

# Extraordinary Council

## Agenda

### Members of the Council

Cllr K A Vincent (Chairman)	Cllr R R Foulger (Vice Chairman)
Cllr A D Adams	Cllr J Leggett
Cllr S C Beadle	Cllr K G Leggett MBE
Cllr N J Brennan	Cllr I J Mackie
Cllr D J Britcher	Cllr T M Mancini-Boyle
Cllr P E Bulman	Cllr I N Moncur
Cllr S J Catchpole	Cllr M L Murrell
Cllr S M Clancy	Cllr J A Neesam
Cllr B Cook	Cllr G K Nurden
Cllr J K Coppelstone	Cllr G Peck
Cllr A D Crotch	Cllr S M Prutton
Cllr J J Emsell	Cllr S Riley
Cllr J F Fisher	Cllr D Roper
Cllr R M Grattan	Cllr C E Ryman-Tubb
Cllr S C Gurney	Cllr N C Shaw
Cllr N J Harpley	Cllr M D Snowling MBE
Cllr D G Harrison	Cllr L A Starling
Cllr L H Hemsall	Cllr D M Thomas
Cllr S I Holland	Cllr J L Thomas
Cllr N C Karimi-Ghovanlou	Cllr S A Vincent
Cllr K S Kelly	Cllr S C Walker
Cllr D King	Cllr J M Ward
Cllr S Lawn	Cllr F Whymark
Cllr K E Lawrence	

### Date

Thursday 17 December 2020

### Time

7.00pm

### Place

To be hosted remotely at  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich

### Contact

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No group meetings are scheduled to take place at Broadland Offices before this meeting

**Trevor Holden**  
Managing Director  
9 December 2020

### Public Attendance

This meeting will be live streamed for public viewing via the following link:  
<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>.

If a member of the public would like to attend to ask a question, or make a statement on an agenda item, please email your request to [committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk) no later than 5.00pm on Friday 11 December 2020

- 1 To receive declarations of interest under Procedural Rule no 8**
- 2 Apologies for absence**
- 3 To consider the minutes of the meeting held on 19 November 2020 6**
- 4 Matters Arising (if any)**
- 5 Public Speaking**

To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.

In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only)

- 6 Cabinet 24**

To receive the decisions of the Cabinet meeting on 8 December 2020

**The following matters require consideration by Council:**

- Item no: 8 – Budget Update – 2<sup>nd</sup> Wave Covid Funding 24**

To agree to

1. increase the general 20/21 Covid 19 emergency budgets by £250,000 to provide additional resource to support the Council's response to Covid 19. To be funded by the Government's Covid grant.
2. increase the housing 20/21 Covid 19 emergency budget by £50,000 to meet the ongoing need for homelessness support. To be funded by the Government's Covid grant.

- Item no: 10 – Review of Earmarked Reserves 25**

To approve the following changes to the Council's Reserves:

1. to separate the Bridge Maintenance Reserve into two reserves:
  - a. One named Marriott's Way with an allocation of £60,000
  - b. One named Bure Valley Railway with an allocation of £270,000.
2. the addition to the following Reserves:
  - c. IT Reserve - £1.3m.
  - d. Broadland Growth Reserve - £5m.
3. the creation of the following Reserves:
  - e. Refuse Services - £3m.
  - f. Food Innovation Centre Reserve - £1.86m.

<b>7</b>	<b>Covid-19 Update Report</b>	<b>26</b>
	To consider an overview of the impact of Covid-19 on the people, communities and businesses in Broadland and the Council's ongoing response	
<b>8</b>	<b>Monitoring Officer Report</b>	<b>36</b>
	To consider the report of the Monitoring Officer	

Trevor Holden  
Managing Director

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

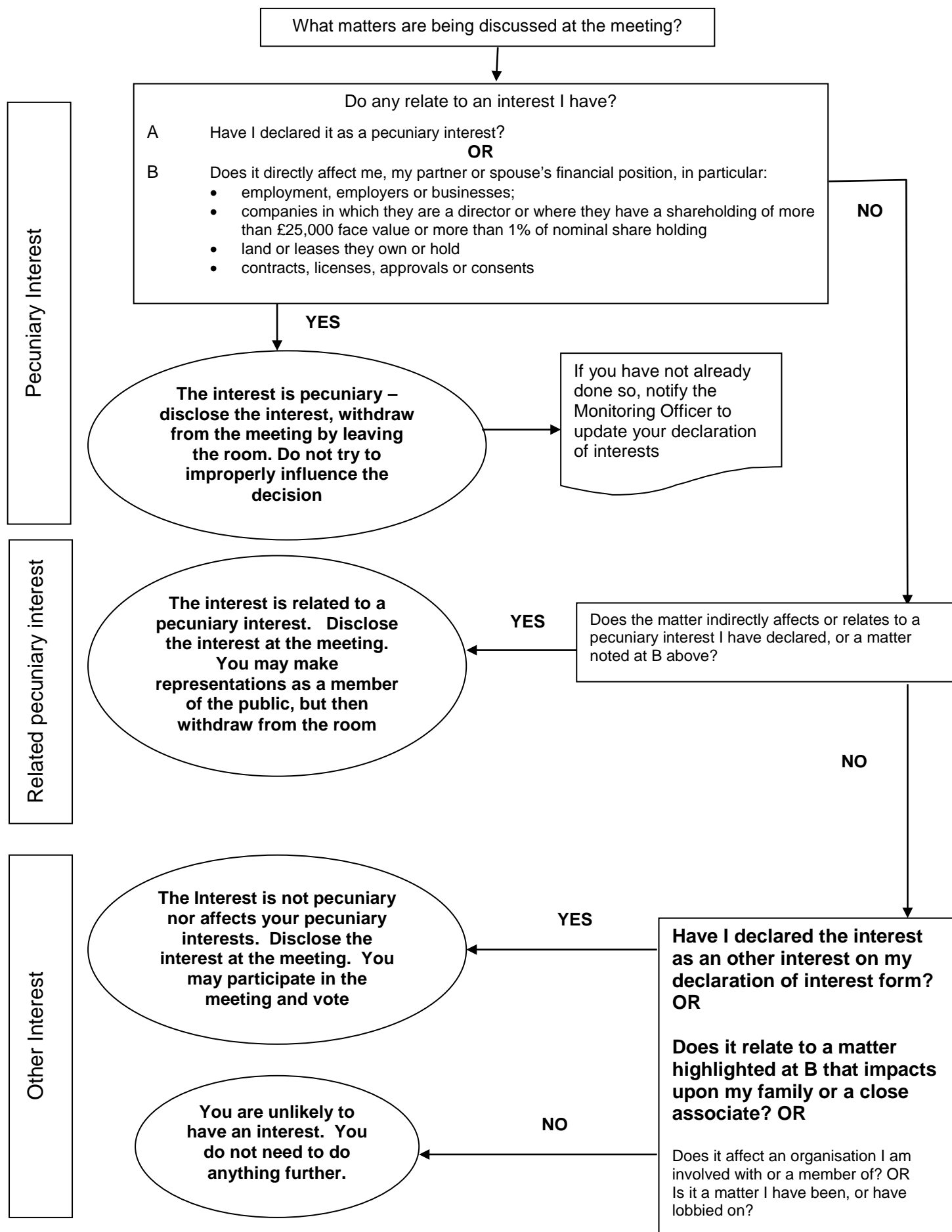
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER  
IN THE FIRST INSTANCE**

# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Minutes of a meeting of the **Council** held remotely on **Thursday 19 November 2020** at **7.00pm**.

A roll call was taken and the following Members were present:

Cllr K A Vincent – Chairman

Cllr A D Adams	Cllr L H Hemsall	Cllr G K Nurden
Cllr N J Brennan	Cllr S I Holland	Cllr G Peck
Cllr D J Britcher	Cllr N C Karimi-Ghovanlou	Cllr S M Prutton
Cllr P E Bulman	Cllr K S Kelly	Cllr S Riley
Cllr S J Catchpole	Cllr D King	Cllr D Roper
Cllr S M Clancy	Cllr S Lawn	Cllr C E Ryman-Tubb
Cllr J K Copplestone	Cllr K E Lawrence	Cllr N C Shaw
Cllr A D Crotch	Cllr J Leggett	Cllr M D Snowling
Cllr J J Emsell	Cllr K G Leggett	Cllr L A Starling
Cllr J F Fisher	Cllr I J Mackie	Cllr D M Thomas
Cllr R R Foulger	Cllr T M Mancini-Boyle	Cllr S A Vincent
Cllr R M Grattan	Cllr I N Moncur	Cllr S C Walker
Cllr S C Gurney	Cllr M L Murrell	Cllr J M Ward
Cllr D Harrison	Cllr J A Neesam	Cllr F Whymark

Also in attendance were the Managing Director, the Director of Resources, the Director of Place, the Director of People and Communities, the Assistant Director Governance & Business Support (Monitoring Officer), the Assistant Director Finance & Chief Financial Officer (Section 151 Officer), the Governance Manager and the Democratic Services Officers (DM &LA).

#### **186 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8**

<b>Member</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Cllr Copplestone Cllr Grattan Cllr Nurden	197 – Updated Delivery Plan to Reflect the Impact of COVID-19	Other interest - recipient of Government business support grant arising from the COVID-19 crisis.

#### **187 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr S C Beadle, Cllr B Cook, Cllr N J Harpley and Cllr J L Thomas.

**188 MINUTES**

The minutes of the meeting held on 24 September 2020 were, by way of a roll call, confirmed as a correct record and signed by the Chairman subject to the deletion of Cllr Roper from the list of members in attendance.

**189 MATTERS ARISING**

No matters were raised.

