

# Cabinet

## Agenda

### *Date*

Tuesday 25 September 2018

### *Members of the Cabinet*

Mr S A Vincent  
Chairman (Leader)      Policy

Mrs T M Mancini-Boyle  
(Deputy Leader)      Finance

### **Portfolio holders**

Mrs J K Copplestone      Economic Development

Mr J F Fisher      Environmental Excellence

Mr R R Foulger      Housing and Wellbeing

Mr I N Moncur      Planning

Mr G Peck      Transformation and  
Organisational Development

### *Time*

9.00 am

### *Place*

Council Chamber  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich

### *Contact*

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



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

**A G E N D A**

**Page No**

- |           |  |                  |
|-----------|--|------------------|
| <b>1</b>  | <b>To receive declarations of interest under Procedural Rule no 8</b>  |                  |
| <b>2</b>  | <b>Apologies for absence</b>   |                  |
| <b>3</b>  | <b><u><a href="#">Minutes of meeting held on 28 August 2018</a></u></b>  | <b>4 – 8</b>     |
| <b>4</b>  | <b>Matters arising therefrom</b> (if any)  |                  |
| <b>5</b>  | <b>Public Speaking</b>   |                  |
|           | <p>To consider representation from the members of the public who have expressed the wish to convey their views on items on this Agenda.</p> <p>In accordance with the Constitution a period of 3 minutes is allowed per member of the public.</p>                            |                  |
| <b>6</b>  | <b>Representations from Non-Cabinet Members</b>  |                  |
|           | <p>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.</p> <p>In accordance with the Constitution a period of 3 minutes is allowed per non-Cabinet Member.</p> |                  |
| <b>7</b>  | <b><u><a href="#">Overview and Scrutiny Committee</a></u></b>  | <b>134 – 137</b> |
|           | <p>To receive the Minutes of the meeting held on 11 September 2018.</p> <p>The Cabinet will also be advised of views expressed by the Committee at its meeting on 18 September 2018 in relation to items on this Agenda.</p>   |                  |
| <b>8</b>  | <b><u><a href="#">Service Improvement and Efficiency Committee</a></u></b>   | <b>9 – 11</b>    |
|           | <p>To receive the Minutes of the meeting held on 10 September 2018</p>   |                  |
| <b>9</b>  | <b><u><a href="#">Community Grants Programme Review 2017/18</a></u></b>  | <b>12 – 24</b>   |
|           | <p>To receive a report that reviews the operation of the Community Grants Programme.</p>   |                  |
| <b>10</b> | <b><u><a href="#">Establishment of a Growth Delivery Team</a></u></b>  | <b>25 – 39</b>   |
|           | <p>To consider a proposal to establish a joint Growth Delivery Team with South Norfolk Council.</p>  |                  |

- 11     [Houses in Multiple Occupation Licensing](#)     40 – 77
- To receive a report proposing that the Council adopts the Licensing of Houses in Multiple Occupation.
- 12     [Treasury Management Performance for 2017/18](#)     78 – 119
- To receive a report that summarises Treasury Management activity during 2017/18.
- [The appendices to this report are confidential](#) and will only be considered following the exclusion of the public.
- 13     **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.
- 14     [Land at Salhouse Road, Panxworth](#)     120 – 127
- To consider disposal options for a parcel of Council owned land.
- 15     [Footway Lighting Provision](#)     128 – 132
- To consider options for the footway lighting service in the District.

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 28 August 2018** at **9.00 am** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr R R Foulger	Housing and Wellbeing
Mrs T M Mancini-Boyle	Finance
Mr I N Moncur	Planning
Mr G Peck	Transformation and Organisational Development

Mrs C Bannock also attended the meeting for its duration.

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

## **29 APOLOGY FOR ABSENCE**

An apology for absence was received from Mr Fisher.

## **30 MINUTES**

The Minutes of the meeting held on 31 July 2018 were confirmed as a correct record and signed by the Chairman.

## **31 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.

## **32 UPDATE TO LOCAL DEVELOPMENT SCHEME**

The report presented an updated Local Development Scheme (LDS), which set out the Development Plan documents that the Council was going to publish, together with a timetable for their production. The current LDS was published in June 2016 and was in need of updating to reference the

timetable for production of the Greater Norwich Local Plan (GNLP), as well as more general changes and updates.

The revised timetable for the GNLP proposed publication of the Plan in February 2020, followed by submission to the Secretary of State in June 2020 and adoption of the final Plan in September 2021. It was noted that the timetable required amendment to correct a typographical error in respect of the final adoption.

The Spatial Planning Manager explained that as the timetable required formal approval each time it was revised to ensure that it remained sound and not subject to legal challenge, only the formal stages of the Local Plan process were included in it. Other informal stages could, therefore, be treated more flexibly and make more productive use of officer time.

Cabinet was informed that there would be further consultation on 'additional' sites in October / November 2018 and a consultation on a draft Plan in autumn 2019. The GNLP would be reviewed in 2021, in accordance with the National Planning Policy Framework, which required that Local Plans be reviewed at least every five years.

#### **RECOMMENDED TO COUNCIL**

to approve the updated Local Development Scheme (August 2018) (attached at Appendix 1 to the signed copy of these Minutes).

#### **Reasons for decision**

To meet legislative requirements.

### **33 HOUSING BRIEFING – YEAR END REPORT 2017/18**

The report provided the 2017/18 year end summary of housing related services delivered by the Council.

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

The Government had also published a Social Housing Green Paper, which aimed to provide safe decent homes, empower residents, expand the supply of housing and widen opportunities for home ownership. The Green Paper would be considered by the Place Shaping Panel in October. A joint response to the Green Paper with South Norfolk Council was also being

considered.

The Housing Manager confirmed that reduced delivery of affordable housing on some sites was a national issue. Broadland took a pragmatic approach to this trend, with each planning application being assessed on a case by case basis.

The Portfolio Holder for Housing and Wellbeing commended the level of activity being undertaken in the department. In particular, he noted that £3m had been secured from the Warm Homes Fund to provide help to fuel poor households across Norfolk and it was confirmed that this two year project was progressing well.

Members' attention was also drawn to the number of empty homes in the district, which at 265 was at an all-time low. The Portfolio Holder for Housing and Wellbeing informed the meeting that Compulsory Purchase powers had proved a powerful incentive for owners to bring their properties back into use. Members were also asked to note the removal of the £30,000 cap on Disabled Facilities Grants, as well as the popularity of the Handyperson+ service, which had completed 539 jobs in 2017/18.

The Chairman advised the meeting that he and the Chief Executive had met the newly appointed Chief Executive of North Norfolk and South Norfolk Clinical Commissioning Groups (CCG) last week to explore opportunities for working together. He had been particularly interested in the Home Improvement Agency intervention pilots at GPs surgeries in Drayton and Aylsham, which provided direct housing support services to a cohort of patients with a high demand on the surgeries. Growth in Broadland and the impact on CCG services was also an issue that was explored. Closer linkages with the CCGs would be developed as part of the new Broadland Business Plan 2019/22.

## **RESOLVED**

to note the contents of the report.

## **Reasons for decision**

The report was a factual account.

## **34 INTERIM MANAGEMENT ARRANGEMENTS IN HOUSING AND ENVIRONMENTAL SERVICES DEPARTMENT**

The report provided an update on progress with the current temporary interim management arrangements in the Housing and Environmental Services

department and suggested appointing internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director had agreed a new joint management structure.

Since the departure of the Head of Housing and Environmental Services, the Team Leaders of the four main teams in the department had each been 'acting up' to take on the responsibilities of their Head of Service, whilst reporting to the Deputy Chief Executive. It was agreed when these arrangements were put in place that they would be revisited once the Feasibility Study was published and a decision made about collaboration. Given that this decision had now been made and the Council was, therefore, facing a period of significant change and although the arrangements had worked well so far, there were some concerns in the department about the reduction in senior capacity and the lack of a single point of leadership.

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

Members considered it unnecessary to convene an Appointments and Pay Panel for an interim appointment, but it was proposed that the relevant Portfolio Holders sit on the informal panel.

## **RESOLVED**

to

- (1) note the progress made under the interim arrangements agreed in November 2017;
- (2) agree to appoint internally a Head of Housing and Environmental Services on an interim basis until such time as the new Managing Director had agreed with Members the joint management structure across Broadland and South Norfolk; and
- (3) agree that the appointment to the post be delegated to the Deputy Chief Executive with a panel comprised of the relevant Portfolio Holders and two Heads of Service; and
- (4) (a) request the Head of Democratic Services and Monitoring Officer to amend the temporary delegations in the Constitution to

appropriately reflect this decision; and

- (b) authorise the Deputy Chief Executive to arrange the back filling of posts if required.

### **Reasons for decision**

To appoint an interim Head of Service, now that the Feasibility Study on collaboration had been published.

## **35 A CASE FOR CHANGE – BUSINESS CASE FOR CHANGING THE GOVERNANCE OF THE NORFOLK FIRE AND RESCUE SERVICE**

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

The Portfolio Holder for Finance advised Members that the Business Case for the proposal was flawed as it was based on assumptions of funding from sources that were unlikely to be available in the future, such as the Revenue Support Grant. The Chairman also noted that the appraisals for options one and two were not sufficiently robust.

### **RECOMMENDED TO COUNCIL**

that a negative response be made to the proposal as it was considered that the funding assumptions in the Business Case were flawed and the appraisals of the options were inappropriate.

### **Reasons for decision**

To respond to a public consultation exercise.

*The meeting closed at 9.37am*



## **Service Improvement & Efficiency Committee**

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Minutes of a meeting of the **Service Improvement & Efficiency Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **10 September 2018** at **10.00 am** when there were present:

Mr G Peck – Chairman

Mrs J K Copplestone  
Mr G K Nurden

Mr C Harrison  
Mr S Riley

Mrs J Leggett  
Mr D C Ward

Also in attendance were the Head of Corporate Resources, the Head of Democratic Services and Monitoring Officer, the ICT and Facilities Manager, the Committee Officer (DM) and, for part of the meeting, the Senior Committee Officer.

### **4 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs L H Hemsall and Mr F Whymark.

### **5 MINUTES**

The Minutes of the meeting held on 14 June 2018 were confirmed as a correct record and signed by the Chairman.

### **6 COLLABORATIVE WORKING**

The Chairman updated Members with the latest position on collaborative working. The process of recruiting the new Managing Director was now underway by the Joint Appointments Panel under the guidance of the two councils' recruitment advisors. A number of applications had been received and an initial long list of candidates selected. These candidates would be shortlisted for invitation to attend a 2-day selection assessment on 27/28 September, including an evening social event to meet Members of both Councils. The Joint Appointments Panel would then select its preferred candidate with the two councils being requested to endorse the appointment of the recommended candidate. The date of the meetings of the two councils was still to be confirmed. It was hoped the new post-holder would be in post by the end of January 2019.

### **7 MEMBERS' ICT PROVISION**

Members had been invited to comment on the current ICT provision available for Members and on ideas for the potential future approach to support Members in their roles with effective ICT. The ICT and Facilities Manager reminded Members that a decision had been made to introduce iPads for

Members in 2015 in the light of Government advice regarding security for access to corporate emails and avoiding use of non-managed devices and with a view to achieving cost savings. Over the 4-year period, it was estimated that £30,000 of savings would have been made.

Members then discussed a range of issues with the current ICT provision as detailed below. Some Members of the Committee felt the current provision was clunky and not user friendly. The ICT and Facilities Manager commented that the current system and the controls in place were designed in accordance with a template of requirements to meet central government guidelines. Changes could be made to current settings and protocols for Members but these had to be balanced against any potential risks and additional costs. A decision had been taken to supply all Members with the same device to enable a consistent approach to supporting the devices. A key principle of the Blackberry app was that it was self-contained and therefore provided the desired levels of security. Some Members were of the view that the controls in place were too restrictive and not necessary when the majority of material accessed was in the public domain. These controls were disproportionate and inflexible. Reference was however made by another Member to recent breaches of data in large organisations and that they had no issues with the current provision.

**Printing** – there were frustrations that Members did not have the facility to print directly from their iPad but could, in some instances, circumnavigate this restriction by forwarding documents to other devices. The ICT and Facilities Manager explained that this facility could be enabled but had to be balanced with potential risks. Members commented that most of the documents circulated were already in the public domain and measures could be taken to deal separately with exempt papers. There was however still the issue of confidential content contained in emails. It was felt there was scope to explore changes to the software to facilitate printing by Members.

**Passwords** – there was general frustration that the password controls were too restrictive, in particular, the small timeframe allowed before a password had to be re-entered and that 2 different passwords were required. The thumbprint recognition software also appeared to have its limitations. The ICT and Facilities Manager undertook to look at relaxing the timeframe allowed before needing to resubmit a password and other options to provide Members with more efficient access.

**Sharing data (calendars) with other devices** – a number of Members wanted to be able to synchronise information on other devices, in particular, calendar invites and emails. This was a particular issue for those Members serving on more than one authority and not being able to synchronise calendars. There was unlikely to be any confidential information within the calendar of meetings and Members could see no reason to not facilitate this.

**Collaborative Working** – having regard to collaborative working, some Members commented that the IT provision for Members at South Norfolk appeared to be more user friendly and flexible and enabled Members to use a device of their choice, be it a tablet or laptop. There was a question as to the extent to which the South Norfolk system complied with current Government advice and it was understood this was currently being looked at by their IT team. It was agreed to hold further officer discussions with South Norfolk regarding their current IT provision for Members.

In the short-term, it was felt there were a number of adjustments which could be made to improve the user experience of the current iPads, with a view to a more in-depth review of the system before May 2019.

### **RESOLVED**

that the ICT and Facilities Manager report back to the next meeting of the Committee with further information on the issues detailed above, in particular,

- Passwords
- Printing from iPads
- Synchronising data – particularly calendars and emails
- IT provision at South Norfolk

with a view to a more extensive review of Member IT provision before May 2019.

### **8 DATES OF FUTURE MEETINGS**

Members agreed that the current demands on the Committee were such that 8-weekly meetings would suffice (not the current 4-weekly meetings) and that the following future dates should remain in the calendar for future meetings:

29 October 2018, 14 January 2019 and 18 March 2019

*The meeting closed at 11.30 am*

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## COMMUNITY GRANTS PROGRAMME REVIEW 2017/18

**Portfolio Holder:** Policy

**Wards Affected:** All

### 1 SUMMARY

- 1.1 The purpose of this report is to review the operation of the Community Grants Programme in 2017/18.

### 2 KEY DECISION

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

### 3 BACKGROUND

- 3.1 The Community Grants Programme has been partially funding a small element of service delivery alongside grants that support projects being led by local communities. Budgets have decreased year on year in-line with a review of the programme undertaken in 2013 where it was agreed that no further funding from base budget would be made available from April 2017.
- 3.2 During 2016 allocated but un-spent funds for grants from the former Broadland Community Partnership and Recession Mitigation Fund were identified. In consultation with the Leader it was agreed that these funds would be transferred to Community Grants and a programme to run from April 2017 to March 2019 would be created. In relation to Service Delivery it was agreed that this programme would provide transitional support and that the responsibility will lie with Heads of Service to seek alternative funding for these services from 2019/20. A summary of the programme funding for 2017/18 and 2018/19 is attached at Appendix 1.
- 3.3 It was agreed by Council on 26 July 2016, following the 2015/16 Grants Review that un-allocated budgets for service delivery could not be carried forward from 2017/18 onwards.
- 3.4 The agreed grant budgets for the 2017/18 period, are set out below:

Service Area	Funding	2017/18
Community Grants	Community-led activities (Small Grants up to £500 and Community Activities Grants up to £2,000)	£26,956

Service Area	Funding	2017/18
Economic Development	Services delivering physical and leisure/culture based activities, and community support	£10,000
Housing and Environmental Services	Services for vulnerable people Including Leeway and community safety	£20,000
Finance and Revenues	Services relating to advice and support relating to benefits and welfare issues for vulnerable people	£5,000
Community Capital Grants	Community-led capital investment projects	£30,186

3.5 Service Delivery Partners working to Service Level Agreements in 2017/18 were awarded as follows:

Economic Development x 2	£8,000
Housing & Environmental Services x 1	£20,000
Finance and Revenues x 0	£0

The Head of Finance and Revenue Services has commented that the department has not spent its allocation for 2017/18 although it has provided services to the Council's residents similar to those planned to be commissioned. Funding was received from the Department of Work and Pensions (DWP) to enable the benefits service to work with other organisations and provide in-house training for staff to provide additional support to residents. Therefore the community grants funding was not utilised and a saving of £5,000 was made.

