

# 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 Copplestone	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 24 September 2020

### Time

7.00pm

### Place

To be hosted remotely at

Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich

### Contact

Dawn Matthews tel (01603) 430404

Broadland District  
Council  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich NR7 0DU



E-mail: [committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk)



@BDCDemServices

Trevor Holden  
Managing Director

16 September 2020

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

If a member of the public would like to attend to speak 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 Monday 21 September 2020

## **A G E N D A**

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<b>3</b>	<b>To consider the minutes of the meetings held on 30 July 2020</b>	<b>7</b>
<b>4</b>	<b>Matters Arising</b> (if any)	
<b>5</b>	<b>Announcements</b>	
	To receive announcements from	
	(1) The Chairman – list of Civic Engagements attached	<b>21</b>
	(2) The Vice Chairman	
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<b>6</b>	<b>Questions from the public</b>	
	To consider any questions received from members of the public in accordance with Procedural Rule 10	
<b>7</b>	<b>Public Speaking</b>	
	To consider representation from 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)	
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<b>9</b>	<b>Cabinet</b>	
	To receive the non-exempt minutes of the meeting held on 25 August 2020	<b>34</b>
	The following matters need consideration by Council:	
	Minute no 123 - COVID-19 Response – Norfolk Wide Fighting Fund	<b>35</b>

	<i>That authority be delegated to the Assistant Director Finance, in consultation with the Leader, to allocate £150,000 to the Norfolk Wide Fighting Fund</i>	36
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	<i>To approve the proposed amendments to the current, May 2019, Local Development Scheme.</i>	38
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	To note the reports from Members appointed to represent the Council on outside bodies	
<b>15</b>	<b>Questions from Members</b>	
	To consider the following questions received in accordance with Procedural Rule 12.4	
	Cllr D Roper - Question One	
	Will the Leader please appraise Council of his views on whether local government reorganisation should take place in Norfolk. In what circumstances would he support reorganisation and what future structure of local government does he think would best serve Broadland residents?	
	Cllr D Roper - Question Two	
	Will the Leader join with me in fully endorsing the sentiments of the motion passed by Norfolk County Council on 20th July on racism and racial equality in response to recent “Black Lives Matter” campaigns.	

The preamble to the motion is printed below:

“Council is committed to tackling discrimination and prejudice in all of its forms and recognises our responsibility to lead by example. Council affirms its commitment to continue work to address disadvantage, promote equality and eradicate racism.

In particular Council welcomes the spotlight that the Black Lives Matter campaign has shone on racism. We recognise our role and responsibility, as councillors and Norfolk County Council as a whole, to tackle racism locally, nationally and internationally.”

## **16 Motions**

To consider any motions received under Procedural Rule 13

## **17 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.

## **18 Overview and Scrutiny Committee**

to receive the exempt minutes of the meeting held on 18 August 2020 **90**

## **19 Cabinet**

to receive the exempt minutes of the meeting held on 25 August 2020 **94**

The following matter needs consideration by Council:

Minute no 130 – Food Innovation Centre **95**

*To accept retrospectively the decision made by officers to accept Broadland District Council's funding allocation for the Food Innovation Centre from the Getting Building Fund.* **96**

[the full exempt Cabinet report on this matter is available on Members Ipads: Blackberry Works > Docs > Councillor File Share > Meetings]

## 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.

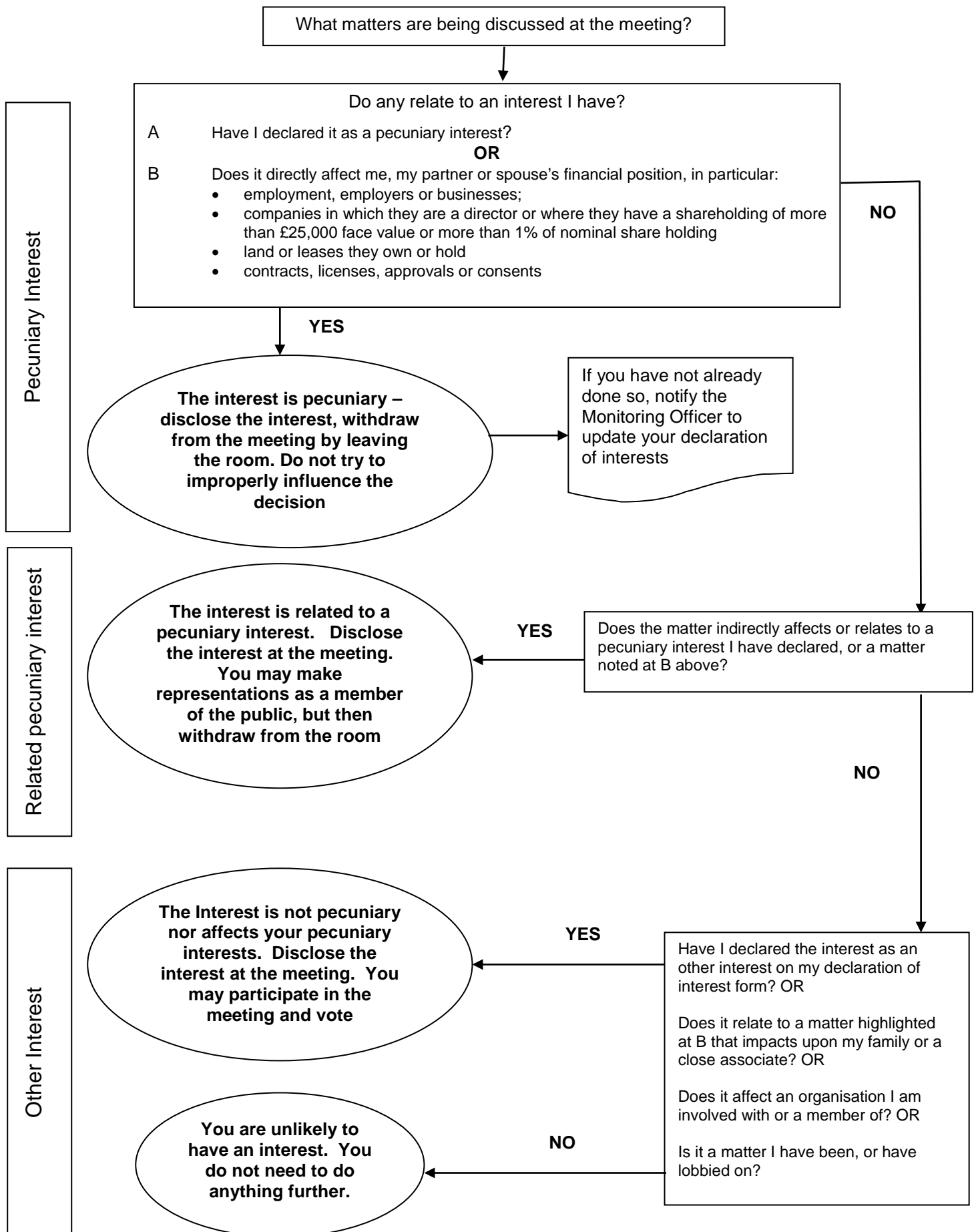
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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

Also in attendance were the Managing Director, the Director of Resources, the Director of Place, the Assistant Director Governance & Business Support (Monitoring Officer), the Assistant Director Finance & Chief Financial Officer (Section 151 Officer) and the Committee Officer (DM).

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

<b>Member/Officer</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Cllr Beadle Cllr Copplestone Cllr Grattan	156 - Cabinet – Minute no: 111 – Broadland and South Norfolk Our Plan for Recovery from the Covid-19 Crisis	Recipient of Government business support grant arising from the COVID-19 crisis.
Cllr Hemsall	163 – Temporary Pavement Licensing	Norwich Guide Dog Forum Coordinator Volunteer - non pecuniary interest
Cllr Mackie	155 and 165 – Overview and Scrutiny Committee minutes – Review of Legal Services	Member of Norfolk County Council – provider of legal services – non pecuniary interest

**149 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr R R Foulger, Cllr I N Moncur, Cllr M D Snowling, Cllr L A Starling, Cllr D M Thomas and Cllr S C Walker.

**150 MINUTES**

The minutes of the meetings held on 21 May and 30 June 2020 were, by way of a roll call, confirmed as a correct record and signed by the Chairman.

**151 MATTERS ARISING**

Members received the changes made to the standing orders relating to Part 4 Rules of Procedure / Council Procedure Rules / 25 – application to Committees and Sub Committees as agreed at the 21 May 2020 Council meeting (minute no 137 refers) and as set out on the agenda pages. Following a show of hands, it was

**RESOLVED** to approve the final wording as follows:

[Part 4 Rules of Procedure / Council Procedure Rules /25 Application to committees and sub committees]

25.2 Rules 2.1(1), 7, 8, 12.3, 12.4, 12.5, 12.6, 12.7, 14, 15.1, 15.5, 15.7, 15.8, 15.9, 15.10, 15.11, 17, 18, 19, 20, 21, 22, 23, **and 26 and 27** apply to meetings of committees and sub-committees with any necessary modifications, **apply to** meetings of the overview and scrutiny committee and the quorum for any three member panel or committee.

**27. Meetings held in accordance with section 78 of the Coronavirus Act 2020**

**These** Procedure Rules **27.1 – 27.8** should be read in conjunction with the council's **pre-existing** Procedure Rules **within the Constitution**. The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the authority governing meetings and **remain valid until 7 May 2021**. This means that, wherever there is a conflict, the Virtual Meeting **Standing Orders Procedure Rules** take precedence in relation to any remote meeting.



**152 ANNOUNCEMENTS**

Members noted the civic engagements undertaken by the Chairman of the Council since the last meeting. The Chairman drew attention to an event held since the publication of the agenda, the celebration of Broadland's Community Heroes and it had been a privilege to meet the award winners and hear about their community work.

The Leader of the Council (Cllr Vincent) advised Council that the Broadland Growth development of 22 homes at Gt Plumstead was now complete with most homes now occupied. A report would be prepared on the scheme and its benefits in the near future.

The Portfolio Holder for Wellbeing (Cllr Wymark) invited all Members to attend the next meeting of the Wellbeing Panel on 5 August 2020 when the Panel would be looking at the Greater Norwich Homelessness Strategy and the Rough Sleeper Statement. In response to a question, the Portfolio Holder commented that the recent housing workshops were coming to a conclusion and that this work would be fed into reports to be considered by the Panel at future meetings.

The Portfolio Holder for Environmental Excellence (Cllr Leggett) drew attention to a recent email sent to all Members regarding the review of the Council's Licensing Policy and the opportunity to comment on the Policy.

The Portfolio Holder for Economic Development (Cllr Copplestone) advised Members that a further £20m of new government grants had recently been announced for small business to apply for grants of £1000 - £5000 to help in their recovery from Covid-19, in particular, new technology and fees. This was in addition to the £10m package announced earlier in the month to support those in the tourism industry. This information would be communicated to businesses in the weekly business update.

The Portfolio Holder for Planning (Cllr Hemsall) made reference to the next meeting of the Place Shaping Panel on 10 August 2020 when the Panel would be looking at the updated Development Plan and she invited all Members to attend. With regard to the Design Awards, she advised Members that the awards for this year would be postponed in view of the Covid –19 crisis and would instead be rolled over to next year.

The Managing Director advised Council that, in accordance with LGA advice, occupancy of the office continued to be at a minimum but that plans were being developed for a safe return of staff where necessary and appropriate and a review would be undertaken of the lessons learnt from remote working and a modified way of working. Proposals were mindful of the potential for a resurgence of COVID-19. A comment was made about the timescales involved in this and that it was hoped the public would soon be able to visit

the Council offices safely. The retail sector had returned to business but it was still not possible for the public to visit the Council offices.

### **153 QUESTIONS FROM THE PUBLIC**

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

### **154 PUBLIC SPEAKING**

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

### **155 OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the Overview and Scrutiny Committee meetings held on 9 June, 30 June, and the non-exempt minutes of 14 July 2020 were (by a show of hands) received.

#### ***30 June 2020 – Minute no 138 – Overview and Scrutiny Committee Annual Report 2019-20***

The Chairman of the Overview and Scrutiny Committee invited Council to note the annual report of the Overview and Scrutiny Committee for 2019 -20. He commended the work of the Committee over the last year and the hard work of Members, many of who were new to Scrutiny. He also thanked officers for their support. It was hoped that training of Members would continue following the Covid-19 crisis. He offered his sincere condolences to all who had been affected by the Covid-19 pandemic and advised that a full review of the Council's response to the pandemic would be undertaken by the Committee at the appropriate time.

#### **RESOLVED**

to note the annual report of the Overview and Scrutiny Committee for 2019-20.

### **156 CABINET**

The minutes of the Cabinet meeting held on 16 June and the non-exempt minutes of 21 July 2020 were received.

#### ***21 July 2020 - Minute no: 111 – Broadland and South Norfolk Our Plan for Recovery from the Covid-19 Crisis***

The Leader of the Council invited Members to support the recommendation to endorse the Recovery Plan and the priorities to support the recovery. Members paid tribute to officers for pulling together a comprehensive report.

The Leader of the Opposition (Cllr Roper) echoed this comment and asked when preparing the updated report in September if the following matters could be considered: individual district specific reports for the two councils in the event that district specific matters needed to be addressed; clarity regarding time frames forming the short, medium and long term; soft telephony roll out; broadband infrastructure and public transport.

The Leader of the Council congratulated Cllr Roper on his recent appointment as Leader of the Opposition. He commented that, whilst the recovery report was a combined report for both Councils, it would continue to contain district specific information where necessary and appropriate and there was therefore no need for individual reports. With regard to Broadband, he reminded Members that the Council had received an update on progress of the Better Broadband for Norfolk project at the recent meeting of the Economic Success Panel and a key highlight was that coverage in Broadland had exceeded the target 97% and had now reached 98% of Broadland properties with access to down load speeds of 15Mbps or more. It was also noted that the strategy for better broadband was being communicated to businesses and work would be undertaken in the autumn to identify how many properties remained with a down load speed of less than 15Mbps and discussions held with businesses about their FTTP (Fibre to the Premises). Investment had been made as part of the IT strategy to enable the rollout of soft phones to allow staff to be more easily contacted whilst working remotely and this was being progressed as quickly as possible. With regard to the timescales referred to in the report, essentially short term implied 0-3months, medium term 3-6 months and long term 6 months plus. However, mindful of the unprecedented pandemic, implementation may not always proceed as planned as the situation remained fluid and there was a need to continually revisit timeframes and adapt as the environment changed.

Reference was made to the need to be mindful of the desire to balance the needs of the environment as well as the economy and society in planning for the recovery from Covid-19 and the importance of the availability of nature and open spaces for mental health and wellbeing and perhaps this needed to be addressed in future reports.

The Leader drew attention to a number of initiatives whereby the Council was already investing in green infrastructure, for example, the recently acquired country park, the Bure Valley Railway and Path, and the woodland at Little Plumstead. These demonstrated the Council's drive to put forward positive environmental factors as part of a sustained recovery.

