

Overview & Scrutiny Committee

Agenda

Date

Tuesday 8 September 2020

Time

10.00 am

Place

Virtual meeting

Members of the Overview & Scrutiny Committee

Cllr S Riley (Chairman)	Cllr A D Adams (Vice Chairman)
Cllr S C Beadle	Cllr D King
Cllr N J Brennan	Cllr M L Murrell
Cllr P E Bulman	Cllr G K Nurden
Cllr S J Catchpole	Cllr S M Prutton
Cllr N J Harpley	Cllr C E Ryman-Tubb
Cllr S I Holland	Cllr N C Shaw
Cllr K S Kelly	

Substitutes Conservative

Cllr A D Crotch
Cllr J F Fisher
Cllr R R Foulger
Cllr R M Grattan
Cllr K G Leggett
Cllr I J Mackie
Cllr G F Peck
Cllr J L Thomas
Cllr K A Vincent
Cllr J M Ward

Substitutes Liberal Democrat

Cllr D G Harrison
Cllr C Karimi-Ghovanlou
Cllr K E Lawrence
Cllr D Roper

Substitute Labour

Cllr B Cook

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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 Director / Assistant Director

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 ask a question, or make a statement on an agenda item, please email your request to committee.services@broadland.gov.uk no later than 5.00pm on Thursday 3 Sept 2020.

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 | Minutes of meeting held on 18 August 2020 | 5 |
| 4 | Matters arising therefrom (including the outcomes of the Committee's recommendations to Cabinet) | |
| 5 | Chairman's Announcements | |
| 6 | 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. | |
| 7 | Broadland District Council 7 Year Staff Turnover | 11 |
| | To receive a report from the Assistant Director Governance and Business Support (Monitoring Officer). | |
| 8 | Norfolk Health Overview and Scrutiny Committee Update | 16 |
| | To receive an update from the Committee's Member representative. | |
| 9 | Overview and Scrutiny Committee Work Programme | 19 |
| | To consider the Committee's Work Programme. | |
| 10 | Exclusion of Press and Public | |
| | The Chairman will move that the Press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them. | |
| 11 | Exempt Minutes of the meeting held on 18 August 2020 | 24 |

Trevor Holden
Managing Director

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 must then withdraw from the meeting.

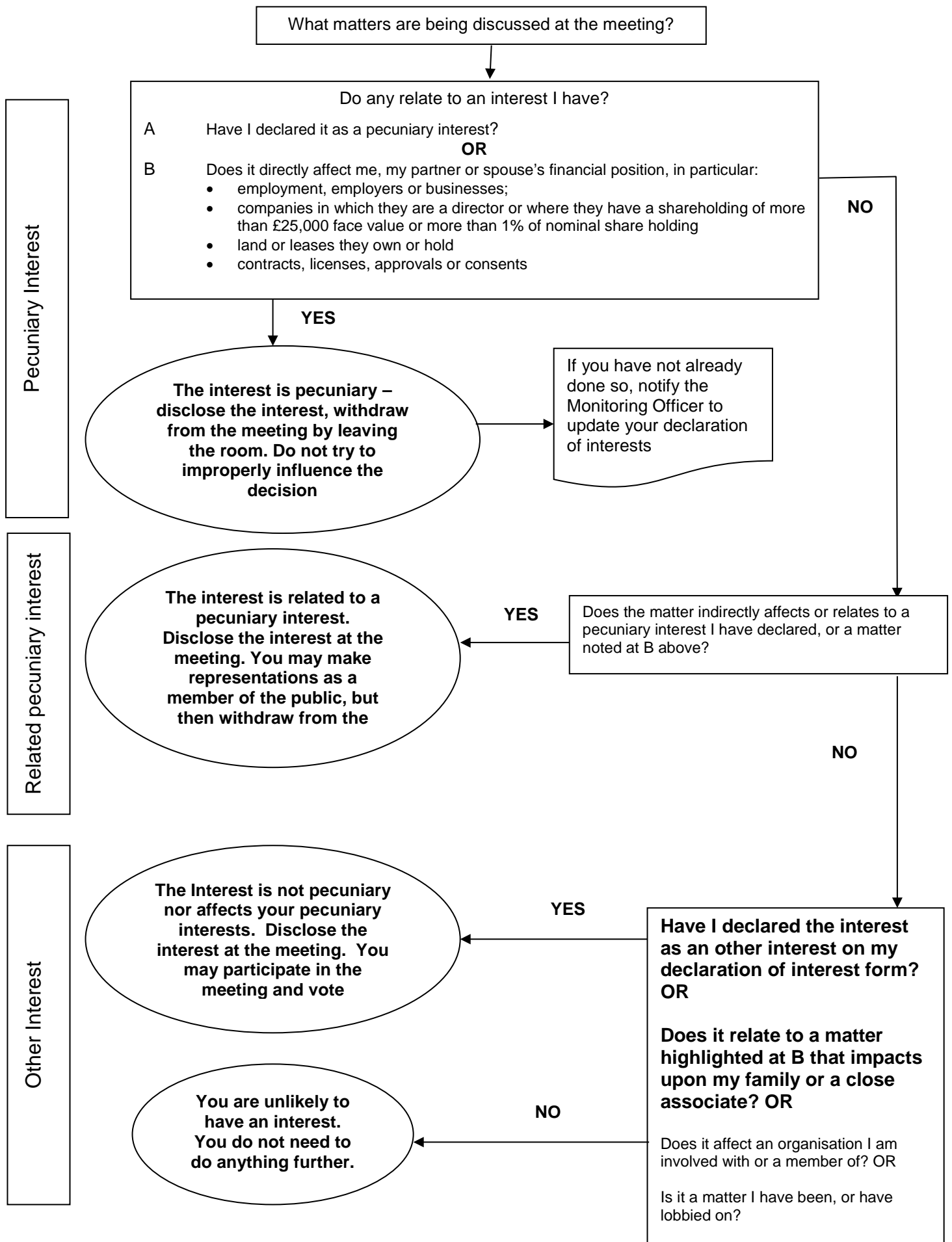
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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



Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held by video link on **18 August 2020** at **10.00 am** when there were present:

Cllr S Riley – Chairman

Cllr A D Adams
Cllr S C Beadle
Cllr N J Brennan
Cllr P E Bulman

Cllr S J Catchpole
Cllr N J Harpley
Cllr K S Kelly
Cllr D King

Cllr K Lawrence
Cllr G K Nurden
Cllr S M Prutton
Cllr N C Shaw

Cllr J Copplestone, Cllr J Leggett, Cllr T Mancini-Boyle and Cllr S Vincent also attended the meeting.

Also in attendance were the Director Resources, Director People & Communities, Assistant Director Economic Growth, Assistant Director Planning, Assistant Director Finance, Housing Standards Senior Manager, Governance Manager, Senior Governance Officer and the Democratic Services Officer (JO).

150 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Cllr S Beadle Cllr J Copplestone	153 - Covid-19 Response – Norfolk Wide Fighting Fund	Director of a company in receipt of Covid-19 Government Grant

151 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Holland and Cllr Murrell.

152 MINUTES

The Minutes of the meeting held on 14 July 2020 were confirmed and signed by the Chairman as a correct record.

Minute No: 145 Broadland and South Norfolk – Our Plan for Recovery from the Covid-19

A Member advised the meeting that as well as the typographical errors he had noted in the report had also drawn attention to the lack of balance in the report, which had focused far too much on South Norfolk Council.

Minute No: 146 Council Performance – Broadland Business Plan

It was confirmed that the Apprenticeships Time and Task Panel had been delayed due to the pandemic, as well as the need to conclude the investigations of the EcoCube Time and Task Panel. Preparations were now in place for the Apprenticeships Time and Task Panel to meet to agree its Terms of Reference.

153 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised the meeting that Sara Utting, the Senior Governance Officer, was leaving the Council to take up a post elsewhere next month. The Committee wished to record their thanks to Sara for her work at the Council over many years and wished her well for the future.

154 COVID-19 RESPONSE – NORFOLK WIDE FIGHTING FUND

The Assistant Director of Finance introduced the report, which set out a proposal by Norfolk Leaders to establish a 'fighting fund' to support local authorities and local businesses adapt, restart and recover from the Covid-19 emergency situation across the County.

The County Council had agreed, in principle, to contribute £1m to the fund and was looking for this to be matched by Norfolk local authorities contributing £150,000 each. The 2019/20 Business Rate Pool would contribute £3.7m and it was hoped that the Local Enterprise Partnership would contribute £2m, making a total of £7.7m. The fund could help make the case to Government to support recovery by matching the local pot.