The Head of Economic Development has commented that £5,000 of the allocation was spent on supporting work with the Norfolk Museums Service including family and children's workshops, support for the Twelve Towers cultural churches festival, the Repton 200 season and the Aylsham Roman Project. A further £3,000 was used to support Creative Arts East's rural arts touring scheme and village screen rural cinema. However, no further suitable services were identified and a saving of £2,000 was made.

The Housing Manager has commented that their allocation has been spent on funding a Leeway Support Worker within the Early Help Hub to support vulnerable families.

3.6 Grants to local community groups during 2017/18 (detailed in Appendix 2) were awarded as follows:

Community Activities Grants x 7	£11,493
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Community Small Grants x 15	£6,716
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Community Capital Grants x 5	£20,700
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- 3.7 In June 2017 Council approved administrative changes to the Community Grants Programme so that the full administration of the scheme would be undertaken by the Norfolk Community Foundation (NCF) from 1 October 2017 onwards.

- 3.8 From the end of March 2019 the Council will no longer provide a budget to deliver a Community Grants Programme.

- 3.9 Balances currently being held for distribution by the Norfolk Community Foundation are:

Community Activities and Small Grants	£37,875
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Community Capital Grants	£31,947
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#### **4 THE ISSUES**

- 4.1 Grants that support community-led activities and events help to deliver against the ambitions of the Council, particularly in increasing levels of health and wellbeing. Encouraging volunteering and participation has an impact on reducing isolation and loneliness, building self-esteem and confidence and providing opportunities for all. Community groups that have accessed the grant programme all state that they highly value this support from the Council. As Members will see the small grant of up to £500 receives the highest number of applications and is seen as an incredibly useful fund to support local initiatives, encouraging volunteers, a vibrant local economy and supporting social sustainability.

- 4.2 The Norfolk Community Foundation (NCF) has delivered the Council grants scheme since October 2017. This has been a smooth and efficient transition with NCF officers keeping the Economic Development Manager fully informed of applications and decisions being made in a timely and effective manner.

- 4.3 As Members will see under 3.9 above, NCF are holding outstanding balances to distribute as grant funding. It is envisaged that by the end of March 2019 these funds will be mostly allocated to projects with little remaining.

- 4.4 Through the process of collaboration with colleagues at South Norfolk Council Members became aware of a specific Member grant programme that is operated. Members have suggested that a similar scheme could be adopted at Broadland, giving each Member an allocation to support local community projects.

**5 DISCUSSION**

- 5.1 Grant funding of community-led activities is valued by residents and helps to deliver the priorities of the Council. Twenty seven individual projects were supported in 2017/18 providing a range of local services and activities that promoted vibrant and active communities.
- 5.2 The current Community Grants Programme will cease to exist in March 2019. However, there may be some small budgets remaining with NCF at this time. It could be suggested that this scheme remains 'live' with the NCF until all the budgets are spent or that a cut-off date is put in place and any remaining funds are returned to the Council after this date.
- 5.3 The scheme that operates at South Norfolk Council allows Members £1,000 each to allocate to community projects within their Wards. Each Member is responsible for completing an on-line form to claim the funds for community groups and all awards are publicised on a Council webpage and updated as soon as awards are made.
- 5.4 Colleagues at South Norfolk are in the process of revising the scheme in terms of guidelines and criteria for Members and we have shared the guidelines and forms from our existing scheme to support this process. In the spirit of collaboration we will assist with development of new scheme guidelines and criteria in the hope that a similar scheme will suit both authorities and Members.
- 5.5 Clearly, the Council was intending to cease delivery of a Community Grants Programme at the end of March 2019. Should Members wish to proceed with a scheme similar to the South Norfolk scheme, a growth bid will need to be included in the budgets for the 2019/20 financial year.
- 5.6 Should funding for a scheme be approved the exact guidelines and criteria will be presented to Members at a future meeting once it is drawn up alongside the South Norfolk scheme. Implementation of the scheme would commence from June 2019 following the District Council election in May.

**6 PROPOSED ACTION**

- 6.1 The performance of the Community Grants Programme in 2017/18 is noted.
- 6.2 To leave the remaining Community Grants budgets held by NCF as a 'live' programme until the budgets are exhausted. This will continue to support a variety of schemes across the District that would fall outside the scope of a Members' grant scheme.

- 6.3 To develop a Member grant scheme in collaboration with South Norfolk Council. Members should acknowledge that this will be subject to a growth bid as part of the annual budgeting process.
- 6.4 Should the budget be approved, further work would take place to develop the guidance and criteria for a Member grant scheme with South Norfolk Council, to be approved by Council at a later date, for implementation from June 2019.

## **7 RESOURCE IMPLICATIONS**

- 7.1 Members will need to consider the amount of allocation that they wish to be given authority to distribute. South Norfolk Council allows each member a sum of £1,000 per Member for local distribution. Clearly, this would be a significant additional draw on the overall Council budget. Therefore, Members may wish to consider a smaller sum initially of £500 per annum per Member as a starting point. Should this be considered appropriate a base budget figure of £23,500 per annum would be required.
- 7.2 There will also be a need for requests for funding to be reviewed by an appropriate Officer of the Council. This is likely to take up some ongoing time resource plus additional time as the scheme is implemented to ensure Members fully understand their roles and responsibilities in terms of allocating grants.
- 7.3 The suggestion would be that this role becomes part of the Community Projects Officers responsibilities who sits within the Communications Team at the Council. This would also ensure that Members receive the right support in terms of promoting community engagement work within their Wards and gain appropriate publicity for projects supported.

## **8 LEGAL IMPLICATIONS**

- 8.1 Any new scheme guidelines and criteria that are developed will be checked through the Council's legal process. Members will be required to follow the guidelines and criteria when allocating funds to any local projects.
- 8.2 Internal management of the scheme would be overseen by the Communications and Engagement Manager.

## **9 RISK IMPLICATIONS**

- 9.1 Clearly, ceasing to deliver a Community Grants Programme could lead to negative publicity for the Council. Our current strapline is 'Community at Heart' which could be seen to be adversely affected if the Council ceases to fund community projects.



- 9.2 A Members' grant scheme could be a compromise in this respect and mitigate against negative comments, directing funds specifically to the heart of local communities through their elected representatives.

## **10 EQUALITIES IMPLICATIONS**

- 10.1 An Equalities Impact Statement is attached at Appendix 3.

## **11 CONCLUSION**

- 11.1 The Community Grants Programme continues to be well managed by the NCF but no further funds will be added to the Programme. The existing budgets will be exhausted some time during the 2019/20 financial year.
- 11.2 Negative comments could be mitigated by setting up a new Members' Grants Scheme working in collaboration with South Norfolk Council.

## **12 OPTIONS**

- 12.1 To recommend to Council:

- (1) to note the performance of the Community Grants Programme in 2017/18;
- (2) to allow the NCF to continue to operate a 'live' Community Grants programme until the current budgets are exhausted (likely to be sometime in 2019/20);
- (3) to bid for base budget growth of £23,500 to fund a Members' grants scheme to be implement from June 2019;
- (4) Subject to 3) above to work in collaboration with South Norfolk Council to provide guidelines and criteria for a Members' grants scheme which will be overseen by the Communications and Engagement Manager.

- 12.2 Any other decision that Cabinet considers to be appropriate

Hamish Melville  
Head of Economic Development

## **Background Papers**

None

For further information on this report contact Hamish Melville at [hamish.melville@broadland.gov.uk](mailto:hamish.melville@broadland.gov.uk) or telephone 01603 430613.

## **Programme Funding 2017/18 and 2018/19**

Community Grants budgets based on agreed transfer of funds (£71,312 Broadland Community Partnership + £52,600 Recession Mitigation) PH1 dated 2 September 2016. Allocations listed below have been made in consultation with the relevant Service Heads.

	<b>£ 2017/18</b>	<b>£ 2018/19</b>
Housing & Environmental Services	20,000	20,000
Finance & Revenues Services	5,000	5,000
Economic Development	10,000	10,000
Community Activities Grants (approx 10 grants per year)	20,000	20,000
Community Small Grants (approx 14 grants per year)	6,956	6,956
Planning & Conservation	0	0
	<b>61,956</b>	<b>61,956</b>

## **Community Capital Grants 2017/18**

The unallocated budget of £50,574 for the year 2016/17 was carried forward plus an allocation of £25,000 in the 2017/18 budget but no further funding for capital projects will be provided from 2018/19.

## Appendix 2

Broadland District Council Grants 17/18						
Group	Project	Project Cost	Grant	% award	Activities Grant	Capital Grant
Old Catton Junior Football Club	Training Equipment	£500	£500	100.00%	£500	
Trinity Church Thorpe Marriott	Electrical upgrade	£1,200	£400	33.33%	£400	
Fairhaven Primary School	Shakespeare workshops/performance	£600	£300	50.00%	£300	
Aylsham Community Partnership	Community Walks Programme	£372	£372	100.00%	£372	
Aylsham Community Gym	Equipment	£535	£500	93.46%	£500	
Vedic Cultural Society, Halvergate	Summer Fair	£1,500	£500	33.33%	£500	
Plumstead Community Shop	Start-up costs Community Benefit Society	£550	£500	90.91%	£500	
Aylsham Care Trust	Agewise Event	£1,500	£500	33.33%	£500	
Haverlingland PCC	Remembrance Day Celebration	£680	£500	73.53%	£500	
1st Salhouse Rainbows	Set up and new equipment costs	£600	£500	83.33%	£500	
Reedham Parish Council	Permissive path link	£20,000	£5,000	25.00%		£5,000
Home-Start Norwich	Volunteer family support programme	£4,430	£1,926	43.48%	£1,926	
Reepham & District Rotary Club	Reepham Food Festival	£12,300	£2,000	16.26%	£2,000	
Fairhaven Gardens Trust	Boardwalk access improvements/interpretation	£3,691	£1,800	48.77%		£1,800
Action Community Enterprise CIC	Course resources vulnerable young people	£1,974	£494	25.03%	£494	
Reedham Parish Council	Permissive footpath link	£22,609	£5,000	22.12%		£5,000
Aylsham St Giles Cricket Club	New practice area and bowling machine	£18,123	£5,000	27.59%		£5,000
Norfolk & Norwich Festival	Open Studios Broadland	£7,022	£2,000	28.48%	£2,000	
1st Aylsham Ranger Unit	Camping equipment	£580	£500	86.21%	£500	
Eves Hill Veg Community Interest Co	Equipment - supporting vulnerable people	£2,538	£1,269	50.00%	£1,269	
Hevingham Laurel Club	Big Community Lunch/Royal Wedding	£700	£500	71.43%	£500	
Peter Waller Bowling Centre	Access improvements	£2,000	£1,000	50.00%	£1,000	
St Margarets, Old Catton	Repton Community service brass band	£150	£150	100.00%	£150	
1st Wroxham Guides	Camping equipment	£575	£500	86.96%	£500	
Old Catton Parish Council	WWI memorial seating area	£2,596	£1,298	50.00%	£1,298	
Rackheath Parish Council	Rackheath Live Music Event	£4,425	£2,000	45.20%	£2,000	
Sprowston Cricket Club	Equipment and storage	£7,800	£3,900	50.00%		£3,900
	<b>OVERALL TOTALS</b>	<b>£112,113</b>	<b>£38,909</b>	<b>34.71%</b>	<b>£18,209</b>	<b>£20,700</b>



## Broadland Equality Assessment

<b>Name of Policy</b>	<u>Broadland Council Community Grants Review</u>
<b>Name of Officer responsible for Policy</b>	<u>Hamish Melville</u>
<b>Date of Assessment</b>	<u>22 August 2018</u>

### **Aims of Policy (a brief summary)**

The aim of the Community Grants Review 2017/18 and proposals for a Members Community Grants scheme are to improve the allocation of funding to community lead local projects.

This Review offers an overview of the performance of the Programme in 2017/18, and makes recommendations for a possible Member scheme which may become operational from June 2019 onwards.

### **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”

The Community Grants Guidance Note 2017 specifies that the Council will actively foster good relations between people who share a protected characteristic and those who do not; promoting equality of opportunity for all.

All applicants to the Programme are required to provide an Equal Opportunities policy or statement for their organisations thereby ensuring that they are aware of and adhering to this element of the Act.

The Norfolk Community Foundation is Quality Accredited by UK Community Foundations. Formally endorsed and recognised by the Charity Commission for England and Wales, Quality Accreditation is a programme which endorses and encourages best practice by Community Foundations. Achieving Quality Accreditation demonstrates that a community foundation is serious about quality and accountability.

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

Applicants to the Community Grants Programme need to demonstrate how they know there is a need for the project, and how their community will be involved in planning, delivering and evaluating the project, thereby extending equality of opportunity for all.

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

All of the projects that have been funded through the Programme have contributed to delivering this aim. Community-led activities in particular have been able to engage some of the hard-to-reach groups using their local knowledge and networks.

The changes proposed by this Report do not propose any changes to the current policy.

**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"/>	All of the Above	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>	None of the Above	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Gender Reassignment	<input type="checkbox"/>		

**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)

The policy does not impact one protected group more than others. Guidance notes for applicants assist ease of application and encourage applications from all groups. INTRAN services, which provide interpretation and translation services, are available to applicants if required - positive impact. Application forms are available in electronic format - any negative impact is mitigated against by offering support with completing the application process wherever required.

Positive impacts can be seen from the grant awards. No grant applications were refused and those projects that were supported were open to everyone including all of the groups with a protected characteristic.

The Community Grants Programme has supported events and projects that promote good relations including the Agewise Event, the Plumstead Community Benefit Society and the Norfolk & Norwich Vedic Hindu Cultural Society thereby fostering good relations within wider communities in the Broadland area. It is anticipated that a diverse range of projects will still be supported by the programme during 2018/19.

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

The current voluntary sector funding climate is poor particularly in the Broadland district with many of the larger funding bodies, i.e. Big Lottery, focusing their resources on areas that fall within areas 'that are most in need' (based upon the Index of multiple deprivation). In general the residents of Broadland district enjoy a high standard of life which results in the area being assessed as not 'in need' but the danger of this is that pockets of deprivation are masked by this measure being used to prioritise funding streams.

Council members and officers work together and within established networks to identify vulnerable groups of people. The main 'eyes and ears' within communities are often Parish or Town Councils and links to these bodies are maintained. Much of this work is supported by the Community Projects Officer who sits within the Communications Team.

**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

Norfolk Community Foundation (NCF) published their findings in 'Vital Signs' in October 2016 and continue to look at the issues and need that exists locally. A copy of this report can be found at: <http://www.norfolkfoundation.com/vital-signs/>

The NCF continue to monitor and evaluate funded projects through their grant-making processes and this facilitates a well informed and experienced grant administration team.

**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.

Community-led groups have provided their feedback and in direct discussions Council officers.

The Grants Programme has been discussed at the Council's Economic Success Panel.

Consultation has been undertaken at senior management level.

Ongoing contact is maintained with staff at the Norfolk Community Foundation.

**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?

The feedback from community-led groups influenced the change to the restrictions on the Capital Grant funding. The aim was to make the grant funding available to support community projects and activities more accessible to a wider range of applicants. This has been borne out by an increased interest in capital applications.

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

Yes ☐ No ☒

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

Norfolk Community Foundation has provided information around the administration of grant schemes on behalf of other local authorities in the county.

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

Yes ☒ 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)

No issues or gaps were identified during the assessment.

**Signed by evaluator:**

\_\_\_\_\_

**Signed by responsible head of department:**

\_\_\_\_\_



## **ESTABLISHMENT OF A GROWTH DELIVERY TEAM**

**Portfolio Holders:** Economic Development, Planning and Policy

**Wards Affected:** All

### **1 SUMMARY**

- 1.1 In July 2018 South Norfolk and Broadland District Councils resolved to establish a Growth Delivery Team to accelerate and promote quality development in the delivery of districts' strategic sites, notably Beeston Park, Long Stratton, Norwich Research Park and Rackheath. For the sake of completeness, the relevant extract from the feasibility study is attached at Appendix 1.
- 1.2 This report proposes the establishment of a core, dedicated Growth Delivery Team consisting of three officers to work with existing teams, partners and consultants to achieve the above aims. The report proposes that this is a permanent arrangement which reflects the long-term nature of delivery of strategic growth in the area and it allows for the fact that the Team's remit could be widened to include other sites if it has future capacity.