**190 ANNOUNCEMENTS**

Members noted the civic engagements undertaken by the Chairman of the Council since the last meeting. The Chairman stated that she had been pleased to join the deputy Leader at the good causes launch of the Broadland Community Lottery. A number of good causes had attended and heard about how the new Lottery could benefit them and how they could register. She urged members to view the Zoom event on YouTube to learn more about the Lottery. She also drew attention to the Community at Heart Awards screened on 12 November at which the Council had been able to celebrate the good work of individuals and groups within the district and where she had the pleasure of presenting some of the awards. It had been humbling to hear of the inspirational work being undertaken and again she encouraged members to view the event which because of COVID restrictions had been held remotely on Zoom and was as available to view on YouTube. The Chairman offered her congratulations to all the winners and gave her heartfelt thanks to them and to everyone who had been nominated for a Community at Heart award. Each nomination demonstrated the positive impact an individual or group had on the community. She thanked the sponsors of the event Price Bailey and thanked Dan Goodwin and Jack Edwards for organising the online event.

The Leader of the Council (Cllr Vincent) made reference to the difficult times being faced again with the second lockdown due to the rising levels of COVID cases and reminded all to stay safe and follow the guidelines and that hopefully we would soon see a downturn in the number of cases. The Council had started preparing for the end of the second lockdown and was currently recruiting a number of COVID Marshalls to help assist and advise people following the lifting of the current lockdown and provide some local track and trace to help with keeping the virus under control.

The Portfolio Holder for Finance (Cllr Mancini-Boyle) advised that the Council was currently in the process of budget setting and was, not unexpectedly, seeing some large demands from directorates because of the current difficult circumstances. It would be a challenging budget setting process and options would be presented to members in the near future.

The Portfolio Holder for Economic Development (Cllr Copplestone) reported on a number of exciting initiatives emanating from Government. The recently announced Green Industrial Revolution would have a great impact on the region. Last year the Local Enterprise Partnership had issued the local Industrial Strategy and identified ways in which the district could increase productivity in the area and renewables was one of these. She was looking forward to businesses coming to the area and providing jobs in the green energy sector. Options were being explored by a local MP and Government to see if it was feasible to secure an off-shore ring main in the area which would put the region at centre of energy production by offshore wind in addition to other new emerging technologies. The Government had also recently announced the new Agricultural Act which would replace the Common Agricultural Policy and would give farmers security post Brexit. The Act would see public money for public goods such as better air quality, water quality, thriving wildlife, soil health and measures to reduce flooding and tackle the effects of climate change, with a positive effect on the region. The Government had also given £1.1b to local authorities to help business in their region, with Broadland receiving £1.6m to provide additional restrictions grants. In addition to this, lockdown grants for businesses forced to close were available worth up to £3,000 per month. In the first month of the scheme, £64k of grants had been paid to Broadland businesses. The furlough scheme had also been extended to the end of March. This was the largest package of support made available in post war history to create and support jobs.

The Portfolio Holder for Planning (Cllr Hempsall) reported that work was continuing on the local plan and the consultation would be considered by the relevant committees shortly for member input prior to public consultation.

The Portfolio Holder for Housing and Wellbeing (Cllr Wymark) reported receipt of correspondence from the Motor Neurone Disease organisation drawing attention to recent report “act to adapt” and inviting the Council to examine the report and post a message of support on the organisation’s website. The campaign was seeking to secure safe and accessible homes for people suffering with MND and raise awareness. The report would be considered at a future meeting of the Wellbeing Panel. He also reported that the Ministry of Housing, Communities and Local Government had recently awarded a grant of £1m for the Next Step Accommodation Programme. The Council would be working with Clarion who would utilise three quarters of the funding and add an additional half a million pounds to the pot to fund the purchase of 10 properties which would be ring fenced for 30 years for people with drug and alcohol problems. The aim being to provide accommodation which would otherwise be impossible for them to secure and then provide dedicated support to deal with the drug and alcohol issues. The remaining grant would be used to employ 2 dedicated staff to undertake this work on a daily basis. He also made reference to Project Adder, a cross government pathfinder project involving a variety of partners, including the home office, social care, public health and the county council, working together to support



people with difficulties – particularly in relation to drugs. One of the aims was to promote use of drug testing on arrest and provide alternatives to custody orders by early identification of drug issues and the provision of other support options in place of criminal proceedings. The Council was one of four areas in the Country to be included within the initial projects and this work would complement the Council's work within the new housing options service.

The Managing Director took the opportunity to thank all staff for their efforts in response to the second COVID lockdown working again at maximum effort across the board to respond to the crisis. He also pointed out that 19 November was International Men's day and he provided the opportunity to encourage men to have conversations about their health and wellbeing.

**191 QUESTIONS FROM THE PUBLIC**

It was noted that there had been no questions from the Public.

**192 PUBLIC SPEAKING**

It was noted that there had been no requests for public speaking.

**193 OVERVIEW AND SCRUTINY COMMITTEE**

The non-exempt minutes of the Overview and Scrutiny Committee meetings held on 22 September and 27 October 2020 were received.

**194 CABINET**

The non-exempt minutes of the Cabinet meetings held on 29 September and 3 November 2020 were received.

**29 September 2020**

***Minute no: 137 – Updated Delivery Plan to Reflect the Impact of Covid-19 – see minute 198 below.***

***Minute no: 142 – Risk Management Policy and Strategy***

The Portfolio Holder for Finance invited Council to endorse the recommendations from Cabinet and thanked the Chairman and members of the Audit Committee for their contribution in shaping the Policy and Strategy.

It was then, by way of a roll call,

**RESOLVED**

to approve the Risk Management Policy (attached at appendix 1 to the signed copy of these minutes), subject to the amendment of the title of the risk impact table in appendix B to “impact on Delivery of Services”.

**3 November 2020**

***Minute no: 155 – Budget Update Report***

The Portfolio Holder for Finance invited Council to support recommendations 1-9 set out in the Cabinet minutes.

There was general support for the proposals with the exception of recommendation 2 regarding the information technology capital budget for potential changes following a review of members’ IT. Concerns were raised by some members that the current provision of iPad for use by members did not offer them the functionality they needed to undertake their roles effectively. This had been further exacerbated by the need to attend remote meetings with the added expense of having to be posted paper copies of agenda as they did not have the ability on iPad to read papers and contribute fully to zoom meetings. The matter had been discussed at length at the Overview and Scrutiny Committee who had recommended that the Council rollout the issue of laptops to all members. A scheduled replacement of iPad was due within the next couple of years in any event and any additional costs could potentially be funded from unallocated COVID-19 grant monies. It was suggested that there was no need to await a review members’ IT as there were really only two viable options: iPad or laptops. There was a preference for laptops which could properly support office 365, provide the required larger screens and facilitate full functionality for all members to undertake a wide range of administrative processes which were not easy on an iPad. A variety of preferences were shared about various hardware options and providers.

Other members, however, were of the view that there was still a need to await the response to the recent IT questionnaire sent to all members and to fully review the current IT provision for members and assess requirements and functionality going forward. The current recommendation at paragraph 2 allowed for such a review and a proper evaluation of all options and budget provision was being recommended for a solution.

It was suggested that there was no merit in waiting for the outcome of a review as members needed the equipment now to undertake their responsibilities effectively and the provision of laptops would be cost neutral. An amendment was therefore put forward to alter recommendation 2 to read: “to increase the BDC 20/21 Information Technology capital budget by £35,000 to fund the rollout of laptops to Members to better facilitate new ways

of working and support the existing functional requirements for members' IT". On being put to the vote by way of a roll call, however, the amendment was lost.

It was then agreed that voting on the original recommendations 1-9 be held on block except for recommendation 2, which each member voted on separately. With the majority of members voting in favour, it was

**RESOLVED**

1. To increase the BDC 20/21 Information Technology Capital Budget by £115,000, to fund the rollout of additional laptops to better facilitate the new ways of working.
2. To increase the BDC 20/21 Information Technology Capital Budget by £35,000 to fund potential changes following a review of Members' IT.
3. To increase the BDC annual Revenue Budget by £44,000 (with a pro-rata adjustment for 20/21 as only a part year effect) to fund an additional resource to help implement the actions set out in the recently agreed Environmental Strategy.
4. To agree that the unspent 'joint waste budget' can be applied to cover the costs of the waste procurement.
5. To increase the budgetary provision for Covid-19 expenditure from £250,000 to £295,000 to cover the additional £45,000 regulatory expenditure.
6. To reduce the budgetary provision for Covid-19 direct hardship payments by £77,000 and return the money to the main Council Tax Support hardship allocation.
7. To agree the proposed changes to the 20/21 income budgets as set out in paragraph 4.17 of the report.
8. To agree that the Assistant Director Regulatory is authorised to spend the new Coronavirus Enforcement grant of £49,421, to help the public and businesses understand the latest Covid-19 regulation, and increase compliance work and enforcement checks on businesses.
9. To remove the post of Assistant Director Consultancy Team from the establishment.

***Minute no: 156 – Review of Earmarked Reserves***

The Portfolio Holder for Finance invited Council to support recommendations 1-3 detailed in the Cabinet minutes.

It was then, by way of a roll call,

**RESOLVED to**

1. endorse the closure of the following reserves:
  - a. External Funding Reserve;
  - b. Community Right to Challenge Reserve;
  - c. Systems Thinking Reserve;
2. endorse the retention of the Economic Success Fund and the Broadland Growth Reserve;
3. defer a decision on the creation of the following Reserves:
  - a. Refuse Services - £7m;
  - b. New Ways of Working - £4m.

***Minute no: 157 – Treasury Management Quarter 2 Report 2020/21***

The Portfolio Holder for Finance invited Council to support recommendations 1 and 2 set out in the Cabinet minutes.

It was then, by way of a roll call,

**RESOLVED to**

1. note the report on treasury activity undertaken in the first half of the year and that it complies with the agreed strategy; and
2. note the 2020/21 prudential indicators for the first six months of the year.

***Minute no: 159 – Approval of UK Municipal Bond Agency's Framework Agreement***

The Portfolio Holder for Finance invited Council to support the recommendation of Cabinet to enter into the Framework Agreement.