The £150,000 contribution could be funded from the third tranche of Covid-19 Emergency Funding received from central Government.

A Member expressed concern that it was not clear who would manage the fund and the processes in place for its allocation. He emphasised that before the Council made a contribution it should ensure that the funding would be distributed equitably.

In response, the Assistant Director of Finance drew Members' attention to the precedents for local authorities working together, such as the pooling of Business Rates and the Greater Norwich Local Plan and that the Council should get more back than it contributed to the scheme. It was anticipated that the first areas that would be awarded grants would be in the tourism sector.

In the light of the concerns raised by Member it was suggested that the recommendation should be amended to ensure that greater clarity was obtained in respect of the budget allocation, and following a vote it was:

RECOMMENDED TO CABINET

Option (1), as amended.

That Cabinet recommends the following to Council:

That authority be delegated to the Assistant Director Finance, in consultation with the Leader, to allocate £150,000 to the Norfolk Wide Fighting Fund, *on condition that greater clarity be obtained regarding the budget allocation of the fund.*

155 REVIEW OF MANDATORY LICENSABLE HOUSES IN MULTIPLE OCCUPATION FEES

The Housing Standards Senior Manager introduced the report which recommend revisions to the chargeable fees for mandatory licensable Houses in Multiple Occupation (HMO).

HMOs that required a licence were defined as, properties rented by five or more people, who form two or more households, and shared facilities such as a toilet, bathroom or kitchen.

The chargeable fee for a mandatory licensable HMO licence had been reviewed in order to ensure that the Council levied a charge that complied with central Government guidance and did not 'profit' from the charge.

It was, therefore, recommended that the Council fee for mandatory licensable HMO's be set at the following:

- £825 for a new five-year licence;
- £133 for variations on an existing five-year licence; and
- £514 for renewal of a five-year licence

Current fees were £593 for a new-five year licence, £28 for variations on an existing five-year licence. The renewal of a five-year licence had not been previously determined.

The Committee noted that the Wellbeing Panel had rejected the increase at its meeting on 8 July 2020 where it had concerns that the charges would be passed on to tenants and the increase in charges for landlords was too high compared to the current fee.

The Chairman advised the meeting that the Wellbeing Panel did not make any recommendations regarding revised fees, but in the light of their concerns a revised fee of £700 for a new five-year licence was proposed as an alternative recommendation in the report.

In answer to a query, it was confirmed that all fees and charges were adjusted each year for inflation.

Members were also advised that there was not a significant number of HMOs in the District with around 14 five-year licenses being issued over the last five years.

A Member informed the Committee that at the Health and Wellbeing Panel it had been emphasised that the fees at both Councils needed to be aligned as they were carried out by the same staff. She considered that it was wrong in principle to increase fees simply to align with South Norfolk.

In the light of the concerns expressed about the proposed increases it was

RECOMMENDED TO CABINET

Option (2), as amended

That the Council fees for mandatory licensable HMO's be held at their current levels.

156 UPDATE TO LOCAL DEVELOPMENT SCHEME

The Assistant Director Planning introduced the report which proposed amendments to the Council's Local Development Scheme (LDS) to reflect a revised Greater Norwich Local Plan (GNLP) timetable. This would allow for a further Regulation 18 Consultation, to ensure that the evidence base was robust and for further work to be undertaken in respect of viability studies and economic information. This would also allow for the opportunity to consider progress with the Western Link scheme.

The new Regulation 18 Consultation would take place over November/December 2020. This would have a knock on effect and delay the pre-submission publication of Plan (Regulation 19), as well as the examination and mean that the final adoption of the Plan would occur in November/December 2022; four months later than originally intended.

RECOMMENDED TO CABINET

Option (1)

That Cabinet recommends Council to approve the proposed amendments to the current, May 2019, Local Development Scheme.

157 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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

The Committee adjourned at 11.08 am and reconvened at 11.15 am, when all of the Committee Members listed above were present.

158 WASTE SERVICES REVIEW

The Committee considered the report which set out a business case for a joint Broadland and South Norfolk Waste Service, as detailed in the exempt Minutes.

RECOMMENDED TO CABINET

Options (1) and (4)

- 1 To note the final business case; and
- 4 As set out in the exempt Minutes.

