June 2020 and adoption of the final Plan in September 2021.

There would also be further consultation on 'additional' sites in October/November 2018 and a consultation on a draft Plan in autumn 2019. The GNLP would be reviewed in 2021, in accordance with the requirements of the National Planning Policy Framework.

In response to a query, the Spatial Planning Manager confirmed that the Government were to introduce a new methodology for assessing housing need, which was likely to mean that there would not be a five year housing land supply in the Norwich Policy Area (NPA). It was anticipated that a five year housing land supply would remain available outside the NPA. He advised the meeting that large sites could be delayed through infrastructure requirements, whilst small sites could be hampered by a lack of small builders; the GNLP would, therefore, seek to strike a balance between the two.

RECOMMENDED TO CABINET

Option (1)

to recommend that Council approves the proposed updated LDS (August 2018).

37 HOUSING BRIEFING – YEAR END REPORT 2017/18

The report provided the 2017/18 year end summary of housing related services delivered by the Council, as well as an overview of any relevant policy, practice and legislative changes and the potential impact they might have on housing services in Broadland.

Since the report was published the Government had published its Rough Sleeper Strategy. The Strategy would come with significant additional funding, but there were no details of how much the Council would be able to access at present.

The Government had also published a Social Housing Green Paper, which aimed to provide safe decent homes, empower residents and expand the supply of home ownership. The Council would be submitting a response to the Green Paper shortly.

In answer to a question, Members were reassured that a reduction in the amount of Council resource to tackle empty homes and other enforcement activities was only a temporary reduction and was being addressed by the Private Sector Housing Manager.

A Member noted that a major house builder had announced a 30 percent increase in profits, but that developers were still arguing successfully for a reduction in their affordable housing commitment through viability assessments. In response, the Housing Manager advised the meeting that this was a national issue and each planning application was assessed on a case by case basis. The Vice-Chairman also noted that the Council had enabled 177 affordable homes over 2017/18, which was still a significant number.

Members were informed that most affordable homes in Broadland were being delivered by Saffron Housing Trust, Victory Housing Trust and Orbit Housing Association, although Clarion Housing Group, who had the largest stock of social housing in the District, were now making positive responses to the Council following the establishment of a new team at their Norwich office.

In response to a query, the Housing Manager confirmed that she would identify if any grants or loans above £30,000 had been awarded, since Cabinet had approved the removal of the grant cap in April, and forward the information to Members after the meeting.

Members were advised that the Handy Person+ service was operating at close to capacity. The Private Sector Housing Manager was looking at this issue and had recently taken a paper to the Wellbeing Panel, in which he had reviewed the performance of the service. He would also be liaising with colleagues at South Norfolk Council, who had an outsourced Handyperson

Service, to see if anything could be learned from their model.

RECOMMENDED TO CABINET

Option (1)

to note the contents of the report.

38 INTERIM MANAGEMENT ARRANGEMENTS IN HOUSING AND ENVIRONMENTAL SERVICES DEPARTMENT

The report provided an update on progress with the interim management arrangements in the Housing and Environmental Services department and suggested appointing internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director had agreed a new joint management structure with Members of both councils.

Since the departure of the Head of Housing and Environmental Services, the Team Leaders of the four main teams in the department had each been 'acting up' to take on the responsibilities of their Head of Service, whilst reporting to the Deputy Chief Executive. It was agreed when these arrangements were put in place that they would be revisited once the Feasibility Study was published and a decision about collaboration was made.

Given that the Council was, therefore, facing a period of significant change and although the arrangements had worked well so far, there were some concerns in the department about the lack of a Head of Service providing a single point of leadership.

It was, therefore, proposed to recruit internally a Head of Housing and Environmental Services, on an interim basis, until the joint management structure across Broadland and South Norfolk Councils was in place. As the appointment was to be on an interim basis it was suggested that it be made by the Deputy Chief Executive with a Panel of one or two other Heads of Service with HR support. However, the option to convene the Appointments and Pay Panel was also available if Members thought it necessary.

In response to a query it was confirmed that the Environmental Services departments at Broadland and South Norfolk had different staff structures; so it had been decided not to align these services, as had been done for the Planning departments, at this stage.

RECOMMENDED TO CABINET

Options (1, 2a, 3b, 4a and b)

to

- (1) note the progress made under the interim arrangements agreed in November 2017;
- (2a) agree to appoint internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director has agreed with Members the joint management structure across Broadland and South Norfolk; and
- (3b) request that the appointment is made by the Appointments and Pay Panel;
- (4a) request the Head of Democratic Services and Monitoring Officer to amend the temporary delegations in the Constitution to appropriately reflect this decision; and
- (4b) authorise the Deputy Chief Executive to arrange the back filling of posts if required.

39 A CASE FOR CHANGE – BUSINESS CASE FOR CHANGING THE GOVERNANCE OF THE NORFOLK FIRE AND RESCUE SERVICE

The report presented a draft proposal from the Norfolk Police and Crime Commissioner setting out a business case for the adoption of a new governance model for the Norfolk Fire and Rescue Service. The proposal would see the service moving from the current governance model under the auspices of Norfolk County Council, to a new governance model under the control of a new Norfolk Police, Fire and Crime Commissioner.

Members generally considered the business case for the new governance model to be flawed and they were not convinced that the predicted savings could be made without making drastic cuts to the Fire and Rescue Service. The Committee therefore proposed a negative response to the proposal.

RECOMMENDED TO CABINET

Option (2)

recommend to Council a negative position on the proposal.

The meeting closed at 11.37 am.

