

Cabinet

Agenda

Date

Tuesday 5 June 2018

Members of the Cabinet

Mr A J Proctor
Chairman (Leader) Policy

Mr S M Clancy
(Deputy Leader) Economic Development

Portfolio holders

Mr J F Fisher Environmental Excellence

Mr R R Foulger Communities and Housing

Mrs T M Mancini-Boyle Finance

Mr S A Vincent Planning

Time

9.00 am

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

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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 10 April 2018</u> | 4 – 18 |
| 4 | Matters arising therefrom (if any) | |
| 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 | Representations from Non-Cabinet Members

To receive the views from non-Cabinet Members on items on this agenda. Members are reminded to advise the Leader if they wish to attend and speak at the meeting.

In accordance with the Constitution a period of 3 minutes is allowed per non-Cabinet Member. | |
| 7 | <u>Overview and Scrutiny Committee</u>

To receive the Minutes of the meeting held on 22 May 2018.

The Cabinet will also be advised of views expressed by the Committee at its meeting on 29 May 2018 in relation to items on this Agenda. | 53 – 55 |
| 8 | <u>Economic Success Panel</u>

To receive the Minutes of the meeting held on 4 April 2018. | 19 – 24 |
| 9 | <u>Service Improvement and Efficiency Committee</u>

To receive the Minutes of the meeting held on 23 April 2018. | 25 – 26 |
| 10 | <u>Place Shaping Panel</u>

To receive the Minutes of the meeting held on 3 May 2018. | 27 – 30 |

11	<u>Broadland Business Plan 2019</u>	31 – 33
	To receive a report from the Head of Corporate Resources.	
12	<u>Non-Domestic Rate Business Growth Discount Scheme</u>	34 – 42
	To receive a report from the Head of Finance and Revenue Services.	
13	<u>Norwich Western Link – Public Consultation</u>	43 – 49
	To receive a report from the Head of Economic Development.	
14	<u>Executive Appointments to Outside Organisations for 2018-19</u>	50 – 51
	To receive a report from the Head of Democratic Services and Monitoring Officer.	

P C Kirby
Chief Executive

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 10 April 2018** at **9.00 am** when there were present:

Mr A J Proctor – Policy

Portfolio holders:

Mr S M Clancy	Economic Development
Mr J F Fisher	Environmental Excellence
Mr R R Foulger	Communities and Housing
Mrs T M Mancini-Boyle	Finance
Mr S A Vincent	Planning

Mrs C Bannock and Mr J Emsell also attended the meeting for its duration.

Also in attendance were the Chief Executive, Deputy Chief Executive, Head of Democratic Services & Monitoring Officer, Head of Corporate Resources, Private Sector Housing Manager, HR and Customer Services Manager and the Committee Officer (JO).

143 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Head of Democratic Services & Monitoring Officer	151 - Pay Policy Statement: Annual Review 152 - Performance Related Pay 2018	Personal interest on behalf of all staff present as beneficiaries of the Pay Scheme

144 MINUTES

The Minutes of the meeting held on 6 March 2018 were confirmed as a correct record and signed by the Chairman.

145 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

146 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 20 March 2018.

The Vice-Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 3 April 2018, as each item was considered.

147 WELLBEING PANEL

Cabinet received the Minutes of the meeting of the Wellbeing Panel held on 26 February 2018.

The meeting was informed that the Council was in discussions with the County Council and the Department of Work and Pensions to explore ways in which a proposed integrated health and employment service could be linked in with the services provided by Broadland.

148 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE

Cabinet received the Minutes of the meeting of the Service Improvement and Efficiency Committee held on 12 March 2018.

149 PLACE SHAPING PANEL

Cabinet received the Minutes of the meeting of the Place Shaping Panel held on 13 March 2018.

150 ENVIRONMENTAL EXCELLENCE PANEL

Cabinet received the Minutes of the meeting of the Environmental Excellence Panel held on 22 March 2018.

The Portfolio Holder for Environmental Excellence advised the meeting that the Council had been awarded £3.2m to administer a two-year Norfolk-wide fuel poverty initiative. The scheme had the potential to assist a significant number of the 4,000 households in the District that had no central heating.

151 PAY POLICY STATEMENT: ANNUAL REVIEW

The report presented the Annual Review of the Pay Policy Statement, which set out the Council's position in respect of pay for the financial year 2018/19.

The major change to the Statement was the removal of references to public sector exit payments, which had been included in the 2017/18 Statement in preparation for their introduction during 2017, but had still not yet been put in place. Other amendments included changing the minimum salary level for local grades 13 and 12 to the National Minimum Wage and National Living Wage respectively.

The Chairman noted that the Pay Policy Statement reflected the ethos of the Council, by recognising that pay needed to be sufficient to recruit and retain quality staff, as well as rewarding performance, not service.

RECOMMENDED TO COUNCIL

to approve the Pay Policy Statement (attached at Appendix 1 to these Minutes).

Reasons for decision

To meet legislative requirements

152 PERFORMANCE RELATED PAY 2018

The report requested that Cabinet determine the percentage value of the Standard Merit Unit (SMU) for the purposes of the Performance Related Pay (PRP) award in 2018.

Members were advised that a two percent cost of living increase to pay grades and salaries, as agreed in the Medium Term Financial Plan from 2016/17, had already been implemented with effect from 1 April 2018.

There was now a requirement for Cabinet to determine the value of the SMU for 2018, in recognition of the fact that the two percent allocation for pay increases in 2018 would be fully committed. Based on current staffing and a prediction of individual performance assessments derived from previous years, one percent of the payroll budget (equivalent to £76,500) would be sufficient to fund an SMU of 1.33 percent.

The meeting was advised that the Overview and Scrutiny Committee had recommended an SMU of 1.33 percent.

The Portfolio Holder for Finance noted that, if a 1.33 percent SMU was funded it would provide the potential for staff to achieve the three percent pay increase that had been requested by Unison. She also suggested that the PRP scheme should be reviewed as soon as possible, especially as collaboration with South Norfolk Council was being explored.

It was confirmed that aligning HR policies and staff terms and conditions was being looked at as part of the Collaboration Feasibility Study with South Norfolk Council and there might be scope to look at reviewing both PRP schemes as part of the study. The Chief Executive advised the meeting that this matter would be discussed with South Norfolk ahead of the Feasibility Study being considered by Council on 17 April 2018.

In response to a query, it was explained that whilst more male staff received a PRP award, more females received a financially advantageous assessment, as there were a greater number of males already at the top of their pay grades.

RESOLVED

To set the value of a Standard Merit Unit for 2018 at 1.33 percent and agree it be funded by savings in the staffing budget, with any shortfall met from Reserves.

Reasons for decision

To confirm the Council's pay award for 2018

153 DISABLED FACILITIES GRANT PROCEDURE

The report requested Cabinet's views on some proposed options for the use of additional external funding to support vulnerable residents in Broadland.

The contribution received by the Council to fund Disabled Facilities Grants (DFGs) through the Better Care Fund had risen over recent years and was currently £766,000. It was also likely that next year's DFG allocation could increase by up to nine percent. The Council had also received £74,395 of additional resource for DFGs or other initiatives to be spent in the current financial year.

The Council would struggle to spend this sum within the confines of the current DFG procedures and demand and it was, therefore, proposed that a number of options be considered to help residents in the district with health difficulties beyond the scope of the mandatory procedures.

The proposals for utilising the additional funding were:

- To continue a previous Heating System Project to allow the upgrade of heating systems at residential properties.

- The introduction of an architect fee grant to a maximum of £4,500 for complex cases where structural works were required.
- A top up grant or loan of up to £15,000 where works were required to adapt the property beyond the current DFG cap of £30,000.
- To increase the Handyperson+ current low level adaption grant to £750.
- A 'Get You Home Grant' of up to £1,000 to pay for essential maintenance works at residents' properties identified through the District Direct Service and other hospital referral routes.

Cabinet was advised that the Overview and Scrutiny Committee had recommended that loans, rather than grants, were preferable for works to adapt homes beyond the £30,000 DFG cap. It was confirmed that any loans would be held in perpetuity against a property and would be payable when the property was sold.

The Overview and Scrutiny Committee had also recommended that architect drawings be set at no more than ten percent of the required structural works and up to a total cost of £4,500.

Cabinet confirmed that they supported the amendments proposed by the Overview and Scrutiny Committee.

The Portfolio Holder for Communities and Housing congratulated the Private Sector Housing Manager and his team for their hard work and commended the approach being proposed for extending the support provided by the Council.