159 FOOD INNOVATION CENTRE

The Director of Resources introduced the report, which provided an update of the proposed new financial arrangements and conditions to deliver the capital element of the Food Innovation Centre, as detailed in the exempt Minutes.

RECOMMENDED TO CABINET

Options (1-5), as set out in the exempt Minutes

160 EXEMPT MINUTE

The Committee received the exempt Minutes of the meeting held on 14 July 2020.

Minute no: 149 – Review of Legal Services Provision

Discussion took place on the decision made by Cabinet for the provision of legal services, as detailed in the exempt Minutes.

The meeting closed at 12.42pm

DRAFT

BROADLAND DISTRICT COUNCIL 7 YEAR STAFF TURNOVER

Report Author: Emma Hodds
Assistant Director Governance and Business Support
01508 533791
Emma.hodds@broadland.gov.uk

Portfolio: Transformation and Organisational Development

Wards Affected: All

Purpose of the Report:

The Overview and Scrutiny Committee added to the Work Programme the requirement for a report setting out the levels of staff turnover from 2015 to present, this was extended to 2013 by the Chairman.

Recommendations:

To note the information provided on staff turnover and determine if any next steps are required.

1 SUMMARY

- 1.1 The Overview and Scrutiny Committee added to the Work Programme the requirement for a report setting out the levels of staff turnover from 2015 to present, this was extended to 2013 by the Chairman.

2 BACKGROUND

- 2.1 As part of the regular performance reports that are received by Cabinet and pre-scrutinised by Overview and Scrutiny, measures are regularly reported upon.
- 2.2 This item was added to the Work Programme of the Committee following receipt of such a report, and the information contained herein provides:
- Percentage staff turnover
 - Reasons for leaving
 - Annual commentary (historical)
- 2.3 It is important to note that a level of turnover is healthy and encourages the organisation to learn and develop as new entrants start with the Council.

3 CURRENT POSITION

- 3.1 The following table confirms the statistical position for staff turnover for financial years from 2013/14 to 2019/20:

Financial year	Staff turnover percentage
2013/14	5.6%
2014/15	10.0%
2015/16	6.0%
2016/17	6.5%
2017/18	10.2%
2018/19	10.4%
2019/20	10.9%

- 3.2 When staff leave the Council, they are all offered the opportunity to have an exit meeting, whether this be with their line manager or Human Resources. Discussions are then held to explore reasons and any necessary action taken. The following table confirms the high-level reason for leaving over the same period.

Reason for leaving	13/14	14/15	15/16	16/17	17/18	18/19
Personal / health	1	2	4	2	2	5
Childcare	4	0	0	0	3	1
Career change / advancement	7	11	8	5	9	9
Job satisfaction	2	4	2	1	3	3
Unitary	0	0	0	0	0	0
Role not as expected	0	0	0	0	0	0
Relocation	1	0	1	1	0	1

Termination of employment by Council	0	4	0	2	1	2
Left during temp contract	1	7	1	5	1	1

Note: the reason for leaving in 2019/20 cannot currently be located but there is commentary below.

- 3.3 On an annual basis, as mentioned, action is taken as necessary and the following provides some historical context on work undertaken as a result of feedback from leavers.

2012/13 commentary

A formal programme of “bite sized” training was put in place; PRP award generated payments were provided to staff and absence & turnover statistics evidenced no significant deterioration over the year. The difficult economic environment in local government continued to be the major risk factor at this time, and mitigation actions arising from the staff survey and subsequent workshops, were put in place and were pursued.

2014/15 commentary

Staff engagement continued to be a primary focus and part of day to day management decision making. Staff turnover had been higher than usual; which was believed to be primarily due to temporary staff ending their contracts early on finding permanent employment elsewhere. Again the difficult economic environment in local government was cited as a major risk factor. Mitigation currently in place centred on a) maintaining the competitiveness of individual pay and benefits, and b) maintaining our market lead in flexible working practises. As regards pay levels, 2015 saw a 2% market related increase to salaries, but no PRP award.

2015/16 commentary

Staff engagement continued to be a primary focus as part of day to day management decision making. A new staff engagement survey was commissioned for October 2016, to provide updated data and insights about staff engagement in the Council. Staff turnover was higher than usual in the first half year; the primary cause being the review of training services, which accounted for 7 redundancies during the period. As regards pay levels, 2015 saw a 2% market related increase to salaries, but no PRP award.