### **2 KEY DECISION**

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

### **3 BACKGROUND**

- 3.1 The principle of establishing a Growth Delivery Team was agreed by both councils in July and to avoid duplication it is not intended to repeat the fundamental justification for the Team in this report. However, to help guide the form and function of the Team the following points are important considerations.
- 3.2 In recent years there has been a significant shift in the public sector's role in securing (not just planning for) the delivery of new homes and communities. Local authorities are now seen as key players in housing delivery and ambitious authorities are rewarded with funding opportunities and Government support whereas authorities who are less ambitious face a potential reduction in their regulatory leverage.
- 3.3 The latest evidence of this shift is the draft National Planning Policy Framework (NPPF) which proposes to introduce a housing delivery test. The press release issued when the draft NPPF was published stated: "Local authorities will have a new housing delivery test focused on driving up the numbers of homes actually delivered in their area, rather than numbers

planned for.”

- 3.4 However, it is not just about the delivery of new homes: the delivery of new jobs is equally as important. Broadland District Council’s primary ambition is to have a high level of inward investment and business growth and one of South Norfolk’s high-level priorities is to support new and existing businesses to grow. This ambition is captured in other key documents such as the adopted Joint Core Strategy, Greater Norwich City Deal and the New Anglia LEP’s economic strategy which identifies the Tech Corridor and Greater Norwich as priority places for growth.
- 3.5 This ‘mixed’ nature of growth is more specifically reflected in three of the strategic sites which will be the focus of the Growth Delivery Team. Notably the development at Rackheath will include 25ha of employment land alongside circa 4,000 homes, Long Stratton includes 9.5ha of employment land alongside 1,800 homes and Beeston Park has a policy requirement to deliver 1m<sup>2</sup> of non-residential floorspace for every 30m<sup>2</sup> of residential floorspace.
- 3.6 In light of the above points the Growth Delivery Team will have an economic development / inward investment function as an integral part of its role and purpose. This function is likely to operate alongside developers and landowners own investment activities.
- 3.7 A further core function of the Team will be to secure funding and/or deliver infrastructure to support the strategic sites. This will be crucial to overcome the prohibitive upfront costs of infrastructure on large sites. These costs can be ‘smoothed’ in a variety of ways including grants, direct public sector delivery of infrastructure and loans and the Team will lead on the necessary negotiations with developers, promoters, landowners and other partners including the County Council to agree the best mechanism on a site by site basis. In some cases, this may include local authority investment with the intention of sharing ‘risk and reward’.
- 3.8 A more comprehensive list of anticipated interactions with other bodies is attached at Appendix 2.

## **4 THE PROPOSAL**

- 4.1 The proposal is to establish a core Team of three officers which will include a Growth Delivery Manager to oversee the Team and the delivery programme. This Team will be able to utilise the resources and expertise of other existing teams and partners including the respective council’s Development Management Teams and Communication Teams as well as Norfolk County Council officers including officers from highways, education, surface water flooding, etc. Where there are any gaps in public sector knowledge and expertise then the Team will utilise consultants. This is likely to include

specialist legal and investment/finance advice. See Appendix 3 for a proposed structure.

- 4.2 Although the proposal is to establish a Team of three officers, it is envisaged that appointments will be made to two posts in the short term: the Growth Delivery Manager and one of the Growth Development Officers. This will enable the Manager to further define the programme of work and identify any gaps in the Team's skillset and / or resources before filling the final post.
- 4.3 Although the relevant job descriptions and person specifications have not been finalised, the key skills which the Team will need to collectively demonstrate are: leadership, programme management, a strong understanding of planning and economic development, excellent interpersonal skills; political insight and communication skills. A draft job description for the Growth Delivery Manager is attached at Appendix 4.
- 4.4 Where this Team sits within the respective councils and who it reports to, has not been specified in this report and it is recommended that any decision regarding interim reporting arrangements is delegated to the two Chief Executives.
- 4.5 As stated above the overarching purpose of this Team will be to:  
(1) accelerate the delivery of homes and jobs on the Council's strategic sites, and (2) add value to the new and existing communities. To help illustrate the dual purpose fulfilled by the Team the following points identify the Team's potential programme of work for Long Stratton (note: this is not a definitive list):
- to lead South Norfolk Council's role in securing public sector funding for Long Stratton bypass
  - work with the local community and partners to secure enhancements and connectivity to the existing village centre
  - help secure the delivery of other infrastructure to accelerate growth, including broadband and gas connections for both the new and existing communities
  - explore opportunities for public sector investment in the new development to share 'risk and reward'
  - to help promote commercial development on land identified within the new development for commercial use.
- 4.6 Other existing workstreams which will be passed to the Team once it is established include: Broadland District Council's role in securing a £57m bid to the Housing Infrastructure Fund for the Broadland Growth Triangle. Ongoing engagement and negotiations with the promoters / developers / landowners for Beeston Park and Rackheath to bring forward infrastructure,

secure funding and deliver smaller serviced parcels of land (for Beeston Park) to provide sites for SME developers. Work with Norfolk County Council and partners to deliver the necessary infrastructure, and its appropriate phasing, at Norwich Research Park.

- 4.7 It should be noted that this Team can be increased in size at a later date if its workload increases or if its remit broadens. One obvious addition would be to employ an officer to provide administrative support. This report does not propose to include the administrative post in the Team at this stage and this would have to be subject to a further costed growth bid if this was to be progressed at a later stage. Similarly, if the Team has future capacity it could expand its remit to include sites such as the Food Enterprise Park and / or other allocated sites which have stalled.
- 4.8 Furthermore, as described in the feasibility report the economic development role of the Team could also fulfil a wider economic growth role across the two districts. Such a proposal has ramifications beyond the remit of this report and so it does not form part of the current proposal. However, in due course it could naturally sit within a directorate focussed on growth which includes the Growth Delivery Team, economic development, the regulatory planning functions, housing, etc all working collaboratively to deliver the growth ambitions of the councils.
- 4.9 Finally, whilst this report and its appendices have tried to provide clarity on the future role of the Growth Delivery Team it also acknowledged that there is still some room for manoeuvre if the future Managing Director wants to influence the role this Team plays. Furthermore, it enables the Growth Development Manager to shape the Team's programme of work within the general parameters described above and it also allows the Team to be 'fleet of foot' in a political (at a national level) and financial environment which may be subject to change over forthcoming years.

## **5 ALTERNATIVE OPTIONS**

- 5.1 The following bullet points are an extract from the feasibility report considered by the respective councils in July. It is considered that these two alternative options are still relevant:
- Establish a Team from existing staff and backfill where appropriate: A number of existing staff are already heavily involved with the delivery of the large strategic sites and some of these officers could be used to form a more coherent and formal delivery Team. This Team would still require a Team Leader who would be offered an honorarium if the new role represented a higher grade than their substantive post. Furthermore, where the existing workstreams of Team members are compromised then their roles will be backfilled.
  - Establish a virtual Team from existing staff who will be required to

incorporate strategic delivery into their current workstreams: This approach is the cheapest but least ambitious option. Whilst it is effectively maintaining the status quo it is unlikely to deliver the districts' more ambitious growth aspirations.

- 5.2 These alternative options are viable propositions but they will be less effective than the establishment of a core, dedicated Delivery Team. As a consequence, the outcomes and benefits arising from the Team will be limited.

## **6 RESOURCE IMPLICATIONS**

- 6.1 The estimated cost of the Team described in the paper (including on-costs) is £150,000 – £200,000. The posts will need to be graded by both authorities and if an external candidate is successful there will need to be a decision on who will be the employing authority. A consultancy budget of £100,000 per annum will also be required.

- 6.2 The cost split decided by both councils was SNDC: 55%, BDC 45% and at this stage this will be applied to the costs of the Team. Further work is being undertaken as part of the budget setting for 2019/20 to decide whether this split is still appropriate moving forward.

- 6.3 After discussions with the S151 officers for both authorities the most appropriate approach is to include the costs as part of additional growth in 2018/19 and then include in the base budget from then on. This will have an impact of a draw on reserves in 2018/19 of a proportion of the costs. Therefore, in summary, if the total budget is spent the cost to each authority (assuming the above 45/55 split) is:

- Broadland: £135,000 pa
- South Norfolk: £165,000 pa

- 6.4 However, a bid of £150,000 to the Norfolk Business Rates Pool may limit this draw in the first year and the Growth Delivery Team should help to bring in additional income to both councils which will offset the costs in the longer term. Furthermore, future successful bids for external project funding may allow for some elements of the Team's budget to be capitalised and recouped.

## **7 LEGAL IMPLICATIONS**

- 7.1 There are no foreseeable legal implications apart from those referred to in the report and legal agreement.

## **8 RISK IMPLICATIONS**

- 8.1 The various risks of either entering into this agreement or not entering into it have been explored in the main body of this report and in the feasibility report considered by both councils in July.

## **9 EQUALITIES IMPLICATIONS**

- 9.1 There are no foreseeable equalities issues arising from this report.

## **10 OPTIONS**

- 10.1 The Cabinet has the following options:

- (1) T1o:
  - (i) agree to the establishment of the Growth Delivery Team and the appointment of the three new posts; and
  - (ii) Delegate authority to the respective Chief Executives to agree any interim reporting arrangements; or
- (2) recommend an alternative proposition to deliver the respective council's strategic sites; or
- (3) any other alternative action which Cabinet considers appropriate.

Phil Courtier  
Head of Planning

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## **Background Papers**

None.

For further information on this report call Phil Courtier on (01603) 430549 or e-mail [phil.courtier@broadland.gov.uk](mailto:phil.courtier@broadland.gov.uk) .

### Extract from Feasibility report dated June 2018

#### 1 Growth Delivery Team

- 1.1 BDC and SNC face unprecedented levels of growth, notably in the Broadland Growth Triangle, Long Stratton and the Norwich Research Park. In conjunction with this unprecedented growth, the planning system and the mechanisms by which growth is delivered have changed over the last 10 years. As a result, greater responsibility is given to the public sector to deliver the infrastructure required to support new homes and jobs. In order to help address these changes it is proposed to establish a Growth Delivery Team which would have responsibility for coordinating and leading a multifaceted programme of work associated the two districts' large strategic sites. This work will include: economic development and inward investment; infrastructure funding and delivery; planning; community engagement; land acquisition and/or development and project / programme management. Other specialist advice such as financial and legal advice can be procured from external consultants.
- 1.2 The team will consist of people with the professional expertise and skills to fulfil the abovementioned workstreams. However, it will also work closely with partners such as Norfolk County Council, Homes England, New Anglia LEP and other agencies.
- 1.3 This team will not duplicate or undermine the role fulfilled by the existing Development Management teams / officers responsible for the regulatory consideration and determination of the large strategic planning applications because it will focus its work on the holistic delivery of these sites such as job creation, infrastructure funding and delivery, the enhancement of existing and future communities, etc. These roles and functions are outside the jurisdiction of the regulatory planning function.
- 1.4 It is also considered that the formation of a growth delivery team is consistent with the feedback received from the development industry at the business breakfast. Notably the industry wants to see a more joined up planning and delivery process.
- 1.5 There are a number of ways of establishing a growth delivery team. Three options are explored below:

The creation of a bespoke, core delivery team: This would establish a core team of approximately five people consisting of a team leader, other professionals and administrative support. The professional posts should include *inter alia*: economic development, planning, and project management officers.

The team would coordinate the programme of work and it would also allow for greater resource to be directed towards associated responsibilities such as bid writing, communications, marketing and liaising / lobbying Homes England, Government, the LEP, etc. The estimated cost of this team, including on-costs is approximately £250,000. The delivery team posts would be advertised internally and externally but any posts left vacant as a result of internal appointments would be backfilled.

Establish a team from existing staff and backfill where appropriate: A number of existing staff are already heavily involved with the delivery of the large strategic sites and some of these officers could be used to form a more coherent and formal delivery team. This team would still require a team leader who would be offered an honorarium if the new role represented a higher grade than their substantive post. Furthermore, where the existing workstreams of team members are compromised then their roles will be backfilled.

Establish a virtual team from existing staff who will be required to incorporate strategic delivery into their current workstreams: This approach is the cheapest but least ambitious option. Whilst it is effectively maintaining the *status quo* it is unlikely to deliver the districts' more ambitious growth aspirations.

- 1.6 Members are advised that there are other options for establishing a growth delivery team, including a combination of the above options. For example, the economic development role in the team could also fulfil a wider economic growth role across the two districts, providing leadership and / or support to accelerate growth and increase productivity on agreed sites.
- 1.7 The key benefits of establishing a joint Growth Delivery Team are:
  - It embraces the growing emphasis which is being placed on local authorities to proactively support and accelerate growth in their areas.
  - It enables a team to develop its expertise in the delivery of strategic sites and to focus its efforts on such sites, working up infrastructure projects so they are 'oven ready' for funding bids.
  - It strengthens bids for funding on the grounds that the Government often views joint bids more favourably.
  - It will increase the likelihood that infrastructure will be delivered in a timely and coordinated manner.
  - It demonstrates that the two districts are open for business and are prepared to work in an innovative manner.
  - It will present opportunities for future investment for the two districts



- It will accelerate growth and thereby increase income via business rates, council tax, New Homes Bonus, CIL, etc

## **2 Resource implications:**

- 2.1 This report does not offer either district any short-term savings, however it is anticipated that through the alignment of the two planning teams, savings will be realised in the medium and long term.
- 2.2 Financing the new growth delivery team is an invest to save exercise as the initial investment will be repaid through an acceleration in growth which will return increased levels of council tax, business rates, planning fees and New Homes Bonus which could be used to fund the team in the longer term. However, in the short term and until the increased growth is delivered there will be a need to fund the team. It is therefore proposed that a combination of funding elements is utilised:
- Funding from any vacant posts which may be integrated into the joint team would be available. Subject to further work around roles and wider economic development resource this could equate to circa £70k plus on costs, however this funding element will not be equally distributed between the two councils.
  - Both districts are able to retain up to 5% of CIL receipts for administrative purposes and it is anticipated that this could release some funding which could be redirected to support the joint team.
- 2.3 Depending upon the scale of the delivery growth team further funding is likely to still be required, although the above funding streams demonstrate that an element of the additional costs to establish the team can initially be covered, therefore it is recommended that Officers investigate other funding opportunities such as submitting a funding bid from the pooled business rates fund alongside any national funding which becomes available. Alternatively, Members could look to utilise specific reserves such as SNC's Planning Delivery Reserve.
- 2.4 Please note that both districts have benefited from the Government's decision to increase planning fees by 20% from January 2018. This additional combined fee income could equate to up to £300,000 pa (based on fee income for 17/18) and Councils are required to use this money to reinvest in their Planning departments however in South Norfolk this funding has been used to retain temporary staff to deal with the increase in planning applications which would have not been retained had the increase not happened.
- 2.5 The proposals in this report represent an 'invest to grow' approach: There are unprecedented opportunities to secure funding for the delivery of growth. This includes the successful Expression of Interest for the 'Forward Funding'

Housing Infrastructure Fund (HIF) which could secure circa £54m infrastructure funding for the Broadland Growth Triangle. It also includes an opportunity to secure funding for a significant proportion of the costs of the Long Stratton bypass.

- 2.6 Directing resources to the delivery of strategic sites, notably via the growth delivery team, will place to two districts in a stronger position to secure funding from the Greater Norwich partnership, the New Anglia LEP and Government. In addition, any acceleration in the delivery of growth secures greater income through Business Rates, Council Tax, New Homes Bonus and CIL.
- 2.7 Savings will arise in the medium / long term: It is anticipated that savings will arise in the longer term. Two obvious examples are savings in salaries and IT as the districts progress towards a joint Planning service.

### **3 Conclusions:**

- 3.1 The benefits associated with a joint Planning team and the proposals incorporated in this report are undeniable. A joint Planning service will provide a more consistent service to our customers and it will allow roles to be shared. However, the greatest benefits are found in the increased opportunities to work together to lever in funding to support, accelerate and enhance the significant growth agendas in the two districts. This also enables the two districts to jointly take a holistic approach to growth which ensures that economic growth and community development have a key role alongside the planning function.
- 3.2 If this approach is to be fully embraced it will increase the two Council's costs initially, however, this is considered to represent an 'invest to grow' approach and income streams which can be utilised to cover the majority of extra costs. It is also anticipated that medium and long-term savings will be realised through the alignment of the planning teams across the two councils.