RESOLVED

- (1) to continue the current heating system service including the current fast tracked means test procedure using Energy Company Obligation flexible criteria. The minimum health requirement would relate to a disabling condition as diagnosed by a health professional or the receipt of attendance allowance to represent the care eligibility element. Replacement would be available for all non-condensing boilers and those condensing boilers identified beyond reasonable repair. Other systems such as those using inefficient electric heaters could also be replaced.
- (2) to provide an Architect Fee Grant of up to 10 percent of the total works, with an upper limit of £4,500, for adaptations that involve

structural works and thus require detailed drawing beyond the schedule process initiated by the Council's Technical Officers.

- (3) to provide financial assistance where the current cap of £30,000 will not cover the required adaption works through a top up loan without interest of up to £15,000.
- (4) to increase the Handyperson+ current low level adaption grant to £750.
- (5) to provide 'A Get You Home Grant' of up to £1,000 to pay for essential maintenance works and or essential capital purchases at residents' properties identified through the District Direct Service and other hospital referral routes.
- (6) to subject all new services to availability of funds in the relevant financial year and for a monitoring procedure to be initiated by the Private Sector Housing Manager in consultation with the Head of Service and Portfolio Holder for Communities and Housing.

Reasons for decision

To expand the level of support provided by the Council for vulnerable residents in the district

The meeting closed at 9.29 am

PAY POLICY STATEMENT

1 INTRODUCTION

- 1.1 This Policy is required under sections 38 - 40 of the Localism Act 2011. The Policy aims to be transparent, coherent and relevant to current and future needs. These needs will include the ability to attract, retain and motivate staff to help achieve the organisations vision and ambitions.
- 1.2 The Council expects high standards of performance from its staff and believes a Pay Policy should reflect the contributions of its staff. Each member of staff makes an individual and valuable contribution within their role to the effectiveness of the organisation. However, the adage 'the whole is greater than the sum of the individual parts' is particularly relevant in describing the collective strength of the Council's staffing resource and the ability of staff to work together in a positive manner.

2 SCOPE OF POLICY

- 2.1 As required by the Act and in response to associated guidance it covers:
- the Policy on the level and elements of remuneration for Chief Officers. Chief Officer being defined as in section 2 of the Local Government and Housing Act 1989;
 - the Policy on the remuneration of the lowest paid employees; the definition of the "lowest paid employees" and the rationale for that definition;
 - the relationship between the remuneration of Chief Officers and other staff;
 - other specific aspects of Chief Officers' remuneration: remuneration on recruitment: increases and additions to remuneration: use of performance-related pay and bonuses; termination payments; and benefits in kind.

NB: References to the Public Sector Exit Payments have been removed as Government approval for the treatment of these has been delayed.

- 2.2 In addition the Policy sets out :
- discretionary aspects of Chief Officers' remuneration e.g. medical insurance and lease cars including the monetary value of these benefits;
 - the principles on pay awards for all staff;

- information on the responsibilities of Chief Officers to aid public understanding of their roles , in accordance with the Local Government Transparency Code 2015;
- thresholds for salaries on appointments.

3 PRINCIPLES

- 3.1 The following pay principles apply to all staff including Chief Officers.
- 3.2 A local Performance Related Pay Scheme will apply to all staff.
- 3.3 There are 13 Local Grades within the Broadland pay scheme. Posts are evaluated on to these grades using the Inbucon Job Evaluation Scheme.
- 3.4 The local grades will generally be wider than NJC grades and overlap allowing greater scope for progression linked to performance within a post.
- 3.5 Salaries for all staff will recognise the need to pay at a sufficient level to recruit and retain quality staff on market related salary scales.
- 3.6 The principle of checking salary grades for all staff within the market will continue to ensure the competitiveness of the salary/grading structure is maintained. Any market-related increases applicable will be due in April each year and will be applied to the grade minima / maxima and to individual salaries. This increase will be recommended by external and independent pay consultants.
- 3.7 Pay for all staff will recognise and reward performance not service.
- 3.8 Performance payments for all staff will be made through the Council's Performance Related Pay (PRP) scheme, which agrees specific objectives that the employee is then assessed against. However, there may be occasions where performance is recognised through the use of honoraria in addition to PRP. These occasions are likely to occur where an employee takes on additional responsibilities often related to long term staff absences/ vacancies.
- 3.9 Commencement salaries of staff will be made within the relevant local grade assuming the mid point of the grade to be the market rate for the role in most cases.
- 3.10 Market supplements will only be used where there is evidence that they are required.
- 3.11 Payments for fees, charges and allowances will be consistent across all staff.

- 3.12 The Council's policy on compensation payments for termination on the grounds of redundancy, early retirement and efficiency will be in accordance with the Adjustment to Staffing Agreement.
- 3.13 The Council's policy on flexible retirement, early payment of pension, the augmentation and/or award of additional pension will be in accordance with the Council's Pensions Discretionary Policy.
- 3.14 Staff in receipt of a Local Government Pension may be employed by the Council where there is a justifiable business case. This would be justifiable where the member of staff is the best match for the organisation's requirements. The salary level of the member of staff on appointment may be adjusted to reflect the payment of a pension through the Local Government Pension Scheme.
- 3.15 Staff who have received a redundancy or compensation payment from Broadland District Council will not normally be re-employed by the Council. Approval from the Chief Executive will be required. If this occurs any re-engagement will be in accordance with 3.14 above
- 3.16 Staff previously employed by Broadland District Council may be engaged under a contract for services where there is a business case for doing so. This may be for financial, risk mitigation and/or skills shortage reasons. Approval from the Chief Executive will be required. If this occurs any re-engagement will be in accordance with 3.14 above
- 3.17 Pay and benefits will be monitored and assessed to identify any discriminatory aspects and whether they benefit any group of employees with a particular protected characteristic(s). Protected characteristics particularly relevant include gender (Equal Pay issues) and age (Minimum Wage, and National Living Wage).
- 3.18 The Council will annually publish this Policy and associated pay data on the Council's website.

4 PUBLIC SECTOR EXIT PAYMENT CAP AND RECOVERY REGULATIONS

- 4.1 The Council will comply with any regulations aimed at capping public sector exit payments which may come into force in the next 12 months.
- 4.2 The Council will comply with any recovery regulations which may come into force within the next 12 month. These regulations being aimed at recovering exit payments from public sector employees who return to public sector employment.

5 CHIEF OFFICERS' REMUNERATION

- 5.1 Chief Officers within this Council will include the Chief Executive; the Deputy Chief Executive and Heads of Service.
- 5.2 Remuneration of Chief Officers will include:
- salary or where there is a contract for services payments made by the authority for those services;
 - any bonuses payable;
 - any charges, fees or allowances payable (which would include election fees);
 - any benefits in kind;
 - any increase in or enhancement of pension entitlement where that is the result of the resolution of the authority; and
 - any amounts payable on ceasing to hold office or being employed by the authority other than amounts that may be payable by virtue of any enactment.
- 5.3 The terms and conditions of employment for Chief Officers, except those relating to rate of pay, are covered by the National Scheme for the Joint Negotiating Committee (JNC) for Chief Executives and Chief Officers.
- 5.4 Chief Officers' salaries will be offered within the salary ranges of Local Grades 1 – 4 inclusive.
- 5.5 Performance assessments linked to pay for Heads of Service will be undertaken by the relevant line manager (either the Chief Executive or the Deputy Chief Executive).
- 5.6 Performance assessments for the Chief Executive and Deputy Chief Executive will be undertaken by the Appointments and Pay Panel.
- 5.7 In addition to the remuneration identified in 5.2, Chief Officers may receive other specific benefits which will be identified annually.
- 5.8 Payment for membership of professional bodies will only be paid for those Chief Officers undertaking statutory roles ie Head of Paid Service, Monitoring Officer and Section 151 Officer.
- 5.9 The Chief Executive also receives Returning Officer fees. The fees in respect of County, District and Parish Council Elections are set by the Chairpersons

of the Norfolk Authorities' Member Remuneration Panels and the fees for conducting European, Parliamentary and Police & Crime Commissioner elections are set by the Cabinet Office.

- 5.10 Information relating to Chief Officers' payments will be published annually to provide transparency. The information will include contextual data such as areas of responsibility, number of staff within the service, capital and revenue expenditure, salary ceiling, the contract type and identify any current vacancies.
- 5.11 For appointments on large salary packages, defined as ones in excess of £100,000 pa, Council approval will be obtained. The components of the package will include gross salary, car benefits and private health benefits.

6 REMUNERATION OF LOWEST PAID EMPLOYEES

- 6.1 The Council's lowest paid employees are those employees in trainee / apprentice roles. These roles will be paid within Local Grade (LG)13. These roles will be for employees who are joining as the first step in their career.
- 6.2 The lowest pay point will be that of LG13. The bottom of LG 13 will be the National Minimum wage for 18 – 20 year olds (£11,352 pa from April 2018).
- 6.3 All employees will be paid at least at a level equating to the national minimum wage legislation.
- 6.4 Employees aged 25 years and over will be paid at least at a level equating to the National Living Wage.
- 6.5 The lowest point of Local Grade 12 will be the National Living Wage (NLW) which will be £15,065 pa from April 2018.