2016/17 commentary

Staff engagement continues to be a primary focus of the organisation as part of day to day management decision making. The results from the engagement survey were stated as encouraging given the continuing budget and operational pressures. Staff turnover for the year has reduced down to the lower levels previously seen in 2013.

Again the difficult economic environment in local government continued to be the major risk factor for this objective and will be for the foreseeable future. Mitigation was again cited as a) maintaining the competitiveness of individual pay and benefits, and b) maintaining our market lead in flexible working practises.

As regards pay levels, 2017 saw a 1% market related increase to salaries, with another 1% of the paybill being made available for PRP.

2017/18 commentary

Voluntary staff turnover for the year had increased from last year, with a further 19 staff being made redundant, predominately as a result of the ending of our government funded apprentice training schemes within Economic Development.

The difficult economic environment in local government was again cited as a major risk factor. Mitigation again centred on a) maintaining the competitiveness of individual pay and benefits, and b) maintaining our market lead in flexible working practises.

As regards pay levels, 2018 saw a 2% market related increase to salaries, with another 1% of the paybill being made available for PRP.

2018/19 commentary

There was informal consultation with staff in terms of the One Team approach, with regular staff briefings, team meetings and 121 sessions being held. In addition, there were a number of workshops held to discuss culture and specifically values and behaviours. There was no direct risks cited at this time however it was noted that it was imperative to ensure that the importance of staff engagement was maintained.

2019/20 commentary

The Council One Team structure came into force from 1 January 2020. It was noted that it is usual to see a change of turnover figure following a structure change, however with the health pandemic limiting opportunities it is likely that change will be seen beyond quarter four. Turnover would continue to be monitored closely with exit interviews undertaken and associated action being taken.

Work to track staff turnover figures post implementation of the new structure would be carried out, with attention to leavers within the first 12 months, to identify trends and to deliver improvements in recruitment and retention.

4 PROPOSED ACTION

- 4.1 The statistical information provided to the Committee shows that turnover has been at a consistent level for the past three years, the reasons for leaving have also been consistent and the Committee can see the historic action that had been taken in this regard.
- 4.2 It is important to note that the introduction of the new One Team enabled terms and conditions to be negotiated with UNISON and has provided staff with wider career opportunities.
- 4.3 The Council will of course continue to monitor reasons for leaving, monitor the level of turnover and continue to report this through the regular performance reports to Cabinet, which the Committee has the opportunity to scrutinise and have overview on.

- 4.4 Through the Organisational Development Strategy there is an Action Plan in place which aims to achieve the following ambitions:
- Building our own talent
 - Creating an inspiring and empowering working environment
 - Enabling our team to reimagine the role of local government and transform services
 - Developing our leaders and managers of the future

5 CONCLUSION

- 5.1 The Committee now need to determine any next steps that are required with regards to this performance measure and if there is any further work required. Discussions with the Chairman have indicated that a time and task panel could be established to undertake further work.

6 RECOMMENDATIONS

- 6.1 To note the information provided on staff turnover and determine if any next steps are required.



Outcomes and Actions Norfolk Health Overview and Scrutiny Committee (NHOSC) 30 July 2020

Agenda Item Number	Report Title	Outcomes and Actions	Action by Whom
2.	Election of Chairman	Cllr Penny Carpenter elected	
3.	Election of Vice Chairman	Cllr Nigel Legg elected	
7.	Chairman's announcements	<ol style="list-style-type: none"> 1. Thanked health and care staff for the response to Covid 19 2. Noted feedback of the International Women's Day health event in Great Yarmouth on 5 March 2020, particularly around engagement with women and getting health messages across effectively. 3. Noted the retirement of Chris Walton, Head of Democratic Services and wished him well for the future. 	
8.	Covid 19 – overview of the effects on local NHS services	<p>The committee asked for additional information on the following subjects:-</p> <ul style="list-style-type: none"> • Staff and staffing:- <ul style="list-style-type: none"> ○ Staff vacancies and staff absence rates across the local healthcare system. ○ Plans for supporting staff / staffing resilience during the ongoing Covid 19 pandemic. • Plans for future capacity of services under Covid-safe conditions:- <ul style="list-style-type: none"> ○ Diagnostics capacity 	Melanie Craig / Cath Byford