### **Anticipated interaction between the GDT and other bodies / organisations**

#### **Developers and other key players in the development industry:**

Work collaboratively with developers and other key players to overcome obstacles to growth, to deliver infrastructure in a timely manner, to enhance the quality of new and existing communities where they directly relate to the strategic growth sites. Where appropriate this may include entering into joint ventures and/or sharing 'risk and reward' with developers, promoters and landowners.

Work alongside landowners and developers to explore and secure private investment in infrastructure and growth where appropriate.

#### **Local communities:**

Engage with local communities to help shape future growth proposals and to capture the appropriate enhancements to the existing community. Where appropriate this may include helping the local Parish Council(s) to direct local CIL funds arising from the strategic growth to enhancement projects.

#### **Government:**

Prepare bids for Government funding.

Engage with Government departments, notably the Ministry of Housing, Communities and Local Government, to raise the profile of Broadland and South Norfolk's proactive approach to delivery and identify any opportunities for additional and/or bespoke Government support.

Establish links with local MPs to ensure that they are informed and supportive of the team's programme of work.

#### **Other national bodies:**

Engage with Homes England to raise the profile of Broadland and South Norfolk and harness any support available from HE.

Engage with national developer bodies to encourage a broader pool of developers in the Greater Norwich area.

**New Anglia LEP:**

Establish a strong and positive working relationship with NALEP which helps maximise the funding secured to support inclusive growth in Broadland and South Norfolk and enhances the delivery of infrastructure in terms of timeliness and quality.

**Greater Norwich Partnership:**

Maintain clear 2-way engagement with the Greater Norwich partnership to ensure that the team's programme of work is consistent and coordinated with the Greater Norwich delivery programme and plans and the Greater Norwich City Deal. Also, to maximise the funding secured through pooled CIL for projects in the strategic growth sites. Where such funding is secured the team will work to ensure that the respective projects are delivered in a timely and effective manner.

**County Council:**

Work closely with officers at Norfolk County Council, notably in the Highway Authority, to ensure a joint approach to infrastructure delivery and the wider delivery of growth. In particular work jointly with County Council officers to secure and subsequently deliver: the HIF bid for the Broadland Growth Triangle, the Major Roads Network bid for Long Stratton Bypass, and a comprehensive package of infrastructure to support the UEA and NRP.

**Existing officer teams:**

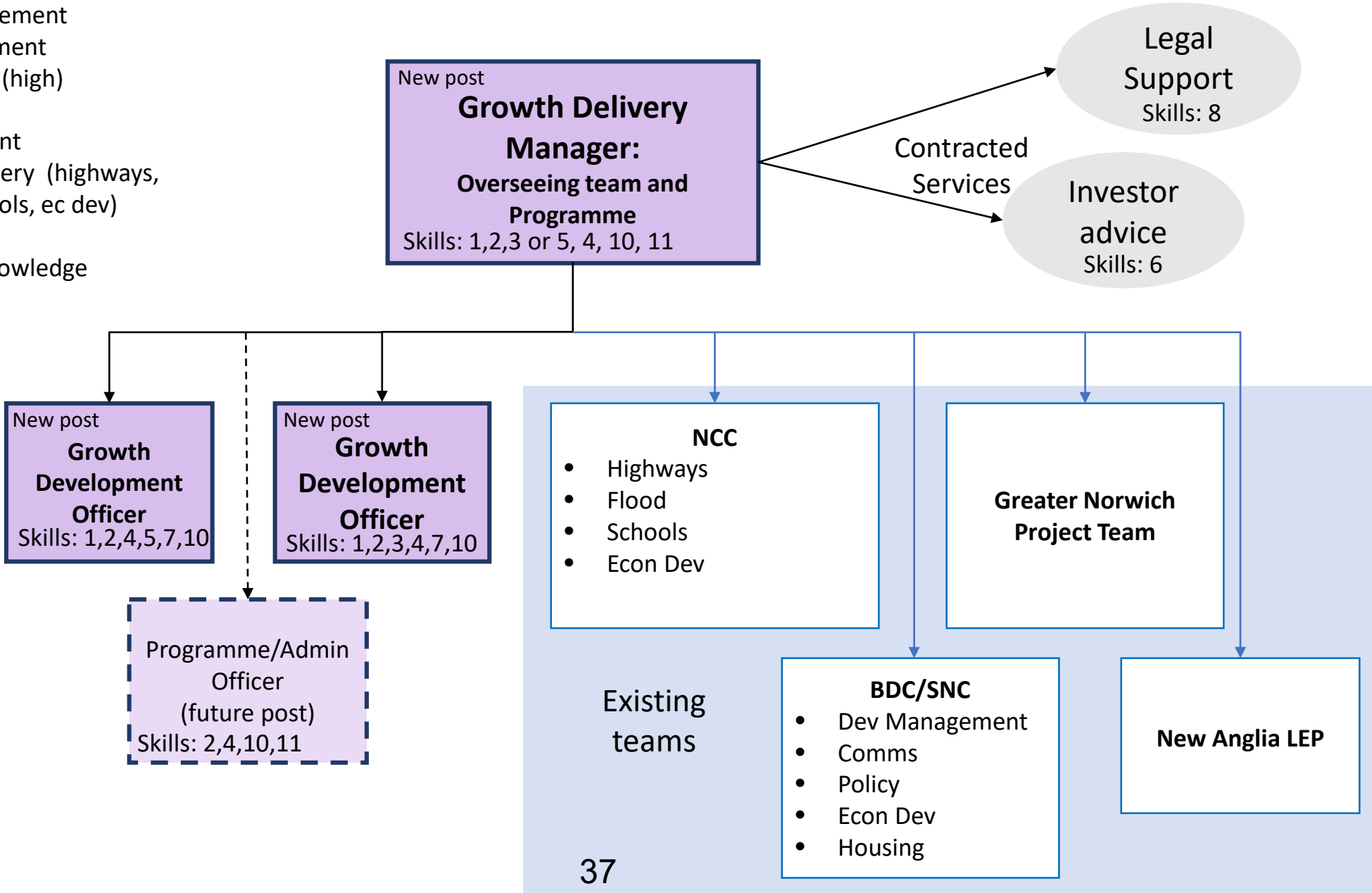
The GDT is not intended to duplicate the regulatory role of the Planning departments at Broadland and South Norfolk. However, the GDT will work closely with the DM teams to ensure the smooth delivery of growth across the districts, whilst maintaining a 'Chinese wall' to prevent any conflicts of interest. The GDT will also work closely with other teams, notably economic development, housing, planning policy, etc.

**Media:**

To communicate, via the councils' communications leads, positive news and successes regarding the delivery of growth in Broadland and South Norfolk.

Skill Set

- 1. Leadership
- 2. Programme Management
- 3. Economic Development
- 4. Interpersonal Skills (high)
- 5. Planning
- 6. Finance – Investment
- 7. Infrastructure Delivery (highways, energy/water, schools, ec dev)
- 8. Legal support
- 9. Housing Market Knowledge
- 10. Political nous
- 11. Communications



### Job Description

<b>Job Title:</b> <b>Service:</b> <b>Location:</b>	Growth Delivery Manager	
<b>Responsible for:</b>	Delivery of Strategic Growth	<b>Accountable to:</b>

### Job Summary

- Provide the strategic leadership to coordinate and accelerate delivery of productivity growth including an agreed portfolio of key sites which will drive growth and productivity across the Broadland and South Norfolk elements of Greater Norwich.
- Utilise internal resources and that of partners to work in a collaborative and coordinated way to deliver funding, investment and growth across Broadland and South Norfolk, realising tangible benefits for residents and businesses.
- Contribute to the delivery of New Anglia LEP's Economic Strategy, the Greater Norwich City Deal and the plans of the two autonomous Councils.

### Key Responsibilities

#### Strategic

- Lead the growth delivery team and its programme of work to accelerate growth and promote quality development in the Districts' strategic sites namely: Beeston Park, Long Stratton, Norwich Research Park and Rackheath.
- Work actively with developers, promoters and landowners on the portfolio of strategic sites to identify and remove barriers, accelerate development and realise investment.
- Work collaboratively with partners, including Norfolk County Council and New Anglia LEP, to overcome obstacles to growth, to deliver infrastructure in a timely manner, to enhance the quality of new and existing communities where they directly relate to the strategic growth sites
- Develop the business case and submissions to support bids for significant funding for projects and activity to bring forward the strategic sites and associated initiatives, working with both councils' S151 Officers.
- Foster relationships with key intermediaries including relevant Government departments to raise the profile of Broadland and South Norfolk's proactive approach to delivery and identify any opportunities for additional and/or bespoke support.

- Develop proposals for consideration which could accelerate the delivery of the portfolio of sites, including options around property joint ventures.

## **External**

- Develop a network of contacts to enable collaborative and fast-moving delivery.
- Represent and promote the councils as appropriate to your role at local and national levels. Foster relationships to ensure a positive view of Greater Norwich and the councils as organisations and to influence agendas to meet the councils' needs.
- Proactively take steps to be aware at an early stage of changes in government policy and other national issues.

## **Internal**

- Liaise with relevant Members and Officers, keeping them informed of relevant issues and seeking opinion/guidance as necessary. Ensure clear and concise reports are presented to the appropriate Committee(s) in a professional manner.
- Ensure compliance with each Councils' processes, policies and procedures including finance, performance, HR, governance, health and safety, information management, data protection and equalities.
- Within your remit ensure the Councils meet their statutory obligations and that the highest standards of governance, probity and good conduct are maintained at all times.

## **Other**

- Lead by example and develop, deliver and promote effective communications externally and internally.
- To actively promote and practice the organisation's values and to work effectively with others to deliver outcomes in corporate areas across the Councils.
- Any other appropriate duties to help the council meet its objectives

## HOUSES IN MULTIPLE OCCUPANCY LICENSING

**Portfolio Holder:** Housing and Wellbeing

**Wards Affected:** All

### 1 SUMMARY

- 1.1 The introduction of The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 will result in a considerable increase in the Licensing of Houses in Multiple Occupation throughout Broadland. To ensure a consistent approach a change to the Council's licensing procedure is required.

### 2 KEY DECISION

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

### 3 INTRODUCTION

- 3.1 Broadland District Council currently has one House in Multiple Occupancy that requires and holds a Licence. The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 amends the definition of a House in Multiple Occupation that requires a licence. As a result the Council expects a considerable increase in the number of licences required for this type of dwelling. To ensure consistency in the approach to this increased demand, the Private Sector Housing Team has developed standards that landlords are required to adhere to. The standards concern issues such as room sizes, occupancy levels, fire safety, amenities, facilities, refuse arrangements and management of the property.

### 4 BACKGROUND

- 4.1 As defined in the Housing Act 2004, a House In Multiple Occupation is a property occupied by at least three people who are not from one 'household'. The Act also introduced a licensing procedure for dwellings of five or more people, again who are not from one family. The Act however, only requires a licence for properties consisting of three or more storeys. The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 amends this requirement. With some exceptions, from the 1 October 2018 all dwellings that have five or more people residing in the property will require a licence, regardless of the number of storeys.
- 4.2 The licence procedure is a mandatory procedure and it is an offence to rent a dwelling that requires a licence without one.



- 4.3 Conditions are required on a licence with reference to amenities and safety issues.

## **5 ISSUES**

- 5.1 The Council at present has only one House in Multiple Occupancy that requires a licence. In 2016 a stock modelling report by the Building Research Establishment indicated that the Council should expect that approximately 50 dwellings will meet the new requirement and as such will require a licence.
- 5.2 The approach of the Private Sector Housing Team to date, with regard to conditions attached to Houses in Multiple Occupancy has been one of individual risk assessment. The approach has been used for licensed and non licensed dwellings.
- 5.3 A House in Multiple Occupancy Licence is binding for five years with a set cost from the Council detailed in the Council's Fees and Charges Policy.
- 5.4 With multiple licence applications expected, the current risk developed procedure may produce inconsistencies in standards across the properties that require a licence. To address this issue the Private Sector Housing Team has produced a document named 'Amenity and Facility Standards for Licensed Houses in Multiple Occupation' this details standards that landlords will be required to adhere to as part of the licence procedure. The standards relate directly to occupancy levels, amenities and safety requirements.
- 5.5 A consultation procedure has been initiated regarding the proposed standards with the National Landlords Association, the Eastern Landlords' Association and the Fire Authority. As a result of the consultation the standards have been amended.
- 5.6 Neighbouring authorities' standards have been considered to ensure that significant discrepancies for landlords with property portfolios across boundaries are minimised.

## **6 PROPOSED ACTION**

- 6.1 The Private Sector Housing Team has engaged with the Council's Communications Team and a programme of communication will be initiated to alert landlords of their responsibility to request an application should their property fit the new requirement. The communication programme will also alert tenants to the new licence requirement. The programme will be initiated in co-operation with neighbouring authorities.
- 6.2 The Private Sector Housing Team will initiate the application procedure for new Houses in Multiple Occupancy Licences from 1 October 2018.

- 6.3 The conditions in the new licences will be based on the Council's 'Amenity and Facility Standards for Licensed Houses in Multiple Occupation' document (Appendix 1).

## **7 RESOURCE IMPLICATIONS**

- 7.1 Part of the additional work will be carried out by Environmental Services Advisers personnel within the Private Sector Housing Team. However, it is expected that the new licence procedure will significantly increase the work load on the current Environmental Health Officer resource in the Private Sector Housing Team.
- 7.2 With the current long term sickness of an Environmental Health Officer within the Team, a recruitment procedure has been initiated to appoint an Environmental Health Officer on a one year contract. Once this position is filled, the Team will be sufficient to resource this new procedure.

## **8 LEGAL IMPLICATIONS**

- 8.1 The Licence of Houses in Multiple Occupation process is mandatory. However, the conditions in a licence may be appealed. The adoption of standards as policy will assist in enforcement procedures should these conditions be challenged by a landlord.

## **9 CONCLUSION**

- 9.1 This report details a new legal procedure that the Council has a duty to initiate as a result of legislative amendments to Houses in Multiple Occupation that require a licence.
- 9.2 The report details a new process to ensure a consistency of standards for Houses of Multiple Occupancy that now require a licence as a result of the amendment.

## **10 RISK**

- 10.1 The risk to the Council relates to available resource to implement the scheme. The recruitment previously detailed should address this issue. A risk based approach to property inspections as a result of a licence application will be used to prioritise resource.

## **11 EQUALITIES IMPLICATIONS**

- 11.1 The procedure may enhance the facilities for groups with protected characteristics. As such an equalities assessment is attached to this report (Appendix 2).

## **12 OPTIONS**

12.1 The Cabinet is requested to:

- (1) recommend to Council to adopt the standards detailed in Appendix 1 'Amenity and facility standards for Licensed Houses in Multiple Occupation' as part of the Council's House in Multiple Occupancy licensing procedure;
- (2) any other recommendations the Cabinet has regarding the Licensing of Houses in Multiple Occupancy.

Kevin Philcox  
Private Sector Housing Manager

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## **Background Papers**

None.

For further information on this report call Kevin Philcox on (01603) 430578 or e-mail [kevin.philcox@broadland.gov.uk](mailto:kevin.philcox@broadland.gov.uk)





A graphic showing the letters 'HMO' in a large, 3D blue font. Behind the letters is a light blue silhouette of a house with a chimney. The entire graphic is set against a background of large, faint, grey letters that spell out 'HMO'.

# Licensing

**Amenity and Facility Standards for  
Licensed Houses in Multiple  
Occupation**



## Contents

	Introduction	3 - 5
	Sleeping Accommodation – minimum room sizes	6 - 7
	Space Standards & Heating	8 - 9
	Personal washing facilities	10 - 11
	Sanitary Conveniences	12 - 14
	Facilities for the storage, preparation & cooking of food	15 - 20
	Fire Safety	21 - 26
	Management	27
	Refuse disposal & storage facilities	28
	Housing Health & Safety Rating System, (HHSRS)	29 - 30
	Planning & Building Control	31
	Further Information	32



## Introduction

These Standards have been produced by Broadland District Council for Houses in Multiple Occupation (HMO's) which require a licence. It has been written to assist owners, agents and occupiers in relation to the licence application procedure and standards they should expect in such accommodation.

### What is an HMO?

A house is a 'House in Multiple Occupation', (HMO), if both of the following apply:

- at least **3 tenants** live there, **forming more than 1 household**; and
- facilities such as a toilet, bathroom or kitchen are shared with other tenants.