In response to a question about how the Council could assist with focussing on the timely communication of more accurate and geographically local

infection rates and information on testing to communities, the Managing Director reported that there continued to be a demand for more timely, localised and accurate data and the picture continued to emerge and progress. This matter was controlled through the Norfolk Outbreak Board made up of professionals from Public Health and District Councils who were managing this with support of Environmental Health Officers in terms of track and trace. Efforts were ongoing to continue to press for timely and accurate localised data to ensure outbreaks could be controlled. Leaders of the county council and the district councils were also meeting to provide a political oversight of this work. In the event of an outbreak, the decisions on actions would be taken by the upper tier authority led by the data provided by Public Health. The local outbreak board would deal with the dissemination of information as necessary in the event of any outbreak, utilising track and trace information, which if occurring was likely to involve an individual or premises and contacts associated with them rather than the need to alert whole communities.

It was then, by way of a roll call,

**RESOLVED**

- (1) to endorse the initial Recovery Plan and priorities to support recovery from the Covid-19 crisis in Broadland;
- (2) that the in-year review and update of the 2020/21 Delivery Plan be brought back to Cabinet in September 2020 and then onto Council for agreement.

***21 July 2020 – Minute no: 113 – Environmental Strategy***

The Portfolio Holder for Environmental Excellence commended the Strategy to Council commenting that it was a document of interest to all and would have particular relevance as the Council supported recovery from the Covid-19 pandemic. She believed the strategy reflected the wishes of the Council and residents. A few minor typographical changes had been sought by Cabinet together with the addition of reference to sustainable development and an addendum to make reference to what had been done to date by the Council. She made reference to the need to ensure adequate resources were in place to aid the delivery of the Strategy as it cut across all services of the Council and needed a coordinating role to promote the strategy, report on progress and capture ideas.

Members welcomed the strategy but some expressed frustration with the process followed for the development of the strategy and delays and compromise arising from the need to progress the strategy across both councils, with a view that this may have resulted in a more diluted version of the document.

It was noted that the document was very much a living strategy which would continue to evolve.

In response to a question regarding adequate resources being available to support the document, the Managing Director referred Members to the budget setting process as being the opportunity for Members to ensure they were satisfied that appropriate resources were allocated in the business plan.

In response to a request for information regarding any increase in levels of consumption/waste arising from the pandemic, in particular, PPE equipment, the Portfolio Holder undertook to look into this. It was reported that recycling rates appeared to have increased by 15% during the pandemic and residual waste by 5%. The Portfolio Holder also undertook to investigate why the ordering of brown bins was currently experiencing delays.

It was suggested that reference in the strategy to working with communities to reduce emissions and to support lifestyle changes needed to be expanded as communities were keen to support this but not sure how this could be done. The Portfolio Holder commented that plans were in place for actions and these would be highlighted in the finished document and the action plan which was still to be populated. Reference was made to sustainable investment and the innovative local government green bond proposal to help with local green infrastructure and that this was something the Council should investigate.

It was then, by way of a roll call,

**RESOLVED**

to approve the Environmental Strategy.

**157 PLANNING COMMITTEE**

The decisions of the Planning Committee meetings held on 20 May, 17 June and 15 July 2020 were, by a show of hands, received.

**158 ANNUAL REPORT OF THE AUDIT COMMITTEE**

The Chairman of the Audit Committee invited Council to note the content of the annual report for 2019/20. He drew attention to the key items considered and reviewed and thanked Members of the Committee and officers for their efforts in supporting the work of the Committee.

**RESOLVED**

to note the Annual report of the Audit Committee for 2019/20.

**159 MONITORING OFFICER REPORT**

Members considered the report of the Monitoring Officer and the Leader of the Council invited Members to approve changes to appointments as set out in the report.

The Leader of the Opposition proposed an amendment, duly seconded, to allow for further additional changes to be made to the recommendations in the report to incorporate changes to appointments by the Liberal Democrat Group.

The Chairman sought guidance from the Monitoring Officer as she felt the business was being raised late and Members were not aware of the changes. The Monitoring Officer advised Council that these changes had been received late and did not meet the criteria to be regarded as urgent business. Section 15.6 of Part 4 of the Constitution did however allow for amendments to be made to leave out and/or insert words to motions and the amendment could therefore be considered.

The Leader of the Opposition read out the following changes which were screen shared with all present at the meeting:

Awards Panel: Karen Lawrence replaces Sue Catchpole  
Service Improvement & Efficiency Cttee: Sue Holland replaces Julie Neesam  
Overview and Scrutiny Committee: Caroline Karimi-Ghovanlou replaces Stuart Beadle  
Place Shaping Panel: Dave Thomas replaces Julie Neesam  
Wellbeing Panel: Julie Neesam replaces Dave Thomas  
Joint Appointments Panel: Dan Roper replaces Steve Riley  
Joint Lead Members Group: Dan Roper replaces Steve Riley  
Joint Scrutiny: Steve Riley replaces Sue Holland

To add the following as Substitutes to Committees:

Audit Committee: Sue Catchpole  
Awards Panel: Sue Catchpole, Julie Neesam, Sue Holland  
Economic Success Panel: Dave Britcher  
Environment Excellence Panel: Stuart Beadle  
Member Development Panel: David Harrison  
Wellbeing Panel: Dave Thomas, Caroline Karimi-Ghovanlou  
Place Shaping Panel: Julie Neesam  
Overview and Scrutiny Committee: Stuart Beadle

Service Improvement & Efficiency Cttee: David Harrison, Julie Neesam, Steve Riley  
Planning Committee: Sue Catchpole  
Joint Appointments Panel: Sue Catchpole  
Joint Leaders Group: Sue Catchpole  
Joint Scrutiny: Sue Holland

The Chairman of the Council stated that she had taken advice on this matter and was keen to see the Constitution upheld. She had decided that the late receipt of the changes would not be justified on the grounds of urgent business. She was also of the view that the late amendment did not fall within the spirit of the Constitution and could not be justified. The deadlines for receipt of matters for consideration by Council were clear and this information had been received too late.

The Leader of the opposition sought clarity as he believed that in the past changes to appointments to Committees had been dealt with by the Managing Director under delegated authority and reported back to Council to note; indeed, a standing item had appeared on past Council agenda advising Members of changes approved. He had hoped the same approach could be taken on this matter. He apologised for the late notice of the changes but had been unfamiliar with the change in approach and resultant deadlines but he hoped to gain Council's support for the changes proposed before the summer break.

The Chairman commented that the procedure had been the same for the last 12 months and the proposed changes had only been notified 3 days before the meeting. She had received a flurry of late business, only one of which she felt warranted being considered as a matter of urgency. She had received no supporting information as to why this item should be considered as a matter of urgency at this meeting. She reiterated she was keen to uphold the Constitution and to ensure, particularly in the current climate of remote meetings, due notice was given to all Members to give proper consideration to matters being raised and she urged officers and Members to have regard to the Constitution in this respect.

The amendment was then put to the vote and following a roll call, the amendment was lost.

The Leader of the Opposition stated that, despite the decision, he would be supporting the recommendations contained in the report. As a regular occurrence, amendments were made to recommendations before Council and on a number of occasions these had been late amendments. He was disappointed with the political approach being taken as he saw his proposals as an acceptable amendment to a recommendation before Council and had been advised it could be considered as such.

The Chairman reiterated her impartial apolitical stance and stressed that her interpretation of the rules were the same for all parties. She drew attention to the functions of Full Council in Part 2 of the Constitution which included making appointments to Committees.

Members then voted on the proposals contained in the report and it was, by way of a roll call,

## **RESOLVED**

to approve the following amendments to the appointments

- Joint Leader Member Group – Cllr Justine Thomas to replace Cllr Stuart Clancy, Cllr Thomas to be Vice Chair
- Planning Committee – Cllr Sue Prutton to replace Cllr Stuart Clancy
- Internal Drainage Boards – Cllr Nigel Brennan to replace Cllr Justine Thomas

***[The chairman adjourned the meeting for a 5 minute comfort break. The meeting was reconvened at 9.02pm when a roll call was taken to confirm all Members were still in attendance.]***

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

Members received and noted the feedback from Members on Outside Bodies.

## **161 QUESTIONS FROM MEMBERS**

It was noted that there had been no Questions received in accordance with Procedural Rule 12.4.

## **162 MOTIONS**

Council considered the following motion received under Procedural Rule 13:

Proposed by Cllr. Steve Riley, seconded by Cllr. Sue Catchpole

*The council recognise the work of the joint working party in examining proposals for the waste contract future provision. Future waste provision is a complex issue involving a quality of service level to BDC residents, environmental concerns and appropriate policy together with future proofing. Investment over the term of any contract or other provision will involve the spending and commitment of multi £millions in funding by the council on behalf of council tax payers and is of a significant magnitude. A final decision*



*will also need to take account of any risk involved on a business case basis. Therefore, in line with Part 3 of the constitution, Responsibility for functions, 16.4(3) "the cabinet may refer to the council the exercise of any power delegated to it".*

*I therefore move that cabinet exercises its authority under the above and ask cabinet to refer to the council the final decision on the waste services review.*

The Monitoring Officer reminded Members that the motion was inviting Council to make a recommendation to Cabinet that the decision on the waste contract be made by Council and not by Cabinet. The debate needed to focus on the decision making process and not on the waste services contract. The Monitoring Officer also reminded Members that Council could draw power to itself, however Cabinet could, if so minded, refer its power to Council.

A number of Members made reference to the process by which work on the waste contract review had progressed, which had included consideration at meetings of the Environmental Excellence Panel which all Members had been able to attend and had all received the reports on this matter. The Constitution clearly provided for this matter to be dealt with by the Executive. Reassurance was given that, as with all matters coming before the Cabinet, a responsible and carefully considered decision would be taken based on all the information available and in accordance with the Constitution. It was also noted that the matter would receive consideration by the Overview and Scrutiny Committee prior to being considered by Cabinet.

In supporting the motion, some Members felt that as waste services affected every premise in the district and the contract was of significant magnitude, there was a strong case for the decision being taken by all Members, thereby demonstrating ownership of the decision by the whole council. Whilst the matter had been considered at the Panel meeting and would be discussed at Overview and Scrutiny, these were not decision making forums. Attention was drawn to the fact that provision was contained in the Constitution for some issues to be referred to Council for decision and also to allow for Cabinet to refer matters to Council for decision. Mindful of this, it was felt this was a very relevant matter which warranted referral by Cabinet to Council.

On being put to the vote, by way of a roll call, the motion was lost.

## **163 TEMPORARY PAVEMENT LICENSING**

*Following the receipt of a late amendment to the legislation and the need to implement the legislation before the next Council meeting, the Chairman had agreed that this item be considered as a matter of urgency.*

Council considered the report explaining that a late amendment during the passage of the legislation through Parliament saw the insertion at Section 8(2) of a requirement that Sections 1 to 7 of the Business and Planning Act 2020 are not to be the responsibility of a local authority's executive. For this reason, and following legal advice, the decisions made by Cabinet on 21 July 2020 needed to be made by full Council. (Copies of the Cabinet report were included with the Council agenda for Members' consideration.)

Council noted that Cabinet had agreed to support the recommendation in the report to enable temporary pavement licensing to be administered in support of local businesses with the insertion of an additional word "temporary" before "pavement licences" in recommendation 2(a).

The Portfolio Holder for Environmental Excellence invited Council to support the amended recommendation stating that this matter needed approval before the next meeting of Council to allow businesses to apply for licenses for use during the remaining summer period, thereby supporting their recovery efforts following the Covid-19 crisis.

Some Members felt the Council should waive the licence fee as this would help small businesses who were already struggling to recover from the pandemic and had a limited time over the remaining summer months to utilise this facility. An amendment was proposed, duly seconded, that no fee be charged for the licence. A view was expressed that a code of conduct would be preferable to a licensed regime on this matter.

Other Members were of the view that the £75 licence fee was already lower than the maximum fee of £100 and was an appropriate fee for the licence which would involve officer time to administer. Attention was drawn to the support being offered to small businesses by way of government grants which could be used to offset fees such as this and aid recovery.

On being put to the vote, by way of a roll call, the amendment was lost.

As a volunteer coordinator for the Norwich Guide Dog Forum and being visually impaired, Cllr Hemsall made reference to the longstanding lobbying campaign to Government and local authorities to help reduce street furniture and minimise hazards for wheelchair users and blind people. She supported the efforts to encourage business recovery from Covid-19, but sought confirmation that mitigation measures were in place to ensure vulnerable people were not disadvantaged. Mitigation measures were included in the equalities Impact assessment to deal with potential antisocial behavior and she sought assurance that mitigation measures were in place to deal with the issues raised in the Impact assessment regarding vulnerable people.

The Portfolio Holder and the Director of Place confirmed that such mechanisms were in place. National guidance on pavement licensing

required applicants to submit design and access statements with their applications to demonstrate what measures would be put in place to accommodate people with physical and sensory disabilities. If granted it was a condition of a licence that no such obstructions occur and licences were subject to review and revocation in the event of any issues arising. A request was made that suitable publicity, by way of a press release, be given to the mechanism by which users could refer complaints of non-compliance to the Council, including telephone contact numbers for complainants.

Assurance was sought and confirmed that there would be an appropriate disclaimer in the application form for applicants to confirm they had the appropriate consent to set up street furniture on the land applied for. With regard to the carrying out of routine inspections, assurances were given that sufficient resources were available to facilitate such inspections.

On being put to the vote, by way of a roll call, it was

**RESOLVED**

- (1) to set the temporary pavement licensing application fee at £75.
- (2) to delegate authority to the following officers for the purposes provided at subparagraphs (a) and (b) below:
  - Licensing & Enforcement Officers
  - Senior Environmental Health Officer (Licensing)
  - Food, Safety and Licensing Team Manager
  - Assistant Director Regulatory
  - Director for Place
  - (a) to decide whether to approve, refuse, or revoke temporary pavement licences, also to set their durations.
  - (b) to decide which licence conditions are attached to each licence (selecting from local standard conditions as established, and nonstandard conditions as appropriate to individual circumstances).
- (3) to delegate authority to the following officers the power to enforce licence conditions and to vary or revoke individual licences:
  - Senior Environmental Health Officer (Licensing)
  - Food, Safety and Licensing Team Manager
  - Assistant Director Regulatory
  - Director for Place

**164 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.

**165 OVERVIEW AND SCRUTINY COMMITTEE**

The exempt minutes of the Overview and Scrutiny Committee meeting held on 14 July 2020 were (by a show of hands) received.

**166 CABINET**

The exempt minutes of the Cabinet meeting held on 21 July 2020 were (by a show of hands) received.

*The meeting closed at 10:14pm*

## CIVIC ENGAGEMENTS – 2020/201

List of engagements carried out by the Chairman and Vice-Chairman of the Council since the last meeting of Council.

Date	Event	Attended by
<b>July 2020</b>		
24 <sup>th</sup>	Presenting the Covid-19 Community Hero Awards (on the lawn outside Thorpe Lodge)	Chairman
25 <sup>th</sup>	Raising the Pride flag at Thorpe Lodge to celebrate Norwich Pride Day 2020	Chairman
<b>August 2020</b>		
2 <sup>nd</sup>	Farewell Service and presentation of Community Hero Award to Revd Jack Branford at Aylsham Church	Chairman
12 <sup>th</sup>	Launch of Community at Hearts Award with event sponsor Price Bailey and Empathy, winners of the Community Group of the year 2019, in the grounds of Thorpe Lodge	Chairman
13 <sup>th</sup>	Presentation of Covid-19 Community Hero Awards in Spixworth	Chairman
14 <sup>th</sup>	Flying the flag at Thorpe Lodge to commemorate 75 <sup>th</sup> anniversary of VJ Day	Chairman
14 <sup>th</sup>	Presentation of Covid-19 Community Hero Awards in the grounds of Thorpe Lodge	Chairman
<b>September 2020</b>		
3 <sup>rd</sup>	Raising the flag at Thorpe Lodge to commemorate Merchant Navy Day	Chairman
14 <sup>th</sup>	Battle of Britain commemoration event hosted by the Lord Mayor of Norwich (held virtually)	Chairman

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

Cllr S Riley – Chairman

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

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

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

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

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

### 150 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

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

### 151 APOLOGIES FOR ABSENCE

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

### 152 MINUTES

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

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

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

*Minute No: 146 Council Performance – Broadland Business Plan*

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

### **153 CHAIRMAN'S ANNOUNCEMENTS**

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

### **154 COVID-19 RESPONSE – NORFOLK WIDE FIGHTING FUND**

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

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

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

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

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

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

### RECOMMENDED TO CABINET

Option (1), as amended.