It was then, by way of a roll call,

**RESOLVED**

to approve the Council's entry into a Framework Agreement and its accompanying schedules.

***Minute no: 160 – The Vision for a Best in Class Housing Offer and Draft Allocations Scheme***

The Portfolio Holder for Wellbeing made reference to the work which had taken place to prepare the Vision for a Best in Class Housing Offer and Draft Allocations Scheme and commended all those involved in the preparations, the workshop and the formulation of the documents which was an excellent example of collaborative working, in particular, Victoria Parsons and Richard Dunsire. The Council had been successful in securing a bid for funding to engage consultants to work with the Council on the Vision. The consultants had found the previous policy to be passive, haphazard, not proactive, a race to the bottom and not transparent and much work had been undertaken to develop the service to overcome these issues and provide a service that prioritised the vulnerable.

The "Shape our Housing Service" consultation on the proposals had taken place from 9 -23 October and had asked the public and stakeholders to comment on the proposed Allocations Scheme. A total of 184 responses had now been analysed and a small number of amendments proposed to the scheme including increasing the age from 21 to 25 for care leavers. Additional changes being proposed were:

Page 108 - criteria 3.2 (j) amended to read "be a divorced, separated or civil ex-partner of armed forces personnel and is required to vacate a Ministry of Defense property in the next 56 days or has been required to do so in the previous 5 years.

Pages 123/124 - Housing Priority Banding:

- Care leavers to move from band 3 to band 2
- Combining households be added to band 3
- Intentionally homeless to move from band 4 to band 3

Page 132 - Local Lettings Policy – appendix Q of the previous Allocation Scheme remained unchanged and would now form appendix 4 of the new Allocations Scheme.

It was noted that the Equalities and Communities Impact Assessment had been updated to reflect the consultation responses.

In response to a question, the Portfolio Holder assured members that any impact on the proposals following Brexit would be monitored at the time and action taken should the need arise.

Members welcomed the document and the extensive work undertaken in the collaborative approach to the service. It was then, by way of a roll call,

**RESOLVED to**

1. endorse officers' work towards the Best in Class Housing Offer; and
2. adopt the Housing Allocations Scheme (attached at appendix 2 to the signed copy of these minutes).

***[The chairman adjourned the meeting for a 5 minute comfort break. The meeting was reconvened at 9.01pm when a roll call was taken to confirm all members were still in attendance.]***

**195 PLANNING COMMITTEE**

The decisions of the Planning Committee meetings held on 16 September, 7 October and 4 November 2020 were received.

**196 AUDIT COMMITTEE**

The minutes of the Audit Committee meeting held on 22 October 2020 were received. The Chairman drew attention to the work of the Committee in shaping the draft Strategic Risk Register which it had felt initially was not sufficiently balanced as 85% of the risks identified related to the strategic priority of moving with the times, working smartly and collaboratively. Few risks had been identified in the strategic priority of growing the economy and improving the natural and built environment. Further work had been undertaken on the register which would be considered at the next meeting of the Audit Committee. The Chairman thanked the Managing Director for attending the last meeting and assisting with the issue of overdue Audit recommendations. The Committee would be looking at the 2019/20 Statement of Accounts at its next meeting and he encouraged other members to attend the meeting.

**197 LICENSING AND REGULATORY COMMITTEE**

The minutes of the Licensing and Regulatory Committee meetings held on 23 September, 29 October and 5 November 2020 were received.

***5 November 2020 – Minute no: 10 – Licensing Act 2003 – Review of Licensing Policy***

The Chairman of the Licensing and Regulatory Committee invited members to endorse the amended Licensing Policy and drew attention to the amendments made at the meeting and set out in detail in the minutes of the meeting.

**RESOLVED**

that the amended Licensing Policy be endorsed, subject to the amendments set out in the minutes of the Licensing and Regulatory Committee on 5 November 2020.

**198 UPDATED DELIVERY PLAN**

The Leader invited members to consider the updated Delivery Plan and support the Cabinet recommendations from its meeting on 29 September 2020 (minute no: 137 refers) to endorse the Plan. He referred to the significant impact of COVID-19 and the challenges that would need to continue to be met over the coming months. The report set out the resetting and repositioning necessary to face the challenges.

The updated delivery plan included the changes necessary (tracked changes) to the key priority focus areas and projects including the recovery plan, the continuing and ongoing recovery work, impacts on timescales and key milestones, adjustments to focus areas based on resource allocations and budgetary implications of particular projects/work programmes. The updated Delivery Plan would take the Council to April 2021 and allow for a one-year plan to be developed alongside the budget setting for consideration by Council in February 2021 instead of the originally proposed two year Plan.

A member commented that they felt there were four main areas where the plan was lacking: it needed to ensure that the Council could build back better post COVID, that sustainability was properly covered to ensure the Plan addressed concerns in this regard, there needed to be proper acknowledgement of the need for access to the natural environment and the need to ensure that the Plan was in line with existing Council strategies for example the Environmental Strategy already agreed. The member had identified a number of individual suggestions for potential incorporation into the document to support these four main areas and gave examples of these.

It was suggested they would help avoid a lost opportunity to aim for a post COVID recovery which was better than before. Particular reference was made to the Bure Valley Railway and issues of excessive vegetation management and the North West Woodland Country Park and it was suggested both elements needed strengthening in relation to sustainability and to be managed in line with the Environmental Strategy and Habitat regulations. Members were advised by the Portfolio Holder for Economic Development that a public service cooperation agreement to facilitate the spending of the £1.2m grant on the Bure Valley Railway and Path project had recently been signed which would see an improved visitor experience and improved biodiversity plan. A new member of staff had recently been recruited to oversee the management of the North West Woodland, together with volunteers and mindful of the higher level Stewardship Scheme inherited from the previous owners of the woodland and managed by DEFRA.

In response to the concerns raised, it was agreed that the suggestions referred to could be considered by officers as part of the updated current Plan or future updates of the Plan and this could be done in conjunction with the member briefing sessions scheduled for December. An invitation was extended for these suggestions to be shared with the Managing Director for this purpose. The current Plan set out the aims for the next 6 months and would be updated over time to reflect the ongoing changing situation – the Council had at this meeting agreed the funding for additional resources to support the implementation of actions in the Environmental Strategy and it was hoped to see real progress in next 6 months.

Members were reassured that the discharge of the Delivery Plan would be consistent with the wide range of policies and strategies in place across the Council.

### **RESOLVED**

to approve the adoption of the updated Delivery Plan for 2020/21 and the development of a one-year plan for 2021/22, returning to this Council in February 2021.

## **199 MONITORING OFFICER REPORT**

Members considered the report of the Monitoring Officer. The Leader of the Council invited Members to support the recommendations regarding changes to appointments to committees and the appointment of an independent person.

### **RESOLVED to**

1. approve the following amendments to the appointments to Committees



(as noted in section 2 of the report):

- the appointment of Cllr Sue Holland to the Joint Scrutiny Committee as a substitute and, as a consequence, Cllr Steve Riley returns to the main membership of the Committee;
  - Cllr Nigel Brennan to replace Cllr Rebecca Grattan on the Planning Committee;
2. approve the appointment of the Independent Person, Mr Mark Hedges, for an initial period of four years, till 30 November 2024.

## **200 OUTSIDE ORGANISATIONS – FEEDBACK FROM REPRESENTATIVES**

Members received and noted the feedback from Members on Outside Bodies. Cllr Shaw was invited to email his comments to members regarding his attendance at the local authority forum: Strategic Aviation Special Interest Group.

## **201 QUESTIONS FROM MEMBERS**

The following questions were received in accordance with Procedural Rule 12.4.

### **Question 1 from Cllr N C Karimi-Ghovanlou**

*“QR codes are presently only mandatory for establishments serving food. In response to several residents’ questions, I would like to ask if the council are actively encouraging other retailers, especially supermarkets within Broadland, to display an NHS QR code to aid with Track & Trace?”*

### **Response to Question 1 by the Portfolio Holder for Economic Development:**

It was not just food establishments which were required to display the QR code but a much wider group of leisure, hospitality, close contact industries and public service outlets. Other businesses were not being asked to display a QR code because the way customers visited them was quite different, and this affected individual exposure to risks of Covid disease transmission. Instead, officers were encouraging businesses to use a Business Toolkit which contained specific information about how to safeguard customers, including Test and Trace implications. It was important in local management of the Covid pandemic that the Council preserved clear targeted messaging catering for different business circumstances. Furthermore, it should be noted that retailers were required to adopt mitigating measures such as the cleaning and disinfection of hand contact surfaces, the provision of hand sanitisers and facilities to clean baskets, trolleys and scanners on entering, redesigning the

layout of the business or implementing a one way system of travel around the store. Also, customers were required to wear face coverings which provided additional mitigation where social distancing cannot be maintained at 2m. These measures were reactively and proactively monitored by the Food, Safety and Licensing Team / Regulatory Services and all contributed to reducing the risk of transmission of Coronavirus within retailers.

**Question 2 from Cllr N C Karimi-Ghovanlou**

*“If the lockdown continues past 2nd December, will food boxes be available again for our most vulnerable residents, or are we to continue to rely on the goodness of our communities to support those in dire need?”*

**Response to Question 2 by the Portfolio Holder for Housing and Wellbeing**

This Council and its officers continued to actively participate in the Norfolk wide Community Resilience work, along with the voluntary sector, other Norfolk districts and the County Council. Through COVID wave 1, an operating model was established which ensured that, between those participating agencies, any resident in need or made vulnerable through COVID and the requirement to isolate (including the Extremely Vulnerable ‘shielded’ population) had access to the support needed. This operating model had remained in place and was being adapted for the expected circumstances of a second wave. This includes a number of support mechanisms including access to the Norfolk Assistance Scheme which could provide financial and other essential support, and access to the Government’s recently announced rolled out hardship support payments to those who were eligible via benefits teams.