A **household** is either a single person or members of the same family who live together. A family includes people who are:

- married or living together - including people in same-sex relationships
- relatives or half-relatives, for example grandparents, aunts, uncles, siblings
- step-parents and step-children.

This includes shared houses and bedsits. An HMO is also a building which has one, or more, non-self-contained units. A non-self-contained unit is where one, or more, of the facilities is not within the occupants room. This applies even if the facility is for exclusive use of the occupant.

An HMO is also a building that has been converted into self-contained flats and less than two-thirds are owner occupied and the conversion does not meet the appropriate Building Regulations.

If the property was converted prior to June 1992, it must meet the 1991 Building Regulations. The property is not an HMO unless it meets the 1991 Building Regulations.

## The Licensing requirement:

From 1<sup>st</sup> October 2018 mandatory licensing will no longer be limited to certain HMO's that are three or more storeys high, but will also include buildings with one or two storeys.

Mandatory licensing of large HMO's, (i.e. those 3 storeys high with at least 5 tenants), came into force in 2006. However, in April 2018 the Government extended the scope of mandatory HMO Licensing by removing the 3-storey rule. **The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018** came into force on 1<sup>st</sup> April 2018.

This means that a licence is required where HMO's are occupied by **five persons or more forming more than one household, regardless of the number of storeys.**

A licence is also required for any purpose-built flats where there are up to two flats in the block and one or both are occupied as an HMO, including flats above or below shops and other businesses.

A six-month grace period, from April 2018, was given for landlords to comply. A landlord of an HMO subject to the new licensing regime may not be prosecuted for not licensing the property within that period and no rent repayment order may be made in respect of such an HMO. However, during the first phase it is expected landlords will apply for a licence. At the end of the six month grace period landlords who have still not applied for a licence may be prosecuted and can be subject to rent repayment orders being made against them.

## Why is licensing needed?

The Government values the private rented sector. It is an important part of our housing market, housing 4.3 million households in England. HMO's form a vital part of the sector, providing often cheaper accommodation for people whose housing options are limited. Some of the occupiers of HMO's are the most vulnerable people in our society.

It is estimated that there are about 500,000 HMO's in England. Many are managed to good standards by reputable landlords, but unfortunately this is not always the case.

The Government wishes to remove that uncertainty by creating a level playing field between landlords, so the rogues cease to be able to operate substandard accommodation for maximum profit. This will help ensure HMO's are not overcrowded and do not pose risks to the health or safety of occupiers or blight the local communities in which they are located.

The objective is to support good private landlords who provide decent well-maintained homes and avoid unnecessary regulation on them

## Legal standards in HMO's

The Housing Act 2004 and associated regulations state the minimum standards in HMO's. This document will explain the legal requirements and provide the minimum standards for HMO's adopted by Broadland District Council.

## Management Regulations:

All HMO's are subject to the Management Regulations irrespective of their licensable status. Please see attached link;

<http://www.legislation.gov.uk/ukxi/2006/372/contents/made>

## What HMO's does this guide cover?

These Standards are for all HMOs covered by the Licensing scheme.

Further guidance is available in the following document;

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/15652/HMO\\_Lic\\_landlords\\_guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/15652/HMO_Lic_landlords_guide.pdf)



These standards should be used as a guide only; the actual provisions required will be dependent on a risk assessment undertaken by a Council Officer. It does not provide an authoritative interpretation of the law; only the courts can do that.



# Sleeping Accommodation - Minimum Room Sizes:

There are mandatory conditions in licences to regulate the size and use of rooms used as sleeping accommodation. The minimum sleeping room sizes are:

- A usable floor area\* of **6.51m<sup>2</sup> – one adult (over 10 years of age)**
- A usable floor area of **10.22m<sup>2</sup> – two adults (over 10 years of age)**
- A usable floor area of between **4.64m<sup>2</sup> and 6.5m<sup>2</sup>** maybe occupied by **a child under the age of ten only if the room is let / occupied in connection with the letting / occupation of a room with a useable floor area of at least 6.51m<sup>2</sup> to a parent or guardian of the child.**

\* usable floor area of a room is where the distance between the lowest part of the floor and the ceiling measures at least **1.5m, (5ft)**. Any area less than 1.5m is to be disregarded.

The minimum room size is simply a standard below which a room cannot be used as sleeping accommodation. It is not intended to be the norm or the lowest common denominator.

A room of less than 6.51m<sup>2</sup> cannot be occupied as sleeping accommodation by any person aged 10 or over.

Any room less than 4.64 m<sup>2</sup> may not be used as sleeping accommodation.

Communal space in other parts of the HMO cannot be used to compensate for rooms smaller than the prescribed minimum.

The minimum room sizes reflect those in section 326 of the Housing Act 1985 which is concerned with overcrowding in residential accommodation in England.

Licenses will be granted with a condition stating the maximum number of persons, (adults and children under 10), who may occupy the specified rooms as sleeping accommodation. Any room not specified as suitable for sleeping accommodation is prohibited from use as sleeping accommodation.

Temporary visitors are excluded from the regulations.

Hostels and charities providing temporary accommodation are also excluded from the minimum room size condition.

## Transitional arrangements:

**No person sleeping in accommodation which was adequate for them to do so at the time of letting, but then becomes by reason of the regulations no longer suitable should be immediately evicted.**

Where licensed HMO's do not immediately comply with the maximum occupancy mandatory condition, a reasonable time period, **up to a maximum of 18 months**

from the grant of a licence, will be permitted to enable landlords to regulate the number of occupiers permitted under the licence.

During this period, provided the landlord takes steps to reduce the number of occupiers which exceed the permitted number, no offence of breaching the condition will be committed.

In the event of a pregnant woman living in a single occupancy room and the arrival of the child causing the room to become overcrowded, potential remedies could include securing alternative accommodation in the HMO or elsewhere. Alternatively, and if practicable, the overcrowding might be remedied by the enlargement of the room or the provision of an additional room (of not less than 4.64m<sup>2</sup>) for use as sleeping accommodation by the child.

However, the offence of breaching the licence condition will be committed if the accommodation becomes deliberately overcrowded after the regulation came into force, e.g. if a tenant moved their partner into a room which was only suitable for one person and the landlord did not take all reasonable action to address the breach.

## What are the sanctions for breaching minimum room sizes?

A licence holder commits an offence if, without reasonable excuse, the licence holder breaches the licence by:

- Knowingly permitting the HMO to be occupied by more persons or households than is authorised by the licence; and
- Failing to comply with a condition of the licence such as a prohibition against occupation as sleeping accommodation.

**If convicted of such an offence the licence holder is liable to an unlimited fine. A financial penalty of up to £30,000 may be imposed as an alternative to prosecution.**



# Space Standards:

## Legal requirements:

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 require kitchens, bathrooms and WC's to be of adequate size, as set by this guide.

Broadland District Council has adopted the following minimum space standards:

## HMO's where occupiers share kitchen facilities:

Follow the table from left to right to work out the space requirements in your HMO.

Total number of people in HMO	Minimum kitchen size	1 to 2 storey HMO minimum living space	3+ storey HMO minimum living / dining space
3-5 people	7m <sup>2</sup>	11 m <sup>2</sup> separate living room; or 18 m <sup>2</sup> combined kitchen / living room	Either: 11 m <sup>2</sup> separate living room within 1 floor distance of kitchen; or 13 m <sup>2</sup> kitchen/diner and 11 m <sup>2</sup> living room elsewhere; or 18 m <sup>2</sup> combined kitchen/living/dining room.
6-10 people	10 m <sup>2</sup>	14 m <sup>2</sup> separate living room; or 24 m <sup>2</sup> combined kitchen / living room	Either: 14m <sup>2</sup> separate living room within 1 floor distance of kitchen; or 16m <sup>2</sup> kitchen/diner and 14m <sup>2</sup> living room elsewhere; or 24m <sup>2</sup> combined kitchen/living/dining room.
<ul style="list-style-type: none"> <li>The minimum kitchen area must be provided in all cases.</li> <li>A living room will be accepted as a dining room and vice versa, provided the minimum space requirements are fulfilled.</li> </ul>			

## **HMO's with kitchen facilities for the exclusive use of occupants (Bedsits):**

1. A bedsit is typically where sleeping, living and cooking amenities are provided for exclusive use by occupants within a single unit of accommodation, (i.e. one room), but where an amenity, i.e. a toilet, personal washing facilities or cooking facilities, are shared with the occupants of other bedsits in the same building.
2. A bedsit can be occupied by a maximum of two persons.
3. Room sizes:
  - 1 person bedroom/sitting room/kitchen: minimum of 13m<sup>2</sup>
  - 2 person bedroom/sitting room/kitchen: minimum of 20m<sup>2</sup>

## **1 or 2 person self-contained flats contained within a licensable HMO:**

1. A self-contained flat is typically where all basic amenities are available for the exclusive use of its occupants and no amenities are shared with the occupants of other accommodation in the same building.
2. The bedrooms in self-contained flats must meet the minimum sizes of 6.51m<sup>2</sup> for one occupant and 10.22m<sup>2</sup> for two occupants.
3. The kitchen must be of adequate size and layout.

(N.B. If the kitchen is within the same room as the bedroom the minimum room sizes detailed for bedsits above must be met, i.e. 1 person bedroom/sitting room/kitchen: minimum of 14m<sup>2</sup> and 2 person bedroom/sitting room/kitchen: 18m<sup>2</sup>).

### **Notes:**

The measured space in any room must be 'usable space'. The room should be able to accommodate the required amount of appropriate furniture easily and still allow space for movement about the room.

Any floor space that has a ceiling height of less than 1.5m (5ft) shall be disregarded for the purpose of measuring the total space in the room.

## **Heating:**

1. Each unit of living accommodation in an HMO must be equipped with adequate means of space heating, capable of maintaining temperatures of 21°C in living rooms and 18°C in bathrooms when the outside temperature is -1°C.

The fixed space-heating appliance may be an adequate central heating system with thermostatic radiator valves (TRVs), or a fixed, hardwired electrical appliance.

Each occupant should be provided with controls to allow them to regulate the temperature and timing settings within their unit of accommodation.

# Personal washing facilities:

## Legal requirements:

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 set standards for washing facilities as below:

1. Bath/showers shall be provided in the ratio of at least one to every five persons sharing.
2. The bathrooms or shower rooms shall be readily accessible and normally not more than one floor away from the user. Shared facilities shall be accessible from a communal area. Facilities must be inside the building.
3. Bathrooms and shower rooms must be of adequate size and be laid out in such a way as to enable persons to undress, dry and dress themselves in a safe manner.
4. Each bath, shower and wash hand basin shall be provided a continuous and adequate supply of hot and cold running water, designed to ensure reasonable temperature control.
5. Bathrooms and shower rooms must have adequate lighting, heating and ventilation.
6. All baths, toilets and wash hand basins must be fit for the purpose.

To meet the above requirements of adequate size, layout, and fit for purpose, Broadland District Council has adopted the following minimum standards:

1. An efficient and safe fixed space-heating appliance must be provided in the bathroom / personal washing room that can maintain a minimum temperature of 18°C when the outside temperature is -1°C.  
The fixed space-heating appliance may be an adequate central heating system with thermostatic radiator valves (TRVs) or a fixed electrical appliance. The heating must be under the control of the occupiers for timings and temperature settings.
2. Bathrooms must have mechanical ventilation to the outside air at a minimum extraction rate of 15 litres/second in addition to any window(s). The system is to be either coupled to the light switch and incorporate a suitable over-run period, or an appropriately set humidistat. This is in addition to any windows.

3. A tiled splash-back shall be provided to all baths and wash hand basins. Shower cubicles shall have fully tiled walls and be provided with a suitable water-resistant curtain or door to the cubicle. Bathrooms and shower rooms shall have smooth, impervious wall and ceiling surfaces, which can be easily cleaned. The flooring should be capable of being easily cleaned and slip-resistant.

4. The following minimum dimensions shall apply:

Item	Dimension
Wash hand basin	500mm X 400mm
Splashback	300mm high
Bath	1700mm X 700mm
Shower	800 X 800mm

5. Bathrooms and shower rooms must be constructed to ensure privacy

# Sanitary Conveniences (toilet facilities):

## Legal requirements:

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 set standards for sanitary conveniences.

1. Where there are four or fewer occupiers sharing facilities, there must be one toilet which may be situated in the bathroom.
2. Where there are five or more occupiers there must be one separate toilet with wash hand basin with appropriate splash back for every five sharing occupiers.
3. Toilets are to be provided in bathrooms or separate compartments of an adequate size and layout. The rooms shall have smooth, impervious wall and ceiling surfaces, which can be easily cleaned. The flooring should be capable of being easily cleaned and slip-resistant.
4. Toilets shall be readily accessible and normally not more than one floor away from the user. Shared facilities shall be accessible from a communal area. Facilities must be inside the building.
5. A toilet provided in a separate compartment must have a wash hand basin with an appropriate splash-back.

To meet the above requirements for sanitary conveniences, Broadland District Council has adopted the following minimum standards:

1. Separate toilet compartments should be a minimum dimension of 1300mm x 900mm with 750mm in front of the toilet.
2. Each toilet in a separate compartment is required to have a window equivalent to 1/20th of the floor area or mechanical ventilation to the outside air at a minimum extraction rate of six litres/second.
3. An efficient and safe fixed space-heating appliance that can maintain each room at a minimum temperature of 18°C when the outside temperature is – 1°C must be provided. The fixed space-heating appliance may be an adequate central heating system with thermostatic radiator valves (TRVs), or a fixed, hardwired electrical appliance. The heating must be under the control of the occupiers for timings and temperature settings.



4. A wash hand basin must be provided in the same compartment as the toilet.
5. Compartments must be constructed to ensure privacy.

## Sharing ratios for bathrooms & sanitary conveniences:

### Legal requirements:

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 set standards for the number of bathrooms/showers and toilet facilities in HMOs.

1. Where there are four or fewer occupiers sharing facilities, there must be one bathroom with fixed bath or shower and a toilet (which may be situated in the bathroom).
2. Where there are five or more occupiers sharing facilities, there must be:
  - One separate toilet with wash hand basin for every five sharing occupiers.
  - One bathroom (which may contain a toilet) with a fixed bath or shower for every five sharing occupiers.

The information below explains this requirement in more detail:

<b>Number of people (irrespective of age)</b>	<b>Facilities required (If a child under 10 lives at the property, a bath must be provided)</b>
1 – 4 people	The minimum provision is 1 bathroom containing toilet, bath or shower and wash hand basin.  The bathroom and toilet may be in the same room.
5 people	The minimum provision is 1 bathroom with a bath or shower and 1 separate toilet with wash hand basin.  The separate toilet may be located in a second bathroom.
6 - 10 people	The minimum provision is: <ul style="list-style-type: none"> <li>• 2 bathrooms containing a bath or shower</li> <li>• 2 toilets with wash hand basins, one of which must be in a separate room.</li> </ul>



11 – 15 people	<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>• 3 bathrooms containing a bath or shower</li> <li>• 3 toilets with wash hand basins, one of which must be in a separate room.</li> </ul>
Bedrooms with en-suites	<p>Where a room is provided with a complete en-suite facility (bath/shower, toilet and wash hand basin) for the exclusive use of that occupant then that occupant will be disregarded when considering the provision of sanitary facilities.</p> <p>Six occupants and one occupant had exclusive use of a fully equipped en-suite. The requirement for the remaining occupants would be for five people.</p> <p>If, however, the en-suite only provides one facility (either a bath/shower or a WC) then the occupant will not be disregarded for the missing amenity.</p>

# Facilities for the storage, preparation & cooking of food:

## Shared kitchens:

### Legal requirement:

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 require:

1. A kitchen suitably located in relation to the living accommodation, and of such layout and size and equipped with such facilities to adequately enable those sharing the facilities to store, prepare and cook food.
2. The kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities:
  - (i) sinks with draining boards;
  - (ii) an adequate supply of cold and constant hot water to each sink supplied;
  - (iii) installations or equipment for the cooking of food;
  - (iv) electrical sockets;
  - (v) worktops for the preparation of food;
  - (vi) cupboards for the storage of food or kitchen and cooking utensils;
  - (vii) refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezers);
  - (viii) appropriate refuse disposal facilities; and
  - (ix) appropriate extractor fans, fire blankets and fire doors.