7 RELATIONSHIP BETWEEN CHIEF OFFICER'S REMUNERATION AND OTHER STAFF

- 7.1 Pay relationships will be measured by the use of a pay multiple. This is defined as the highest paid taxable earnings for the year including base salary, variable pay, bonuses, allowances and the cash equivalent of any benefits in kind) and the median earnings of the whole Council. The highest taxable earnings, ie those for the post of Chief Executive, will normally be no greater than 7 x the median earnings of the whole Council.
- 7.2 The pay multiple as at January 2018 is 4.82. This is a decrease of 0.15 from 2017. As the taxable earnings of the Chief Executive include Returning Officer fees, and these vary from year to year, this accounts for the fluctuation in the multiplier.

8 RESPONSIBILITIES

- 8.1 This Policy will be approved by Council.
- 8.2 The appointment and appointment salaries for Chief Officers will be determined by the Appointments and Pay Panel.
- 8.3 The appointment and starting salaries of staff new to the Council will be determined by an Officer Recruitment Panel, which will consist, as a minimum, of a management representative for the relevant service and a representative from HR.
- 8.4 The level of any annual pay awards will be determined in accordance with policy agreed by Council.
- 8.5 The level of any PRP awards will be agreed by Cabinet.

9 REVIEW OF POLICY

- 9.1 The Policy will be reviewed annually and the Council's approach for the following financial year will be confirmed.
- 9.2 However, the Council recognises that a variety of circumstances (foreseen or unforeseen) may arise and require the Pay Policy to be sufficiently flexible to deal with these circumstances such as the use of market supplements. The Council will have regard to the extent to which the exercise of any flexibility could lead to a serious loss of confidence in the public service.

10 APPROACH FOR THE FORTHCOMING YEAR (2018/19)

- 10.1 As part of the budget setting process for 2018/19 a 2 percent annual increase in the salary budget is currently modelled as part of the Council's Medium Term Financial Plan.
- 10.2 The market related award applicable in April 2018 will be recommended by independent pay consultants. Any recommendation for a market related award will be applied to the Local Grades and to individuals' salary. Any market related award will be provided for as part of the 2 percent increase in the salary budget
- 10.3 The Pay Scheme must be affordable taking into consideration the medium term budget implications for the Council. Therefore if, once the market related award has been applied, there is any excess budget this will be made available for PRP.
- 10.4 The lowest Local Grade (LG) of LG13 is identified as a trainee grade, specifically for those staff employed under apprenticeship / trainee

arrangements. These arrangements are likely to apply where the employee is entering work with little and/or out dated experience.

- 10.5 Roles other than those evaluated as LG 13 may also be appropriate for apprentice employees. An apprentice employee will be someone who is studying for a recognised qualification that enhances and / or widens their skills and knowledge. Apprentices may study for a range of qualifications including National Vocational Qualifications (NVQ's), degrees and professional qualifications. Apprentice employees will be paid within the appropriate grade for the role they are undertaking.
- 10.6 The minimum range for LG13 will be the national minimum wage for workers aged 18 – 20 years and will remain in line with this figure.
- 10.7 The minimum salary for LG12 will be the National Living Wage and will remain in line with this figure.
- 10.8 Work on the future design and funding options for the Council's Performance scheme is currently on hold whilst the organisation explores collaborative working.
- 10.9 Actual salaries of Chief Officers for the most recent financial year will be published on the website (as per the statutory code of recommended practice on data transparency).
- 10.10 No bonuses will be paid.
- 10.11 The benefits in kind specific to Chief Officers include:
 - lease car or cash equivalent of up to £4,871 for Chief Executive and Deputy Chief Executive and £4,714 for Heads of Service
 - medical insurance approximate value of £900 and medical check-up approximate value of £485.

NB: Although these benefits are offered to Chief Officers, it should not be assumed that they will all take them up.

- 10.12 An individual personal reward statement will be available for any member of staff where it is specifically requested by that individual. The statement will show the value of the individual's benefits package, including the value of the employer's pension contributions.

Date	Ref	Comment
Feb 2013	3.9	Replaced 'appointments' with 'commencement salaries.' Deletion of 'the midpoint is recognised as the salary reflecting the skills, experience, qualifications required for the role'.
	4.1	Replaced 'Head of Paid Service' with 'Chief Executive'.
	4.10	Inserted 'contextual'.
	6.1	Update to the year to show that the measure is still being met.
	9.1 & 9.2	Change to the year.
	9.6	Change to the benefits in kind figures and inserted the word 'innate'.
	9.7	Reward statements will now only be produced where an employee requests their personal statement.
Aug 2013	2.1	Include 'associated guidance'.
	2.2	Insert fourth bullet point re thresholds.
	4.6	New point Performance assessments for DCE undertaken by CE.
	4.10	RO fees no longer agreed by Norfolk Branch of Assoc of DC but by CE group.
	4.12	New point re appointment of salaries of £100,000+.
	4.13	New point re severance packages of £100,000+.
	6.1	Updated to refer to 2014.
	9	References to year updated.
	9.6	Medical figures updated.
Jan 2015	3.6	Include principle of applying market award to grades and individual salaries.
	3.13	Pensions Discretionary Policy, 2008 removed.
	4.9	Deleted 'payments will be treated separately from salaries'.
	4.10	Additional info added (salary ceiling, contract type, vacant posts).
	4.11	Inserted 'Full Council approval will be sought'.
	4.12	Inserted 'Full Council approval will be sought'.
	6.1	Definition of pay multiple added.
	6.2	Pay multiple as at Jan 2015 updated.
	7.3	Inserted new to the Council.
	9.1	Re-establish cost of living award.
	9.2	Market related award to be applied to individual salaries.
	9.3	Efficiency savings becomes a permanent feature New point PRP pot calculation explained.
	9.7	Update to figures.
Jan 2016	3.15	New point Recovery of Public Sector exit payments.
	4.12	Reference that a new exit payment cap is likely of £95,000.

Date	Ref	Comment
	5.4	Inclusion of National Living Wage.
	6.2	Update on pay multiple.
	9.1	2 percent budget identified for salaries.
	9.3	Deletion of using efficiencies for PRP instead any excess from 2 percent budget to be for PRP.
	9.4	New point to work with staff reps to design a pay scheme for the future.
	9.8	Update on figures.
Jan 2017	2.1	Benefits in kind added to fourth bullet point.
	2.2	New point on public sector exit payments.
	2.3	Reference made to Transparency Code 2015.
	3.12	Added reference to Public Sector Exit Payment Regs.
	3.15	Reference to new Recovery regulations.
	3.16 & 3.17	Reference made to Public Sector Exit payment regs.
	3.18	New point.
	Sect 4	New section.
	Sect 5	Deletion of reference to exit payments in excess of £100,000.
	5.9	New wording fees set by Chairs of Norfolk Authorities Member Remuneration panels.
	6.5	Insert rate will be min of NMW for age.
	7.2	New multiplier figure.
	8.5	PRP agreed at Cabinet (not Council).
	10	Update to 2016/17 figures.
Jan 2018	2.1	New final bullet point re references to PS Exit Payments
	3.12	Removal of PS Exit Duty 2016
	4.0	This section contained details of how the PS exit payments and recovery regulations were to be applied but as these have not come into force, this section confirms the council's approach should the government progress these.
	7.2	Update to multiplier figure
	10	Year updated to 2018 /19
	10.4	LG 13 becomes an apprentice/trainee grade and comment re apprentices may be paid outside of LG13 deleted as not necessary
	10.5	Definition of apprentice explained
	10.6	Salary range of LG13 to be linked to NMW
	10.7	Salary minimum of LG12 linked to NLW
	10.11	Medical insurance decreased

Minutes of a meeting of the **Economic Success Panel** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 4 April 2018** at **10:00am** when there were present:

Mr S M Clancy – Chairman

Mr J Emsell

Mrs L Hemsall

Mr G K Nurden

Mrs K Vincent

In attendance were the Head of Economic Development, the Economic Development Manager (KH), the Committee Officer (DM) and, for part of the meeting, the Economic Development Manager (SS) and the Economic Development Officer (JK).

23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr C Harrison, Mr I Moncur and Mr G Peck.

24 MINUTES

The Minutes of the meeting held on 23 January 2018 were confirmed as a correct record and signed by the Chairman.

25 BETTER BROADBAND FOR NORFOLK

The Chairman welcomed to the meeting Ms Karen O’Kane, Programme Manager for Better Broadband for Norfolk (BBFN) who gave a presentation (attached at Appendix 1 to the signed copy of these Minutes) on progress with the BBFN roll out.