As part of wave 2 preparations, and recognising the shift in emphasis from Government from nationally procured and delivered food boxes for the shielded population, plans had been put in place to ensure access to and delivery of the required food support would be available locally. This included essential supplies and covered basic dietary requirements. A supply chain through a number of local and regional food providers had been established to ensure a good stock of essential food for the shielded population and those who may need it. Council officers would also work hard, and as a first port of call, to make sure those residents who could afford it, had access to a private sector supply chain – be this supermarket slots or local food producers and retailers, again continuing from the good work in wave 1 to support residents. Officers were also putting in place contingency plans to re-establish a food distribution operation if the demand were great enough to require it. Community teams were working 7 days a week until 10pm weekdays and from 10am to 4pm at weekends to offer support to residents.

**Supplementary Question from Cllr N C Karimi-Ghovanlou**

*“If residents received a food box in the first lockdown would they automatically receive a box and, if they did not get one in the second wave, could they apply for one?”*

**Response to Supplementary Question by the Portfolio Holder for Housing and Wellbeing**

It was hoped that in the second lockdown there would not be a similar need for food boxes as systems were in place to support residents and help them to support themselves. Food parcels offered had not always been needed in the first lockdown.

The Director of Communities and Housing added to this that the Government had now rolled out the National Shielded Support Service which encouraged those on the shielded list to register and make their needs known which in turn gave them access to either supermarket priority deliver slots or access to local procured food delivery services.

**Question 3 from Cllr D Roper**

*“Please could the Leader provide a timeline of member involvement in the decision to relocate the planning department to South Norfolk House prior to the all member email on 4th September? In particular could the leader outline which elected members were involved in making the decision and when?”*

**Response to Question 3 by the Leader**

The feasibility study highlighted the collaboration work which would be undertaken by the two Councils and one of the emerging projects was an accommodation review. Things had moved on with COVID and this had created an opportunity to review the way staff worked and to understand some of the benefits of working in lockdown. The deployment of staff was a responsibility of the Head of Paid Service. Regular wellbeing surveys have been undertaken and an outcome of these was the need for staff to have the ability to continue to work from home but also to return to the office to foster the one-team culture missing through lockdown. In order to achieve this it was necessary to identify prime locations for staff recognising that there was need for presence at both sites. To ensure the offices were COVID compliant each building was able to accommodate 250 staff at each location meaning the workforce of 500 was evenly split across the two sites. On 10 July the Joint Lead Member Group had received an update on Sparks projects and the accommodation review and on 14 August, the Group had received an update and picking up the new requirements emerging to ensure the offices were COVID compliant. On 1 September a briefing had taken place with the JLMG to confirm proposals identified for the primary locations. An all staff briefing had been held on 3 September followed by an email to all Members on 4 September giving details of planned return to work of staff in a safe

environment making use of the two office locations.

**Supplementary Question from Cllr Roper**

*The Joint Lead Members Group is not a decision making body and in response to my question, which members of Council signed off the decision was this yourself and the Leader of South Norfolk or were no Member involved.*

**Response to Supplementary Question by the Leader**

The deployment of resources was a function of the Head of Paid Service. It was for him to allocate resources in the appropriate way and it was an operational decision to determine how the teams would be split. When advised of the proposals, The Leader believed them to be appropriate and pragmatic.

**Question 4 from Councillor Roper**

*“Will the Leader please outline what he sees as the next steps in progression of the collaboration project, in particular what he hopes will be achieved in the next 12 months.”*

**Response to Question 4 by the Leader**

The initial work on feasibility study outlined proposals to form one officer team across two councils and good progress had been made in delivering this. Progress of the transformation programme had been affected by COVID in March with the need to reprioritise activities. Key delivery elements included the appointment of a Managing Director and Senior Management team and the delivery of one team structures by January this year. A Strategic Joint Plan had been published in April 2020 outlining the combined ambitions of the two councils and key focus areas for 2020/21. Since July 2020 focus had returned to the transformation programme and a few elements of progress included the single telephony programme, the preparation of the organisational development strategy alongside the new intranet for all staff and members, the implementation of the new joint elections software and joint HR system. Looking forward a variety of different projects were underway which would be worked on over the next 12 months and reported back through the Sparks transformation programme and the Service Improvement and Efficiency Committee. Specific projects included the IT and digital programme incorporating the joint website , the one IT network and joint email, the business intelligence and governance programme developing and implementing a new framework to give better intelligence into ways to deliver continuous improvement , ongoing work on looking at new ways of working, customer satisfaction and experience programme and assess how services impact on residents and continued development of the organizational development programme and example of which was the Best in Class Housing Service review approved earlier in the meeting.

### Supplementary Question from Cllr Roper

Will the Leader take the opportunity to dispel rumors that the Council would be leaving Thorpe Lodge and that no work would be undertaken on this in the next 12 months.

### Response to Supplementary Question by the Leader

Thorpe Lodge as a building was not currently fit for purpose in some elements and there were already issues for the Council in continuing to use the building as an office. A lot of investment was needed to enable the building to continue to be used as an office and funds were in the budget for this. One of the areas for further investigation was to review all of the accommodation available to the two councils and to explore if there was a better location for the one team to more readily support both councils. There was no plan to leave Thorpe Lodge but there was no guarantee this would not happen in the future. In response to the question this would not happen in the next 12 months.

## 202 MOTIONS

Council considered the following motion received under Procedural Rule 13:

Proposer: Cllr Sue Lawn      Second: Cllr Jo Copplestone

*Broadland District Council stands firmly against all inequality, unlawful discrimination, harassment, victimisation or any other form of activity that creates disadvantages for individuals within the community. The Council will continue to promote equality of opportunity, challenge inequality and ensure respect for **everyone**: - within the local community, as an employer and as a partner.*

*The Council forges strong links with a range of groups, within both Broadland and our neighbouring authorities. We will continue to promote fairness and accessibility to our services, as well as employment opportunities for all. We will do this through the Council's Equality Objectives:*

- *Ensure we are inclusive employers, identifying any underrepresented groups in the workforce*
- *Ensure that Broadland continue to provide accessible and inclusive services for all our customers*
- *Active engagement with those service users who have one, or more of the protected characteristics:*
- *Implement increased awareness of equality issues across the Council*

*As times and perspectives are evolving, it is even more important to reinforce our commitment to promoting equality and challenging inequality, therefore this Council **RESOLVES** to:*

- *Review and refresh the actions set out in the Council's Equality Objectives and Actions 2019/2023 in light of the current situation and in line with guidance, such as that issued by Public Health*
- *Ensure Council employees and Members continue to be fully informed and updated through annual Equality and Diversity training in order to promote positive and inclusive attitudes.*
- *Continue to work with local partners in order to offer support for those at greatest risk of the impact of Covid-19*

In response to a question as to why the Motion had been put forward, Council was advised that it was felt an appropriate time to re-emphasise the ongoing work of the Council to promote equality.

In supporting the motion, two minor amendments were put forward and accepted by the proposer and seconder of the motion, namely that the words "and monitor" be added to the first paragraph of the resolution (Review, refresh and monitor the actions.....) and that the word "mandatory" be added to the second paragraph of the resolution (annual mandatory equality and diversity training.....).

A further suggestion was put forward that the motion could include reference to the Harvard Implicit Association Test to help measures the strength of associations between concepts and evaluation or stereotypes and assist with understanding training needs. This suggestion was however not supported as it was not felt it would add to the resolution.

On being put to the vote, by way of a roll call, the motion as amended was **CARRIED**.

**RESOLVED to**

1. review, refresh and monitor the actions set out in the Council's Equality Objectives and Actions 2019/2023 in light of the current situation and in line with guidance, such as that issued by Public Health;
2. ensure Council employees and members continue to be fully informed and updated through annual mandatory equality and diversity training in order to promote positive and inclusive attitudes;
3. continue to work with local partners in order to offer support for those at greatest risk of the impact of Covid-19.

**203 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED**

to exclude the press and public from the meeting for the remaining business

because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I 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.

## **204 OVERVIEW AND SCRUTINY COMMITTEE**

The exempt minutes of the Overview and Scrutiny Committee meeting held on 22 September 2020 were received.

## **205 CABINET**

The exempt minutes of the Cabinet meeting held on 29 September 2020 were received.

### ***Minute no: 144 – Updating the Food Innovation Centre Business Case***

The Portfolio Holder for Economic Success invited Council to support the recommendation of Cabinet to facilitate progress on this key project.

It was then, by way of a roll call,

### **RESOLVED**

that the capital programme for the Food Innovation Centre is increased to cover the full capital cost and contingency amount, as set out in the report, recognising that a portion of the amount, as set out in the report, would be funded from external sources.

*The meeting closed at 10:50pm*

## CABINET MEETING – 8 December 2020

### Decision List

Resolutions are subject to a five working day call-in, recommendations to Council cannot be called-in.