To meet the above requirements, Broadland District Council has adopted the following minimum standards:

### 1. Location:

- The kitchen must be contained in the main building and located not more than one floor distant from the bedrooms. If this is not practicable in HMOs of not more than three storeys and not more than 10 persons, communal kitchens may be provided up to two floors distant from some bedrooms.
- All kitchen facilities must be available for use 24 hours a day.

## 2. Layout:

- The kitchen layout must be safe, convenient and allow good hygienic practices.
- Cookers should be located away from doorways and have enough floor space for items to be safely retrieved from the oven.
- It must be possible to stand directly in front of the cooker and sink and to place utensils down on both sides of each.
- If two sets of facilities are provided the layout must allow them to be used safely at the same time.

### Examples of approved and poor layout

This layout is not suitable as neither the cooker nor the sink can be practically or safely used.



This layout meets the minimum requirements as there is adequate worktop to both sides of the cooker and suitably located extraction.



The cooker is in an unsafe location due to its proximity to the door.



This cooker location meets the minimum requirements for a suitably sited cooker with sufficient worktop to both sides of it.

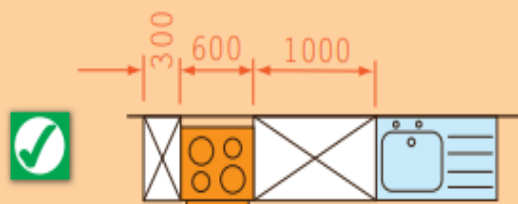


## Examples of approved and poor layout



### Good practice

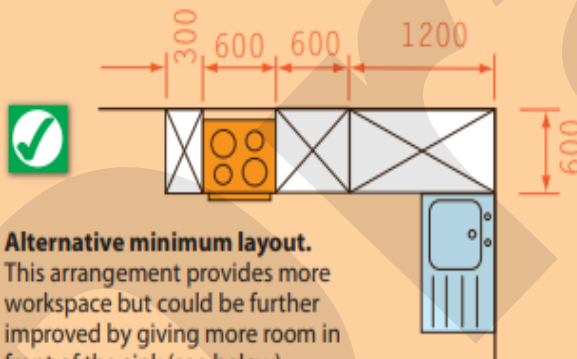
A satisfactory kitchen must be safe, convenient and must allow good hygiene practices. It must be possible to stand directly in front of the cooker and sink and to place utensils down on both sides of each. Worktops must be secure, level and impervious and must be of adequate size. Adjacent walls require splash-backs and power points must be suitably located.



#### This is the minimum provision for a kitchen.

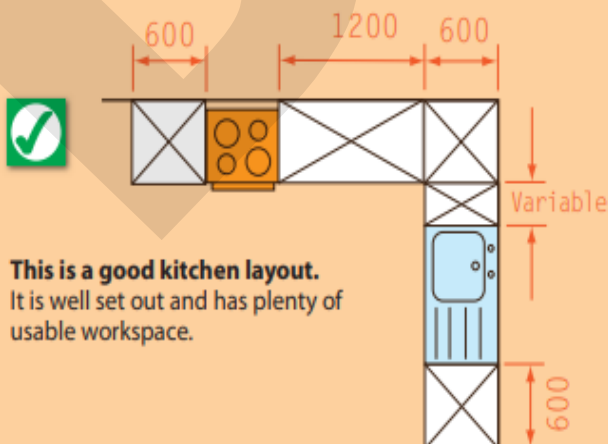
It incorporates worktop on both sides of the cooker and working space both sides of the sinkbowl.

Note 300mm is a minimum width and should be made wider where possible.



#### Alternative minimum layout.

This arrangement provides more workspace but could be further improved by giving more room in front of the sink (see below).



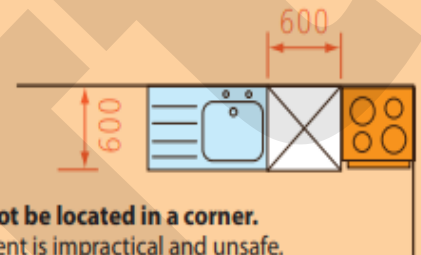
#### This is a good kitchen layout.

It is well set out and has plenty of usable workspace.



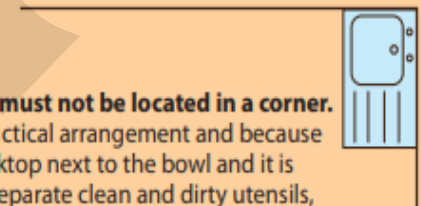
### Unacceptable

Cookers cannot be safely used if they are located in corners, do not have adequate worktop on both sides or are too close to sinks. Sinks require space to put dirty utensils on one side and clean on the other.



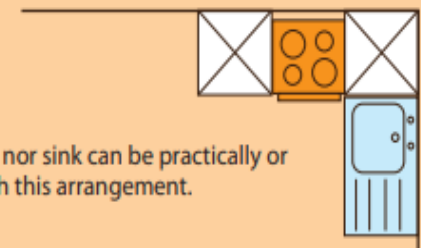
#### Cooker may not be located in a corner.

This arrangement is impractical and unsafe.

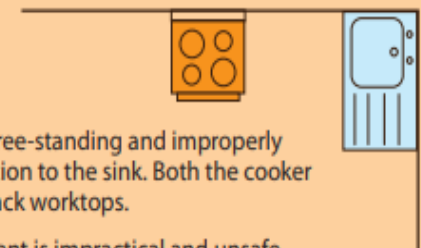


#### The sink bowl must not be located in a corner.

This is an impractical arrangement and because there is no worktop next to the bowl and it is impossible to separate clean and dirty utensils, it also creates a hygiene hazard.



Neither cooker nor sink can be practically or safely used with this arrangement.



The cooker is free-standing and improperly located in relation to the sink. Both the cooker and sink also lack worktops.

This arrangement is impractical and unsafe. Adding worktops will still not give a practical and safe kitchen.

### 3. Size:

- For three to five residents, kitchens shall have a usable floor area of at least 7m<sup>2</sup>.
- For six to ten residents, kitchens shall have a usable floor area of at least 10m<sup>2</sup>.
- The width of the kitchen must be at least 1.8m to allow safe movement of occupants.

### 4. Quantity of equipment:

- A complete set of kitchen facilities must be provided for every five persons as in the table below.
- No more than two sets of facilities shall be provided in any one kitchen.

Number of people (irrespective of age)	Minimum provision of kitchen facilities
3 – 5 people	<p>A complete set of kitchen facilities consisting of the following:</p> <p><b>Sink:</b> A stainless steel sink, integral drainer and a tiled splash-back, on a base unit. The sink must have constant supplies of hot and cold running water and be properly connected to the drains. The cold water must come directly from the rising water main. It must be possible to stand directly in front of the cooker and sink and to place utensils down on both sides of each.</p> <p><b>Cooker:</b> A gas or electric cooker with four ring burners, oven and grill, that are capable of simultaneous use. The cooker is to be located away from doorways with a minimum of 300mm worktop to both sides.</p> <p><b>Electrical sockets:</b> At least three double 13amp electrical power points (in addition to those used for fixed appliances, such as washing machines).</p> <p><b>Worktop:</b> A kitchen worktop that is level, secure and impervious. The minimum dimensions are 1000mm length and 600mm width.</p> <p><b>Storage:</b> A food storage cupboard for each occupant that is at least one 500mm wide base unit or a 1000mm wide wall unit. This may be provided within each occupant's room. (The space in the unit beneath the sink and drainer is not allowable for food storage).</p> <p><b>Fridge/Freezer:</b> A refrigerator with a minimum capacity of 130 litres plus a freezer with a minimum capacity of 60 litres. If not in the kitchen the fridge/freezer must be freely accessible and adjoining the kitchen.</p>

	<p><b>Refuse disposal:</b> Appropriate refuse disposal facilities must be provided.</p> <p><b>Ventilation:</b> Mechanical ventilation to the outside air, in accordance with current Building Regulations. This is in addition to any windows.</p> <p><b>Fire precautions:</b> Please see fire safety section.</p>
6 – 7 people	<p>Two complete sets of kitchen facilities as above with a 1500mm x 600mm work surface. However;</p> <ul style="list-style-type: none"> <li>• a combination microwave is acceptable as a second cooker</li> <li>• a dishwasher is acceptable as a second sink.</li> </ul>
8 – 10 people	<p>Two complete sets of kitchen facilities as above with a 2000mm x 600mm work surface.</p>
11 – 12 people	<p>At least two separate kitchens containing three complete sets of kitchen facilities as above, each kitchen with 2500mm x 600mm of work surface. However;</p> <ul style="list-style-type: none"> <li>• a combination microwave will be acceptable as a third cooker</li> <li>• a dishwasher will be acceptable as a third sink</li> <li>• Two x 130 litre refrigerators with an additional 20 litres capacity of refrigerator space per person over 10</li> <li>• Two x 60 litre freezer space with an additional 10 litres capacity of freezer space per person over 10.</li> </ul>
13 – 15 people	<p>At least two separate kitchens containing three complete sets of kitchen facilities as above, each kitchen with 5000mm x 600mm of work surface.</p>

## Kitchens for exclusive use:

### Bedsits:

A bedsit is typically where sleeping, living and cooking amenities are provided for exclusive use by occupants within a single unit of accommodation (i.e. one room), but where an amenity, i.e. a toilet, personal washing facilities or cooking facilities, are shared with the occupants of other bedsits in the same building.

### Legal requirements:

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 requires rooms without shared amenities to be provided with adequate equipment.



To achieve compliance with the above requirements for adequate size, layout and equipment, Broadland District Council has adopted the following minimum standards:

1. **Cooking:** A gas or electric cooker with a minimum two-ring hob, oven and grill.
2. **Storage:** A 130 litre refrigerator with freezer compartment plus at least one food storage cupboard for each occupant in the bedsit (base units shall be 500mm wide and wall units shall be 1000mm wide). The sink base unit cannot be used for food storage.
3. **Preparation:** Worktop of at least 500mm deep and 1000mm long, comprising a minimum of 300mm both sides of the cooking appliance to enable utensils and pans to be placed down. All worktops must be securely supported, impervious and easy to clean.
4. **Electricity:** Two double 13 amp power sockets suitably positioned at worktop height for use by portable appliances, in addition to sockets used by fixed kitchen appliances, plus two double sockets located elsewhere within the bedsit.
5. **Washing:** A stainless steel sink and integral drainer set on a base unit with constant supplies of hot and cold running water. The sink shall be properly connected to the drainage system. The cold water shall be direct from the mains supply. A tiled splash-back shall be provided behind the sink and drainer.
6. **Ventilation:** Mechanical ventilation to the outside air at a minimum extraction rate of 60 litres/second or 30 litres/second if the fan is sited within 300mm of the centre of the hob. This is in addition to any windows.
7. **Layout:** The same principles of safe layout and design apply in bedsits as for shared kitchens. Cookers must not be located near doorways to avoid collisions.

#### Notes:

1. Where a gas appliance is provided within a unit of accommodation, a carbon monoxide detector should also be provided.
2. Proprietary micro-style kitchenettes incorporating the above features may be suitable in certain situations, following consultation with a case officer.

# Fire Safety:

## Legal requirement:

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 require appropriate fire precaution facilities and equipment to be provided of such type, number and location as considered necessary.

The Regulatory Reform (Fire Safety) Order 2005 requires all HMOs to have a sufficient risk assessment with regard to fire.

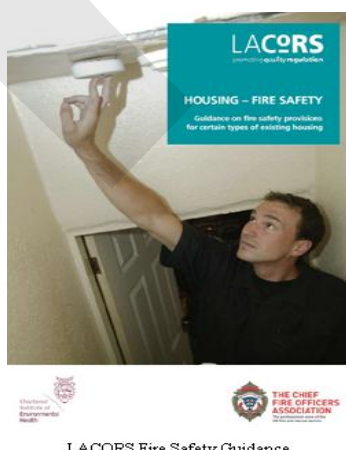
The Management Regulations require firefighting equipment and fire alarms to be maintained in good working order.

Norfolk Fire and Rescue Service enforce fire safety Regulations in communal, (shared), parts of an HMO such as shared kitchens, living rooms, hallways, stairways, etc. Broadland District Council will liaise and work with Norfolk Fire and Rescue Service whenever appropriate to obtain specialist advice and guidance.

## Broadland District Council requirements:

Broadland District Council will undertake the inspection of HMO's and determine whether adequate fire precaution facilities and equipment are in place. A joint inspection may be undertaken with Norfolk Fire and Rescue Service where appropriate.

National Guidance on fire safety provisions for certain types of existing housing, published by LACORS, Housing – July 2008 (ISBN978-1-84049-638-3) will be used in the decision making process. Specialist advice may also be sought from Norfolk Fire and Rescue Service in relation to property specific requirements.



This document contains advice for landlords and fire safety enforcement officers in both local housing authorities and fire and rescue authorities on how to ensure adequate fire safety. Please use attached link to the document;

<https://www.rla.org.uk/docs/LACORSFSguideApril62009.PDF>



The information below is summarised from the Fire Safety Guidance document and provided to help landlords understand their responsibilities and the fire safety precautions judged necessary for HMOs.

## **1. Fire Risk Assessment:**

A Fire Risk Assessment is required. A Fire Risk Assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of a Fire Risk Assessment are:

- to identify fire hazards;
- to reduce the risk of those hazards causing harm to as low as reasonably practicable; and
- to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

A landlord or specialist contractor can undertake the risk assessment. Most properties will be relatively small and will have a straightforward and simple layout. Therefore, little fire safety expertise is likely to be required to carry out the risk assessment. In larger buildings or where the building contains different uses, i.e. commercial and residential, then specialist advice may be required.

## **2. Fire precaution requirements:**

The requirements expected by the Council will vary according to the observations and findings arising from any inspection undertaken and will be based on the advice detailed in the LACORS Fire Safety guide.

Landlords should also be aware that where premises are occupied in a manner other than that intended under the original construction, compliance with the Building Regulations at the time of that construction will not necessarily negate the requirement for additional fire safety measures.

Although an exhaustive list of likely requirements cannot be given in this document necessary measures may include: fire doors on high risk rooms, fire separation, a fire blanket in the kitchen and automatic fire detection systems.

Landlords are required to test and maintain fire alarm and emergency lighting systems in accordance with the British Standards.

- Grade D fire alarm systems should be tested on a regular basis, not less than monthly and more frequently whenever circumstances require. All detectors must be cleaned at least annually. Testing and maintenance must be in accordance with the manufacturer's instructions. Landlords can self-certify this has been completed.
- Grade A fire alarm systems should be tested on a regular basis, not less than monthly and more frequently whenever circumstances require. The system must be inspected and serviced at periods not exceeding six months in accordance with the recommendations of Clause 45 of BS 5839-1:2013. An

inspection and servicing certificate of the type contained in H.6 of BS 5839-1:2013 should be issued by a suitably qualified and competent person.

- Emergency lighting systems should be tested regularly and a full system test and service must be completed annually by a competent person in line with BS5266.
- Landlords are required to service firefighting equipment annually.

### 3. Non-standard layout/Higher risk homes:

If the property is of a non-standard layout or if the occupants present a higher risk due to factors such as drug/alcohol dependency or limited mobility then the risk may increase and additional precautions may need to be taken. This must be factored into your Fire Risk Assessment.

An example of a non-typical layout is 'inner rooms' where the bedroom is located such that the occupant passes through risk rooms (living rooms, kitchens or dining rooms) in order to reach the means of escape. There are various solutions available such as escape windows or water suppression systems; these should be discussed with a case officer before undertaking works.

### 4. Examples:

The following examples are based on typical properties with a simple layout, i.e. where all bedrooms lead onto the means of escape (i.e. the landing and hallway) and do not have to pass through any other room. These are also based on low risk occupants.