Ms O’Kane gave an overview of the funding for the programme which essentially, was a public sector investment of £49m up to March 2020 when coverage of 95% would be achieved. If actual take up was greater than estimated, rebates would be accrued. To date, this had provided £5.3m additional funding towards the project.

In response to questions, Ms O’Kane explained some of the factors which affected speeds experienced by customers. These in the main related to the Internet Service Provider (ISP) and the actual service purchased. The ISP determined the number of customers allowed access to the service at any one time and this could impact on speeds. It was important that customers established the minimum speed which could be obtained as part of their contract and, if this was not met, there should be an option to leave the contract. Replacing copper wire infrastructure with fibre would be the best

way forward to improve infrastructure but this was not affordable and would absorb too much of the funding. The main infrastructure provider, BT Openreach, was now moving towards ensuring all new developments benefitted from fibre installation as retrofitting was more costly. They had established a scheme whereby developments of 30+ premises benefitted from free installation of infrastructure as part of new builds. A means by which the Council could help secure proper provision of internet services in new developments was to ensure that planning applications for new developments included clear proposals for internet provision.

Approximately 40% of customers were still using copper services despite a fibre service now being available to 90% of customers, possibly because they were already getting speeds which suited their needs; they did not know the faster service was available or they were still locked into other contracts. Educating the consumer to what was available and how to use it was still a big issue and Ms O'Kane regularly attended parish council meetings to offer advice and guidance. There was a need for more regulation of the industry, in particular the ISPs, to help protect customers. Ms O'Kane shared details on how customers could check independently what was available to them and explained that by the end of 2020 it was proposed that a universal service obligation would be available which would set out minimum download/upload speeds and quality parameters.

Ms O'Kane went on to outline two proposed opportunities for expanding broadband coverage into as much of the remaining final 5% of the area not covered by the current programme. One proposal would utilise rebates based on higher than expected levels of take up. The other involved funding from DEFRA to reach business premises in the final 5% which met certain criteria. A further report was being considered by the County Council in April regarding these proposals. The District Council had been actively working with BBFN to identify those businesses in the district which were not already covered by the current rollout programme and which met the criteria. Weston Longville (the Dinosaur Park) and South Walsham (a cluster of small businesses) had been selected. A Member raised the issue of another location at Acle Bridge where businesses were in need of better broadband services. Officers commented that Acle was already included in the current programme but undertook to see if this extended to Acle Bridge.

The Chairman thanked Ms O'Kane for a very informative and useful update and officers undertook to circulate the presentation to all Members.

26 LOCAL ECONOMY UPDATE

Officers updated Members on the main areas of activity since the last meeting.

- Asset Management – progress was continuing and a further report would be made to Cabinet in due course.

- Food Enterprise Park – this facility now had its own web site and branding and was actively being marketed. Negotiations were ongoing to secure a potential anchor tenant.
- The last Broadland Business Forum had been held in Woodbastwick and the theme was Food.
- Work was ongoing with the Communications Team to continue to coordinate the community engagement work being undertaken Council wide.
- The Greater Norwich Manufacturing Group (GNMG) and the Financial Industry Group (FIG) continued to grow, both in membership and reputation and useful connections were being created and productive sharing of best practices. The GNMG had been a great asset at the time Oyster Marine had been experiencing difficulties and opportunities had been taken to re-engage skilled workers within other industries, retaining skilled labour. Both North Norfolk and Broadland Councils had received very positive feedback on the support offered to Oyster Marine and its staff who were given opportunities to connect with other manufacturers. Discussions were ongoing with Brooms Boats regarding their current situation.
- The Council was involved in discussions with the Community Sports Foundation about their proposals to develop an extensive community / sports facility at Horsford. Funding had been secured to start the first phase and facilities would include pitches, gym, classrooms, café and other facilities.
- The Council continued to invest in Visit Norfolk with the Head of Economic Development sitting on the Board. The Council's Tourism Officer continued to ensure the Council secured a good return from its investment in the organisation.
- Officers were currently working closely with colleagues at South Norfolk on collaboration.
- With regard to European funding, the local investment in future talent initiative was supporting various projects including: care leavers, farm management courses, business coaching, rural transport, ex-offenders, IT and construction and women in the workplace.
- LEADER funding was drawing to a close and grants needed to be allocated by March 2019. A dialogue was ongoing with DEFRA regarding any future funding proposals after LEADER. If all the proposed initiatives reached conclusion, the funding would be fully utilised, but there was potential to apply to access funding elsewhere in the country where

underspends had occurred. In response to a question, officers confirmed that work was ongoing by the County Council to establish what funding mechanisms would replace LEADER.

- The Repton 200 festival had its National launch on 23 March in Aylsham Church to start a year of nationwide celebrations coordinated by the Gardens Trust to mark the bicentenary of the death of Humphry Repton. A programme of events celebrating his life and work had been planned in Norfolk and around the country and the Council's Tourism Officer had been instrumental in coordinating and promoting local events and celebrations as well as overseeing the National Launch. The celebrations were attracting publicity for the area and Radio 4 had expressed an interest in events. Members congratulated the Tourism Officer on organising such a successful launch which had received much positive feedback.
- The "dragon" statue was currently being utilised to undertake work with dementia groups with a theme of WW1, and Orchestra's Live were planning to facilitate song writing and composing sessions and a musical performance would take place later in the year.
- The Council was supporting the Young Enterprise initiative and working with high schools to enhance students' job ready and entrepreneurial skills.
- Investigations were being undertaken regarding possible masonry apprenticeships.

Members noted the update.

27 CAR PARKING

The Economic Development Manager updated Members on the latest position on car parking and the Norfolk Parking Partnership. The current Civil Parking Enforcement (CPE) arrangements had been in place since 2011 and a review of the Norfolk Parking Partnership had recently taken place to ensure financial stability going forward. The County Council was looking to develop the CPE in Norfolk as a positive intervention to ensure that traffic management met the expectations of business, residents and visitors and was commencing a wide-ranging review of current arrangements in order to:

- deliver the statutory duties of traffic management, air quality management and equalities legislation;
- meet public expectations for better parking experiences and travel options through improved technology;

- address the key concerns for Norfolk people such as the effects of pavement parking and the impact on communities of un-controlled parking on the highway and
- reduce the overall cost of transport service provision.

The District Council would be invited to consider a number of options to work together with the County Council to review the current parking principles document and agree a strategy across the county. The review would include options for on and off-street parking charges, prohibition of pavement parking, balancing the need to boost the economic vitality of an area alongside the need to raise revenue for local improvement schemes, working in partnership and sharing data and information relating to parking to help to deliver improvements and also reviewing the CPE arrangements as part of a broader programme of work. A new 2 year temporary post to oversee the work was being established by the County Council and it was suggested that the new officer be invited to a future meeting of the Panel to update Members on the proposals.

Whilst supporting the proposals for working together with the County on this matter, Members stressed that any decisions about parking proposals for Broadland would need the agreement of the District Council to ensure the residents and businesses in Broadland were not detrimentally affected. There was a need to secure innovative, solution based proposals to address the CPE review and avoid additional bureaucracy.

A comment was made that advice from the Highway's Authority regarding parking provision associated with residential/commercial developments did not always accord with the impact of additional parking demands arising from the development. Reference was also made to issues in Acle with commuters parking in the village and travelling by bus into the city as an alternative to taking cars into the city. Members commented that there was an opportunity as part of collaborative working with South Norfolk to explore the issue of parking and charges.

The Economic Development Manager reported that options for installing electric charging points on Council owned car parks were being explored. Members commented that these needed to be rapid charging points to be useful.

(The Chairman left the meeting at this point and Mrs Hemsall was elected temporary Chairman for the remainder of the meeting.)

Mrs Hemsall in the Chair

28 FUTURE WORK PROGRAMME

The following were included in the work programme:

- Car parking – Autumn
- Apprenticeships – Summer 2018
- Tourism update/Repton Festival – 2 October 2018

In response to a request, officers undertook to arrange a visit to the aviation academy.

29 DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for 12 June 2018 at 10:00am but this might need to be rescheduled due to the availability of the Chairman.

The meeting closed at 12:05 pm

Service Improvement & Efficiency Committee

Minutes of a meeting of the **Service Improvement & Efficiency Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **23 April 2018** at **10.00am** when there were present:

Mr G Peck – Chairman

Mrs J K Copplestone

Mrs J Leggett

Mr G K Nurden

Mr S Riley

Also in attendance were the Head of Corporate Resources and the Committee Officer (JO).

34 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Everett, Mrs Vincent and Mr Whymark.

35 MINUTES

The Minutes of the meeting held on 12 March 2018 were confirmed as a correct record and signed by the Chairman.