		<ul style="list-style-type: none"> ○ Elective surgery capacity. • Effects of Covid 19 on people with learning disabilities and other disabilities:- <ul style="list-style-type: none"> ○ Comparative death rate figures • Plans for care of patients with diabetes during the ongoing Covid 19 outbreak (details; e.g. will the plan include dietary management?) <p>The CCG representatives noted a councillor's concern about the extent to which employers have established monitoring for Covid 19 in carers going into people's homes and will raise the issue with a team that meet daily regarding care providers. (The issue had already been flagged with Adult Social Care).</p> <p>CCG presentation (including East Suffolk data) to be circulated to Members.</p>	<p>Cath Byford</p> <p>Maureen Orr</p>
9.	NHOSC appointments	<p>The Chairman appointed to the link role with Norfolk & Waveney CCG. The Vice Chairman appointed as substitute.</p> <p>All other appointments to link roles remain the same.</p>	
10.	Forward work programme	<p>Agreed that:-</p> <ul style="list-style-type: none"> • The committee would aim to take 3 substantive items at each meeting. • The meetings should be a maximum of 3 hours long and include a break. • The forward work programme to be redrafted and circulated following discussion with NHS colleagues regarding capacity to support 3 substantive items per meeting. • The following items to be added to the programme as Agenda items:- 	Maureen Orr

		<ul style="list-style-type: none"> ○ Children's neurodevelopmental disorders (i.e. autism and other conditions) – waiting times for diagnosis ○ Prison healthcare ● The following items to be added to the programme as Briefing items:- <ul style="list-style-type: none"> ○ Community pharmacy (following a meeting to be arranged between the Vice Chairman and representatives from Public Health and the Local Pharmaceutical Committee) ○ ME/CFS progress – the CCG's response to new NICE guidance (NICE expect to publish the new guidance in December 2020) ○ Primary care capacity in King's Lynn (following on from the consultation with NHOSC regarding the Fairstead practice). <p>Public Health Annual Report to be circulated to committee members.</p>	
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OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2020–2021 (v2)

In setting future Overview and Scrutiny **TOPICS**, Members are asked to consider the following: **T**imely – **O**bjective – **P**erformance – **I**nterest – **C**orporate Priority

T Is this the right **time** to review this issue and is there sufficient **officer time** and resource to conduct the review? What is the **timescale**?

O What is the reason for review; do officers have a clear **objective**?

P Can **performance** in this area be improved by input from scrutiny?

I Is there sufficient **interest** (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.

C Will the review assist the Council to achieve its **Corporate Priorities**?

Date of Meeting	Topic	Lead Officer / Portfolio Holder	Objectives and Desired Outcomes	Comments
Regular item	Performance Report	Senior Governance Officer / All	Committee to allocate areas for investigation to the Performance Management Sub Committee (PMSC) when the report is received under Cabinet papers.	
Regular item	Committee Representation Updates	Senior Governance Officer / Council representatives	Opportunity for committee representatives from Norfolk Health Overview & Scrutiny Committee (Sue Prutton), Norfolk Police & Crime Panel (Stuart Clancy) and Norfolk Health & Wellbeing Board (Fran Whymark) to report back any key information and for committee members to raise any questions for representatives to take forward.	
30/6/20	Committee Annual Report	Senior Governance Officer / Policy	Committee to approve the draft Annual Report for presentation to Council.	Completed
8/9/20	Staff turnover at Broadland	HR Lead / Transformation & Organisational Development	To receive a report setting out the levels of staff turnover from 2015 to present and identify any trends. To review and monitor on an annual basis.	On track
TBC	Future topics for scrutiny	Senior Governance Officer / n/a	To invite town/parish councils to submit topics for future consideration by the committee	On hold due to Covid19