ITEM & HEADING	DECISION
<p><b>7 OVERVIEW AND SCRUTINY COMMITTEE</b></p> <p>Call-in of Cabinet Decision – Future of Community Grants</p>	<p><b>RESOLVED</b></p> <p>That from the 1 March each year any unspent funding from the Member Grant Scheme would be donated to the Community Group Start-up Grant Scheme.</p>
<p><b>8 BUDGET UPDATE – 2nd WAVE COVID FUNDING</b></p> <p>Lead Officer - Assistant Director Finance</p>	<p><b>RECOMMENDED TO COUNCIL</b></p> <p><b>To agree:</b></p> <ol style="list-style-type: none"> <li>1. To increase the general 20/21 Covid 19 emergency budgets by £250,000 to provide additional resource to support the Council's response to Covid 19. To be funded by the Government's Covid grant.</li> <li>2. To increase the housing 20/21 Covid 19 emergency budget by £50,000 to meet the ongoing need for homelessness support. To be funded by the Government's Covid grant.</li> </ol> <p><b>To defer a decision on the following:</b></p> <ol style="list-style-type: none"> <li>3. That £350,000 should be including in the 21/22 budgets to help cover the cost of responding to the Covid 19 pandemic, to be funded from the Council's general reserve.</li> <li>4. To increase the BDC 20/21 Information Technology Capital Budget by £50,000, to improve the technology in the council chamber.</li> </ol>
<p><b>9 BUSINESS RATE POOLING 2021/22</b></p>	<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. To agree in principle to continue with Business Rates Pooling for 2021/22; and</li> <li>2. That the Assistant Director Finance, in</li> </ol>



<p>Lead Officer - Assistant Director Finance</p>	<p>consultation with the Leader and the Portfolio Holder for Finance, is authorised to withdraw BDC from the Norfolk pool, if the latest modelling undertaken by the Norfolk authorities no longer demonstrates a financial benefit from pooling.</p>
<p><b>10 REVIEW OF EARMARKED RESERVES</b></p> <p>Lead Officer - Senior Finance Business Partner</p>	<p><b>RECOMMENDED TO COUNCIL</b></p> <p>The following changes to the Council's Reserves:</p> <ol style="list-style-type: none"> <li>1. To separate the Bridge Maintenance Reserve into two reserves. <ol style="list-style-type: none"> <li>a. One to be named Marriott's Way with an allocation of £60,000</li> <li>b. One to be named Bure Valley Railway with an allocation of £270,000.</li> </ol> </li> <li>2. The addition to the following Reserves: <ol style="list-style-type: none"> <li>c. IT Reserve - £1.3m.</li> <li>d. Broadland Growth Reserve - £5m.</li> </ol> </li> <li>3. The creation of the following Reserves: <ol style="list-style-type: none"> <li>e. Refuse Services - £3m.</li> <li>f. Food Innovation Centre Reserve - £1.86m.</li> </ol> </li> </ol> <p><b>RESOLVED</b></p> <p>The Assistant Director Economic Growth, in consultation with the Portfolio Holder for Economic Development, has the authority to agree additional economic growth projects to be funded from the Economic Success Fund.</p>

## **Covid-19 Update Report**

**Report Author:** Leigh Booth  
ICT Lead Housing Standards, Communities and Help  
Hub  
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leigh.booth@broadland.gov.uk

**Portfolio:** Leader

**Ward(s) Affected:** All

### **Purpose of the Report:**

The purpose of this report is to provide an overview of the impact of Covid-19 on the people, communities and businesses in Broadland together with the detail of the Councils ongoing response.

### **Recommendations:**

1. Note the content of this report regarding the local impact of Covid-19 together with the activities the Council is taking to mitigate those impacts.

## **1 SUMMARY**

- 1.1 This report sets out the impact of Covid-19 on Broadland together with the measures being taken by the Council, and its partners, to address and minimise those impacts.

## **2 BACKGROUND**

- 2.1 The Covid-19 pandemic is an unprecedented global crisis which has, since March 2020, had a significant impact on our communities, businesses and council services.
- 2.2 Having experienced two national lockdowns the whole of Norfolk moved into Tier 2 (High Alert) on 2 December 2020. Although not as limiting as lockdown restrictions, Tier 2 still very much impacts on our residents, their communities and the businesses that drive the economy both locally and beyond.
- 2.3 The Councils structure for responding to the second lockdown and the subsequent move into Tier 2 continues to be robust and is inextricably linked to the national emergency planning framework and the Norfolk wide response.
- 2.4 The Councils structure includes a Covid-19 Coordination Group (C19CG) which together with the Corporate Management Leadership Team is the Gold level for officer decision making. The C19CG is chaired by the Chief of Staff.
- 2.5 In addition to the Gold group there are two further groups. Silver Group is chaired by the Director of People and Communities and is the driving force behind the direction, organisation and delivery of the Councils operational community activities.
- 2.6 The third group is the Business Group and it is chaired by the Assistant Director Economic Growth and is currently focused on the delivery of the Councils business support grants.

## **3 CURRENT POSITION**

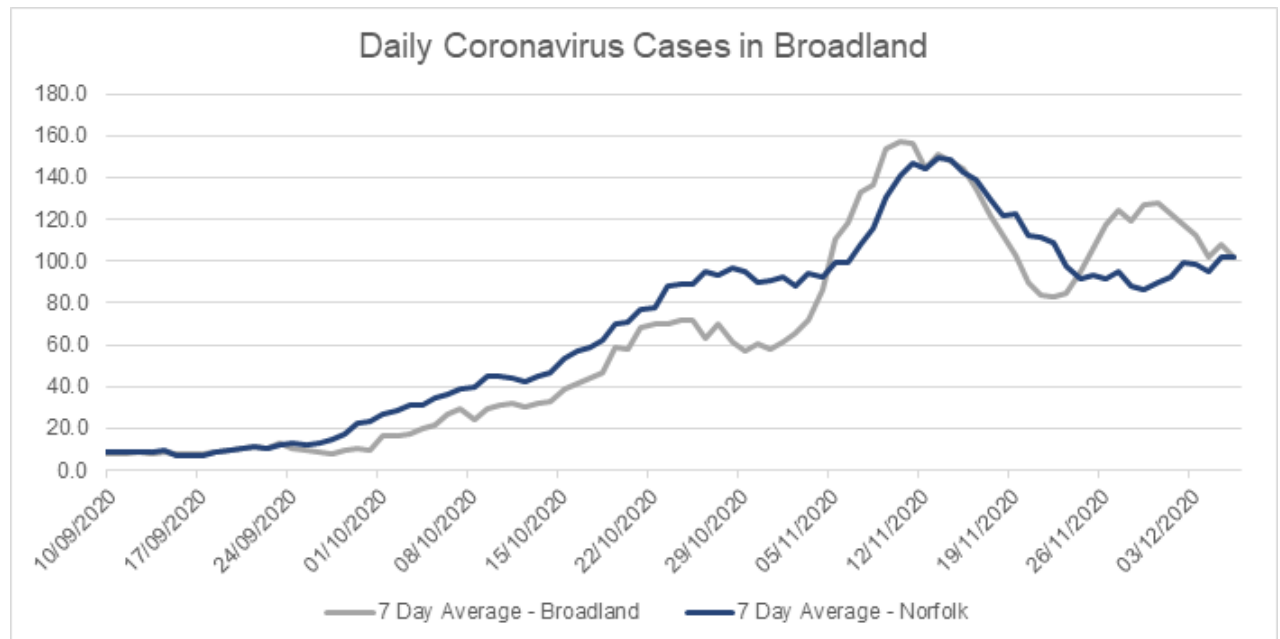
### **3.1 Context and Incidents**

Whilst incidents of Covid-19 in Broadland have remained relatively low, when compared to national averages, in recent months there has been a notable increase in line with the rest of Norfolk. However that position fluctuates week by week and on occasion Broadland briefly had the highest case rate per 100,000 population in the County.

The level and geographic location of new infections are monitored and scrutinised by Silver Group at their twice weekly meetings and a focused response agreed as appropriate.

Thus far the district has not experienced a large scale outbreak as has been seen elsewhere. Conversely the most recent rise in case in the district appear to be

unlinked community infections driven by a handful of outbreaks in care homes and a higher number in educational settings. It should be noted however that the outbreaks in educational settings are almost always one or two positive cases at a time.



### 3.2 Broadland Council Covid-19 Support

Since the start of the pandemic and the first lockdown, the Council has maintained a strong community hub operating model to support those who are vulnerable to Covid-19 and the subsequent economic downturn. This includes:

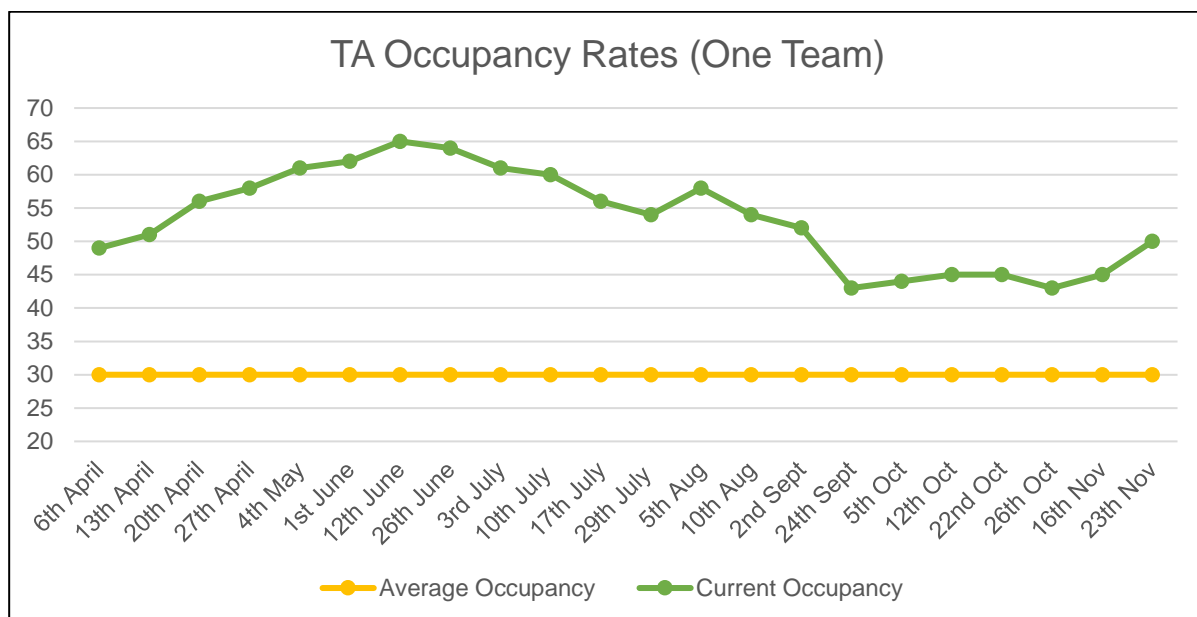
- Working closely with the high number of mutual aid and neighbourhood groups, some of whom established themselves in March and April via our 'Community Links' programme, to ensure an ongoing and strong local volunteering response in local communities as necessary
- Supporting residents with advice, guidance and support through our Help Hub, including assisting residents to access local supermarket delivery slots
- Ensuring communities and individuals have access to financial support and other essentials, via the local hardship funding arrangements or by referrals to the Norfolk Assistance Scheme
- Supporting residents to continue to access prescription and medication collections wherever necessary
- Establishing a local isolation Support Payment process to provide financial assistance for those eligible who are asked to isolate by the national or local Covid-19 testing and contact tracing regime.