#### Low risk shared houses:

For properties let on a joint contract with shared access to all areas of the property and shared facilities the following requirements apply:

Area	Item	1-2 Storey Property	3 - 4 Storey property	5 Storey property
Fire doors	Doors to kitchen must be 30 minute fire doors with heat and smoke seals.		✓	✓
	Bedroom doors must be solid and close fitting.	✓	✓	✓
	Bedroom doors must be 30 minute fire doors with heat and smoke			

	<p>seals.</p> <p>Fire door to living room with heat and smoke seals.</p> <p>Doors to any cellars must be 30 minute fire doors with heat and smoke seals.</p>	✓	✓	✓
<b>Fire alarm system</b>	<p><i>BS 5839-6:2004 Grade D, LD3 fire alarm system with smoke detectors in escape route at all levels and heat alarm in kitchen.</i></p> <p><i>Additional interlinked smoke alarms in any cellar.</i></p> <p><i>Additional smoke interlinked alarm in living room.</i></p> <p><i>Additional smoke alarms to bedrooms – only if smoke seals fitted to bedroom doors</i></p>	✓	✓	✓
<b>Firefighting equipment</b>	<p>Fire blanket in kitchen</p> <p>Simple multi-purpose fire extinguisher in hallway recommended.</p>	✓	✓	✓
<b>Locks on doors</b>	<p>Final exit doors must have a security lock that can be opened from the inside without a key. Break glass boxes are not acceptable.</p> <p>Locks on bedroom</p>	✓	✓	✓

	doors (where provided) must be provided with a lock that can be opened without a key from the inside.	✓	✓	✓
<b>Protected escape route</b>	Under stairs cupboards must have a ceiling that is 30 minutes fire resistant.	✓	✓	✓
	Cellars must have a ceiling that is 30 minutes fire resistant.	✓	✓	✓
	30 minute protected escape route.		✓	✓
	Escape windows (to current building regulation standard).	✓ (Alternative solution)	✓	✓

## Bedsits:

**A bedsit is where tenants rent a room and have shared use of a kitchen or bathroom. The tenants will not always know each other and may have locks on their bedroom doors.**

Each property will be risk assessed for individual particular needs.

### No more than 2 storeys:

- Mains wired interlinked optical type smoke detectors / alarms in common parts, basement / cellar and in all habitable rooms and a heat detector in the kitchen (BS 5839-6:2004 Grade D, LD2);
- 30 minute fire resisting structure to walls and ceilings separating habitable rooms from other habitable rooms, kitchens and the common escape route.
- Fire doors with 30 minute fire resistance, complete with intumescent smoke seals and an overhead self-closing device (FD30S)
- Emergency lighting to common parts (BS5266) where escape route is long or complex
- Fire escape signage where escape route is long or complex
- Provision of a fire blanket and dry powder fire extinguisher in the kitchen and a 9 litre water extinguisher to each floor level.

Or

- A fire sprinkler system (BS 9251:2005) with relaxations on the above requirements.

### 3 or 4 storeys:

- Mains wired interlinked optical type smoke detectors / alarms in common parts, basement / cellar and in all habitable rooms and a heat detector in the kitchen (BS 5839-6:2004 Grade A, LD2);
- 30 minute fire resisting structure to walls and ceilings separating habitable rooms from other habitable rooms, kitchens and the common escape route.
- Fire doors with 30 minute fire resistance, complete with intumescent smoke seals and an overhead self-closing device (FD30S)
- Emergency lighting to common parts (BS5266) where escape route is long or complex
- Fire escape signage where escape route is long or complex
- Provision of a fire blanket and dry powder fire extinguisher in the kitchen and a 9 litre water extinguisher to each floor level.

Or

- A fire sprinkler system (BS 9251:2005) with relaxations on the above requirements.

### Buildings converted into flats:

Compliance with the 1991 Building Regulations will usually be considered sufficient.

In general:

- 60 minutes fire resistance between flats and any commercial premises.
- 30 minutes fire resistance between flats and common parts and other flats.
- 30 minute fire resisting doors to the flat entrances (FD30S)
- Mains wired interlinked optical type smoke detectors/alarms in common areas, basement/cellar and a heat detector in the room/lobby opening onto the escape route (BS 5839-6:2004 Grade D, LD2).
- Mains wired non-interlinked optical type smoke detectors/alarms in hallway (BS 5839-6:2004 Grade D, LD3).

## Management:

The Management of Houses in Multiple Occupation (England) Regulations 2006 apply to all HMO's. Please see attached link to the Regulations;

<http://www.legislation.gov.uk/ukxi/2006/372/contents/made>

The Regulations can be accessed in full at [www.legislation.gov.uk](http://www.legislation.gov.uk). Under both sets of Regulations the person in control of or managing the HMO has a number of duties:

- Provision and display of the manager's contact information to the occupiers;
- Maintenance of common parts, fixtures, fitting and appliances;
- Maintenance of living accommodation;
- Safety measures, including fire safety;
- Supply and maintenance of gas and electricity;
- Maintenance of water supply and drainage; and
- Provision of waste disposal facilities.

## Fit & proper person?

A licence holder and any manager of an HMO must be a "fit and proper" person. Applicants must declare relevant information and appropriate checks will be undertaken to ensure they are fit and proper to operate an HMO.

A database of rogue landlords and property agents has been introduced which can be used to verify / confirm any previous convictions.

## Occupiers:

Occupiers of HMO's have a duty to ensure that they take reasonable care to avoid damage and disrepair to the property, and do not obstruct the manager in complying with any Management Regulation.

# Refuse disposal & storage facilities:

HMO licences will require the licence holder to comply with their local authority policy for the provision of facilities for the proper disposal and storage of domestic refuse.

## Broadland District Council HMO Policy:

Broadland District Council provides bins for household waste collection to all households in the district who pay Council Tax as follows;

- **A standard set of 240 litre bins to each household (one green bin for general refuse and one grey bin for recycling);**
- **A larger 360 litre green bin to households of 5 or more;**
- **A larger 360 litre grey bin is available to any household with large amounts of extra recycling at each collection;**
- **An extra set of bins may be delivered if there is more than one family residing in a property, or an annexe, and is paying separate Council Tax;**
- **Other arrangements can be put in place where there are exceptional circumstances at a property, e.g. a large number of residents or residents with special needs.**
- **Large communal bins are only provided where there is not space for smaller bins to be provided.**

Broadland District Council operates an alternate weekly collection of refuse and recycling waste.

To comply with the requirements of the licence the landlord must:

- Agree suitable waste storage and collection arrangements with Broadland District Council at the earliest opportunity;
- Store all household waste from the property safely and securely within the boundary of the property;
- Ensure all household waste is contained within bins provided by Broadland District Council and that any other waste is dealt with promptly and legally to prevent any potential nuisance issue;
- Ensure all tenants are aware of the household waste collection arrangements for the property including what can be accepted through the refuse and recycling scheme (details are available on the Council's website or from the Environmental Services Department at Broadland District Council);
- Ensure that all household bins are presented by 07:00 on the day of collection and are returned to the property following collection; and
- Legally dispose of any waste generated in any maintenance of the property, including any DIY and construction and demolition waste. The landlord must be able to provide a Waste Transfer Note upon request for such controlled waste.



## **Housing Health and Safety Rating System (HHSRS):**

The Housing Health and Safety Rating System, (HHSRS), is the legislation which gives minimum standards for all homes, including HMO's. When HMO's are inspected, any defects found as part of this procedure will be subject to HHSRS.

It is a risk- based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in properties. There are 29 hazards detailed within the HHSRS, the most common being:

### **Damp & mould growth:**

Houses should be warm, dry, well-ventilated and maintained free from rising and penetrating damp and condensation. There should be adequate provision for the safe removal of steam / moisture to prevent damp and mould growth.

### **Excess Cold:**

Houses should be adequately insulated to prevent excessive heat loss and have an effective heating system capable of maintaining temperature.

An Energy Performance Certificate, (EPC), is required every time a home is put up for sale or for rent. There are a few exceptions, i.e. for a room that's being rented out by a resident landlord and listed buildings may also be exempt.

### **Entry by Intruders:**

Houses should be capable of being secured against unauthorised entry. Windows and doors must be robust and fitted with adequate security. Externally, the curtilage of the property should be restricted and secure. Sheds and outbuildings should be maintained secure and in good repair.

### **Lighting:**

All habitable rooms should have an adequate level of natural lighting. All rooms and circulation areas should have provision for electric lighting.

### **Electrical Hazards:**

The electrical installation should be maintained in a safe condition. There is a legal requirement for the electrical installations in HMO's to be inspected by a competent person every five years.

### **Flames, hot surfaces, etc.:**

Heating and cooking appliances should be maintained in a safe condition and be suitably located so as not to become hazardous. Cooking appliances should be set on an even surface and heating appliances securely fixed in a suitable position within the room.



### **Falls:**

Internally, floors should be even, non-slip and be maintained in a good condition. Stairs should be maintained in good condition and be free from disrepair. Stair coverings should be securely fitted and should not be worn or loose. A securely fixed hand rail should be provided the full length of the stairway. Balconies and basement light wells should have securely fixed guarding.

Externally, paths should be even, properly drained and steps should be maintained in good condition and be free from disrepair.

### **Personal hygiene, sanitation and drainage:**

Bathroom and kitchen surface finishes should be capable of being readily cleaned. The external of the property should be free from disrepair and free from access by pests, such as rats and mice. There should also be suitable provision for the storage of domestic waste inside and adequate receptacles outside the property – see additional section on new licensing requirements for refuse disposal and storage facilities.

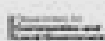
### **Water supply:**

An adequate supply of potable drinking water should be available from the kitchen sink. All pipework should be adequately protected from frost damage.

Further information:

Further guidance can be found on the Housing and Safety Rating System via the following link;

<https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>



# Planning:

## HMO's with three to six persons:

HMO's occupied by between three and six unrelated persons are defined as Use Class C4 by the Town and Country Planning (Use Classes) Order 1987 (as amended). Dwellings occupied by families or fewer than three unrelated people are defined as Use Class C3.

Planning permission may be required from the Council to change the use of a dwelling to an HMO in Use Class C4.

## HMO's with seven or more occupiers:

HMO's with seven or more occupiers require planning permission and owners and managers are recommended to contact the Planning Department to clarify the planning status of the property;

**Address:** Thorpe Lodge, 1 Yarmouth Road, Thorpe St. Andrew, Norwich, NR7 0DU

**Telephone:** 01603 430509

**Email:** [planning@broadland.gov.uk](mailto:planning@broadland.gov.uk)

# Building Control:

Alteration / improvement works, including those requested by the council such as window replacement, drainage works or alterations to the electrical system, etc. may require Building Regulation or Building Notice approval.

For further information:

**Address:** CNC Building Control, PO Box 1370, Norwich, NR15 2GX

**Telephone:** 0808 168 5041

Quotations: [quotations@cncbuildingcontrol.gov.uk](mailto:quotations@cncbuildingcontrol.gov.uk)

General Enquiries: [enquiries@cncbuildingcontrol.gov.uk](mailto:enquiries@cncbuildingcontrol.gov.uk)

Technical Advice: [technical@cncbuildingcontrol.gov.uk](mailto:technical@cncbuildingcontrol.gov.uk)

Applications: [applications@cncbuildingcontrol.gov.uk](mailto:applications@cncbuildingcontrol.gov.uk)

## Further Information:

For further information on the licensing of HMO's please contact the Private Sector Housing Team at Broadland District Council on (01603) 430518.

### Applying for an HMO licence:

You can apply for an HMO licence online at our website;

[https://www.broadland.gov.uk/info/200128/housing/154/houses\\_in\\_multiple\\_occupati on\\_hmos](https://www.broadland.gov.uk/info/200128/housing/154/houses_in_multiple_occupati on_hmos)

To make a valid HMO licence application you must:

1. Complete the online application form;
2. Sign and return the declaration;
3. Pay the licence fee
4. Submit any required documentation.

### HMO Licence Fee:

There is a fee for a five year HMO licence for up to five persons letting. There is a smaller additional fee per extra letting over the initial five lettings. The current fees are detailed on our website. Please use the same link to the website, as above.

Once an application is valid, we will arrange an inspection of the house, before preparing a draft licence called an 'Intention Notice'. The Intention Notice will contain conditions to be applied to the licence.

There is a 14 day consultation period before the final licence is issued. If you disagree with any conditions on the licence, (as detailed in the Intention Notice), you can make representation against the condition. These will be reviewed. We may amend / vary the licence as requested or reject the representation.

The actual licence is then issued. You have the right of appeal to the First Tier Tribunal against conditions on the licence. This must be done within 28 days.

An HMO licence runs for five years from the date of issue.

You must renew your licence before the current licence expires. A valid renewal requires timely submission of the online renewal application form, signed declaration and fee payment.

Renewals received after licence expiry will be rejected and you will be required to submit a full new application and pay a higher fee.



## Equality Impact Assessment

Kevin Philcox

**Name of Officer/s completing assessment:**
**Date of Assessment:**
7<sup>th</sup> September 2018

### 1. What is the proposed Policy?

To provide set standards of amenity and safety for Houses in Multiple Occupancy that require a Licence under new legislative procedures

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

Age	<input checked="" type="checkbox"/>	Sex	<input type="checkbox"/>	Pregnancy/Maternity	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>	Gender Reassignment	<input type="checkbox"/>
Race	<input type="checkbox"/>	Civil Partnership/Marriage	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>
Health	<input checked="" type="checkbox"/>	Rurality	<input type="checkbox"/>	Low Income	<input checked="" type="checkbox"/>
				None of the above	<input type="checkbox"/>

### 3. What do you believe are the potential equalities impacts of this policy?

Please include:

- Any other groups impacted not detailed above
- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy

**Note: Impacts could be positive and/or negative and impact groups differently**

The intended effects of the proposed adoption of standards are positive in that they will affect the amenities and safety standards for all resident in Houses in Multiple Occupancy that require a licence as required under amendments to legislation. Those protected groups specific to the benefits have been identified as part of this assessment.

The document has specific reference to residents with mobility issues as part of the fire risk assessment procedure. The requirement for adequate WC, washing facilities and food preparation areas will assist those in poor health and pregnant tenants, helping them to stay healthy.

The new standards are likely to have a positive impact on young people aged under 35 in that they are more likely to be accessing HMO accommodation, either because it meets their housing need or because they are entitled to the shared room rate under the local housing allowance for housing benefit.

#### **4. How is it proposed that any identified impacts are mitigated?**

Please include:

- Steps taken to mitigate, for example, other services that may be available
- If you are unable to resolve the issues highlighted during this assessment please explain why
- How impacts will be monitored and addressed?
- Could the decision/policy be implemented in a different way?
- What is the impact if the decision/policy is not implemented?

The impacts to protect groups who are affected by this procedure are positive, mitigation is not required.

**Signed by evaluator:**

**Signed by responsible head of department:**

Please send your completed forms to [victoria.parsons@broadland.gov.uk](mailto:victoria.parsons@broadland.gov.uk) to be reviewed and stored in accordance with our legal duty. You may also wish to contact the Housing, Health & Partnerships Officer if at any time you need assistance filling in your assessment.

## TREASURY MANAGEMENT PERFORMANCE FOR 2017/18

**Portfolio Holder:** Finance

**Wards Affected:** All

### 1 SUMMARY

- 1.1 This report summarises treasury management activity during 2017/18 and includes the outturn of the Prudential Indicators for the year.

### 2 BACKGROUND

- 2.1 The authority has adopted CIPFA's 2017 'Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes' ("TM Code").
- 2.2 The authority drew up its Treasury Management Strategy for 2017/18 in accordance with the principles set out in the TM Code, presenting it to Cabinet on 14 March 2017 for approval. Members received a brief half year performance update as part of the Accountancy Service Plan report on 5 December 2017.
- 2.3 Part 3 of the Constitution gives the Head of Finance and Revenue Services delegated powers to borrow and lend in accordance with approved policy and to determine capital financing. In addition, the Council's Financial Procedure Rules stipulate that the Head of Finance and Revenue Services shall report twice a year on the exercise of these delegated powers.