That Cabinet recommends the following to Council:

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

### 155 REVIEW OF MANDATORY LICENSABLE HOUSES IN MULTIPLE OCCUPATION FEES

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

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

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

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

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

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

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

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



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

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

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

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

### **RECOMMENDED TO CABINET**

Option (2), as amended

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

## **156 UPDATE TO LOCAL DEVELOPMENT SCHEME**

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

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

### **RECOMMENDED TO CABINET**

Option (1)

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

### 157 EXCLUSION OF PRESS AND PUBLIC

#### RESOLVED

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

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

### 158 WASTE SERVICES REVIEW

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

#### RECOMMENDED TO CABINET

Options (1) and (4)

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

### 159 FOOD INNOVATION CENTRE

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

#### RECOMMENDED TO CABINET

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

### 160 EXEMPT MINUTE

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

*Minute no: 149 – Review of Legal Services Provision*

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

The meeting closed at 12.42pm

DRAFT

Minutes of a meeting of the **Overview & Scrutiny Committee** held by video link on **8 September 2020** at **10.00 am** when there were present:

Cllr S Riley – Chairman

Cllr A D Adams  
Cllr N J Brennan  
Cllr P E Bulman  
Cllr S J Catchpole

Cllr N J Harpley  
Cllr S I Holland  
Cllr C Karimi- Ghovanlou  
Cllr K S Kelly

Cllr D King  
Cllr G K Nurden  
Cllr S M Prutton  
Cllr N C Shaw

Also in attendance were the Director Resources, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, Senior Governance Officer (SU), Democratic Services Officer (LA) and the Democratic Services Officer (JO).

### 161 APOLOGY FOR ABSENCE

An apology for absence was received from Cllr S Beadle.

### 162 MINUTES

The Minutes of the meeting held on 18 August 2020 were confirmed as a correct record, save for the correction of two typographical errors and the following:

*Minute No: 154 Covid-19 Response – Norfolk Wide Fighting Fund*

The third paragraph would be replaced by the following:

*It was confirmed that the £150,000 contribution to the Norfolk Wide Fighting Fund would be drawn from the £173,740 third tranche of the Covid-19 Emergency Funding.*

The Chairman then provided feedback to the Committee in respect of the decisions made by Cabinet at its 25 August 2020 meeting.

He noted that although Cabinet had not recommended to Council the amended proposal made by the Committee in respect of the Norfolk Wide Fighting Fund, it had expressed a similar view that further clarification on the allocation of the funds was required.

### *Minute No: 155 - Review of Mandatory Licensable Houses in Multiple Occupation Fees*

The Chairman informed Cabinet that the Committee had raised concerns about the increase in licence fees being passed onto tenants and had recommended that the fees remain unchanged. The Vice-Chairman had also supported this view at Cabinet. Cabinet had agreed with the proposal by the Committee and had supported the view that the fees remained unchanged.

### *Minute No: 158 – Waste Services Review*

The Chairman advised Members that he had been unable to inform Cabinet of the views of the Committee on this item prior to the decision being made, as Cabinet had decided to make the decision in public and the Committee's views were related to the confidential Waste Services Review papers. He suggested that this had been inappropriate, as the views of the Committee should have been made clear to Cabinet before the decision was made. However, he confirmed that the Cabinet decision did correspond with the recommendation that had been made by the Committee.

163

### **BROADLAND DISTRICT COUNCIL 7 YEAR STAFF TURNOVER**

The Assistant Director Governance and Business Support introduced the report, which set out the levels of Broadland staff turnover from 2013 to present and included; the percentage of staff turnover, reasons for leaving and an historical annual commentary that had previously been presented in the performance reports.

She emphasised that a certain level of turnover was healthy and encouraged the organisation to learn and develop as new entrants started with the Council.

The statistical position for staff turnover for financial years 2013/14 to 2019/20 were:

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

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

Reason for leaving	13/14	14/15	15/16	16/17	17/18	18/19
Personal / health	1	2	4	2	2	5
Childcare	4	0	0	0	3	1
Career change / advancement	7	11	8	5	9	9
Job satisfaction	2	4	2	1	3	3
Unitary	0	0	0	0	0	0
Role not as expected	0	0	0	0	0	0
Relocation	1	0	1	1	0	1
Termination of employment by Council	0	4	0	2	1	2
Left during temp contract	1	7	1	5	1	1

As could be seen above, the figures were quite stable and no trends that would raise concerns were apparent.

Commentary for the financial years 2013/2014 to 2019/2020 were included in the report to give some historical context of the work undertaken, as a result of feedback from leavers.

The statistical information provided to the Committee showed that turnover has been at a consistent level for the past three years, the reasons for leaving had also been consistent and the Committee could see the historic action that had been taken in this regard.

The Committee was advised that the median average staff turnover rate in the Local Government Workforce Survey, published in June 2019, was 13.4 percent.

The report confirmed that the Committee would continue to receive regular Cabinet Performance Reports that would monitor the information provided in the report, or it could choose to investigate the matter further through a Time and Task Limited Panel.

In response to a query, Members were advised that it was preferred that the information provided by leavers was not anonymous, as this could prevent further dialogue and action being taken to address any issues raised. However, leavers were perfectly entitled to do so if they wished.

A proforma was provided for managers when conducting exit interviews, (which was the reason 'unitary' was included in the categories listed for leaving). However, other kinds of submissions by leavers were acceptable and they were not constrained to any categories. Since the pandemic exit interviews had been conducted via Zoom.

It was confirmed that no staff, to date, had refused to have an exit interview.

A Member expressed concern that the staff turnover figures had gone up over the last three financial years, when compared to previous years and suggested that measures should be put in place to bring this figure down. The Chairman noted that there were important issues such as staff retention and training that would deserve further investigation, through a Time and Task Limited Panel. He suggested that by looking at the statistics across departments and throughout the staff structure of the Council, a much fuller picture would emerge. It was also suggested that it would be useful to see at what stage in their careers staff were when leaving the Council.

### **AGREED**

To convene a Time and Task Limited Panel to investigate staff turnover at the Council. Membership of the Panel was confirmed as: Cllr Adams, Cllr Brennan, Cllr Harpley, Cllr Holland, Cllr Nurden and Cllr Riley.

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

The Committee were given an update on the 30 July 2020 meeting of the Norfolk Health Overview and Scrutiny Committee.

Cllr Penny Carpenter was elected as Chairman of the Committee and proved to be a very able Chairman.

Most of the meeting was taken up by the effects that Covid-19 was having on local NHS services and the significant measures being taken to mitigate them, which staff were to be congratulated upon.

Another meeting of the Norfolk Health Overview and Scrutiny Committee had been held on 3 September 2020 where progress reports on mental health, NHS dentistry and palliative care were received. Members would receive a fuller update on this at the next Committee.

The next meeting of the Norfolk Health Overview and Scrutiny Committee was on 8 October 2020 and would be looking at ambulance response times, cancer services, childhood immunisation and out of hours GP services.

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

The Senior Governance Officer took the Committee through the Work Programme.

Further to Minute no: 163 above, the Staff Turnover topic would be updated to reflect its status as a Time and Task Limited Panel.

In respect of Future Topics for Scrutiny, which was on hold due to Covid-19, it was decided that a letter inviting parish and town councils to submit topics for consideration by the Committee would be drafted for dispatch to coincide with the next issue of *Broadland News*, which would contain an article inviting topics for the Committee to consider.

In respect of Broadband and mobile phone coverage, it was agreed to invite the Programme Director of Better Broadband for Norfolk to help the Committee better understand why residents with access to superfast Broadband chose not to take it up, as well as to clarify some further points identified by the Chairman in the presentation that she had made to the Economic Success Panel.

The Assistant Director Individuals and Families suggested that the review of Early Intervention and Community Safety be placed on hold pending a review of this service area and this was agreed by the Committee.

Water – supply, management and climate would be worked through with the appointed Members and the new Senior Governance Officer.

The Housing Allocations Policy item was put on hold pending a Cabinet report in December, with a possible review by the Committee of the policy six months after implementation.

The two Affordable Housing Provision items were combined and a report would be brought to the 17 November 2020 meeting of the Committee that would contrast how effectively each authority delivered affordable housing and update Members on Clarion Housing's future plans for building affordable housing in the District.

The Assistant Director Individuals and Families suggested that the review of the Provision of Leisure Principles item be postponed pending a Review of Community Leisure Provision scheduled for Cabinet in March 2021. This was agreed by the Committee, followed by a possible review four to six months after the implementation.

It was agreed that the Apprenticeships Time and Task Limited Panel would be postponed, as the objectives of the Panel (which had been set in June 2019), except for barriers to transport, were no longer relevant. Unfortunately, circumstances had delayed commencement of the panel, including the Covid 19 pandemic. Therefore, officers would aim to bring a report to a future meeting of the Committee on a number of new schemes and initiatives that could assist apprenticeships and young people.

### **166 SENIOR GOVERNANCE OFFICER**

The Assistant Director Governance and Business Support (Monitoring Officer)



informed Members that the Senior Governance Officer, Sara Utting, would be leaving the Council shortly to take up a post elsewhere. She thanked Sara for all her help and support over many months and years and wished her well for the future. The Chairman concurred with this view and noted that Sara's departure was a loss to the Council.

### 167 EXCLUSION OF THE 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.

### 168 EXEMPT MINUTES

The Committee confirmed the exempt Minutes of the meeting held on 18 August 2020 as a correct record, save for the following amendments:

*Minute No: 159 – Food Innovation Centre*

The following additional sentence was inserted after paragraph four:

*A Member expressed reservations about the 50:50 income split with the New Anglia Local Enterprise Partnership.*

Paragraph six of the same Minute was amended to:

A Member informed the meeting that *he* and the local residents were against the development due to the adverse impact it would have on their community.

The Chairman advised the meeting that Cabinet decided to defer recommendations 2 – 5 until 29 September 2020, as they required further clarification.

*The meeting closed at 12.21pm.*

Minutes of a meeting of **Cabinet** held by video link on **Tuesday 25 August 2020** at **6.00pm** when there were present:

Cllr S A Vincent – Policy (Chairman)

Portfolio holders:

Cllr J K Copplestone	Economic Development
Cllr J J Emsell	Transformation and Organisational Development
Cllr L H Hemsall	Planning
Cllr J Leggett	Environmental Excellence
Cllr T M Mancini-Boyle	Finance
Cllr F Whymark	Housing and Wellbeing

Cllr T Adams, Cllr N Brennan, Cllr S Catchpole, Cllr S Prutton and Cllr S Riley also attended the meeting.

Also in attendance were the Director People and Communities, Chief of Staff, Assistant Director Planning, Assistant Director Finance, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Community Service, Housing and Health Manager, Internal Consultancy Lead – Waste, Governance Manager, PR Manager and the Democratic Services Officer (JO).

**117 MINUTES**

The Minutes of the meeting held on 21 July 2020 were confirmed as a correct record, save for the following amendments:

*Minute No: 113 – Environmental Strategy*

In paragraphs 5 and 6 'She' was replaced with 'The Portfolio Holder for Environmental Excellence'.

**118 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.

**119 OVERVIEW AND SCRUTINY COMMITTEE**

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 18 August 2020, as each item was considered.

**120 ECONOMIC SUCCESS PANEL**

Cabinet received the Minutes of the meeting of the Economic Success Panel held on 22 July 2020.

The Portfolio Holder for Economic Development pointed out that the percentage of properties without superfast broadband in the District was two percent, not three percent, as stated in the Minute.

**121 ENVIRONMENTAL EXCELLENCE PANEL**

Cabinet received the Minutes of the meeting of the Environmental Excellence Panel held on 23 July 2020.

**122 WELLBEING PANEL**

Cabinet received the Minutes of the meeting of the Wellbeing Panel held on 8 July 2020.

The Portfolio Holder for Housing and Wellbeing advised the meeting that the Panel had considered the Fees for Houses in Multiple Occupation, which Cabinet would consider later on in this Agenda. The Panel had robustly challenged the report, but had made no recommendation for an alternative fee level.

**123 COVID-19 RESPONSE – NORFOLK WIDE FIGHTING FUND**

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

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

Members were advised that the £150,000 contribution could be funded from the third tranche of Covid-19 Emergency Funding that had recently been received from central Government.

It was intended that the first sector to be assisted would be tourism, which would be helped to open and adapt to the pandemic restrictions. However, there were no exact details on how the fund would be distributed, which was the reason that an in principle decision on the allocation was being sought at this stage.

The Chairman of the Overview and Scrutiny Committee advised the meeting that the Committee had proposed an amendment to the recommendation to request greater clarity regarding the budget allocation of the fund.

The Leader confirmed that he would welcome any feedback from Members regarding the allocation of the fund.

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**RECOMMENDED TO COUNCIL**

That authority be delegated to the Assistant Director Finance, in consultation with the Leader, to allocate £150,000 to the Norfolk Wide Fighting Fund.

**Reasons for decision**

To support the recovery from the Covid-19 pandemic.

124

**REVIEW OF MANDATORY LICENSABLE HOUSES IN MULTIPLE OCCUPATION FEES**

The Housing and Health Manager introduced the report which recommended introducing a single Houses in Multiple Occupation (HMO) licence fee across Broadland and South Norfolk to cover administration costs and reinforce the One Officer Team approach to service delivery.

Licensable HMOs were defined as; properties rented by five or more people, who formed two or more households and shared facilities such as a toilet, bathroom or kitchen.

The chargeable fee for a mandatory licensable HMO licence had been reviewed in order to ensure that the Council levied a charge that complied with central Government guidance and case law; i.e. they were reasonable, proportionate and did not generate a surplus.

Following a very thorough analysis of the cost of the service the following Council fees for mandatory licensable HMO's were proposed:

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

Current fees were £593 for a new-five year licence, £28 for variations on an existing five-year licence. Renewal of five year licences had yet to be determined, as licences had only been mandatory since 2018.

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

Members were advised that the proposed fee equated to £12 per month per HMO and was based on a five bedroom property. It was also confirmed that licence payment by instalment could also be arranged, if required. Moreover, the proposed renewal fee of £514 was less than the five year fee that would currently be charged.

The Portfolio Holder for Housing and Wellbeing advised the meeting that the Wellbeing Panel had been surprised by the calculation for officer time and on-costs in administering the licensing, which appeared high. It was also recognised that the Council should not make a profit, but it was not seen as necessary to always cover costs. He added that there appeared to be a

consensus amongst Members against increasing these fees and it should be recognised that both authorities were sovereign Councils, who could decide their own specific policies.