Date of Meeting	Topic	Lead Officer / Portfolio Holder	Objectives and Desired Outcomes	Comments
TBC	Broadband and mobile phone coverage in the district	Assistant Director Economic Growth / Economic Development	Better Broadband for Norfolk to be invited to attend. To assess the level of Broadband and mobile phone coverage in the district and for Members to make any recommendations as appropriate.	Cabinet agreed on 16.06.20 to invite the Programme Director of Better Broadband for Norfolk to the meeting of the Economic Success Panel on 22.7.20 to discuss improving rural Broadband. O&S Committee Members to be invited to attend ESP meeting. Does O&S still require this on its WP?
TBC	Council partnership register review*	Policy & Partnerships Officer / All	Committee to receive an update against the Council's partnership register and to identify any partnership concerns that may require further investigation by a nominated time and task limited panel.	On hold due to Covid19
TBC	Early Intervention and Community Safety	Community Safety & Intervention Lead / Policy	To receive an update on the effectiveness of the Norfolk County Community Safety Partnership, with particular reference to progress of established outcomes and benefits achieved in the district. The Committee to make recommendations as appropriate.	
TBC	Water – supply, management and climate change	Water Management Officer / Environmental Excellence	Anglian Water be invited to attend the meeting. To investigate how water was being managed in the district and what measures were being put in place to address climate change.	An informal meeting be arranged with Cllrs Adams, Kelly and Riley, the SGO and AD (G&BS) to refine the scope of the review and draft appropriate questions. Cllr Copplestone is Council's rep on Water Resources East and referred Members to its website www.wre.org.uk
TBC	Housing Allocations Policy*	Assistant Director Individuals & Families / Housing & Wellbeing	To undertake a joint scrutiny with South Norfolk Council to contrast and compare the Housing Allocation Policies of each authority and make recommendations.	

Date of Meeting	Topic	Lead Officer / Portfolio Holder	Objectives and Desired Outcomes	Comments
TBC	Affordable Housing Provision*	Assistant Directors Economic Growth and Planning / Housing & Wellbeing and Planning	To undertake a joint scrutiny with South Norfolk Council to investigate how effectively each authority delivered affordable housing.	
17/11/20	Affordable Housing Provision	Assistant Directors Economic Growth and Planning / Housing & Wellbeing and Planning	An assessment of why Clarion Housing, the largest stock holder in Broadland, was no longer building affordable housing in the district.	
30/3/21	Provision of leisure principles	Policy & Partnerships / Manager / Housing & Wellbeing	To receive an update to monitor progress with initiatives to improve the health and wellbeing of residents in Broadland, including costs of projects.	

Meeting dates: 30 June 2020; 8 September 2020; 17 November 2020; 27 January 2021 and 30 March 2021

**These topics will require advance preparation and committee to agree the methodology and process for the review in advance*

Time and Task Panel reviews

Topic	Objectives	Lead Officers	Comments
NEW: Apprenticeships Ms Catchpole, Mrs Karimi-Ghovanlou, Mr Kelly, Ms Harpley and Mr Riley	Undertake a review that considers the following points: <ul style="list-style-type: none"> Investigate the effect of the Apprenticeships Levy on the take up of apprenticeships and its impact on small businesses. Scrutinise transport barriers for apprentices. Identify the reasons for the reduction in Level 2 apprenticeships and any measures that the council could take to mitigate this. 	Assistant Director Economic Growth Economic Development Manager Economic Development Officer	Originally set up 18/6/19 (Min 12) but delayed due to ongoing T&TLP for Eco-Cube (completed in March 2020). This was then followed by the Covid19 pandemic. Contact was recently made with Ec Dev Mgr to establish if the Panel could be convened – see current position below* Arrangements in place to convene the first meeting of the panel.

The issue of Apprenticeships, SMEs and the Levy has been under constant review since reforms were introduced.