Minute no: 32 – Collaborative Working

A Member confirmed that he had found that the best means of seeking advice from Planning Officers was to either visit or telephone the department, rather than contacting them by email. The next review of the Planning department interim arrangement would be in approximately three months' time.

36 COLLABORATIVE WORKING

The Committee was advised that the Feasibility Study report was on schedule to be presented to both Councils in July. A draft version of the Feasibility Study would be available for the informal joint meetings to consider week commencing 11 June 2018.

The final report would cover the existing areas of transformation and growth, as set out in the progress report, as well as focusing on the following four new areas.

- Shared commercial opportunities
- Governance arrangements to support a shared officer team across both

Councils.

- Potential shared contract opportunities through joint procurement.
- Working more effectively with partners together to strengthen both authorities' relationship and influence with key public organisations.

The Head of Corporate Resources confirmed that it was not envisaged that sharing services would lead to significant compulsory redundancies and legal advice was being sought about a proposal from Unison regarding a formal agreement to this effect. He added that the Councils already had in place protocols for redeployment if any posts were deleted. It was also noted that Broadland had a very good work/life balance policy, which made it an attractive local authority to work for.

The Head of Corporate Resources confirmed that the Feasibility Study contained a plan for engagement with key stakeholders, such as public bodies, MPs, parish councils and businesses across both districts.

In response to a query, it was confirmed that there were differences in the decision making process at each Council and that more autonomy was given to officers at Broadland to implement changes in their work processes. This type of working had been encouraged by the introduction of Systems Thinking interventions programme that had been rolled out across the Council in recent years. It was noted that any new collaborative venture would create its own new culture over time. The Committee was advised that a new Chief Executive could be in post by early 2019.

37 WORK PROGRAMME

A Member suggested that Members' ICT should be reviewed; as it was not as user friendly as it could be and he did not feel it supported him sufficiently in his role as a Councillor.

It was agreed that instead of a review it would be more effective to identify the current expectations and issues with Members and then hold a workshop session, to address them. It was, therefore, confirmed that SIEC Members would speak to their respective Groups and collect and collate a list of Member expectations and issues with ICT. These would then be passed on to the ICT Department, so that a workshop session could be arranged.

The meeting closed at 11.18 am

Minutes of a meeting of the **Place Shaping Panel** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 3 May 2018** at **6.00 pm** when there were present:

Mr S A Vincent – Chairman

Mr R R Foulger

Mrs J Leggett

Mr I N Moncur

Mr S Riley

Mrs Bannock, Mr Grady, Mr Knowles and Mr Leggett also attended the meeting for its duration.

Also in attendance were the Spatial Planning Manager and Committee Officer (JO).

24 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

The Chairman advised the meeting that through his consultancy Abzag, he was promoting, on behalf of the landowner, a site for residential development in Colney through the Greater Norwich Local Plan. When this site was under consideration, he would declare a disclosable pecuniary interest and shall vacate the chair and leave the room.

In the interests of transparency, he also brought to the Board's attention, that his father, Malcolm Vincent, through his company Vincent Howes, was promoting, on behalf of the landowners, a site for residential development in Costessey/Bawburgh through the Greater Norwich Local Plan (GNLP).

In this case, under the provisions of the Code of Conduct, there was no interest to declare which would prevent him from participating in the debate and chairing the meeting.

He added that he would be declaring the same interests when as a Member of Cabinet and Council, GNLP matters were considered.

25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Everett, Mrs Hempsall and Mr O'Neill.

26 MINUTES

The Minutes of the meeting held on 13 March 2018 were confirmed as a correct record and signed by the Chairman.

27 RESPONSE TO CONSULTATIONS ON DRAFT REVISED NATIONAL PLANNING POLICY FRAMEWORK AND GOVERNMENT STATEMENT ON 'SUPPORTING HOUSING DELIVERY THROUGH DEVELOPER CONTRIBUTIONS'

The report set out proposed responses to the Government's consultations on a draft revised National Planning Policy Framework, (NPPF) and the statement on Supporting Housing Delivery through Developer Contributions.

Both consultation responses had been produced under the Greater Norwich Development Partnership with additional input from South Norfolk and Broadland Officers. Members were advised that the responses from the other Greater Norwich planning authorities might differ.

The NPPF was being revised as the current Framework had been affected by a number of Ministerial Statements and legal decisions since it was published in March 2012. The new draft NPPF had substantial changes to the layout of the document, which made it easier to read, but it did not have significant changes to the content. It did, however, incorporate policy proposals previously consulted on in the 2017 Housing White Paper and Planning for the Right Homes in the Right Places consultations.

Key elements of the Framework were:

- Strategic and local plans should be reviewed at least every five years and to ensure they were 'an appropriate strategy' not 'the most appropriate strategy' (this would make local plans more robust if challenged);
- Twenty percent of allocated sites should be a half hectare or less;
- No affordable housing on sites with fewer than ten units;
- Ten percent of affordable home ownership properties would be required on major sites.

Members were informed that the five-year land supply requirement remained, but that a greater emphasis was now being placed on delivery. This would be measured by a Housing Delivery Test, which would be calculated on an annual basis for each planning authority and published by the Secretary of State. If the test indicated that delivery had fallen below 95 percent of the housing need in the District over the previous three years an Action Plan would be required to assess the causes and identify actions to increase delivery in future years. If housing delivery were less than 75 percent of the identified need there would be a presumption in favour of any development in a sustainable area. A Member noted that this could allow developers to delay

construction in some areas, so that they could take advantage of opportunities to secure planning permission elsewhere.

The draft NPPF would also require Statements of Common Ground to be produced, which confirmed that effective joint working on cross boundary matters was being addressed, as required under the Duty to Cooperate.

The Panel was advised that the draft NPPF was unlikely to have any further significant changes made to it before it came into force during the summer.

The second consultation was on the Government Statement on Supporting Housing Delivery through Developer Contributions, which aimed to make the system of developer contributions more transparent and accountable by reducing complexity and increasing certainty. This was intended to support swifter development and increase market responsiveness to changes in land values.

The Statement proposed a simplified Community Infrastructure Levy (CIL) production process, as well as the scrapping of S106 pooling restrictions in CIL areas. Changes were also proposed for CIL charging schedules, which would allow local authorities to take account of the existing use and increased value land following the granting planning permission.

The Panel was informed that some amendments had been made to both consultation responses, since the Agenda had been published; with both consultation responses now included the following comment for clarification:

Broadland District Council is a member of the Greater Norwich Development Partnership, which also includes South Norfolk Council, Norwich City Council, Norfolk County Council and the Broads Authority, and the responses make reference to this Partnership. This is not a composite response on behalf of the Partnership and individual members may submit separate and alternative responses from their perspective, in particular the County Council response will reflect its wider strategic role.

The NPPF consultation also included the following response to question 35, which referred to habitats and biodiversity:

Also, to be correct, in paragraph 172 reference should be made in criteria (a) and (b) to geodiversity as well as biodiversity.

The consultation response to Supporting Housing Delivery through Developer Contributions now included the following additional comment in respect of Question 24, which referred to improving transparency and increasing accountability:

The Council very much welcomes the increased flexibility that removing the restrictions in regulation 123 would give to CIL authorities seeking to meet the infrastructure needs of their area. Such needs can change rapidly and can be best successfully addressed by using finance from a number of different sources. We are aware that this proposal has given rise to some concerns from industry and infrastructure providers but would suggest that arrangements that exist in organisations such as Greater Norwich Growth Board, where CIL revenues are pooled and used to fund a shared infrastructure need across a wide area which are agreed not only by the local three District/City Councils but also the County Council and the Local Enterprise Partnership. We consider that these procedures should be sufficient to address the concerns raised so would request that even if the Government does not press ahead with the proposal to remove the restrictions in regulation 123 it does find a way to give the proposed flexibility to authorities such as those within the GNGB who are working co-operatively across boundaries and different tiers of government to prioritise infrastructure spending in order to maximise delivery.

NB: Norfolk County Council (a member of the GNPD Partnership) have submitted an alternative response on this question reflecting their role as a key infrastructure provider.

The Panel noted and commended the responses the consultations

The meeting closed at 6.47 pm.

BROADLAND BUSINESS PLAN 2019

Portfolio Holder: Policy
Wards Affected: All

1 SUMMARY

- 1.1 This report sets out a number of potential stakeholder and resident engagement activities ahead of and to inform the revision of the Council's Business Plan for the period 2019 to 2023. Indicative costs for these activities are set out in the report and Cabinet is requested to confirm its preferred approach.

2 KEY DECISION

- 2.1 This is not a key decision.