The Chairman of the Overview and Scrutiny Committee noted that there was no legal imperative for both Council's to be charging the same fees and that the Committee also raised concerns about the increase in licence fees being passed on to tenants. The Committee had recommended that the fees remain unchanged.

The Vice-Chairman of the Overview and Scrutiny Committee added that Broadland had a duty to look after its most vulnerable residents and should not support the increase in order to align with another Council.

In response to some of the comments above the Director People and Communities informed the meeting that professional advice had been taken when calculating the costs for the service and he would fully endorse these figures. He acknowledged that the fees were discretionary, but that the advice from officers was to be mindful of the Commercial Strategy and take opportunities to charge when available. He also emphasised that this service was being administered by a single officer team, with the same procedures and costs across both Councils and that the proposal was not just about the alignment of fees.

In response to a query, the Housing and Health Manager informed the meeting that there were 14 HMOs in Broadland and 24 in South Norfolk. The next task for her team would be to identify any HMO's that were not licenced. In summing up, the Portfolio Holder for Housing and Wellbeing acknowledged the views expressed by the Wellbeing Panel and the Overview and Scrutiny Committee and noted that the fees did not have to cover the costs of the service and, therefore, he recommended that they remain unchanged.

## **RESOLVED**

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

## **Reasons for decision**

It was not considered appropriate to increase the fees for this service.

**125**

## **UPDATE TO LOCAL DEVELOPMENT SCHEME**

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

The new Regulation 18 Consultation would take place over November/December 2020. This would have a knock on effect and delay the pre-submission publication of Plan (Regulation19), as well as the examination and mean that the final adoption of the Plan would occur in November/December 2022; four months later than originally intended.

Members were advised that, whilst the timetable remained unchanged at the moment, it was too soon to predict if the recently published Planning White Paper would have an effect on the Plan.

The Portfolio Holder for Planning reminded Members that they had been invited to attend a remote briefing on the Western Link on Thursday 27 August 2020.

### **RECOMMENDED TO COUNCIL**

To approve the proposed amendments to the current, May 2019, Local Development Scheme.

### **Reasons for decision**

To meet legislative requirements.

**126**

### **WASTE SERVICES REVIEW**

The Portfolio Holder for Environmental Excellence advised the meeting that the production of a detailed Business Case for a Local Authority Trading Company (LATC) to provide a waste service had been agreed by Cabinet following an initial consultant's report.

The detailed Business Case enabled Members of the Environmental Excellence Panel to take an objective view on the proposal. Following a thorough consideration of the proposal and the associated risks, the Panel had concluded that the Council should not enter into a LATC, but should commence with a procurement exercise for an outsourced waste services contract.

The Portfolio Holder for Environmental Excellence proposed recommendation four, amended to include delegation of the procurement process to the Portfolio Holder for Finance.

The Assistant Director Governance and Business Support (Monitoring Officer), advised the meeting that she had concerns that Cabinet had not had the opportunity for a thorough debate and consideration of the confidential papers associated with the Waste Service Review and suggested that Cabinet went into closed session to do this and then readmit the public for the final decision. This view was endorsed by the Director of People and Communities.

In response the Leader acknowledged the officer views, but confirmed that he wished the decision to be taken at this stage of the meeting.

**RESOLVED**

1. To note the final business case; and
2. To commence a procurement exercise for the Council's waste services and street cleansing contract, and delegate the process of the procurement, up until award of contract to the Portfolio Holder for Environmental Excellence, the Portfolio Holder for Finance and the Director of People and Communities.

**Reasons for decision**

An outsourced waste service was considered a more appropriate model for the Council, given the risks associated with setting up a LATC.

**127 EXCLUSION OF THE 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.

**128 WASTE SERVICE REVIEW (Confidential Report)**

Cabinet considered the confidential report and set out their reasons for the decision made at Minute 126 - Waste Service Review, above; as detailed in the exempt Minutes.

**129 EXEMPT MINUTE OF THE ENVIRONMENTAL EXCELLENCE PANEL**

Cabinet received the exempt Minutes of the Panel meeting held on 23 July 2020.

**130 FOOD INNOVATION CENTRE**

The Strategic Economic Growth and Funding Manager introduced the report, which provided an update on the proposed new financial arrangements and conditions to deliver the capital element of the Food Innovation Centre, as detailed in the exempt Minutes.

**RECOMMENDED TO COUNCIL**

1. To accept retrospectively the decision made by officers to accept Broadland District Council's funding allocation for the Food Innovation Centre from the *Getting Building Fund*.

It was decided to defer any decisions on recommendations 2-5 to a later meeting of Cabinet.

**Reasons for decision**

To accept the funding allocation from the Getting Building Funding and for more work to be undertaken by officers before recommendations 2-5 could be progressed.

**131 EXEMPT CABINET MINUTE**

Cabinet received the exempt Minutes of the meeting held on 21 July 2020.

*The meeting closed at 8.07pm.*

DRAFT



## **COVID-19 RESONSE – NORFOLK WIDE FIGHTING FUND**

**Report Author:** Rodney Fincham, Assistant Director – Finance  
01508 533982  
[rfincham@s-norfolk.gov.uk](mailto:rfincham@s-norfolk.gov.uk)

**Portfolio Holder:** Finance

**Wards Affected:** All

**Purpose of the Report:** This paper asks Cabinet to support allocating £150,000 to the Norfolk Wide Fighting Fund.

### **Recommendation**

- 1 That Cabinet recommends the following to Council:  
That authority be delegated to the Assistant Director Finance, in consultation with the Leader, to allocate £150,000 to the Norfolk Wide Fighting Fund.

### **1 FIGHTING FUND PROPOSAL**

- 1.1 The Norfolk Leaders have discussed a proposal to establish a 'fighting fund' to support local authorities and local businesses adapt, restart and recover from the Covid-19 emergency situation across Norfolk.
- 1.2 The proposal is that contributions to the Fund are sought as follows.

	<b>Value £m</b>
19-20 Business Rates Pool	3.7
Norfolk County Council contribution	1.0
District Council contributions (£150k each)	1.0
NALEP Capital input (Norfolk allocation)	2.0
<b>Total</b>	<b>7.7</b>

- 1.3 The County Council is prepared in principle to add a minimum of £1m to the fund, and would be looking for this to be matched by the district councils collectively.
- 1.4 This fund could act as a catalyst for NCC and other LA's to add to and to attract a Capital contribution from New Anglia LEP. It could also make the case to Government to support recovery by matching the local pot.

- 1.5 If in principle agreement is secured officers will look at the governance agreement with MHCLG and develop an appropriate set of rules to govern this component of the funds and the criteria within which it will operate.

## **2 COVID-19 GRANT FUNDING**

- 2.1 The 'Financial Implications of Covid-19' report considered by Full Council on 21 May reported that BDC had received two tranches of emergency funding as follows:

On 20 March, the Government announced £1.6bn of additional funding to support local authorities in responding to the Covid-19 pandemic. The majority of this funding was directed to authorities with social care responsibilities. BDC received £50,643.

On 28 April, the Government announced a further £1.6bn of funding to support local authorities in responding to the Covid-19 pandemic. This time funding is being distributed on a per capita basis, with a 65:35 split between county and district authorities. BDC will receive £1,300,935.

- 2.2 Since then a further support package was announced on 2 July. This provides for:
- A further £500 million of funding to cover local authority spending pressures. Of which BDC will receive £173,740.
  - A co-payment mechanism for irrecoverable Sales, Fees and Charges income, with the Government covering 75% of losses beyond 5% of planned income.
  - Phased repayment of Collection Fund deficits over the next 3 years.
  - A commitment to determine what support is needed to help councils meet the pressures of irrecoverable tax income at the Spending Review.

## **3 ISSUES AND RISKS**

- 3.1 Resource Implications – The £150,000 contribution can be funded from the third tranche of Covid-19 Emergency Funding received from central Government.
- 3.2 Legal Implications – A contribution to a Norfolk Wide Fighting Fund is permitted expenditure.

## **4 RECOMMENDATIONS**

- 4.1 That Cabinet recommends the following to Council:
- That authority be delegated to the Assistant Director Finance, in consultation with the Leader, to allocate £150,000 to the Norfolk Wide Fighting Fund.

# Broadland District Council

## Local Development Scheme 2018 – 2022

July 2020

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## Introduction

Under the Planning and Compulsory Purchase Act 2004 the development plan will constitute of a range of documents called Development Plan Documents or 'Local Plans'. The 'Local Development Scheme' (LDS) has to be prepared by each local planning authority to outline its programme for production of the new Local Plan documents.

The Development Plan Documents (DPD), that are the subject of this Local Development Scheme are:

- Greater Norwich Local Plan

The Broadland Local Development Scheme does not include the Broads Area even though this is within Broadland District, as the Broads Authority is a local planning authority in its own right and produces a Local Development Scheme for its area.

## Localism Act (2011)

The Localism Act 2011 requires planning authorities to prepare and maintain a Local Development Scheme. The scheme must specify:

- The documents which are development plan documents;
- The subject matter and geographical area to which each development plan documents to relate;
- Which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities;
- Any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee under section 29;
- The timetable for the preparation and revision of development plan documents;
- Such other matters as are prescribed.

It is no longer required to submit the scheme to the Secretary of State.

## Greater Norwich Development Partnership

The Greater Norwich Development Partnership (GNDP) brought together Broadland District Council, Norwich City Council, South Norfolk District Council and Norfolk County Council. The partnership oversaw the production of a Joint Core Strategy for the Broadland, Norwich and South Norfolk local planning authority area. This is currently the overarching strategic spatial planning document for the three local planning authorities.

### Adopted Development Plan Documents (Local Plans)

The Joint Core Strategy for Broadland, Norwich and South Norfolk was adopted in March 2011. However, following a legal challenge part of the text was "remitted" by the court. This meant that part of the process for producing the strategy had to be repeated for this element. This has been undertaken and the remitted element was adopted on 10 January 2014.

Other adopted Development Plan Documents (Local Plans) are: Development Management Policies DPD adopted August 2015; Site Allocations DPD adopted May 2016 and Old Catton, Sprowston, Rackheath and Thorpe St Andrew Growth Triangle Area Action Plan DPD adopted July 2016.

### Local Development Documents

There are two types of documents known as **Local Development Documents** (LDDs). These are: **Development Plan Documents** (DPDs) which are required and **Supplementary Planning Documents** (SPDs) which are optional.

**Development Plan Documents** (DPDs), will be the most important documents as they will form part of the statutory Development Plan. When the document is adopted it will be part of the Development Plan and will therefore carry considerable weight in the determination of planning applications. Under section 38(6) of the Act, "If regard is to be had to the development plan for the purpose of any determination to be made under the Planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise". DPDs are commonly referred as Local Plans.

In addition to the DPDs / Local Plans referred to in this document, other development plan documents produced by Norfolk County Council (on minerals and waste planning) and the Broads Authority (for the Broads Area) are also relevant to Broadland.

**Supplementary Planning Documents** (SPD's) are not policy documents in themselves, but are to support or 'supplement' the policies in the Development Plan Documents. The SPD's will be produced as and when necessary, and are not set out in this document.

## Proposed Development Plan Documents

**Greater Norwich Local Plan** - The proposed Greater Norwich Local Plan (GNLP) will be produced by the three districts of Broadland, Norwich and South Norfolk, excluding those parts that are within the Broads Authority Executive Area. It will provide the strategy for future development of the Greater Norwich area, and identify specific areas for development, for the period up to 2038.

**Policies Map (previously known as the Proposals Map)** - The Policies Map will not form a separate document but will be part of the Development Plan. The Policies Map illustrates the policies that apply spatially, showing these on an Ordnance Survey base map. This will be updated as the DPDs are produced.

### Other documents related to the DPD's:

**Annual Monitoring Report (AMR):** includes a summary of progress on the targets set out in the Local Plans.

**Statement of Community Involvement (SCI):** sets out the Council's approach to involving the community in the preparation of all local development documents and also planning applications.

**Sustainability Appraisal (SA) Reports:** a systematic process undertaken during the preparation of a plan or strategy, as required by the Planning and Compulsory Purchase Act 2004 (S19(5)). There is also a requirement for Development Plan Documents to undergo a Strategic Environmental Assessment, (known as SEA) under European Directive 2001/42/EC (transposed into UK legislation by the Environmental Assessment of Plans and Programmes Regulations 2004). It is intended that the Sustainability Appraisal incorporates the SEA in accordance with the Act and Regulations. This means that in addition to Environmental issues, on which an SEA focuses, Social and Economic matters will also be addressed as part of the overall assessment of sustainability, within a single joint appraisal.

**Equality Impact Assessment (EIA):** the purpose of EIA is to improve the work of the Council by making sure that it does not discriminate and that, where possible, promotes equality. The relevant legislation is the Equalities Act 2010 which places obligations on local authorities and public sector organisations to consider equality issues in decision making.

EIA is a way of making sure the Council thinks carefully about the likely impact of its work on equality target groups. It involves anticipating the consequences of policies, strategies, projects or procurements on the target groups and making sure that, as far as possible, any negative consequences are eliminated or minimised and opportunities for promoting equality are maximised.

**Neighbourhood Plans:** documents that will set out policies relating to the use of land within a neighbourhood. In Broadland's communities, the development of these plans will be led by the appropriate Parish or Town Council, with support from Broadland District Council. The process will involve extensive consultation with residents, an independent examination of the submitted plan, followed by a local referendum. Assuming the plan passes the examination and referendum, it will then become adopted as part of the development plan for the district. Information on the made Neighbourhood Plans and the new ones that have been proposed, can be found on the Council's website <http://www.broadland.gov.uk>. These are not included in the Local Development Scheme.

### Evidence Base

The Development Plan Documents are based on a range of studies and other evidence, utilising existing evidence or through revisions of this. Particular elements are the Strategic Housing Market Assessment most recently published in 2017, and the Housing and Employment Land Availability Assessment (HELAA) 2017/18. Regard is also had to other relevant documents such as strategies and policy documents, produced by the Council or other appropriate bodies.



## Proposed Timetable 2018 – 2022

**Broadland Local Development Scheme Timetable - July 2020**

	2019												2020											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>Greater Norwich Local Plan</b>													C	C	C								C	C
<b>Policies Map - Update</b>																								

	2021												2022											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>Greater Norwich Local Plan</b>								P	P	S	S												A	A
<b>Policies Map - Update</b>																								A

**Key**

C	Regulation 18 (or equivalent for SPD) Consultation
P	Pre-Submission Publication of Plan (Regulation 19)
S	Submission to Secretary of State for Independent Examination (Regulation 22)
A	Adoption of Plan

NB: Work on the GNLP commenced in 2015, and is currently at the Regulation 18 stage of evidence gathering and document preparation. The regulation 18 has so far included a "call for sites" (an invitation to put forward specific development sites for inclusion in the GNLP) May - July 2016; production of evidence studies; Regulation 18 consultation on issues and options and site proposals held January - March 2018; Regulation 18 stage consultations on New, Revised and Small Sites October – December 2018; and, Regulation 18 consultation on Draft Plan January – March 2020. A further Regulation 18 focused consultation is now planned for November-December 2020. The detailed timetables for this work can be seen at <https://www.greaternorwichgrowth.org.uk/planning/greater-norwich-local-plan/>.