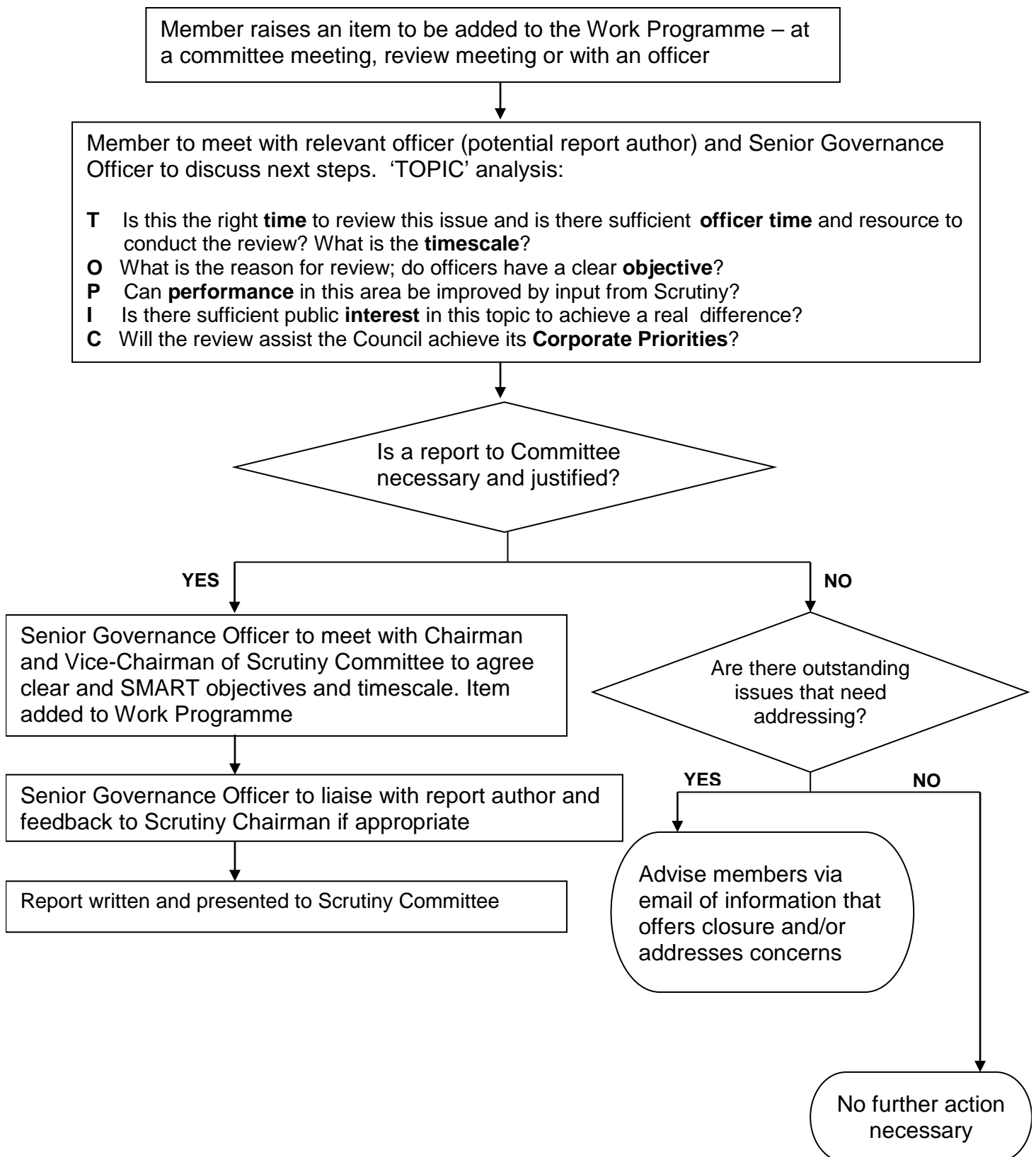
The potential impact on the foreseeable future of Apprenticeship for 16-24 year olds is a current topic of National conversation and has been recognised at Government level and solutions are under discussion ie the introduction of an Apprenticeship Guarantee.

The real impact that COVID 19 has had on the continued viability of essential reporting Training Providers and local businesses has yet to be ascertained. Many are currently reporting staff, including Apprenticeships, to be on Furlough and these could become redundant as part of reopening and transformation.

Workshops

Topic	Objectives	Lead Officers	Month
Preparing to meet with Cabinet to discuss budget performance	A facilitated workshop attended by the Assistant Director Finance for committee members to identify, agree, and allocate questions for Cabinet to answer at the Joint Budget meeting.	Assistant Director Finance Finance Team staff Senior Governance Officer	October

Process for adding items to the Overview and Scrutiny Committee Work Programme



**NOT FOR PUBLICATION BY VIRTUE OF SCHEDULE 12A OF PART 1
PARAGRAPH 3 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) BY
THE LOCAL AUTHORITIES (ACCESS TO INFORMATION) (VARIATION) ORDER
2006 (contains information relating to the financial or business affairs of any
particular person (including the authority holding that information))**

Pages 24 to 27 are not available to the public because the information is confidential as it includes exempt information about the financial or business affairs of a person