3 INTRODUCTION

- 3.1 The Council's current Business Plan runs from 2015 to 2019 and is therefore shortly in need of review and revision to confirm our corporate vision, ambition, objectives and outcomes for the four municipal years commencing May 2019. The current Feasibility Study into collaborative working with South Norfolk Council has identified significant similarities in vision and priorities across the two Councils. However, it is envisaged at present that both Councils will continue to produce individual Business Plans, albeit that shared strategic ambitions/priorities may also be identified and promoted jointly.
- 3.2 Good practice requires an appropriate degree of prior engagement with stakeholders and residents to ensure a revised Business Plan acknowledges and delivers on their expectations and requirements.
- 3.3 Preparation for the current Business Plan undertaken in 2014 included formal engagement through one to one meetings and workshops with key public and private sector stakeholders and a structured questionnaire issued to 2,600 Broadland residents. The main focus of these engagement activities was to assess our performance against the previous Business Plan and validate priorities for the future. The opportunity was also taken to ask for views on options by which the Council might address future budget pressures and to obtain updated 'Place Survey' data on general perceptions of the Council and the local area.

4 ENGAGEMENT OPTIONS FOR THE 2019-2023 BUSINESS PLAN

- 4.1 The face to face meetings held previously between the Chief Executive/ Leader and 15 major stakeholders across the District worked well and generated constructive feedback on our performance and future plans. This exercise could be repeated this year at no cost to the Council apart from officer time to set up and facilitate the meetings.
- 4.2 Workshops were also held in 2014, allowing a further 35 stakeholders to engage with the Business Plan review process. External facilitation support was required (at a cost of £2,600) to design and run the workshops and would probably need to be procured again in 2018. However, the workshops were well received by the participating organisations and generated a number of useful suggestions for the review which were reflected in the revised Business Plan.
- 4.3 Ipsos Mori designed and ran the residents survey in 2014, achieving a response rate of 29 percent (752 completed questionnaires out of 2,600 issued). As explained in 3.3 above, the questionnaire was used to provide resident feedback on a wide range of issues in addition to the Business Plan itself, but was the single largest expense of the 2014 engagement programme (£10,300). If a more focused set of questions were devised for 2018, it may be possible to construct, publish and analyse a questionnaire online at a much lower cost to provide residents views solely on aspects of the Business Plan.

5 RESOURCE IMPLICATIONS

- 5.1 Dependent upon Cabinet's preferred set of engagement activities, one off revenue costs ranging between £3,000 to £18,000 could be expected, exclusive of Broadland officer time.

6 LEGAL IMPLICATIONS

- 6.1 There are no legal implications arising directly from this report.

7 RISK IMPLICATIONS

- 7.1 It is important to Broadland that, in order to ensure a comprehensive and meaningful range of responses, our engagement activity is open and accessible to all residents and stakeholders, in particular residents and stakeholders who would identify themselves or be identified as having a protected characteristic under the Equalities Act 2010. Any agreed engagement activity will be designed to ensure that this will be facilitated and encouraged

8 EQUALITIES IMPLICATIONS

- 8.1 By ensuring that the views and opinions of residents and stakeholders are taken into account in a structured way as part of the Council policy formulation, it is possible to ensure priorities and duties are fully met.

9 OPTIONS

- 9.1 Cabinet is requested to consider the potential engagement activities set out in Section 4 above and
- (1) confirm those activities it wishes to undertake and on what basis; and
 - (2) identify any additional/alternative activities it wishes to undertake.

Stephen Fennell
Head of Corporate Resources

Background Papers

None

For further information on this report call Stephen Fennell on (01603) 430524 or e-mail stephen.fennell@broadland.gov.uk

NON-DOMESTIC RATE BUSINESS GROWTH DISCOUNT SCHEME

Portfolio Holder: Finance

Wards Affected: All

1 INTRODUCTION

- 1.1 Business Rates can be reduced in full or part either by allowing mandatory rate relief, discretionary rate relief or a combination of the two.
- 1.2 Mandatory rate relief is allowed in prescribed circumstances stipulated in legislation by Government which the Council has little control over. Examples are Small Business Rate Relief, properties occupied by registered charities and Rural Rate relief.
- 1.3 Discretionary rate relief is delivered under Section 47 of the Local Government Finance Act 1988. Billing authorities can develop their own policies to administer and determine discretionary relief within a statutory framework.
- 1.4 Relief under Section 47 has in the past been restricted to charities, amateur sports clubs and non-profit making clubs societies and other organisations established for philanthropic or educational purposes. Since the Localism Act 2011, authorities have had wider powers to allow a discretionary discount to other organisations.
- 1.5 In 2015 the Council used its powers under the Localism Act to extend discretionary relief in the form of a discount for Community Interest Companies and Daycare Nurseries.
- 1.6 This report invites Members to consider a policy of a discretionary Business Rate discount to help attract new businesses into the District or assist existing businesses to expand. It would give the Council flexibility to reduce Non-Domestic Rates by allowing a partial or full discount for a period.

2 KEY DECISION

- 2.1 This is a key decision and has been published on the Forward Plan.

3 THE ISSUES

- 3.1 Businesses have a wide range of factors to consider when deciding whether to locate or expand their operations. Concessions to reduce Business Rates for a period of time may act as a pull factor when some businesses are

making decisions over where to locate.

- 3.2 It is anticipated that the proposed discount would offer a wide power in each case where an application is made and would be considered on its own merits.
- 3.3 The key test detailed in the legislation is whether the authority is satisfied that allowing a discount is in the interests of its Council Tax payers.
- 3.4 The Business Growth Discount could be used flexibly to attract new businesses or to assist existing businesses to expand. The intention would be to assist businesses in setting up a property or for the occupation of existing empty premises or to allow businesses to expand.
- 3.5 The award of a discount may be for a short period and may take the form of partial or full relief at the Council's discretion.
- 3.6 Factors which may lead to the award of a discount would include:
- How a business links to the Economic Strategy of Broadland and the Local Enterprise Partnership.
 - Whether the award of a discount would lead to an increase in employment locally.
 - Whether a ratepayer may occupy a property which has been unoccupied or out of use for a prolonged period.
 - Whether such a discount would lead to other benefits or regeneration locally.
 - Whether such a discount would lead to a long term increase in Rateable Value which would not otherwise benefit the District.
 - Whether the ratepayer would help to establish a hub to attract other businesses to the area.
 - Whether a ratepayer might offer employment initiatives such as apprenticeships, work placements etc.
- 3.7 This discount would complement the Council's existing training and Business Support initiatives in order to provide a broader offering of assistance. This is considered likely to increase the appeal of the District to businesses and may therefore stimulate additional inward investment.

- 3.8 South Norfolk Council (SNC) and Waveney District Council offer similar discretionary discount schemes to that proposed in this paper. The other Norfolk districts do not replicate this scheme but some of them do have Enterprise Zones which offer Government funded Business Rate discounts. The introduction of a discount scheme in Broadland would complement that of SNC in attracting businesses to our respective areas.

4 OPERATION OF THE SCHEME

- 4.1 The practical operation of this scheme would see officers in the Economic Development Team identifying businesses which may benefit from the discount. They would then work in tandem with the Local Taxation Manager and his Team to assess the options and costs.
- 4.2 The Head of Finance and Revenue Services as Section 151 Officer in consultation with the Head of Economic Development would make the decision on whether a discount should be allowed in individual cases.
- 4.3 The legislation does not lay down an appeal process for cases where a ratepayer is aggrieved by a decision under these discretionary powers. However, it is sensible to facilitate an appeal should it arise. It is therefore proposed that any appeal be directed to the Portfolio Holder for Finance who would make a final decision in discussion with the Portfolio Holder for Economic Development.

5 PROPOSAL

- 5.1 The proposal is to recommend to Council that the discount scheme outlined in the draft policy at Appendix 1 be implemented.

6 COST

- 6.1 Under existing legislation the cost of discretionary reliefs and discounts is shared between the Government, Norfolk County Council and Broadland.
- 6.2 As Broadland is part of the Business Rates Pool, the cost to the authority of allowing discounts proposed in this paper would currently be 20 percent of the total amount awarded. Given that the policy would offer a wide element of discretion, Broadland would be able to limit its exposure to cost.
- 6.3 Non-Domestic Rates discounts including that which is proposed in this paper are covered by State Aid legislation. This limits the amount of assistance that can be offered by public or private bodies controlled by the state (national or local Government). The de minimus legislation limits the total amount of all state aid assistance that can be allowed to an organisation to 200,000 euros over a three-year period. This will undoubtedly mean that some requests for

assistance will be turned down where such funding may breach the state aid rules.

7 RESOURCE IMPLICATIONS

- 7.1 The administration of the discount would be carried out within existing resources.

8 LEGAL IMPLICATIONS

- 8.1 This is a discretionary scheme the operation of which is covered by S47 Local Government Finance Act 1988 and S69 of the Localism Act 2011.