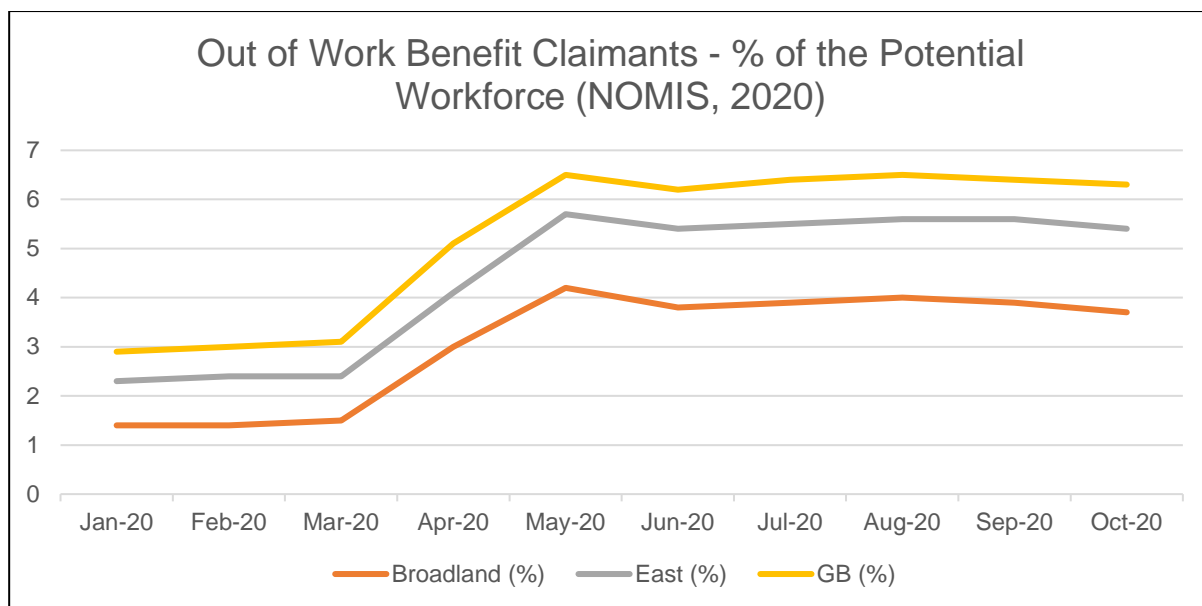
### 3.3 Second Lockdown

Since the second lockdown between the 4 November and 1 December, the Council has again been proactive in its support of local residents, including the Clinically Extremely Vulnerable (CEV). It has been notable how demand for support from both the CEV and general population has been significantly lower than during the first lockdown. This can be attributed to the shorter time period (for example, many repeat prescriptions last longer than 4 weeks), reduced general concern and panic buying behaviours by the public, and improved infrastructure and organisation in the food supply chain.

### 3.4 Homelessness and Hardship

Throughout the period of the pandemic the increase in need for support with homelessness and general hardship has been noticeable. Whilst the level of demand on Council housing and benefits services have remained fairly static throughout the period of the pandemic following a sharp increase during the first lockdown, they remain significantly higher than typical. This has placed great strain on the existing housing and benefits teams, and on the availability of scarce temporary accommodation. The chart below reflects the total one team demand on temporary accommodation.





### 3.5 Our role in containing the Virus – Covid Support Advisers (CSAs)

Accessing and utilising a portion of the Controlling Outbreak Management Fund (COMF) passed to the upper tier (£8 per head of population, latterly topped up with a further £2 per head of population for Tier 2 areas), the Council has recruited a number of Covid Support Advisors. In total there will be up to 20 fte CSA roles that will initially be offered on a six month fixed term contract with scope for an extension for up to 12 months across the One Team and both district council areas. These CSAs will assist the council and the Local Resilience Forum with two roles:

- i) Advice, support and encourage the correct behaviours from residents in community locations, aiming to continue to manage the spread of the virus and keep Broadland on track to move to Tier 1 as opposed to Tier 3.
- ii) Support the national and local testing regime with enhanced contact tracing.

These roles will complement the existing staffing establishment, including a number of short-term redeployees, who have been working on both of these tasks throughout the pandemic.

Deployment of these roles will flex according to need, with the focus for the Council being visibility and confidence offered to the community and local businesses, together with advice and reassurance and gathering community level intelligence about where further help is needed. Roles will be area based and/or focussed on prevailing areas for attention and they will work closely with local partner agencies including primary care and the Police.

### 3.6 Enhanced Contact Tracing

Latterly, more resource will need to be invested in supporting enhanced contact tracing, which is expected to grow in demand before Christmas as the local system takes on more responsibility from the national system.

As the key local agencies, district authorities have a strong role to play working with Norfolk Public Health in engaging local residents to encourage the right behaviours in isolating if positive, and developing our understanding of local contacts and the spread of the virus. Currently, contact tracing is passed to the Council when the national and county contact callers cannot get in touch with a positive case or contact. The local district councils tend to have a much higher success rate in making contact given their local data systems and through visiting the premises.

Currently, the numbers being cascaded to Broadland Council are manageable, with a skeleton service available over weekends. It is expected that with an enhanced contact tracing model this will increase significantly. Pilots will be undertaken before Christmas to test a new operating model.

### 3.7 Supporting the Programme of Vaccination

The Council is also working closely with the Clinical Commissioning Group (CCG) and local Primary Care Networks (PCNs) to support the vaccination schemes required of the local NHS as a Covid vaccination is developed and made available to local areas. This support can be broken down into two areas:

- Vaccination of priority groups by local GP surgeries
- Large scale vaccination of everyone else

The Council is supporting local GP surgeries to find local premises to vaccinate the most vulnerable in our communities. Council officers will also ensure that there is support available with access and clear logistics on site, to ensure that as many vulnerable residents are vaccinated as possible.

For the purposes of the large scale vaccination programme the Council has assisted the CCG to find a number of suitable locations across the district and these are currently going through final evaluation to assess suitability. It is anticipated that around 3640 people per week will be vaccinated at these venues.

### 3.8 Supporting the Local Resilience System and Neighbouring Authorities

In an effort to support a countywide response, Broadland Council has offered support and resource to neighbouring authorities and the local resilience forum throughout the pandemic.

### 3.9 Community Outbreaks

There is of course the very real risk of a community-based outbreak in one or more of the district's towns. Should such a situation arise it will be essential that officers are deployed to be a visible and reassuring presence and to encourage

the right behaviours amongst residents, working alongside local partner agencies and businesses.

To date the main outbreak in Broadland was in a meat processing factory. This type of business relies heavily on a migrant workforce that often lives, works and travels together, which in turn creates a greater risk of the spread of Covid-19. The Councils response to the meat processing factory outbreak demonstrated the success of our proactive approach which enabled us to engage workers, offer support and identify poor housing conditions which included a number of previously unknown un-licensed houses in multiple occupation.

### 3.10 Regulatory and Enforcement

#### Flexible Regulation

Officers are doing everything they can to advise and support businesses in these difficult times. They are very busy offering information, advice and support to businesses seeking clarity and interpretation of the Covid-19 legal requirements and guidance. Whilst some enquiries are straightforward, many are not, due to the limited capacity of regulations and guidance to cover every business setting and eventuality. Consistency of advice and interpretation is being coordinated between regulatory agencies.

Regulatory services are maintaining 'the four Es approach' (engage, explain, encourage and enforce). Whilst most businesses are doing a good job of complying with Covid-19 emergency restrictions, sometimes misinterpretation arises and our officers engage sensitively and proportionately to rectify issues that are putting the public at risk. Where the restrictions prove genuinely to be unclear, our officers then liaise with the Government Department for Business Energy and Industrial Strategy (BEIS), obtaining clarification on behalf of the businesses concerned.

Occasionally an individual business will take a deliberately non-compliant approach such as remaining open when the national lockdown does not permit it, even though their competitors are complying. Deliberate non-compliance presents a significant risk to the public and also to the level business playing field. This will be dealt with firmly and, where appropriate, formally (powers include fixed penalty notice, prohibition notice or prosecution).

Officers are visiting businesses in a supportive capacity to ascertain any support needs. They will also carry out targeted surveys in retail areas and market towns to identify any business types struggling with compliance and posing a risk to visiting members of the public, focussing on contact tracing information collection, maintaining safe systems and controls and hand hygiene and/or social distancing controls as appropriate.

Many businesses have found it necessary to adapt their business models. Our regulators, through frequent advice and enquiry contacts with many businesses, are taking soundings with the trades affected and offering information and support to help businesses diversify lawfully and keep afloat. They will also continue to



offer licensing assistance where this means that a business can lawfully continue to trade under prevailing restrictions. Whilst sometimes the prevailing emergency restrictions and guidance (brought in at short notice) can lack much sought clarity and certainty, the feedback from businesses to regulatory advice given has been generally very positive and appreciative.

### 3.11 Business and Economy

The Council is continuing to provide direct financial support to local businesses via a number of Central Government grant schemes.

Local Restrictions Support Grants (LRSG) are available to businesses that were mandated to close by the Government under national restrictions. As of 7 December, 858 applications have been received and 791 grants have been paid out, totalling £1.16M. This reflects 78% of the Council's LRSG allocation. Officers continue to promote this scheme and are seeking to make direct contact with the remaining eligible businesses to ensure we achieve maximum take-up.