### 3 KEY DECISION

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

### 4 INVESTING

- 4.1 The Council's investments as at 31 March 2018 were as follows:

Counterparty	£(m)	Interest Rates
Investec	10.34	Return varies, dependent on the performance of the underlying fund
Payden & Rygel	3.13	
Public Sector Deposit Fund	1.00	
Certificates of Deposit	2.00	0.47%
Banks	9.00	0.72% to 0.98%
Instant access deposits with banks	7.30	0.35% to 0.40%
<b>Total</b>	<b>32.76</b>	

- 4.2 The Council purchased units in Payden & Rygel and Investec's pooled funds six years ago. No units have been sold or purchased since; changes in the value of the Council's share reflect the net growth/loss in the overall value of the funds. The Payden & Rygel fund remained relatively stable during the year, but the Investec Short Dated Bond Fund did not perform as well as expected.
- 4.3 The Payden Global investment is in an AAA rated Sterling Reserve Fund. The fund has performed adequately since 2012, with returns net of management fees keeping pace with yield on in-house investments.
- 4.4 Investec Asset Management funds are invested with a 80:20 split over the Short dated Bond and Target Return Funds. The Short Dated Bond Fund is AAA-rated and the mixture of funds should smooth the volatility on the more risky Target Return Fund. However, due to the poor performance of the Short Dated Bond Investec have now closed the fund and from 25 May 2018 the investment has moved into Investec's Diversified Income Fund.
- 4.5 The average return on Investec funds has been disappointing in recent years. The Head of Finance and Revenue Services consulted with the authority's treasury advisors about alternative investments and asked them to assist in finding a suitable money market fund for short term investments. Property unit trusts were also under consideration for longer term investments.
- 4.6 The treasury advisors submitted options for the Council's investments and these are attached to this report for Members only (Exempt Appendices). After discussions with the former Leader and the Portfolio Holder it was felt to be more prudent to make the forced change and to reduce costs keep the change within Investec. The change is so that the return for the new fund can be seen but over a longer period as the Council does not require the funds at this stage. However it was felt to see any return from property funds the investment would be required to be tied up for a longer period than the Council felt comfortable with considering the uncertainty around local government finances.
- 4.7 In addition, the authority retains an investment of £1m in CCLA's Public Sector Deposit Fund, a money market fund backed by the Government, however the Council will be ending its association with this fund and moving back into bank deposits. This further change will also have the impact of potentially increasing investment income.
- 4.8 During 2017/18 the in-house team arranged thirty-one fixed term deposits which included Certificates of Deposits (CDs) purchased through the clearing house King & Shaxson. Cash levels were also managed through transfers (151 movements) into or out of the Council's interest bearing accounts as a flexible alternative.

- 4.9 The total sum invested by the in-house team as fixed term deposits ranged from a minimum of £15.0m in May 2017 to a maximum of £28.5m in January 2018, with an average investment over the course of the year of £19.9m per day. This included sums invested on behalf of town and parish councils and charitable organisations, which at the 31 March 2018 amounted to a total of £128,400 as shown below:

	£'000	Terms of interest paid
Charitable organisations	3	0.5% below Base Rate
Parish Deposits	125	Average internal rate achieved on all investments
<b>Total</b>	<b>128</b>	

- 4.10 The Council's Treasury Management Strategy for 2017/18 followed the principles in CLG's 2010 'Guidance on Local Government Investments' 2<sup>nd</sup> Edition ("Guidance") and CIPFA's 2017 'Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes' ("CIPFA TM Code"). Security and liquidity of investments take priority over yield, and surplus funds have been invested in high credit quality counterparties. As at 31 March 2018 £4m in total has been placed for terms of one year, which offers greater returns than short-term deposits.

## 5 BORROWING

- 5.1 The 2017/18 Treasury Management Policy set an operational boundary for external debt of £4m and an authorised limit of £6m. This means that if the authority's level of external debt (including notional debts on implied finance leases) exceeds £4m at any stage during the year the fact must be reported to Council as soon as possible, and that debt is not allowed to exceed £6m without receiving prior authorisation from Council.
- 5.2 The calculation of external debt excludes the third party funds described in paragraph 4.9, as these are taken to assist partner organisations with their treasury operations.
- 5.3 The most efficient option to fund capital expenditure during 2017/18 was to use internal funding. External debt was not required, and is unlikely to be required in the foreseeable future.
- 5.4 The Head of Finance and Revenue Services confirms that the Council's debt level was below the Operational Boundary at all times.

## 6 RESOURCE IMPLICATIONS

- 6.1 Investment interest of £63,917 was received in the year. Due to the volatility



in the market our investment returns have been lower than expected, with our internally managed investments out-performing the externally managed funds. In addition to investment interest we received a small amount of interest on car loans (£112), transferred debt from the 1974 local government reorganisation (£9,410) and the loan to Old Catton Parish Council (£176).

- 6.2 The returns on the externally managed funds were examined when setting the Treasury Strategy for 2018/19 and the Head of Finance and Revenue Services has considered alternative investments for these funds. The changes detailed in 4.4 to 4.7 should assist in increasing the investment income to the Council. However the situation will be monitored and reviewed regularly.
- 6.3 In recent years, there has been a forecast that capital expenditure may require the authority to raise external debt within the next five years. During the last year, two factors have combined to make this occurrence less likely. First, the Council received £1m from Lloyds as a returned LAMS deposit and £2m in repayment of the Broadland Growth Ltd loan; both sums were classed as capital receipts and can therefore be used only to fund capital expenditure in future. Second, changes to disabled facilities grant funding have provided a higher percentage of external funding for this part of the programme, reducing the former reliance on revenue contributions and potential debt to fulfil our statutory obligations in this respect.
- 6.4 In November 2017 the bank base rate increased to 0.50 percent from 0.25 percent and the 2018/19 budget for investment interest was set in recognition that investment rates would increase. However, the market has remained volatile and it looks increasingly unlikely that the target will be met. The interest rate forecast and predicted level of treasury activity will be re-considered when estimating the 2019/20 interest income budget.

## **7 PRUDENTIAL INDICATORS**

- 7.1 The Head of Finance and Revenue Services is required to report the outturn of the prudential indicators set for 2017/18
- 7.2 Actual capital expenditure during the year was £1,181,660, against a revised budget of £2,143,200. The original budget for the year was £1,675,900; this was increased by the addition of £384,500 from budgets approved to be carried forward from 2016/17, and of £82,800 approved for additional projects.
- 7.3 The foremost reason for the reduced total capital expenditure compared to base budget is a zero-spend against a budget of £560,000 for contributions to a Norfolk countywide Broadband improvement initiative.

- 7.4 The theoretical effect of the additional capital expenditure noted in paragraph 7.2 is that Band D Council Tax should increase by £1.84. In practice, the additional expenditure has been funded from the General Reserve, which holds accumulated surpluses from previous years. Future capital funding plans predict a fall on the revenue funding pressure due to the greater reliance on capital receipt reserves. Following CIPFA consultation on the Prudential Code a decision was made to delete the Council Tax indicator. The view was that the long term financial sustainability of local authorities relies on much more than Council Tax funding. The decision fits with a general move away from generic calculation based indicators; therefore subsequent reports will not feature this measure.
- 7.5 As noted in paragraph 5.3, the Council has not taken out external debt during the year. The technical debt represented by the implied finance lease within the waste collection and street cleansing contracts amounts to £324,800 as at the end of the year and overdrafts incurred as part of treasury operations have been minimal. Therefore the Operational Limit of £3m on debt has not been breached at any point during the year.
- 7.6 The Council's capital financing requirement (CFR) represents its theoretical need to borrow to fund capital expenditure. As the capital programme's financing has been fully funded, with all over-financing corrected in previous years, the CFR will match the technical debt represented by the finance lease described in paragraph 7.5 above. As the Council intends to fully finance its capital programme from 2018/19 onwards, the CFR is expected to mirror the finance lease debt for the foreseeable future.
- 7.7 The Council is required to report on the ratio represented by its net financing costs to its net revenue stream. This is a measure of affordability, indicating how much of the authority's revenue is taken up in financing its debt. However, as Broadland is a net investor, it has a negative ratio of 1.61 percent, indicating that its financing 'costs' are represented by income equivalent to 1.61 percent of its other grant and taxation revenues.
- 7.8 The maximum exposure to fixed rates during the year has been 81.6 percent and to variable rates 71.7 percent, both against limits of 100 percent.
- 7.9 The total principal sum invested for terms of over 364 days at 31 March 2018 was £4.0m. This is within the limit of £10m of the portfolio for medium term investment (up to 5 years) set in the 2017/18 Strategy Report.
- 7.10 The Head of Finance and Revenue Services can therefore report that the Prudential Indicators set for 2017/18 have been complied with in full and that none have reached a level that indicates any cause for concern.

## **8 LEGAL IMPLICATIONS**

- 8.1 All investments were made within the statutory requirements that govern local authority money market activities.
- 8.2 The CIPFA Code of Practice on Treasury Management requires the authority to report on treasury management activities at least twice a year, including a report on the Prudential Indicators.

## **9 RISK IMPLICATIONS**

- 9.1 The main aim of the investment strategy is to minimise the risk of loss of principal. The Council's investments are with counterparties offering higher security, at the expense of yield if necessary. The Council works with its financial advisors to ensure that risks are reduced.

## **10 EQUALITIES IMPLICATIONS**

- 10.1 The report has no specific impact on Equalities. Treasury decisions are made primarily on the basis of the security of counterparties, with the needs of the authority's cash-flow second and other considerations such as equality and diversity given lower priority.

## **11 OPTIONS**

- (1) To note the outcome in respect of 2017/18 treasury management activities;
- (2) to take any other course of action Cabinet feels to be appropriate.

Jill Penn  
Head of Finance and Revenue Services  
(Section 151 Officer)

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### **Background Papers**

Cabinet reports 14 March 2017 and 5 December 2017; CIPFA Code of Practice on Treasury Management; Capita Asset Services reports

For further information on this report contact Jill Penn on (01603) 430486 e-mail [jill.penn@broadland.gov.uk](mailto:jill.penn@broadland.gov.uk) or Tim Spooner on (01603) 430464 email [tim.spooner@broadland.gov.uk](mailto:tim.spooner@broadland.gov.uk)

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 84 to 132 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

## **CABINET**

**25 September 2018**

### **Final Papers**

<b>Item</b>	<b>Details</b>	<b>Page No</b>
<b>7</b>	<b><u><a href="#">Overview and Scrutiny Committee</a></u></b>  To receive the Minutes of the meeting held on 11 September 2018.	<b>134 – 137</b>

#### **DEMOCRATIC SERVICES**

**Broadland District Council**  
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU  
Tel: 01603 430428  
Email: [cst@broadland.gov.uk](mailto: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 11 September 2018** at **10.00 am** when there were present:

Mr A D Adams	Mr D G Harrison – Chairman	
Mrs C H Bannock	Mr G Everett	Mr V B Tapp
Mr D Buck	Mr R F Grady	Mrs K A Vincent
Ms S J Catchpole	Mr G K Nurden	Mr D C Ward
Mr J J Emsell	Mr F O'Neill	
	Mr S Riley	

Mr R Knowles also attended the meeting for its duration.

Also in attendance were the Deputy Chief Executive, Head of Democratic Services and Monitoring Officer, Head of Finance and Revenue Services, Interim Revenue and Benefits Manager, Benefits Team Leader and the Committee Officer (JO).

### 40 MINUTES

The Minutes of the meeting held on 21 August 2018 were confirmed and signed by the Chairman as a correct record.

*Minute no: 39 – A Case for Change – Business Case for Changing the Governance of the Norfolk Fire and Rescue Service.*

Members noted that Cabinet had also recommended a negative response to the Police and Crime Commissioner's proposal.

The meeting was advised that South Norfolk Council had not given a corporate response to the proposal, but had left it for individual Members to respond as they saw fit.

### 41 UNIVERSAL CREDIT

The Committee received a briefing on the impact Universal Credit in the District.

Universal Credit had been introduced for new claimants in a limited number of postcode areas in Broadland in 2016 and in a further five areas since then. A full rollout across the District for new claimants would take place on 17 October 2018. Pensioners would not be moved to Universal Credit and neither would all working age claimants at this stage.

Broadland and South Norfolk would initially each be locating an officer at Norwich Job Centre one day a week, to give advice and support to claimants. This resource might be increased if there was a high demand for it. The Council was also proposing to offer drop-in advice to private sector landlords on Universal Credit at both council offices.

A Universal Credit Action Group comprised of Benefit Officers from Broadland and South Norfolk, the Citizens Advice Bureau and the Job Centre had met last week. The Benefits Team had also received refresher training on budgeting advice and support for claimants. It was proposed to offer advice to claimants at Thorpe Lodge and by home visits if necessary. Staff had also been shadowing colleagues in Great Yarmouth and Waveney, where Universal Credit had already been rolled out, to ensure that officers were aware of any problems already identified.

Following an appropriate period to assess the full rollout of Universal Credit a report would be brought to Members.

The Vice-Chairman noted that Universal Credit could encourage people into work and that locating Council staff at Job Centres could be of significant benefit to claimants.

In response to a number of queries, Members were advised that vulnerable people could arrange for their rent to be paid directly to their landlord and that additional Housing Benefit was now paid for the transition from fortnightly to monthly Universal Credit payments. It was also confirmed that there were exceptions to the Spare Room Subsidy in cases such as disability or age.

It was emphasised that the Council did not administer Universal Credit as the Department of Work and Pensions was responsible for the amount claimants received. The Council could, however, provide support for those in financial hardship through its Discretionary Housing Payments Fund and its Council Tax Relief Scheme, as well as offering debt and budgeting advice.

The Interim Revenue and Benefits Manager informed Members that the Benefits Team were confident that they were as well prepared as they could be for the rollout of Universal Credit.

## **42 HEALTH SERVICES IN BROADLAND**

The Deputy Chief Executive gave a presentation on the two Clinical Commissioning Groups (CCG) in the Broadland area (Norwich CCG and North Norfolk CCG), which sought to address the questions raised by the Committee and identify the issues that were affecting both CCGs.

Responding to winter was one of the main issues facing the CCGs, as colder weather inevitably put an additional strain on the capacity of Accident and Emergency Units, hospitals and GP surgeries, as well as leading to delays in hospital discharges.

Norwich CCG were proposing a New Model of Care through an Alliance Agreement that would integrate services to address these and other pressures. This would be a new way of working in partnership to bring together local GP practices, nurses, community health and mental health services, social care, hospital specialists and voluntary sector organisations and others to provide integrated out of hospital healthcare.

The model proposed 3-4 Integrated Neighbourhood Teams and would strengthen the existing partnership arrangements, such as HomeWard (which supported patients at risk of hospital admission stay in their homes) and Norwich Escalation and Avoidance Team, (a multi-agency response to urgent unplanned health needs). A stronger, collective voice for GPs had also been established with OneNorwich.

Over the next few years and beyond it was likely that there would be some structural changes to the Norfolk CCG with a single senior CCG management structure established in Norfolk. Workforce planning was a Sustainability and Transformation Partnership (STP) wide activity, which covered Norfolk as well as the Waveney District Council area.

North Norfolk CCG were doing similar work to Norwich through an Alliance of North Norfolk GP Practices, an Integrated Community Team and a Community Engagement Panel. Broadland was represented on the Panel by the Portfolio Holder for Housing and Wellbeing.

In respect of development and health provision, there was a Planning and Health Protocol and healthcare commissioners were consulted about population increases expected from new housing. The Senior Planning Officer (Spatial Planning) liaised with a number of health bodies including NHS England on this and the process of overseeing provision was carried out through the Norfolk and Waveney STP.

Broadland healthcare activities included delivering Broadly Active (across both CCGs) and membership on both CCG Local Delivery Groups, as well as the Norwich CCG Provider & Service Development Board.

The Health and Wellbeing Board's priorities for the Norfolk districts were Warm & Healthy Homes; work with multi-disciplinary teams and discharge from hospital. A report to the Board in October was likely to endorse these priorities, which were all of interest to the CCGs in alleviating winter pressures.



As collaboration between Broadland and South Norfolk developed there were likely to be further opportunities for both councils to take a greater role in healthcare commissioning and support.

The Vice-Chairman advised the meeting that integrated healthcare provision in Norfolk was to be welcomed, as it was currently too complex and inefficient.

As Members had a number of further questions it was suggested and agreed that Norfolk Healthwatch, the local consumer champion for health and social care, be asked to attend a meeting of the Committee.

### **43 NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE UPDATE**

The Committee's representative on the Norfolk Health Overview and Scrutiny Committee provided an update on the past two meetings.

The meeting on 6 September 2018 had considered the new model of care for Norwich CCG and had noted the poor attendance at consultation events.

It had been generally agreed that the new model was a good way forward, but it would involve a lot of work and it was noted that a number of social care voluntary groups could close due to a lack of volunteers, which could make delivery difficult.

The Chairman advised the meeting that the children's autism service had improved significantly in Norfolk, with diagnosis times reduced from 52 to 18 weeks. He also noted that the Ambulance Service now had a career progression structure in place, which was making recruitment of staff easier.

At the 12 July 2018 meeting Members were informed about how integrated maternity care across the Norfolk and Waveney STP was working well.

### **44 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME**

The following items were added to the Work Programme:

The Manager of Norwich Job Centre to be invited to a future meeting of the Committee to discuss Universal Credit.

Healthwatch to be invited to a meeting to give a presentation on health provision in Broadland. All Members would be invited to attend the meeting.

*The meeting closed at 12.22 pm.*