9 RISK IMPLICATIONS

- 9.1 If this scheme is not implemented it may lead to businesses choosing to locate in areas other than Broadland.
- 9.2 There is a cost to the Council in offering this discount. It is therefore important that it is managed carefully and only allowed in circumstances which are in the interests of our Council Tax payers.

10 EQUALITIES IMPLICATIONS

- 10.1 The team will monitor equalities implications from this policy and ensure they are kept under review in the future. Please see the Equalities Impact Assessment at Appendix 2.

11 OPTIONS

- 11.1 To **RECOMMEND** to Council:

- (1) to adopt the policy at Appendix 1 to implement a Non-Domestic Rate Business Growth Discount Scheme. The scheme would delegate authority to make decisions in individual cases to the Head of Finance and Revenue Services in consultation with the Head of Economic Development; or
- (2) to decline to implement the discount at this time.

Jill Penn
Head of Finance and Revenue Services

Background Papers

For further information on this report call Simon Quilter on (01603) 430439 or e-mail simon.quilter@broadland.gov.uk

Non-Domestic Rate Business Growth Discount Policy

Section 47 of the Local Government Finance Act 1988 provides the power to Billing Authorities to allow discretionary rate relief to charities and non-profit making organisations. Since the Localism Act 2011, authorities have had wider powers to allow a discount to other organisations.

The key test in decisions over Localism Act rate relief/discounts is whether the authority is satisfied that allowing a discount is in the interests of its Council Tax payers.

This discount is at the discretion of the Council. It is intended in some cases to offer an incentive for new businesses to locate in the area or for existing businesses to occupy additional premises or expand.

General

The Council will take the following considerations into account when making a decision on entitlement:

- 1 How a business links to the Economic Strategy of Broadland and the Local Enterprise Partnership (LEP).
- 2 Whether the award of a discount would lead to an increase in employment locally.
- 3 Whether a ratepayer may occupy a property which has been unoccupied or out of use for a prolonged period.
- 4 Whether such a discount would lead to other benefits or regeneration locally.
- 5 Whether such a discount would lead to a long term increase in Rateable Value which would not otherwise benefit the District.
- 6 Whether the ratepayer would help to establish a hub to attract other businesses to the area.
- 7 Whether a ratepayer might offer employment initiatives such as apprenticeships, work placements etc.

Operation of the scheme

The decision over entitlement to discount is at the total discretion of the Council.

The level of discount and the duration of assistance is at the sole discretion of the Council.

A discount will only be considered for occupied properties.

Discount will terminate if the occupier vacates and will not transfer to a new occupier. The discount will also terminate if the property is split or merged in the rating list from the effective date of the change.

Any overpaid discount will be payable and recoverable through the rates bill.

In all cases a discount will be for a fixed period not exceeding 12 months.

Decision making

The Head of Finance and Revenue Services as S151 officer in consultation with the Head of Economic Development will make the decision on whether a discount should be allowed in individual cases. The decision will be communicated to the applicant in writing.

Appeals

The legislation does not lay down an appeal process for cases where a ratepayer is aggrieved by a decision under these discretionary powers. Should an applicant be dissatisfied by the outcome of an application they may direct an appeal in writing stating their reasons in full to the Portfolio Holder for Finance who would make a final decision in discussion with the Portfolio Holder for Economic Development.

State aid

State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers will amount to State Aid. However Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)¹.

The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years).

To administer De Minimis it is necessary to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).



Broadland Equality Assessment

Name of Policy	Non-Domestic Rate Business Growth Discount Scheme
Name of Officer responsible for Policy	Simon Quilter
Date of Assessment	

Aims of Policy (a brief summary)

To offer an incentive in selected cases for businesses to locate in Broadland or to assist expansion.

1. Has the policy/procedure/strategy addressed one or more of the Equality Duty Aims?

(Please provide a narrative explanation as to how your document relates to each aim of the Equality Duty – for instance does your document demonstrate that the Council is adhering to any or each of the aims?)

Does it “Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act”

It does not eliminate unlawful discrimination; rather it seeks to have a positive impact on business and employment in the area.

Does it “Advance equality of opportunity between people who share a protected characteristic and those who do not”

N/A

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

N/A

2. Which protected characteristics does this Policy impact: (please tick all that apply)

Age	<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>	Pregnancy/Maternity	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Civil Partnership/Marriage	<input type="checkbox"/>	Rurality	<input type="checkbox"/>
Race	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>	All of the Above	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Gender Reassignment	<input type="checkbox"/>	None of the Above	X

3. Does the content of the document impact one protected group more than others?

(Please describe how it impacts the protected characteristic group more than others and whether this is negatively or positively)

N/A

4. Are there any vulnerable groups that have not been identified that are relevant?

No

5. Are there any sources of evidence that have provided information on what impact your policy/procedure/strategy could have upon the protected groups?

(Possible sources of evidence are research reports, consultation activities, public surveys etc...) Please also describe what information is required to demonstrate the community or customer need for what this document is proposing

N/A

6. Demonstrate where you have engaged individuals or groups, both internally or externally, during the development of this policy (include who you have consulted).

If the document is Government driven indicate how you have communicated this fact to those who are likely to be impacted.

Consultation with officers in other departments, senior staff and members.

7. How has this engagement influenced the development of this policy? (if not, why not) Have you undertaken any analysis of the information gathered from engagement and made any changes to the document?

Yes, information and data from officers and members has influenced the policy.

8. Will it have a significant effect on how other organisations operate in terms of equality?

No

9. Have you worked with partner organisations to develop this policy and if so what has been their role?

Yes, consultation and discussion with officers at South Norfolk Council.

10. Have you set up a monitoring/evaluation process to check the successful implementation of the policy/procedure/strategy?

No

11. Please explain how you will resolve any issues or gaps identified during this assessment. (If you are unable to resolve the issues highlighted during this assessment please explain why and what alternative steps you can take)

N/A

Signed by evaluator:

Signed by responsible head of department:

NORWICH WESTERN LINK - PUBLIC CONSULTATION

Portfolio Holder: Economic Development
Wards Affected: Great Witchingham

1 SUMMARY

- 1.1 Norfolk County Council has launched a public consultation on whether there is a need to tackle transport issues to the west of Norwich.
- 1.2 At this stage they are seeking views on transport issues that exist to the west of Norwich and what if anything, needs to be done to improve travel in this area.
- 1.3 The public consultation will run from Tuesday 8 May to Tuesday 3 July 2018.
- 1.4 This report sets out a suggested Broadland District Council response to the consultation. It is recommended that Cabinet approves the response or suggests an appropriate alternative.

2 KEY DECISION

- 2.1 This is not a key decision and has not been published in the Forward Plan.

3 BACKGROUND

- 3.1 The development of a Norwich Western Link, to connect the new Broadland Northway (NDR) from the A1067 to the A47 west of Norwich, is one of Norfolk County Council's top infrastructure priorities. Since construction began on the Broadland Northway there have been sustained calls to fill in the 'missing link' between the Fakenham Road (A1067) and the A47.
- 3.2 Since plans to build the Broadland Northway were confirmed in 2015, some major changes to the area west of Norwich have been announced. In particular, the A47 dualling between North Tuddenham and Easton as well as the Food Enterprise Park.
- 3.3 In 2016 Norfolk County Council identified the Norwich Western Link as one of their top three major infrastructure priorities, alongside the Great Yarmouth Third River Crossing and the Long Stratton Bypass.
- 3.4 Results of the consultation and proposals to tackle any of the transport issues identified are intended to be published later this year.

- 3.5 Subject to gathering evidence that supports the need for a Norwich Western Link and all the necessary statutory processes being completed, Norfolk County Council is currently aiming to start construction in 2022.

4 THE ISSUES

- 4.1 Norfolk County Council is conducting a public consultation between May and July 2018 seeking views on the transport issues that exist in the area and whether improvements are needed. The County Council is also hosting a number of consultation events throughout May and June in the local area.

5 DISCUSSION

- 5.1 Broadland District Council has previously gone on record to strongly support the Norwich Western Link project and recognise the important benefits to residents, businesses, visitors and people travelling through the area. The key benefits include:

- 'Better access to employment areas'
 - Broadland Business Park
 - Food Enterprise Park (FEP)
 - Rackheath
 - Norwich Research Park
 - Norfolk & Norwich University Hospital
 - University of East Anglia
 - Norwich Airport
- 'Encouraging investment'
 - By increasing the accessibility of development sites
- 'Boosting the local economy'
 - Increase year round visitor offer – access to attractions such as the Dinosaur Park and the Norfolk Broads National Park
 - Increasing visitor numbers, overnight stays and visitor spend
- 'Shortening journey times, and reducing congestion'
 - Adding to the benefits of the A47 dualling and Broadland Northway

- 5.2 The Council also recognises that the Norwich Western Link could: improve quality of life for residents by reducing rat running through villages; encourage walking and cycling; reduce air pollution; improve road safety and increase the resilience of the highway network.