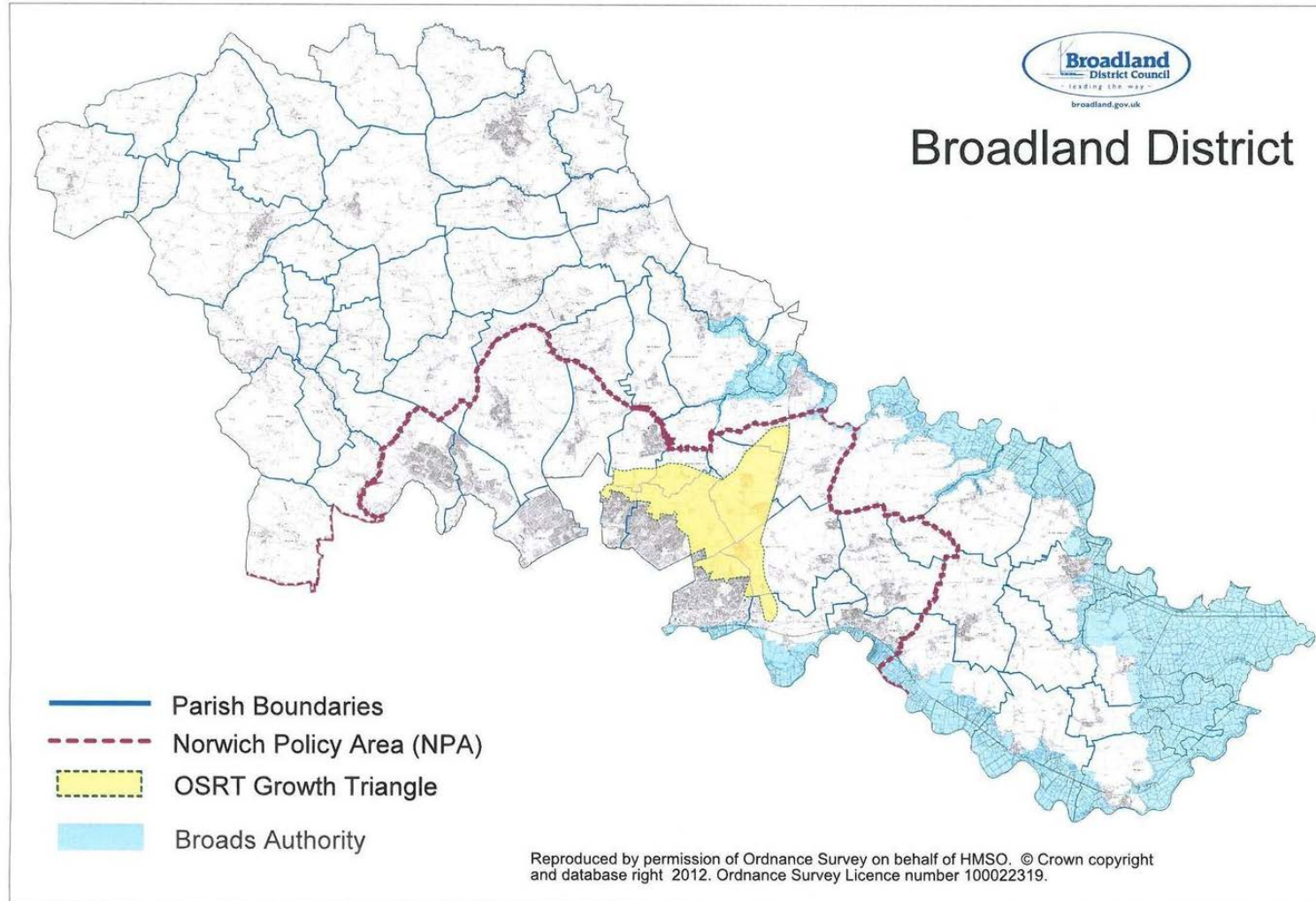
## Overview

This section contains a “profile” of each document to be produced describing the content, explaining how each document conforms with higher order documents, the geographical area it covers, whether it will be a joint document and who will be involved, the set timetable for the production of each document, the department which will lead on production and how each document will be reviewed.

### Development Plan Documents (DPDs)

1. Greater Norwich Local Plan

Figure 1 Broadland District



## Greater Norwich Local Plan (GNLP)

<b>DOCUMENT DETAILS</b>	
What is the Purpose of the Document?	<p>To provide the strategic vision, objectives and strategy for the future development of the Greater Norwich area and to identify specific issues for development for the period up to 2038.</p> <p>The areas to which the GNLP policies apply will be shown on the Policies Map.</p> <p>The GNLP provides the strategic context for the preparation of lower level documents prepared by the three constituent district planning authorities.</p> <p>The allocation of sites for housing development within the South Norfolk Village Cluster area, as defined by emerging GNLP, will be dealt with by a separate document prepared by South Norfolk Council.</p>
What geographical area does the document cover?	The three districts of Broadland, Norwich and South Norfolk, excluding the parts of those districts that are within the Broads Authority Executive Area.
What is its status?	Development Plan Document or Local Plan
Will the document require a joint approach with other authorities? If so, with whom?	The plan will be prepared jointly by Broadland, Norwich and South Norfolk working with Norfolk County Council.
What documents must it conform to?	General conformity with National Planning Policy Framework (NPPF) and Policy Statements.
<b>TIMETABLE</b>	See Proposed Timetable
<b>ARRANGEMENTS FOR PRODUCTION AND REVIEW</b>	
Which department will lead the process?	Place Shaping Team
How will stakeholders and the community be involved?	The Council will involve stakeholders and local communities as set out in the Statement of Community Involvement.
How will the document be reviewed?	The document will be monitored and reviewed as part of the Annual Monitoring Report process.

	<p>In accordance with the National Planning Policy Framework, Local Plans should be reviewed at least every 5 years. Such a review will need to determine whether there have been any significant matters that have arisen, for example to national policy or needs for development, that mean that modifications should be made to the Local Plan or a new replacement Local Plan produced. Consequently, it is proposed to timetable regular reviews of the Greater Norwich Local Plan, so that any identified need for modifications can be addressed in a timely manner. The timetable for the first Greater Norwich Local Plan is for submission to the Secretary of State in October-November 2021 leading to the adoption in October-November 2022, some 7 years since work commenced on its production.</p> <p>On the basis of the current timetable, it will be necessary to review the plan to determine whether it needs updating in late 2027, although a formal review of the plan may be begun before this date if appropriate.</p>
What is the relationship with other Local Plans?	<p>In Broadland the GNLP will supersede</p> <ul style="list-style-type: none"> <li>(i) the Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk (adopted March 2011, amendments adopted January 2014),</li> <li>(ii) the Broadland Site Allocations DPD</li> </ul> <p>It will be a component of the overall Broadland Development Plan, in conjunction with the Growth Triangle Area Action Plan, Development Management DPD and any made Neighbourhood Plans.</p>

## Monitoring

The Annual Monitoring Report (AMR) is the means of bringing forward a range of planning information to show performance of the plans and policies over the previous year. The aims of the (AMR) can be summarised as:

- To monitor the implementation of the local development scheme;
- To measure development performance against individual plan targets;
- To provide a commentary on the development performance and suggest any external factors which need to be taken into account, as being likely to affect the plan's targets in future.

It is intended that monitoring should be done jointly across the three authorities to measure performance of the current Joint Core Strategy across the Greater Norwich area, as well as individually for Broadland.

This Local Development Scheme (LDS) will need to be reviewed at regular intervals. The LDS will in particular need to be considered for review after the Annual Monitoring Report has been prepared each year in order to take account of any matters which it identifies as needing review.

In accordance with the National Planning Policy Framework, the adopted Development Management Policies DPD will be due for review by summer 2020 and the Growth Triangle Area Action Plan in Summer 2021.

## Glossary of Terms

Abbreviation/ Document	Explanation
<b>AMR</b>	Annual Monitoring Report: part of the local development framework. Local authorities are required to produce an AMR each December with a base date of the previous financial year monitoring the progress of the implementation of the local development scheme and the extent to which policies in local development framework are being implemented.
<b>AAP</b>	Area Action Plan: a planning framework for area of major change or conservation similar to masterplan.
<b>CS or (JCS)</b>	Core Strategy / (Joint): sets out the long term spatial vision for the area. A development plan document, and one with which all other development plan documents must conform.
<b>Development Plan Document (DPD)</b>	Development Plan Documents contained within the local development framework. According to Section 38 (6) of the Planning and Compulsory Purchase Act 2004, planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise. In order to acquire this status they will be subject to independent scrutiny through a public examination. Certain documents within the local development framework must be DPDs, for example Core Strategy, Site Specific Allocations of land and Area Action Plans where produced. There must also be an adopted Policies Map which will be varied as successive DPDs are adopted.
<b>LDD</b>	Local Development Document: the collective term for development plan documents, supplementary planning documents and statements of community involvement.
<b>LDF</b>	Local Development Framework: the portfolio of local development documents consisting of DPDs, SPDs, SCI, LDS and AMR. This is now referred to as the Local Plan as defined in the NPPF.
<b>LDS</b>	Local Development Scheme: the programme for the preparation of local development documents.
<b>Local Plan</b>	Another name for a Development Plan Document and commonly used to refer to the DPDs as a whole.
<b>NPPF</b>	The National Planning Policy Framework (NPPF) published in July 2018, sets out the Government's planning policies and requirements for the English Planning System. The NPPF must be taken into account in the preparation of local and neighbourhood plans and is a material consideration in planning decisions.
<b>Policies (Proposals) Map</b>	The adopted policies map as defined by the NPPF (previously termed the proposals map) illustrates all the policies contained in

	development plan documents and any saved policies. It will need to be revised as each new development plan document, which has a spatial content, is adopted. As development plan documents are submitted, they will include within them a submissions policies map showing the changes which would be required upon adoption of the document.
<b>Site Allocations</b>	Allocations of sites for specific or mixed uses for development, i.e. Housing, Employment, Open Space, Mix uses, etc.
<b>SCI</b>	Statement of Community Involvement: sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions.
<b>SA</b>	Sustainability Appraisal: appraises policies to ensure they reflect sustainable development objectives (social, environmental and economic factors). Required by the Act to be undertaken for all DPDs.
<b>SEA</b>	Strategic Environmental Assessment: the term used to describe environmental assessment applied to policies, plans and programmes. In compliance with European SEA directive, a formal environmental assessment of land use planning proposals and plans is required. In practise SA and SEA are often combined.
<b>SPD</b>	Supplementary Planning Documents: provide supplementary information elaborating on policies in DPDs. Forming part of the Local Development Framework (LDF) not subject to independent examination and do not form part of the development plan. No longer require Sustainability Appraisal.



## DECISIONS ON APPLICATIONS – 12 AUGUST 2020

App'n No	Location	Description of Development	Decision
20200429	Acorn Farm, Newton Road, Hainford	Retrospective application for the siting of a mobile home for use as a residential annexe	<b>TEMPORARY APPROVAL GRANTED</b> subject to conditions
20200998	Old School Playing Field, Green Lane West, Rackheath	Erection of two detached houses	Authority delegated to the DoP to <b>APPROVE</b> subject to receipt of satisfactory details in relation to the Ecological Appraisal and subject to conditions
20201081	Hawthornes, Hindolveston Road, Foulsham	Erection of two detached dwellings and new vehicular access (Outline)	<b>REFUSED</b> as per recommendation with reference to proposed new vehicular access and insufficient arboricultural information submitted

DoP – Director of Place

## DECISIONS ON APPLICATIONS – 9 SEPTEMBER 2020

App'n No	Location	Description of Development	Decision
20200345	Dawsons Lane, Blofield	Variation of conditions 2 and 3 of 20190844 – to amend surface water drainage strategy and boundary treatment, addition of solar panels and details under condition 4 of roads and footways	<b>APPROVED</b> subject to conditions
20200403	Plot 10 & 10a, Broadland Gate Business Park, Postwick	New Police Station building and construction of associated ancillary buildings, hardstanding, landscaping, new access and external works	<b>APPROVED</b> subject to conditions
20201372	Land south of Poppy Way, Broadland Gate, Postwick	Variation of condition 10 of 20081773 to allow a discount food store	<b>APPROVED</b> subject to conditions
20200855	Land south of Green Lane East, Rackheath	Development of up to 157 dwellings with associated access, open spaces & infrastructure without complying with condition no: 3 previously imposed on the approval of reserved matters ref 20191032 dated 12 March 2020 (and amended by 20201209) pursuant to conditions no: 1 and 2 imposed on planning permission ref 20160395 dated 31 January 2019 (removal/variation of a condition under s73)	Authority delegated to DoP to <b>APPROVE</b> subject to conditions

DoP – Director of Place

Minutes of a meeting of the **Audit Committee** held by video link on **Thursday 16 July 2020** at 10.00am when there were present:

Cllr G K Nurden – Chairman

Cllr N J Brennan      Cllr A D Crotch      Cllr S I Holland      Cllr K A Vincent

Also in attendance were the Assistant Director Finance (Section 151 Officer), Assistant Director Governance and Business Support (Monitoring Officer), Corporate Accountant, Internal Audit Manager, ICT and Digital Manager, Democratic Services Officer (LA) and the Democratic Services Officer (JO).

### 39 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Cllr K Vincent	43 - Draft Statement of Accounts 2019/20	Non pecuniary interest, spouse of a Director of Broadland Growth Ltd.

### 40 APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Bulman.

### 41 MINUTES

The Minutes of the meeting held on 12 March 2020 were confirmed as a correct record.

### 42 MATTERS ARISING

*Minute No: 30 Matters Arising*

It was confirmed that Risk Management and Cybercrime online training for Members would be arranged as soon as practicable.

The Chairman requested that any feedback regarding the briefing on Broadland Growth Ltd be provided to the Committee.

In response to a query from the Chairman, the Assistant Director Finance confirmed that compliance with the Audit recommendation regarding Purchase Orders was being addressed as a priority. A ten point plan had been put in place and all staff had been made aware of the requirement to raise Purchase Orders prior to making purchases.

Progress had been delayed due to the impact of Covid-19, but was now back on track. He confirmed that there had been no financial impact from this issue.

*Minute No: 35 Annual Report of the Audit Committee*

The Chairman requested that he be sent the final amended version of the Annual Report of the Audit Committee, before it went to Council.

*Minute No: 35 External Audit Plan Year Ended 31 March 2020*

In response to a query about the cost of additional work by External Audit in relation to the new risk of incorrect apportionment of recharge expenditure overheads between the two Councils, the Assistant Director Finance confirmed that External Audit would probably wait until the end of the Audit before assessing the extent of the impact on their work. Any increase in the fee was likely to be quite small, however. In respect of fee levels generally; Norfolk local authorities had collectively written to Public Sector Audit Appointments to challenge EY's proposals to increase fees substantially.

*Minute No: 36 Annual Fraud Update*

The Chairman requested that a review of the Council's Counter Fraud and Bribery Policies be placed on the Committee's Work Programme for next year. The Assistant Director Finance confirmed that interviews for a new Fraud Officer had recently taken place and reviewing the policies would be one of the successful candidate's first tasks.

### **43 DRAFT STATEMENT OF ACCOUNTS 2019/20**

The Assistant Director Finance advised the meeting that due to the Covid-19 pandemic publication dates for the Statement of Accounts had been deferred, which provided an opportunity for the Committee to review a draft version of the Accounts before they were brought back to the Committee in October for final approval and publication in November.