In addition, the Council has been allocated £2.615M from the Additional Restrictions Grants scheme. This is a discretionary grant and in 'phase one' of the scheme the Council is prioritising grants to qualifying businesses not covered by other grant schemes, or where they require additional grant funding for specific reasons. The application window for phase one opened on 3 December and will close on the 23 December. Further phases of this scheme are likely to open next year, depending on remaining funds.

In October 2020 the Council was awarded £428,000 from the Norfolk Strategic Fund. This funding will be used to support the delivery of a programme of Enterprise Facilitation®. Enterprise Facilitation is built on the work of the Sirolli Institute ([www.sirolli.com](http://www.sirolli.com)) and is designed to build a culture of local entrepreneurship and provide practical support for those wishing to become self-employed. The programme is expected to commence early in the next financial year (2021/22) and run for at least two years.

The Council continues to work with partners to deliver the Food Innovation Centre. When complete the Centre will house 13 food-grade production units available for lease by new and growing businesses. In addition to the delivery of the new building, a package of support will be available to the many businesses in the food and drink sector operating from their own premises.

### 3.12 Staff Resources

In order to support the Council's continued response to Covid-19 and to ensure the delivery of BAU and the Transformation Programme, additional funding is being sought for temporary resources. Those additional resources will enable the Council to support services, our communities and businesses.

In the meantime officers continue to review the deployment of existing resources and ensure that government grant is used to best effect, whilst also actively seeking to control infection levels and minimise the impact upon the most vulnerable in our communities.

## 4 PROPOSED ACTION

- 4.1 This report outlines the activities already taken to address the impacts of Covid-19 in Broadland. It is proposed that the approach taken thus far be maintained and built upon utilising the locally developed enhanced processes for gathering information and intelligence, in order to focus on issues as they arise and provide effective and targeted local support.

## 5 ISSUES AND RISKS

- 5.1 **Resource Implications** – A separate budget update has been prepared by the Assistant Director Finance and was considered by Cabinet on 8 December 2020. That update included the 2020/21 Budget Position in the light of Covid-19 pressures and the predicted additional budget pressure this year.
- 5.2 **Legal Implications** – There are no direct legal implications for the Council arising from this report. However it should be noted that the Covid-19 legislation enacted earlier this year, together with a range of new powers, policy and practice changes introduced by central government, require the Council to respond rapidly to ensure all activities (particularly those related to enforcement) are applied effectively and are legislatively compliant.
- 5.3 **Equality Implications** – It has been recognised both locally and nationally that there is an inherent inequality in the way Covid-19 impacts different groups of people and most particularly those who are vulnerable. The Council strives to mitigate the disproportionate impact of Covid-19 on the most vulnerable in our communities. Use of the Hardship Fund, Homelessness measures, provision of food parcels, prescription delivery and other hub activities are all practical examples of how the Council is actively addressing those inequalities.
- 5.4 **Environmental Impact** – There are no direct environmental impacts arising from this report.
- 5.5 **Crime and Disorder** – There are no direct crime and disorder implications for the Council arising from this report.
- 5.6 **Risks** – The primary risk associated with this report is a prolonged period in Tier 2 or indeed a move into Tier 3, should the rate of infection and the number of outbreaks increase in Norfolk. Both scenarios and the related risks are subject of a rolling review within the Councils Covid-19 response framework and mitigating action will be taken if and when needed.

## 6 CONCLUSION

- 6.1 This report outlines the considerable risks of Covid-19 to people, communities and businesses in Broadland together with council services. Equally the report describes the considerable activity that has been and continues to be undertaken by council staff together with our partners, to minimise wherever possible the impacts, both short and long term of the pandemic.

## **7 RECOMMENDATIONS**

- 7.1 Note the contents of this report regarding the local impact of Covid-19 together with the activities the Council is taking to mitigate those impacts.

### **Background Papers**

Our Plan for Recovery from the Covid-19 Crisis – Cabinet July 2020

Budget Update – Second Wave Covid Funding – 8 December 2020

**17 December 2020**

## **MONITORING OFFICER REPORT**

**Report Author(s):** Emma Hodds, Monitoring Officer  
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01508 533791

**Portfolio:** Leader

**Ward(s) Affected:** All

**Purpose of the Report:** The purpose of this report is to update and seek agreement from Council on proposals to amend sections of the Constitution as referred to in the body of the report, to reinstate the six month rule and to consider an appointment to an outside body.

### **Recommendations:**

That Council agree:

1. To amend the Constitution in respect of the Terms of Reference for Joint Informal Cabinet
2. To disband Joint Lead Members Group
3. To amend the Constitution in respect of voting at remote Committee meetings
4. To approve the amendments to the appointment to Committees and Panels as noted in section 3 of the report
5. To reinstate the six-month rule
6. To consider the request to appoint a member of Cabinet (and substitute) to the Broadland Futures Initiative Elected Members Forum and agree the relevant appointments if supported.

## 1. SUMMARY

- 1.1 The purpose of this report is to update and seek agreement from Council on proposals to amend sections of the Constitution as referred to in the body of the report, to reinstate the six month rule and to consider an appointment to an outside body.

## 2. UPDATES TO THE CONSTITUTION

### Amendments to Committee Terms of Reference

- 2.1 The Monitoring Officer has taken the opportunity to review the Terms of reference for Joint Informal Cabinet, now that we are fully operating as One Team.
- 2.2 As the collaboration has progressed, joint policies, strategies and ways of working are being established. In order for the Councils to effectively and efficiently review and develop these together, we require the committee structure to support this.
- 2.3 To work towards achieving this, Joint Informal Cabinet's Terms of Reference have been reviewed and were considered to be fit for purpose in the main. A few minor changes were made, as outlined in **Appendix 1**. In addition, recognising the fact that this is not a decision-making body, Council are asked to consider removing the section on voting. Voting rests with the sovereign Councils as part of their own decision-making governance process.
- 2.4 The next steps in the governance arrangements for the collaboration journey will be to review the Joint Scrutiny Committee Terms of Reference. These currently focus on the Feasibility Study linking to the key stages of collaborative working between Broadland District Council and South Norfolk Council, as reports are progressed through for Member decision at each authority. It is clear that the Council has moved on and these Terms of Reference require a review. It is proposed that the Monitoring Officer will review these with the Chairman of Overview and Scrutiny, alongside the Chairman of South Norfolk Council's Scrutiny Committee to provide complementary and robust overview and scrutiny of the Council's collaboration journey.

### Disbanding Joint Lead Members Group

- 2.5 Due to the above, it is considered that the Joint Lead Members Group is no longer required and should be disbanded. The Group proved useful and helped steer the work required during the earlier stages of the collaboration, however it is considered that Joint Informal Cabinet should take this work forward.

### Voting at Remote Meetings

- 2.6 Currently the Constitution has a section on conducting remote meetings. This includes voting in remote meetings which enables roll call voting in line with the legislation. There are two further options within the legislation that enable voting to be by means of general assent or electronic voting.
- 2.7 Where a vote is required, this needs to be open and transparent and needs to be visible to those watching the meetings on our You Tube channel. Decisions by general assent are possible in meetings whereby there is general agreement and no dissent and whereby attendance of the Committee Members is visible on one screen, which is largely achievable in most meetings but not Council.
- 2.8 The legislation does allow for electronic voting, however this needs to be open and transparent. Currently the platform the Council uses to host meetings does not enable this, however it is proposed to add this possibility to the Constitution so this can be utilised when technology permits.
- 2.9 The Constitution currently states:

*Unless a recorded vote is demanded, [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Chairman,] the Chairman will take the vote by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.*

It is proposed that this section is amended as follows:

Unless a recorded vote is demanded, [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Chairman,] the Chairman will take the vote:

- (a) by use of the electronic voting system[s], where enabled, for Remote Voting; or
- (b) by the affirmation of the meeting if there is no dissent [by assent]; or
- (c) by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded

### **3. CHANGES TO APPOINTMENTS TO COMMITTEES AND PANELS**

- 3.1 The Leader of the Council has indicated that he wishes to change the Chairman and in some instances the Vice-Chairman of the Panels, this is to enable a broader involvement and leadership by all Members in the meetings, whilst still ensuring the Portfolio Holder is at the meeting. The following changes to Member appointments are therefore proposed:

#### Economic Success Panel

Cllr Adrian Crotch to become Chairman and Cllr Peter Bulman to remain as Vice Chairman

#### Environmental Excellence Panel

Cllr Ken Kelly to become Chairman

Cllr Nigel Brennan to replace Cllr Adrian Crotch and to become Vice Chairman

### Place Shaping Panel

Cllr Peter Bulman to replace Cllr Justine Thomas

Cllr Peter Bulman to become Chairman and Cllr Sue Lawn to remain Vice Chairman

### Wellbeing Panel

Cllr Martin Murrell to become Chairman and Cllr Sue Prutton to be Vice Chairman

### Service Improvement and Efficiency Committee

Cllr Justine Thomas to become Chairman and Cllr Grant Nurden to remain Vice Chairman

- 3.2 The Terms of Reference for each of these meetings will be amended to note that the Chairman is no longer designated to be the relevant Portfolio Holder. It is also proposed that the new Chairman review the Terms of Reference further for each of the above meetings, with the Leader and the Monitoring Officer to ensure that these are fit for purpose and ensure that these meetings have the right focus. A workshop meeting will be set up in the new year to facilitate this.

## **4. EMERGENCY POWERS : COVID-19**

- 4.1 At its meeting on 1 April 2020, Council agreed to suspend the six-month rule in relation to Members attending meetings of the Council and the Committees on which they serve, pursuant to Section 85 (1) of the Local Government Act 1972. This was to be reviewed by the Monitoring Officer on a monthly basis.
- 4.2 Since then, virtual meetings have become the norm and provided members with a stable platform to enable attendance throughout the coronavirus pandemic. It is therefore deemed that this suspension is no longer required in its current form, however any future applications resulting from a member who foresees future attendance to be an issue will be considered on an individual basis.