6 PROPOSED ACTION

- 6.1 Respond to the Norwich Western Link public consultation as per Appendix 1 and Cabinet discussion. Suggested input of paragraphs 5.1 and 5.2 as response to the eighth and final question.

7 RESOURCE IMPLICATIONS

- 7.1 There are no resource implications arising from this report.

8 LEGAL IMPLICATIONS

- 8.1 There are no legal implications arising from this report.

9 RISK IMPLICATIONS

- 9.1 There are no risk implications arising from this report.

10 EQUALITIES IMPLICATIONS

- 10.1 No Equalities Impact Assessment is required.

11 CONCLUSION

- 11.1 It is recommended that Cabinet provides a response to this consultation as set out in this report.

12 OPTIONS

- 12.1 The Cabinet has the following options:

- (1) to agree to the proposed response as attached at Appendix 1;
- (2) to not agree to the proposed response and suggest an alternative response to the consultation.

Hamish Melville
Head of Economic Development

Background Papers

Copies of the consultation documents can be found at www.norfolk.gov.uk/nwl

For further information on this report call Amy Smith on (01603) 430441 or e-mail amy.smith@broadland.gov.uk

Page 1 of 2

First: add your views on general transport issues

557 comments

Getting traffic to move smoothly and efficiently to the west of Norwich is vital to thousands of local people and businesses.

We need to know more about transport issues in this area before we consider developing potential solutions.

We have also set up an interactive map where you can identify specific local transport issues and suggest solutions. Click on the green 'view next page' button at the bottom of this page to provide us with your local knowledge and insights.

Comment on this page

How do you feel in general when travelling through the area to the west of Norwich?



Here is a list of transport issues. Please tell us which ones, if any, are an issue in this area.

Inappropriate use by HGVs

Roads not suitable for level of traffic

Poor walking routes

Public transport options

Rat-running

Road safety

Poor cycling network

Slow journey times

City-centre congestion

Rural congestion

Poor journey reliability

Other

ALL

If there are any other transport issues please write these in here:

NWL Initial Views Although one potential option to tackle transport issues in this area is to build a new road we are committed to examining all of the possible options. Which options would you like us to explore? Menu

Improving existing roads

Improving public transport

New road linking NDR to A47

Do nothing

Traffic calming on existing routes

New walking route linking NDR to A47

New cycling route linking NDR to A47

Improving cycling routes

Better walking routes

Other

If you have any alternative options that you would like us to consider, please write these in below:

What do you want us to take into account when considering improvements to travel in this area? You can select as many as you want.

Traffic noise

Reducing emissions from queuing vehicles

Protecting the environment

Cost

Encouraging investment

Creating more jobs

Boosting the local economy

Better journey reliability

Improving emergency response time

Better access to Norwich Airport

Reducing congestion

Better access to Norfolk & Norwich Hospital

Reducing rat-running

Shortening journey times

Road safety

Better access to employment areas

Other

ALL

If there is anything else you would like us to take into account, please write this below:

If there is anything else you would like to tell us about your views on a Norwich Western Link please write these in below:

Your comment will be public. Please don't mention any personal details or names. By commenting you agree to our [terms of use](#). Read our [privacy policy](#).

NWL Initial Views [Save comment](#)

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557 comments

[View 557 comments](#)

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(10) NORFOLK PARKING PARTNERSHIP JOINT COMMITTEE

Proposed Representatives: 1 + sub (no appointment to be made)

(11) NORFOLK RAIL POLICY GROUP

Proposed Representative: (1) Mr R Foulger

Proposed Substitute: (1) Mr S Vincent

(12) NORFOLK RECORDS COMMITTEE

Proposed Representative: (1) Mr D Buck

Proposed Substitute: (1) Mr S Dunn

**(13) NORFOLK SUPPORTING PEOPLE MEMBER CHAMPIONS GROUP
(automatic appointment of Portfolio Holder for Communities & Housing)**

Proposed Representative: (1) Mr R Foulger

(14) NORFOLK WATER MANAGEMENT PARTNERSHIP STRATEGIC FORUM

Proposed Representative: (1) Mr S Vincent

**(15) NORFOLK'S HEALTH & WELLBEING BOARD
(automatic appointment of Leader)**

Proposed Representative: (1) Mr A Proctor

Proposed Substitute: (1) Mr R Foulger

(16) NORWICH AREA MUSEUMS COMMITTEE

Proposed Representative: (1) Mr D Buck

CABINET

5 June 2018

Final Papers

Item	Details	Page No
7	<u>Overview and Scrutiny Committee</u>	53 – 55

To receive the Minutes of the meeting held on 22 May 2018.

DEMOCRATIC SERVICES

Broadland District Council
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU
Tel: 01603 430428
Email: cst@broadland.gov.uk

Minutes of a meeting of the **Overview & Scrutiny Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 22 May 2018** at **10.00 am** when there were present:

Mr A D Adams	Mr J J Emsell – Chairman	Mr G K Nurden
Mrs C H Bannock	Mrs J K Copplestone	Mrs K A Vincent
Mr D Buck	Mr R F Grady	Mr D C Ward
	Mrs L H Hemsall	

Also in attendance were the Housing Manager, Health, Housing and Partnership Officer and the Committee Officer (JO).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr D Harrison, Mr Ray-Mortlock and Mr Tapp.

2 MINUTES

The Minutes of the meeting held on 3 April 2018 were confirmed and signed by the Chairman as a correct record.

Minute no: 164 – Chairman's Announcements

Members confirmed that they wished to see the Overview and Scrutiny Research post filled as soon as possible, as the Committee needed to continue to receive the level of support it had previously enjoyed in order to remain effective.

3 PUBLIC HEALTH UPDATE

The report provided an update on the activity of the Council over the last six months to increase the health and wellbeing of residents in Broadland.

Members were advised that Broadland's overall position in respect of deprivation was above the average for England, with 35 percent of the population in the least deprived category and no areas in the most deprived quartile. However, there had been a slight increase in deprivation in Foulsham, Guestwick and Wood Dalling, together with a small area around Aylsham town centre.

On a positive note, deprivation had reduced in Halvergate and in terms of social mobility; Broadland was the highest scoring local authority in Norfolk.

The report also included updates on the Health and Wellbeing Board, the Sustainability and Transformation Plan, Social Prescribing and District Direct; as well as Broadland specific activities designed to encourage a healthier lifestyle such as Broadly Active, Why Weight and the Marriott's Way 10k.

In response to a query, it was confirmed that the District Direct, which based a member of staff from the Housing Options Team at Norfolk & Norwich University Hospital to identify housing related barriers to reduce delayed discharge, help prevent re-admission and support sustainable independent living at home, had ended on 31 March 2018. It was estimated that if this service was provided on a daily basis it could lead to a saving of £465,250 a year. Options for the future funding of the service had been proposed and were being considered by Adult Social Care, Clinical Commissioning Groups and the District Councils. Members would be advised as soon as a decision about the service had been made. The Committee's representative on the Norfolk Health Overview and Scrutiny Committee confirmed that she would raise this issue at the next meeting, as this was such an important service.

In response to a request from a Member, it was confirmed that the next Public Health report would provide an overview of air pollution levels in the District.

A Member reminded the Committee that the Council had piloted a very successful Walk, Bike, Scoot scheme, which aimed to reduce pollution and improve health by cutting the number of vehicles transporting children to school and increase walking, cycling and scooting. The scheme was now due to be rolled out across Broadland.

It was noted that although Broadland had low levels of deprivation there were an estimated 251 financially vulnerable households in the District. These were mainly concentrated in Acle, Aylsham and Thorpe St Andrew. Much of this was due to high property prices and low wages. However, this figure remained very low compared to Norwich, which had 12,603 households in similar circumstances. The Committee was informed that the Council had two Welfare and Debt Advisor based in the Housing Options Team to assist households in financial difficulties.

In response to a request, it was confirmed that the Housing Briefing, which would be going to Cabinet in July, would include an update on housing association activity in the District.

Members noted the very positive actions being taken by the Council to increase levels of health and wellbeing in the District and commended the report.

RESOLVED

to note the report.

4 PERFORMANCE MANAGEMENT SUB-COMMITTEE

RESOLVED

to appoint the following Members to the Performance Management Sub-Committee: Mrs Bannock, Mrs Copplestone, Mr Emsell, Mr Grady, Mr Nurden, Mrs Vincent and Mr D Ward.

Members noted that there were a number of topics on the Committee's Work Programme that had been allocated for the Performance Management Sub-Committee. It was suggested that it might be more efficient for these subjects to be considered by the whole Committee. Possibly by holding additional meetings with a single item Agenda. A decision on this approach would be taken in due course.

The meeting closed at 11.20 am.