Key areas to note in the Accounts were:

- The Comprehensive Income and Expenditure Account, which covered all expenditure for all the services of the Council. At this draft stage the Accounts showed a surplus for the year of £183,000.
- The Movement in Reserves Statement showed a net addition to the General Fund of £1.47m.
- The Balance Sheet showed that the Council's Total Net Assets were £15,052,000. There was a significant increase in Assets Held for Sale, due to the properties developed by Broadland Growth Ltd at Rosebery Road. Cash held nearly doubled to £12.98m as a contingency measure during the lockdown.

- Short term Debtors and Creditors also increased significantly due to the large amount of Community Infrastructure Levy receipts being held by the Council.
- Additional information on financial aspects of the Covid-19 outbreak was included in the Statement of Accounts. It was anticipated that the full financial impact would not be known until 2021/22. A detailed analysis of the Council as a going concern on 31 March 2020, was also included in the report.
- The note on officer remuneration was to be added later, as legal advice was being sought regarding aspects of this. The note would contain a list of senior staff with costs shared between each Council, as well as the costs of any exit packages.
- Details of the pension fund were in the Statement. The value of the assets in the pension fund reduced by £3m to £56m. However, the liability of the scheme had also decreased, down by £10m to £81m in 2019/20.
- The Collection Fund Statement provided details of all the transactions in relation to the collection of Council Tax and Business Rates and their distribution to Norfolk County Council, BDC, the Norfolk Police & Crime Commissioner and the Government.

The Chairman commended officers for their excellent work in putting together the draft Statement. He then raised a number of queries about the production of the Statement of Accounts.

In response the Assistant Director of Finance advised the meeting that Broadland had the Civica accounts system and South Norfolk used the Integra system, which were both standard accounting software. Both systems received regular upgrades and patches. Consideration of using the same software package would be looked at in the future. However it was noted that as the Councils were separate sovereign bodies there would need to be two sets of separate accounts produced.

The accounting software was used to compile the Statement of Accounts, but a lot of the work was also done on spreadsheets.

The allocation of staff costs between the local authorities was done by uploading information from the payroll department into the accounts packages.

A briefing on the accounts system could be organised virtually for Members who would like to understand more about how the Statement of Accounts were put together.

The Chairman requested an amendment to the Statement of Accounts to make clearer how the adjustment between Accounting Basis and Funding Basis of £1,348,000 had been reached.

The Chairman also brought to Members' attention a number of errors that required correcting. These were:

- The collection fund on page 23 should refer to £84.2m, not £84.
- On page 38 NORSE should replace Norfolk (NEWS)
- Clarifying if the trading profit for 2019/20 of Broadland Growth Ltd was before or after tax.
- Provide information to the Committee on the reasons for the increases in short term creditors and debtors.
- Adding Cllr Hemsall to the list of Broadland Growth Ltd Directors.
- Clarification of how £650,000 of interest was achieved.
- Provide further information on Income and Expenditure service movements. For example, in Economic Growth.

In response to further questions, it was confirmed that the disposal of £81,000 in 2019/20 was for Microsoft Windows 7, which had fully depreciated and so could be removed from the Balance Sheet.

The Assistant Director Finance confirmed that since the Covid-19 outbreak the Council was paying creditors even more promptly than the 30 day terms that it usually did, in order to help businesses in these difficult times.

It was confirmed that costs had been reduced following the final payment on the lease of the Waste Collection Vehicles. These were referred to as embedded leases elsewhere in the Statement. The Council had reached an agreement with Veolia that they would be maintained and used for another two years.

*Cllr Crotch left the meeting at  
11.10am*

In response to a question in respect of the pension fund the Assistant Director Finance advised the meeting that the figures reflected a recent update from Norfolk County Council, so he was reasonably confident that the pension fund figures would remain unchanged for the final statement.

It was also clarified that the additional £1m added to general reserves was a one off figure whereas the c£1m funding gap in the Medium Term Financial Plan was an annual figure.

The additional money added to the general reserve this year would therefore not cover the full funding gap over the five year period.

In respect of Heritage Assets, the Committee was informed that these assets were included in the balance sheet at historical cost (nil), so were unlikely to change in value. Members would be advised when the basis of valuation had last been reviewed.

The Assistant Director Finance explained that the Council had been anticipating a £1.9m deficit in 2019/20, but had in fact shown a surplus of nearly £1m, which had led to a favourable variance of £2.8m.

In answer to a final question about grant income the meeting was advised that £8,000 in 2019/20 had been received from central Government to cover costs of publishing and promote openness in local government.

### **RESOLVED**

To note the Draft Statement of Accounts.

#### **44 INTERNAL AUDIT PROGRESS REPORT**

The report reviewed the work performed by Internal Audit in delivering the Annual Internal Audit Plan during the period 27 February to 7 July 2020.

During the period one report had been finalised (Planning and Development) and one (Key Controls) had been finished in draft. Reasonable assurances had been given for each. The audits had led to 13 recommendations that had been raised for management attention.

In respect of a recommendation in respect of Planning Applications, it was confirmed that papers files would only be destroyed once digital copies had been filed.

In answer to a query, the Committee was advised that Broadland had a cut off point for planning applications to be 'called-in' to Committee, whereas South Norfolk did not. It had been suggested that in the interest of efficiency alignment of these processes should be considered.

### **RESOLVED**

To note the progress in completing the Internal Audit Plan of work and the outcomes of the completed audits for the 2019/20 financial year.

#### **45 INTERNAL AUDIT FOLLOW UP REPORT**

The report informed the Committee of the progress made in relation to management's implementation of agreed Internal Audit recommendations falling due by 31 March 2020.

The Chairman expressed concern about the number of recommendations that had been given extensions to their due dates.

He suggested that officers responsible for the recommendations should draft a plan of how they would implement them by their due date and then submit them to the Managing Director, so that the Committee could get a response from him if recommendations failed to be implemented.

The Internal Audit Manager confirmed that some work on this had already been done with outstanding recommendations being assigned to Assistant Directors in order to resolve them.

The Chairman emphasised that the recommendations should be taken seriously and he expected to see the outstanding recommendations implemented by the next meeting of the Committee in October.

In respect of Audit Recommendation BRD2011-Disaster Recovery, the ICT and Digital Manager informed the meeting that the Council was going through a period of substantial change, with a significant amount of new ICT infrastructure being put in place and a new Disaster Recovery system being implemented by the end of the year. The existing Disaster Recovery infrastructure worked adequately, with the data at Thorpe Lodge being replicated at Carrowbreck, but this was a very manual process.

The new infrastructure would mirror the information at Thorpe Lodge and South Norfolk House and one could switch over to the other automatically if there was an incident. This would negate the need to recover the system, as it would continue to operate as normal.

The ICT and Digital Manager confirmed that the Council was no less vulnerable currently that it had been for a number of years and the system was still tested regularly and worked well.

The Internal Audit Manager confirmed that there was just one Disaster Recovery ICT issue outstanding in relation to defining a formal testing strategy and testing the ability to source install and run a backup generator.

### **RESOLVED**

To note the position in relation to the completion of agreed Internal Audit recommendations.

## **46 ANNUAL REPORT AND OPINION**

The report concluded the Internal Audit Activity undertaken during 2019/20. It provided an Annual Opinion concerning the Council's framework of governance, risk management and control and concluded on the Effectiveness of Internal Audit and provides key information for the Annual Governance Statement.



The overall opinion in relation to the framework of governance, risk management and controls at Broadland District Council was **reasonable**, with nine of 10 assurance audits completed within the year concluded in a positive assurance grading.

One report concluded in a limited assurance grading in the area of Homelessness, Housing Options and Private Sector Leasing. One of the areas of weakness identified in this audit was rent accounts for temporary accommodation failing to be monitored, leading to a loss of income for the Council.

In response to a query from the Chairman, it was confirmed that the Transformation Team were working on a high level Risk Register. The Council had a Risk Management Strategy, but it was outdated so a new Risk Management Policy was to be brought to the Committee for consideration later in this meeting.

### **RESOLVED**

To

- Receive and consider the contents of the Annual Report and Opinion of the Head of Internal Audit.
- Note that a reasonable audit opinion has been given in relation to the framework of governance, risk management and control for the year ended 31 March 2020.
- Note that the opinions expressed together with significant matters arising from internal audit work and contained within this report should be given due consideration, when developing and reviewing the Council's Annual Governance Statement for 2019/20.
- Note the conclusions of the Review of the Effectiveness of Internal Audit.

#### **47 REVISED INTERNAL AUDIT PLANS 2020/21**

The Internal Audit Manager introduced her report which provided an overview of the rationale for the revision of the Strategic Internal Audit Plan for 2020/21 to 2022/23 and the Annual Internal Audit Plan for 2020/21.

The Coronavirus has had a significant impact on the Council, with staff being re- deployed to front line services, the pausing of key Council projects, the issuing of business grants at short notice, pressure put upon the technological capabilities of the Council to allow staff to work from home during the pandemic and requirements from Government to temporarily house rough sleepers.

In addition, the Internal Audit contractors TIAA took the decision to furlough most of their workforce until 1 July 2020.

It had, therefore, been determined that the most effective way to provide assurance for the risk and control framework for the Council in 2020/21 was to cover five key themes in a revised plan.

The themes were:

**Assurance Mapping:** A questionnaire style enquiry to gather information and determine any changes to the control environment and document any available assurance that these controls were working effectively.

**Key Controls:** An enhanced annual testing regime using assurance mapping to develop testing for new controls.

**Response and Recovery:** A review to be carried out across the Audit Consortium comparing the approaches taken by each Council in areas such as: supporting the local economy, staff reintegration, financial modelling, business plan revision and preparedness for ongoing disruptions.

**Partnerships:** A position statement to evaluate the impact of the pandemic on the Council's ability to deliver key projects and services through third party contracts during and in the recovery phase of the coronavirus.

**Essential Assurance:** To ensure that areas integral to forming an opinion on the governance, risk management and control framework for 2020/21 were still carried out.

The report included an appendix setting out the audit reviews that had been deferred from the original Audit Plan to 2021/22.

The revised plan was seen as a pragmatic approach to providing an opinion on the governance, risk and control framework of the Council in the face of the disruption caused by the Covid-19 pandemic.

The Chairman expressed some concern that the Internal Audit Contractor had furloughed staff for three months and that this might have an effect on the quality of audits.

In response the Internal Audit Manager confirmed that it had soon become apparent that it would not be possible to continue with audits as normal, due to staff being redeployed or having reduced access to information, which changed the whole operational outlook during the period of lockdown. Quarter 2 would, therefore, be a very light coverage, whilst it was intended that Quarter 3 and 4 would be much the same as in previous years.

The Internal Audit Manager confirmed that the Internal Audit contractors

were very experienced and that working from home would not reduce the quality of the audit work they were carrying out. The plan has been reduced by 15 days to respond to the challenges of the Coronavirus pandemic representing the minimum amount of assurance coverage required to give an opinion on the governance, risk management and control framework for 2019/20.

Members were also advised that ICT staff were under enormous pressure to maintain services, whilst also introducing new systems across both Councils so it was not considered appropriate to place an additional burden on them by conducting a service desk audit prior to Quarter 4. However, bringing forward the audit to provide assurance that the systems were in place to maintain Council services in the event of a second spike in the pandemic could be looked at. This would also be included in the assurance mapping information to be incorporated in Quarter 2, so Members would receive some information regarding the status of the joint IT platform.

In response to a query from the Chairman the Internal Audit Manager confirmed that the joint audit of Economic Development would be carried out over ten days at Broadland and ten days at South Norfolk.

### **RESOLVED**

To note and approve:

- The approach to providing assurance for 2020/21 due to the Coronavirus Pandemic;
- The Revised Strategic Internal Audit Plans 2020/21 to 2022/23; and
- The Revised Annual Internal Audit Plan 2020/21.

## **48 RISK MANAGEMENT POLICY**

The report presented a draft Risk Management Policy for consideration and review by the Committee.

It was suggested that the Policy incorporated features of a Strategy as well and would be better drafted as two separate documents one strategic and generic and the other how this was being applied to the corporate priorities of the Council.

It was also noted that in the draft Policy at paragraph 3.1 it stated that Cabinet had responsibility for approving the Policy, but the recommendation in the report stated that Audit Committee was being asked to recommend the Policy to Council for approval.

It was also suggested that the Risk Registers listed under paragraph 4.3 should be reflected again in paragraph 8 (Risk Ownership) and that a discussion is held at Cabinet level regarding the joint risk appetite of Broadland and South Norfolk. The Assistant Director Governance and

Business Support (Monitoring Officer) confirmed that the Audit Committee could only recommend to Council, but it would be ensured that the Policy would go to Cabinet for approval prior to that.

It was agreed that the Risk Management Policy needed further work and the Committee:

### **RESOLVED**

That an informal meeting of the Committee would be convened on a date to be agreed to consider the development of the Risk Management Policy further and to clarify the route that it would take for final approval.

## **49 ANNUAL GOVERNANCE STATEMENT 2019/20**

The Assistant Director Governance and Business Support (Monitoring Officer) introduced her report, which presented the Annual Governance Statement 2019/20.

She advised the meeting that accountability and responsibility had now been allocated far more widely across the Senior Management Team, with Assurance Statements for all Assistant Directors that looked at all the key areas that they were responsible for and confirmed if they had the right controls in place for them.

This would provide a common framework across the Council and allow any issues or trends to be identified, which was a major improvement over the previous governance structure.

Key areas in the Statement were: the closer relationship with South Norfolk Council and the development of management assurance statements, which had been signed off for each specific area. It was notable that business continuity was one of these areas and that the Covid-19 pandemic had been a live learning opportunity to assess how effective the measures had been.

A section in the Statement set out how the control environment had changed during the Covid-19 disruption and the steps taken by the Council. The main one had been 90 percent of staff working from home, with secure ICT systems allowing officers the same level of access to Council files as when in the office. There had also been changes to the Constitution to allow for remote meetings.

The impact of COVID-19 had also enabled the teams to review processes and practices when working from home, which had realised positive impacts, such as improved times to process benefit claims.

In response to a suggestion regarding Government legislation the Assistant Director Governance Business Support (Monitoring Officer) confirmed that she would add reference to the Health Protection

(Coronavirus) Regulations 2020 to the Statement.

Members confirmed that they would endorse the draft Annual Governance Statement, but would wait until it was finalised and presented with the Final Accounts and had been looked at by External Audit before they approved it

It was also requested that Risk Management should reference training for Members as well as staff and that more details of commercial initiatives be included.

### **RESOLVED**

To endorse the Annual Governance Statement for 2019/20, subject to the proposed amendments.

## **50 AUDIT SCALE FEE 2020/21**

The Assistant Director Finance drew Members' attention to the letter from Public Sector Audit Appointments which set out an Audit scale fee of £32,022 for 2020/21, the same as for 2019/20. However, the letter went on to explain that although the scale fee had been set at the same level as last year, they did not expect the final audit fee to remain at that level for a variety of change factors.

EY had confirmed that they would want to increase their fee significantly which would result in a charge in the region of £50,000. Stricter auditing guidance was one of the key reasons for the increase. Negotiations were ongoing with EY over the exact fee. Members were asked to note that Audit fees had been significantly cheaper in recent years; for example, in 2012/13 the Audit Fees were £54,000.