## **5. BROADLAND FUTURES INITIATIVE ELECTED MEMBERS FORUM**

- 5.1 The Council has been invited to appoint a member of Cabinet (and substitute member) to represent the authority on the *Broadland Futures Initiative* Elected Members Forum. The BFI is a partnership for future flood risk management in the Broadland area. The Initiative anticipates that the role of the Elected Members Forum will be to provide a strategic steer, receive advice and recommendations, review Initiative progress and reach agreements based on financial, environmental and technical evidence presented by the Initiative Project Team. Further details regarding the work of the initiative and Forum have been provided in **Appendix 2**.
- 5.2 The Leader has indicated that he wishes to appoint Cllr Lana Hempsall to the *Broadland Futures Initiative Elected Members Forum* and for Cllr Peter Bulman to be the substitute appointment.

## **6. ISSUES AND RISKS**

- 6.1 **Resource Implications** – not applicable to this report.
- 6.2 **Legal Implications** – the recommendations contained within this report ensure that the Council remains compliant with legislation.
- 6.3 **Equality Implications** – not applicable to this report.
- 6.4 **Environmental Impact** – not applicable to this report.
- 6.5 **Crime and Disorder**- not applicable to this report.
- 6.6 **Risks** – not applicable to this report.

## **7. CONCLUSION**

- 7.1 This report seeks to update and seek agreement from Council on proposals to amend sections of the Constitution as referred to in the body of the report, to reinstate the six month rule and to consider an appointment to an outside body.

## **8. RECOMMENDATIONS**

That Council agree:

- 8.1 To amend the Constitution in respect of the Terms of Reference for Joint Informal Cabinet
- 8.2 To disband Joint Lead Members Group
- 8.3 To amend the Constitution in respect of voting at Committee meetings
- 8.4 To approve the amendments to the appointment to Committees and Panels as noted in section 3 of the report
- 8.5 To reinstate the six-month rule
- 8.6 To consider the request to appoint a member of Cabinet (and substitute) to the Broadland Futures Initiative Elected Members Forum and agree the relevant appointments if supported.



## JOINT INFORMAL CABINET TERMS OF REFERENCE

### Meetings

The Joint Informal Cabinet will meet regularly and according to business need, linked to the strategy and policy development and as part of the collaborative working between Broadland District Council and South Norfolk Council.

### Membership

Broadland District Council and South Norfolk Council shall appoint all Cabinet members to the ~~meeting~~ Group.

Two joint Chairmen of the Group shall be the Leaders of each Council. The role of Chairman will alternate between Broadland District Council and South Norfolk Council on a meeting by meeting basis, ~~dependent on which Council is hosting the meeting.~~

In the absence of the host authority Chairman, the meeting will be chaired by the non-host Chairman. In the absence of both Chairmen the Group will be chaired by the Deputy Leader of the host authority.

No substitute members will be permitted.

### Quorum

The minimum number of members from each council required to transact any business of the Group shall be two thirds, rounded up to the nearest whole number.

### Voting

The Chairman for the meeting has the discretion to conduct a vote either by show of hands or, if there is no dissent, by affirmation of the meeting.

If there are equal numbers of votes for and against, the Chairman of the meeting will have a second or casting vote.

### ~~Venue and Time~~

~~Meetings will be held at both Broadland District Council and South Norfolk Council offices, as appropriate to conduct business and at venues which are accessible to the public.~~

~~Meetings will commence at a date and time to be agreed by both of the Chairmen.~~

### Protocol and Openness

The Chairman of the meeting will be responsible for maintaining order and the

effective conduct of business at meetings.

Members of either Council are welcome to attend the meetings, subject to the agreement of the Chairman and may speak but not vote.

Members of the public will not be permitted to attend meetings of the Group.

Members will ensure that they abide by their respective Council's code of conduct at all meetings.

### **Terms of Reference**

Provide political leadership to ensure integration and transformation of services across the two Council's.

Aligning activities at member level where this is appropriate and necessary to facilitate collaborative working.

Provide a steer on the policy framework of the Councils, review strategy documents and review the Council's business plans.

## Elected Members Forum – Briefing Pack

### Introduction

This document is intended to act as a briefing note for the Broadland Futures Initiative Elected Members Forum. Elected members can use this document to gain an understanding of the purpose of the Initiative, their role as a part of the Elected Members Forum and how they can contribute to key decisions around flood risk management.

### The Broadland Futures Initiative

The BFI is a partnership for future flood risk management in the Broadland area. Our main goal is to agree a framework for future flood risk management that better copes with our changing climate and rising sea level. The focus will be on what happens from the mid-2020s onwards, however we need to start planning now to secure support and make well-informed decisions.

Flooding can affect many aspects of community life in our area; tourism, recreation, the natural environment, agriculture and where we live and work can all suffer adverse impacts as a result of flooding. The Initiative will make sure that these interlinked interests are all considered, with the full involvement of local communities and other stakeholders. We want to create a better place that doesn't just survive climate change, we want to thrive within a changing climate.

### Our Governance

The Initiative Project Team has been set up by organisations responsible for managing coastal and inland flood risk. The Environment Agency have the lead responsibility and will be working with Natural England, County and District Councils, Internal Drainage Boards, Broads Authority, National Farmers Union and voluntary bodies. The Broads Authority will support the Initiative Project Team and governance arrangements.

The Initiative is working in partnership with local communities, our business sector and other stakeholders to identify the way forward. This will be a democratic process, with local politicians forming our Elected Members Forum, agreeing our core strategy and approaches in order to secure a framework for future flood risk management that better copes with our changing climate. Our governance model emulates the nationally consistent approach taken by the Shoreline Management Plan process, building on our experience and best practise as flood and coastal erosion risk managers.



## Our Stakeholders

Stakeholder engagement is a fundamental part of the Initiative. A review of current flood management policy for the area was carried out in 2016. The review used existing information including projections for changes in the environment, technology and funding. It also identified areas where more evidence is needed. We have shared this information with a wide group of stakeholders and embarked on further information gathering to fill any identified evidence gaps. We have also undertaken online public surveys and awareness raising at existing community group meetings. In 2020 we had hoped to undertake face to face engagement and visit our communities in person, but due to the Coronavirus outbreak this has not been possible. In 2021 we will undertake pioneering virtual engagement with local communities and encourage involvement from a wider demographic.

## An Initiative of International Importance

The Broadland landscape is of international importance, comprising a rich mosaic of wetland habitats, farmland, winding waterways, towns, villages and historic features, coastal beaches, dunes and low sandy cliffs. The landscape has been influenced and shaped over thousands of years by natural processes and by the way people have lived and worked. Rising sea levels and a changing climate make the area increasingly vulnerable to the risks of flooding and erosion, with the local environment and economy increasingly reliant on flood risk management structures.

Our decisions made must be acceptable for our local communities, for the environment, and also be technically possible and affordable. The cost of future flood risk management will require local as well as government funds, and we will also need to identify clearly where the money will come from. Our local Members of Parliament were briefed regarding the Broadland Futures Initiative prior to our opening engagement activities in May 2019. Since this time we have been undertaking further stakeholder engagement, awareness raising and collecting information to help form initial technical evidence and recommendations.

## What is expected of the Elected Member Forum?

The Initiative anticipates that the role of the Elected Members Forum will be to provide a strategic steer, receive advice and recommendations, review Initiative progress and reach agreements based on financial, environmental and technical evidence presented by the Initiative Project Team. The Elected Members Forum will take back conclusions and seek formal endorsement from our Local Authorities, before final adoption by our Regional Flood and Coastal Committee (RFCC). The Elected Members Forum also ensures appropriate liaison with ultimate decision making bodies in relation to strategic priorities.

Who are the Elected Members Forum?





The Elected Members Forum comprises one representative from each Local Authority within the Initiative study area with an interest in flood and coastal risk management. The Broads Authority is also represented by one of their appointed members. It is envisaged that the Elected Members Forum will elect its own chair and will be serviced by the Broads Authority for secretariat purposes. We recommend that each member of the Elected Members Forum appoints a deputy member in case the leading member cannot attend meetings. It is expected that the Elected Members Forum will meet at least once a year and up to three times a year, dependent on progress and decisions required. We hope that elected members will also take part in a MP Briefing Group, with appropriate support. It is also anticipated that Forum meetings will be open to observer members of the public.

#### What can the EMF expect from the Initiative Project Team?

The Forum can expect complete support from the Initiative Project Team. Initially the Project Team will contact you to arrange meeting dates and set initial agenda items to guide your discussion. Our first step is to share our existing knowledge regarding flood and coastal risk management in order to reach a shared understanding and set our objectives. We will present the Forum with engaging material through a range of communication methods, including presentations from technical experts and easily accessible online information. We will outline the benefits associated with different flood risk management approaches, as well as utilise learning and examples from other areas. Once we have shared our baseline understanding, as well as potential options and benefits, we can start to ask you for your agreement regarding future approaches to flood risk management. We will place the views of our stakeholders at the heart of the Initiative, ensuring our community feedback is centre to this process.

Our aim is to guide this process and the agreed outcomes to form an adaptive pathway for future flood risk management projects, agile and able to adapt to change. We want to take best practise from our globally respected Shoreline Management Plans and be aspirational as well as realistic, keeping democracy at the heart of decision making.

#### Further Information

Latest Broadland Futures Initiative information, including contact details, meeting minutes of the Project Team and our newsletters can be found here: <https://www.broads-authority.gov.uk/looking-after/climate-change/broadland-futures-initiative>

Elected members from the following Authorities have been invited to the Forum: North Norfolk District Council, Great Yarmouth Borough Council, Broadland District Council, Norwich City Council, East Suffolk Council, South Norfolk Council, Norfolk County Council and Suffolk County Council. There will also be one member from the Broads Authority.