Outcomes and Actions
Norfolk Health Overview and Scrutiny Committee (NHOSC)
12 July 2018

Agenda Item Number	Report Title	Outcomes and Actions	Action By Whom
5.	Chairman's announcements	The committee agreed the Chairman will write to Norfolk Community Health and Care NHS Trust expressing NHOSC's congratulations to Norfolk Community Health and Care NHS Trust on its 'outstanding' rating from the Care Quality Commission.	Chairman
6.	Maternity services	<p>NHOSC noted that maternity services were not included in the latest CQC inspection at the N&N but a follow-up to the 2017 inspection is expected in due course. Details of the outcome of the follow-up inspection to be provided in the NHOSC Briefing when available.</p> <p>Details of the feedback given to the LMS by service users to be provided to NHOSC.</p>	<p>Maureen Orr</p> <p>Prof Erika Denton / Lesley Deacon</p>
7.	Children's speech and language therapy	<p>SENSational Families to provide a copy of the comments they collected from families.</p> <p>Provide an update on the outcome of the independent review of the integrated SLT service (central & west Norfolk) when it has been finalised, along with details of the agreed actions / changes arising from it. NHOSC Members to receive this via the NHOSC Briefing.</p> <p>Children's services offered to examine the situation regarding specific cases at the Wherry School, which were raised by Cllr Legg, after the meeting.</p>	<p>SENSational Families (via Maureen Orr)</p> <p>Michael Bateman</p> <p>Michael Bateman</p>

8.	Norfolk Health Overview and Scrutiny Committee appointments	Item deferred.	
9.	Forward work programme	<p>NHOSC agreed the Forward Work Programme with the following additions:-</p> <p>For the agenda, 18 October 2018:-</p> <ul style="list-style-type: none"> • Access to palliative and end of life care – examination of NICE and other guidance on what should be provided and comparison with the services available in Norfolk. • Norfolk and Norwich University Hospitals NHS Foundation Trust – response to the Care Quality Commission report; including discussion on capacity of the hospital. <p>For the NHOSC Briefing:-</p> <ul style="list-style-type: none"> • Children’s autism services (central & west Norfolk) – assessment and diagnosis – update on progress since January 2018. • Gender dysphoria – services for young people • Children’s speech and language therapy – outcome of the independent review of the integrated service in central and west Norfolk. <p>Great Yarmouth and Waveney Joint Health Scrutiny Committee will be examining the myalgic encephalomyelitis / chronic fatigue syndrome (ME/CFS) service, which is commissioned jointly across Norfolk and Suffolk, on 26 October 2018. The report to be circulated to NHOSC for information.</p>	Maureen Orr

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 Sept 2018	<u>Physical health checks for adults with learning disabilities</u> – an update on progress since 22 Feb 2018 <u>New model of care for Norwich</u> – consultation by Norwich CCG	
18 Oct 2018	<u>Access to palliative and end of life care</u> – examination of NICE and other guidance on what should be provided and comparison with the services available in Norfolk. <u>Norfolk and Norwich University Hospitals NHS Foundation Trust</u> – response to the Care Quality Commission report; including discussion on capacity of the hospital.	
6 Dec 2018	<u>Continuing healthcare</u> – update on progress since 22 February 2018	
17 Jan 2019		
28 Feb 2019	<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.	

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

6 Sep 2018 – In the NHOSC Briefing:-

- Access to NHS dental services in Norfolk – progress update, including with provision for service personnel’s families at RAF Marham. (As agreed by NHOSC 24 May 2018 – on receipt of the briefing the committee will decide whether to put the item on a future agenda).
- Children’s autism services (central & west Norfolk) - assessment and diagnosis – update on progress since January 2018

2018 (date to be confirmed) – In the NHOSC Briefing:-

- Gender dysphoria – services for young people
- Children’s speech and language therapy (central & west Norfolk) – outcome of the independent review of the integrated service.

Other activities

- Visit to be arranged - Follow-up visit to the Older People’s Emergency Department (OPED), Norfolk and Norwich hospital
- Report to be circulated - Great Yarmouth and Waveney Joint Health Scrutiny Committee will be examining the myalgic encephalomyelitis / chronic fatigue syndrome (ME/CFS) service on 26 October 2018. The report to be circulated to NHOSC for information.

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 - **Vacancy** (substitute **vacancy**)
- 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 - Dr N Legg
Norfolk

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 | - Vacancy
(substitute Mr M Smith-Clare) |
| Norfolk Community Health and Care NHS Trust | - Mr G Middleton
(substitute Mrs L Hempsall) |



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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
16 October 2018	Flood Alleviation	Environment Agency representative	To receive a briefing on flood alleviation plans for the District, the implications of future developments and ways of mitigating risk to land and property.	Once
16 October 2018	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
16 October 2018	Tourism and Business Development	New Anglia LEP representatives Head of Economic Development Portfolio Holder for Economic Development	To understand how the LEP and the Council work together in delivering tourism and business development. To receive details of what developments have been delivered to date and look at potential future opportunities and funding options.	Once
16 October 2018 (after Committee meeting)	Joint Budget Meeting Preparation	Committee Officer	A facilitated discussion for the Committee to identify their questions for Cabinet ahead of the Joint Meeting. The Head of Finance and Revenues is invited to contribute towards the discussion to help the Committee set their questions	Annual

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
13 November 2018	Communications	Communications Team	To receive a briefing on the activities of the Communications Team and how the Council's Communications Strategy was being delivered, as well as to receive an update on the Community at Heart awards.	Once
13 November or 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	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 were the fees were determined and impacts on levels of fly tipping since their introduction.	Once
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

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