The increase of the fee was composed of three elements: increased audit risk - the requirement for more detailed testing and client readiness and support. The latter was the smallest element but the only one that the Council had any control over.

The Committee was advised that Norfolk S151 officers had written collectively to Public Sector Audit Appointments expressing their concern about the increase in audit fees and were awaiting a response.

### **RESOLVED**

To note the contents of the Audit Scale Fee letter.

## **51 WORKPROGRAMME**

The Committee was advised that Fiona Dodimead (Director of Audit TIAA) would be attending the 22 October 2020 meeting of the Committee, whilst the Internal Audit Manager was on maternity leave.

The Final Annual Governance Statement 2019/20 was added to the Agenda for October and a review of Fraud Policies was added to the Work Programme with a date to be confirmed.

*The meeting closed at 1.13pm.*

## Licensing & Regulatory Committee

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Minutes of a meeting of the **Licensing & Regulatory Committee** held via video link on **Wednesday 22 July 2020** at **9:30am** when there were present:

Cllr S Gurney – Chairman

Cllr C Karimi-Ghovanlou

Cllr K Kelly

In attendance were Mr D Lowens (the Committee's legal advisor), the Governance Manager, the Technical Officer – the Licensing & Enforcement Officers (SH and CN) and the Committee Officers (DM and LA).

Also present were:

- (1) David Tarry – for the applicant
- (2) Jeanette Southgate – for the applicant
- (3) Ali Pridmore – Environmental Health - objecting
- (4) Gemma Faircloth – for David Poole Gotto - Health and Safety - objecting
- (5) Angie O'Connor – for Broads Authority - objecting
- (6) Mark Smart – for the RSPB – objecting
- (7) Philip Pearson – for the RSPB – objecting

### 1 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Cllr K Kelly	<b>3 LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE – BERNEY ARMS CAFÉ AND OUTSIDE AREA REEDHAM NORFOLK NR301SB</b>	Member of the Broads (2006) Internal Drainage Board – non pecuniary interest

(Mark Smart also declared an interest as Member of the Broads (2006) Internal Drainage Board and site Manager RSPB)

### 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from David Poole-Gotto and Mr Spanton (objector).

### **3 LICENSING ACT 2003 – APPLICATION FOR A PREMISES LICENCE – BERNEY ARMS CAFÉ AND OUTSIDE AREA REEDHAM NORFOLK NR301SB**

The Chairman welcomed everyone to the meeting, confirmed who was in attendance and that they all had effective remote connections. She explained the procedure to be followed for the meeting and sought confirmation from all present that they all had copies of the papers for the meeting. She made reference to the additional papers received from the applicant and the RSPB which had been circulated to all present before the meeting. No other papers were submitted. With regard to the nature of some of the representations made in the papers, she stated she expected a respectful dialogue to take place at the meeting.

The Licensing Officer read out the officer's report and invited the Committee to consider the application for a Premises Licence in respect of The Berney Arms Café and Outside Area Reedham. The proposal did not include the pub premises. She drew attention to an amendment to the recommendations that the word "necessary" be replaced with appropriate". With regard to the options open to the Committee to determine the application, it was noted that it was also possible for the Committee to refuse the DPS if the licence was granted. A number of representations had been received in relation to the application. Attention was drawn to the conditions requested by the Police, which had been agreed by the applicant and these were read out. The Police had subsequently withdrawn their objection but all other persons making representations had confirmed they wished to maintain their objections. The Committee was invited to consider if it wished to have regard to the representations made by Mr Allard who had asked that his address be withheld. Officer's advised that they had received details of a valid address from Mr Allard, he could potentially be affected by the proposal and he had made relevant representations. Following legal advice, Members agreed his representation would be considered. It was noted that the representation from Natural England had been withdrawn.

In response to a point of clarification about the end times proposed for live and recorded music, Mr Tarry advised that he had offered to amend the finishing time for music outside to 10pm and not midnight. Officers confirmed they had not been notified of this amendment. The legal advisor sought confirmation that Mr Tarry understood what this meant in terms of the Committee's decision and Mr Tarry confirmed he wished to amend the finish time for music outside to 10pm

The Committee then heard from Mr Tarry and Ms Southgate on behalf of the applicant. Mr Tarry made reference to the history of the site, the difficulties of the viability of the pub at the site and his proposals for use of the café facility. He was familiar with the boating industry as a boat hire proprietor and the needs for safety equipment and provision for this would be in excess of that required, which would be an improvement for the area which was currently



used for moorings by the Broads Authority with no safety equipment. There had been no fatalities at the site. The facility would be a bistro café (approximately 16 covers) and would run alongside a craft / pottery / gift facility /workshops and offer local history information via a power point presentation about the broads and the local community. The facility would appeal to families and boat owners to escape the hustle and bustle and background ambient music would be played, not loud music. With regard to the representations from the RSPB, Mr Tarry felt these were ridiculous, and he made reference to nature of the wildlife area at Minsmere and that these natural sites could exist alongside other facilities with no detrimental effect. They were very aware of the unique nature of the site and this would be taken into account; he had been a bird watcher for many years and was sympathetic to the nature of the area.

Mr Tarry and Ms Southgate then answered a number of questions and, arising from these, offered the following points of clarification:

- toilet facilities would be available in the adjoining public house
- the 6am start time was to allow for the serving of breakfast
- the marquee would be used for events too large to be accommodated in the bistro café depending on demand and would include portable toilet facilities
- further investigations were being undertaken to ensure the quality of the water supply from the bore hole was satisfactory
- safety measures involving life jackets and safety notices would be in place over and above those required
- discussions were ongoing with regard to access arrangements. Vehicular access was currently restricted to the owners only but negotiations were continuing to expand this or secure historical access rights. In any event, those attending events would arrive on foot or by boat. In the event of an emergency, the railway crossings were now automated and the Fire Service had no issues with access. In terms of water emergencies, these would be dealt with by the nearby Lifeboat service if needed.
- With regard to protecting children, there would be strict controls in place.
- The 48 hour period sought for New Year was to allow for people celebrating on their boats.
- with regard to measures in place to control underage drinking, these were unclear at this stage but anyone appearing under the age of 18 would be asked for ID.
- Noise control measures would include keeping music at a reasonable level mindful of the nature of the location and the type of facility, no loud or bass music would be played and music would be monitored probably by way of a mobile phone app. No further measures were felt necessary as the nature of the use of the premises was such that these would not be needed.
- With regard to the 10 occasions per year when use of the outside area

after 1 am was permitted (police condition) it was anticipated these would not be held consecutively but would be approximately every 2/3 weeks during the summer season.

The following further amendments (in addition to change to finish outside music by 10pm referred to above) were offered by Mr Tarry to the application as submitted arising from the discussions taking place:

- music in the marquee finishing at 12midnight – later amended again to 10pm
- the proposed end time for all music on bank holidays and Christmas be reduced from 4am to 2am (save for New Year's Eve).
- No alcohol being served before 11am
- No music (other than permitted background music) before 11 am.
- Risk assessments would be undertaken in relation to all events and not just in relation to events with an expected attendance of over 100 as required by the Police condition.

Mr Tarry apologised for the late amendments but he had only become involved in the application at a late stage. In response to a concern that the amendments made by him at the meeting appeared contrary to the additional submissions received from the applicant, in particular, the applicant's "statement of truth" which appeared to be insistent that the hours applied for were necessary, Mr Tarry commented that he had assumed Mr Hollocks (the director of the applicant limited company) had confirmed his agreement to the modified hours, but in any event Mr. Tarry was now overseeing the application and had authority to make the amendments. He operated his current businesses with strict controls in place and would expect to see the same at this site. It was also noted that Mr Hollocks statement confirmed that no amendments to the application would be considered acceptable and that a late license was needed to enable people booking the facility to arrange their own entertainment which might include live music. In response to a question, Mr Tarry confirmed he would be willing to submit a business plan. It was noted this was not a requirement but that the Committee did need to know how the applicant proposed to promote the licensing objectives when operating the premises.

In response to a question about her previous experience running licensed premises and her plans to manage the facility, Ms Southgate stated she had worked in guest houses and a bar and that her daughter and partner would be helping her together with Mr Tarry. She had recently undertaken the DPS training.

Ms Faircloth referred to the potential health and safety concerns raised by David Poole Gotto and questioned why no event safety management plan was in place. The application had made reference to the local authority being "bound" to visit and give recommendations to ensure health and safety but she reiterated that the applicant had a responsibility to plan and safely manage activities proactively and independently. Mr Tarry commented that any event organised would have an individual risk assessment and plan in

place as agreed as part of the Police conditions and he also offered to extend this to all events and not just events with over 100 attendees. It was noted this did not form part of the application or condition. Ms Faircloth also raised concerns that there was little information in the application to assess the scale/scope/frequency and potential impact of events to which Mr Tarry replied that the range of events would continue much as had been done in the past with regattas, ramblers meetings, boat club meetings workshops all involving small numbers of people and no loud music; events which would embrace the area.

Mr Pearson, RSPB, asked about the measures in place to manage the potential adverse effect of the proposals on the area which was a Special Protection Area and a Site of Special Scientific Interest. He was reminded that his concerns needed to relate to one or more of the licensing objectives and he made reference to safety and noise concerns relating to staff living and working at the site, and to the nature of some of the management work carried out at the site (such as ditch work) which could have safety implications for customers of the premises. There was a lack of detail in the application about the management of events. Mr Tarry responded that he had asked Natural England for guidelines but had not received a reply. He did not feel the use of the premises as a bistro would have an adverse impact on the area and that the site of any RSPB works was likely to be fenced off.

In response to questions about the measures proposed to control noise, Mr Tarry reiterated that loud music would not be played, but music would be kept at a reasonable level. This could be monitored by way of an app on a phone. No other measures were felt necessary as there would be no need. It was suggested that the application as applied for was disproportionate for the claimed intended use of the facility and Mr Tarry commented that flexibility and longer hours would allow boat owners to relax and be sociable long into the evening. With regard to the control of music played by hirers of the premises, Mr Tarry confirmed a management plan would be in place and the DPS had power of veto.

The Committee then heard from those present who had submitted representations in response to the application.

Ms O'Connor representing the Broads Authority commented that the application appeared to have changed. She had some concerns about the Police condition which would permit use of the outside area after 1 am on up to 10 occasions per year, particularly if these were compressed into a short period of time during the peak season. The Broads Authority operated moorings in close proximity to the site and she was concerned about the impact of noise on users of these moorings and safety implications associated with the supply of alcohol to boat users, mindful that most accidents on the broads tended to arise as a result of access to / from boats after drinking alcohol. There was a need for safety measures to be put in place.

Mr Pearson representing the RSPB stated that measures were needed to protect wildlife in this sensitive area and to protect staff living and working at the site. He was concerned about the potential impact of uncontrolled events on the site. He acknowledged the proposals now had more clarity which was helpful. A full risk assessment and further details of how events would be managed would be welcomed, particularly to help manage safety concerns. The RSPB would be willing to work constructively with Mr Tarry.

Ms Faircloth, on behalf of David Poole-Gotto – Health and Safety, referred to the potential safety concerns set out in the representation due to the location of the site near a river, its remoteness and its limitations and the extensive hours applied for (now amended). In the absence of detailed proposals as to how these would be managed, a full assessment of the application had not been possible. There was no detailed management proposal at present although this had since been offered by Mr Tarry and would need to form part of any conditions attached to any licence granted. There was a need for an event safety management plan and for consideration of the Event Safety Guide. There were no public safety measures or conditions offered as part of the application.

Mr Pridmore –Environmental Services welcomed the changes offered to the operational times but was still concerned about the impact of the proposed end time of 4am on bank holidays/Christmas Eve, particularly in this low noise area and with residents who were likely to be affected by noise. He asked that controls be put in place to reduce the impact of noise on noise sensitive locations in the area such as noise limiters and for this end time to be reviewed. Mr Tarry responded by offering to reduce the 4am finish time to 2am other than New Year's Eve. He pointed out that the marquee would have no sound retention qualities. Mr Pridmore referred to the option of using temporary events notices as the application seemed disproportionate and excessive in scope. Mr Tarry responded that he wanted to have the licensing matters fixed as he had other business interests to oversee in addition to this one.

All present were then invited to make their closing statements.

Mr Pearson stated he would have welcomed a dialogue with the applicants prior to the meeting and would welcome this going forward. He had been reassured by the amendments to the application but still had concerns about the proposals, together with further clarity and wider assurance on the type of activities and strong conditions would be needed to control use of the area.

Ms Faircloth stressed that to facilitate proper safety measures, event management plans would be needed in advance to allow sufficient time for a full assessment.

Mr Pridmore stated that noise management plans would be needed to set out

how noise would be controlled, in particular late night noise.

*All parties present, with the exception of the Committee Members, the Legal Advisor and the Committee Officer, then left the meeting whilst Members discussed the matter. All parties were then re-admitted to the meeting at 2pm and advised of the Committee's summary decision, as follows:*

### **Summary decision of the Licensing Committee 22 July 2020 Berney Arms Café and Outside Area, Reepham**

We note that the site is unusual in term of physical location and condition being a largely open area next to a fast flowing, tidal river. There are neighbours who would be affected by the proposal and it is an area of low background noise.

It is the obligation of the applicant to demonstrate in their operating schedule that they have taken account of the site and the necessary measures needed to promote the licensing objectives. Unfortunately the Committee feels there has been a significant failure to provide the necessary data the Committee needs to be confident of the promotion of the licensing objectives, especially regarding noise nuisance concerns and health and safety.

The significant last minute amendment of the application concerns the Committee as it shows a lack of advanced planning.

Noting the operating schedule Committee cannot be satisfied that the licensing objectives will be promoted if the application is granted. It is therefore the decision of the Committee that the application be rejected.

The committee was also concerned that the proposed DPS has insufficient experience to run this isolated site.

All present were advised that there was a right of appeal against the decision, details of which were contained within Schedule 5 of the Licensing Act 2003, and must be exercised within 21 days from the date of the written decision being received.

A full detailed written decision would be provided within 5 working days and circulated to all those making representations.

*The meeting closed at 2.10pm*

## **MONITORING OFFICER REPORT**

**Report Author(s):** Emma Hodds  
Assistant Director Governance and Business Support  
(Monitoring Officer)  
01508 533791  
Emma.hodds@broadland.gov.uk

**Portfolio:** Leader

**Ward(s) Affected:** All

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

This report provides updates to appointments to Committees and Panels, proposed revised Terms of Reference for the Service Improvement and Efficiency Committee as agreed with the Committee at its meeting on 13 July 2020 and an archive policy for the live streaming of Council meetings.

### **Recommendations:**

1. To approve the amendments to the appointments to the Committees and Panels as noted in section 2 of the report.
2. To approve the Terms of Reference for the Service Improvement and Efficiency Committee and approve the changes to the Constitution.
3. To approve the archive policy for live streaming of Council meetings.

## **1 SUMMARY**

- 1.1 This report provides updates to appointments to Committees and Panels, proposed revised Terms of Reference for the Service Improvement and Efficiency Committee as agreed with the Committee at its meeting on 13 July 2020 and an archive policy for the live streaming of Council meetings.

## **2 CHANGES TO APPOINTMENTS TO COMMITTEES AND PANELS**

- 2.1 At the Council Annual General Meeting in May 2019 the Council approved the Member appointments to the Committees and Panels, there have been subsequent amendments to these appointments as agreed by Council.
- 2.2 The Leader of the Conservative Group has indicated that he wishes to make the following change to Member appointments:

### Environmental Excellence Panel

Cllr Adrian Crotch to replace Cllr Sam Walker

- 2.3 Following the Annual General Meeting of the Liberal Democrats Group a new Leader of the Opposition has been appointed, Cllr Dan Roper, and he has indicated that he wishes to make the following changes to appointments:

### Audit Committee

- Liberal Democrat substitute confirmed as Cllr Sue Catchpole

### Awards Panel

- Cllr Karen Lawrence to replace Cllr Sue Catchpole
- Liberal Democrat substitutes confirmed as Cllr Sue Catchpole, Cllr Julie Neesam and Cllr Sue Holland

### Joint Appointment Panel

- Cllr Dan Roper to replace Cllr Steve Riley
- Liberal Democrat substitute confirmed as Cllr Sue Catchpole

### Joint Scrutiny

- Liberal Democrat substitute confirmed as Cllr Sue Holland

### Overview and Scrutiny Committee

- Cllr Caroline Karimi-Ghovanlou to replace Cllr Stuart Beadle
- Cllr Stuart Beadle to replace Cllr Caroline Karimi-Ghovanlou as a substitute

### Planning Committee

- Cllr Sue Catchpole to replace Cllr David Harrison as a substitute
- Cllr Karen Lawrence to replace Cllr Lisa Starling as a substitute
- Cllr Julie Neesam to replace Cllr Dave Thomas as a substitute

### Service Improvement and Efficiency Committee

- Cllr Sue Holland to replace Cllr Julie Neesam

- Liberal Democrat substitutes confirmed as Cllr David Harrison and Cllr Julie Neesam

#### Economic Success Panel

- Liberal Democrat substitute confirmed as Cllr David Britcher

#### Environmental Excellence Panel

- Liberal Democrat substitute confirmed as Cllr Stuart Beadle

#### Member Development Panel

- Liberal Democrat substitute confirmed as Cllr David Harrison

#### Place Shaping Panel

- Cllr Dave Thomas to replace Cllr Julie Neesam
- Cllr Julie Neesam to replace Cllr Dave Thomas as a substitute

#### Wellbeing Panel

- Cllr Julie Neesam to replace Cllr Dave Thomas
- Cllr Dave Thomas to replace Cllr Julie Neesam as a substitute
- Liberal Democrat substitute confirmed as Cllr Caroline Karimi-Ghovanlou

#### Joint Lead Members Group

- Cllr Dan Roper to replace Cllr Steve Riley

- 2.4 The current apparent ambiguities that were raised regarding the Constitution are being worked through and will be referred back to Council in due course.

### **3 SERVICE IMPROVEMENT AND EFFICIENCY TERMS OF REFERENCE**

- 3.1 The Leader and the Portfolio Holder indicated that they are keen for this Committee to be reconvened and requested that at its first meeting the Committee review its Terms of Reference to ensure these are fit for purpose.
- 3.2 The Committee met on 13 July 2020 and looked back at the reason for the Committee being established in 2012. The Committee also looked at how the Council has evolved since 2012, and in particular had due regard for the work of the Panels, the Overview and Scrutiny Committee and the Audit Committee to ensure duplication was reduced and that the Panels / Committees complemented each other in the programme of work.
- 3.3 The Committee reviewed the previous Terms of Reference and those that were being proposed. The final version, as agreed by the Committee, are attached at **Appendix 1** to this report. Tracked changes are shown in the report to enable openness and transparency in the changes that are put forward.
- 3.4 In practice substitutes for this Committee have always been confirmed when appointments are made at the Annual General Meeting of the Council, with the Terms of Reference now confirming that named substitutes are allowed.



- 3.5 The Constitution: “Part 4 Rules of Procedure – Council Procedure Rules – 1 Annual General Meeting – 1.5 Substitute Scheme” currently states that substitutes are not permitted for this Committee, this section of the Constitution will be amended following approval of the Terms of Reference.

#### **4 ARCHIVE POLICY – LIVE STREAMING**

- 4.1 Since April 2020 the Council has been holding its meetings virtually due to the situation the Country is in with regard to COVID. The success of the meetings has improved considerably overtime, the meetings run well and enable democracy to be much more open and transparent. It has been seen over the months that the views for Council meetings on the You Tube channel have increased, which is a benefit and enables the Council to reach much more of the Community.
- 4.2 It would be sensible to ensure that the videos currently on You Tube are considered as part of the Councils retention policy, and it is therefore proposed that the videos are kept on the You Tube channel for three months, or until the minutes are approved at the next meeting, whichever is sooner.

#### **5 ISSUES AND RISKS**

- 5.1 **Resource Implications** – not applicable to this report.
- 5.2 **Legal Implications** – these appointments need to be approved by the Council in order for the changes in membership to be enacted.
- 5.3 **Equality Implications** – not applicable to this report.
- 5.4 **Environmental Impact** – not applicable to this report.
- 5.5 **Crime and Disorder** – not applicable to this report.
- 5.6 **Risks** – not applicable to this report.

#### **6 CONCLUSION**

- 6.1 Council are required to approve the changes as proposed within this report.

#### **7 RECOMMENDATIONS**

- 7.1 To approve the amendments to the appointments to the Committees and Panels as noted in section 2 of the report.
- 7.2 To approve the Terms of Reference for the Service Improvement and Efficiency Committee and approve the changes to the Constitution.
- 7.3 To approve the archive policy for live streaming of Council meetings.

## Proposed Terms of Reference

Councils are constantly finding new and innovative ways to deliver services and improve the lives of people in their local communities. The role of the Service Improvement & Efficiency Committee is to consider ideas for improving the efficiency, quality and accountability of public services in the district with due regard to equality diversity, inclusivity and effectiveness. This will be achieved; through learning, sharing knowledge and delivering improvement solutions. It aims to support continuous improvement by building on the expertise within local authorities and working in partnership with stakeholders in the public, private and voluntary sectors.

## Purpose

To advise Cabinet on the design and delivery of corporate work streams on service improvement and efficiency, to:-

1. focus on delivering the ambition in the Broadland Delivery Plan “moving with the times, working smartly and collaboratively”
2. drive transformation delivery and change management process.
- 1.3. identify financial savings and efficiencies which contribute to the medium term financial plan (capital and revenue);
- 2.4. consider proposals for income generation; and,
- ~~3.1. focus on delivering the ambition in the Broadland Delivery Plan “moving with the times, working smartly and collaboratively”~~
4. ~~drive transformation delivery and change management process.~~
5. Ensure the needs of customers and residents are met in all service areas

## Objectives are:

To oversee the transformation and collaboration of services. Progress reports will be provided to assist with this objective.

To advise and review the implementation of the IT Strategy and the programme management of the IT infrastructure projects.

To advise and review the Communications Strategy of the Council.

~~To advise and review the performance of the Council, through review of key Human Resources measures and the learning & development approach while identifying opportunities for improving staff engagement and provide a forum for considering the learning from engagement activities.~~

To highlight specific project and service areas for review.

~~To oversee the operation of the Council's performance management framework~~

Monitor change management process and seek to transform management, staffing and services to make them more efficient and effective through redesigning services and ensuring a more effective and efficient process and procedure.

~~To explore opportunities to identify how the Council can generate income, through developing commercial skills and knowledge to generate a greater proportion of funding.~~

To report and make recommendations to Cabinet on the findings from service reviews and monitor the results.

To undertake other corporate projects as requested by Cabinet or Council.

## **Membership**

The Committee will consist of 11 Members of the Council to be appointed at the Annual General Meeting and be politically balanced.

Named substitutes may attend and vote at the Committee.

The Panel will be chaired by the Portfolio Holder Transformation and Organisational Development.

## **Quorum**

A minimum of ~~4~~3 members of the Council (either members of the Committee or named substitutes) must be present to transact any business of the Committee.

## **Procedures, protocol and public speaking**

The Chairman of the Committee shall be responsible for maintaining order and the effective conduct of business at meetings of the Committee.

At the discretion of the Chairman, any person attending the Committee may speak to provide 'subject matter expertise'.

Any member of the Council may attend and speak (at the Chairman's discretion, at meetings of the Committee.

## **Voting**

Voting shall be by a simple majority show of hands.

In the event of an equality of votes the Chairman shall have a second or casting vote.

## **OUTSIDE ORGANISATIONS - FEEDBACK FROM REPRESENTATIVES**

**Report Author:** Emma Hodds  
Assistant Director Governance and Business Support,  
Monitoring Officer for BDC  
01508 533791  
ehodds@s-norfolk.gov.uk

**Portfolio:** Leader (Policy)

**Wards Affected:** All

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

The purpose of this report is to receive feedback from members on their representation on outside bodies.

### **Recommendation:**

To note the report

## **Cllr S Prutton - NHOSC - meeting held on 30th July 2020 - (First meeting since February 2020 )**

### **1 Elections**

Cllr Penny Carpenter (NCC) was elected Chairman and Cllr Nigel Legg (SNDC) was elected Vice-Chairman.

### **2 Chairman's announcements**

- Thanked health and care staff for their response to Covid 19
- Noted feedback of the International Women's Day health event in Gt Yarmouth on 5th March 2020.

### **3 Overview of the effects of Covid 19 on local NHS services.**

Presented by Norfolk and Waveney CCG, this was a wide-ranging report for which the CCG's authors and presenters were thanked. (A copy of the accompanying slides has already been circulated to Members) An extensive Q&A session followed.

### **4 NHOSC Appointments**

The Chairman was appointed to the link role with Norfolk & Waveney CCG; the Vice-Chairman was appointed as substitute.

### **5 Forward Work Programme**

As so many NHS staff had been taken from their normal duties to respond to the Covid 19 outbreak the schedule for the remaining meetings of the year will be rearranged.

Although currently now held virtually, they would continue to be scheduled for three hours (with a break) which it is hoped will aid recovery of the lost ground.

## **Cllr L Hemsall – Broads Authority – Planning Committee – 14 August 2020**

I attended this meeting that was held remotely on Lifesize. The committee determined an application at Six Mile House Mill in Halvergate and approved the application.

## **Cllr S Prutton – Meeting with Broadland Youth Advisory Board 26<sup>th</sup> August 2020**

In attendance: Councillors Sue Catchpole, Jonathan Emsell, Natasha Harpley, Ken Kelly, Judy Leggett, Sue Prutton, John Ward and Fran Whymark.

Chaired by newly elected YAB Officers Sophie Mattholie and Izzy Whiting Broadland Councillors had been invited to this Zoom meeting which was entitled 'Young People's Experiences of Coronavirus'.

Introductions: After introductions and quick icebreakers, reports were received from several of the Young Commissioners about their coronavirus experiences with contributions also being invited from Councillors. One of the YCs acknowledged in particular the help and support he had received from family and friends because as well as school and GCSE issues, he had also had to face surgery during this difficult time.

Q&As between all present soon revealed levels of respect existing between one another that warranted further investigation.

Three breakout groups were formed for discussions which focused on how better integration of the YAB members within BDC might be achieved. These centred around finance, how Councils work at each level and future project participation. One proposal was that they might be involved helping design / implement the waste recycling initiative. A second was having them involved with our new housing offer process.

Following brief summaries from each of the Break Out groups the meeting closed.

Councillors agreed that the session had given fresh insight into the work of the YAB, and they of BDC, which would hopefully be of benefit to us all.

## **Cllr S Prutton - NHOSC - meeting held on 3 September 2020**

### **1 Norfolk and Suffolk NHS Foundation Trust**

CQC inspections of the Trust were held in October/November 2019.

CQC reported that there were improvements since September 2018 and upgraded its overall rating from 'inadequate' to 'requires improvement'.

On 24 and 25 February 2020 CQC focused an inspection on the Children's and Adolescents' Mental Health Service (CAMHS) located at St Stephen's Road Norwich.

The main areas of concern here were the length and multiplicity of waiting lists, staff shortages and poor internet access at St Stephen's Road, meaning that patients' records were not always available.

### **2 Access to NHS Dentistry**

This was not a very satisfactory report. Covid-related working practices have reduced the number of patients seen per day. Dental Services for Care Home patients and domiciliary dental services are virtually non-existent. Good News: A new dental practice has now opened at RAF Marham which is providing NHS and private dentistry to the general public and the families of service personnel at RAF Marham. NHOSC is writing to Dept of Health and Social Care regarding the national issues that appear to have hindered progress in providing NHS dentistry capacity in Norfolk and Waveney.

### **3 Access to Palliative and End of Life Care**

Following their April 2020 inspection, CQC rated the end of life care provided NNUH as Outstanding. A patient from the Beccles area was interviewed by the Committee as she disputed the stated hours of availability of consultant cover, both in person and by telephone. This situation is being clarified.

### **4 Forward Work Programme – 8th October 2020**

NHOSC members should be receiving reports on

- Ambulance response and turnaround times
- Cancer Services – including screening and treatment services (post Covid)
- Childhood immunisations (post Covid)



## Outcomes and Actions Norfolk Health Overview and Scrutiny Committee (NHOSC) 3 September 2020

Agenda Item Number	Report Title	Outcomes and Actions	Action by Whom
6.	Norfolk and Suffolk NHS Foundation Trust – progress	<p>NSFT and Norfolk and Waveney CCG to provide an update via the NHOSC Briefing including:-</p> <ul style="list-style-type: none"> <li>• The extent to which different categories of staff (e.g. registered / non registered) are equally trained in the techniques needed to avoid physical restraint or seclusion of patients (e.g. de-escalation training / positive behaviour support)</li> <li>• The extent to which mental health support for schools provides the necessary capacity to support pupils needs on the return to school after the Covid 19 home-schooling period.</li> <li>• Accessibility of mental health services in the new Covid 19 environment; particularly access for those who cannot use communication technology.</li> <li>• The situation regarding waiting lists for assessment and for treatment; including the effects of expansion of support in community and primary care on the numbers being added to waiting lists.</li> <li>• Date of next CQC inspection</li> </ul>	<b>Dan Dalton, NSFT &amp; Rebecca Hulme, N&amp;W CCG</b>
7.	Access to NHS dentistry	Agreed to write to the Department of Health and Social Care regarding the national issues that appear to have hindered progress in providing sufficient NHS dentistry capacity in Norfolk and Waveney (e.g. the	<b>Maureen Orr</b>

		<p>national dental contract). Draft letter to be circulated to committee members for comment before dispatch.</p> <p>NHS England &amp; NHS Improvement to provide information on:-</p> <ul style="list-style-type: none"> <li>• The number of dentists per 100,000 population (when available)</li> <li>• The current situation with regard to recruitment and retention of dentists in Norfolk and Waveney</li> </ul>	<p><b>David Barter &amp; Tom Norfolk, NHSE&amp;I</b></p>
8.	Access to palliative and end of life care	<p>Palliative &amp; End of Life Care Collaborative representatives to provide information on:-</p> <ul style="list-style-type: none"> <li>• The hours of Consultant cover provided for the specialist palliative care beds (&amp; other beds) in Beccles, both in person and by telephone.</li> <li>• Data on the numbers of specialist palliative care beds that are now considered necessary to meet the needs of the population of N&amp;W, in light of the developing model of care for end of life (i.e. updating the figures supplied in the Norfolk and Waveney STP Palliative and Endo of Life Care Strategy for Adults 2019 – 2024).</li> <li>• The numbers of additional specialist palliative care beds that have been provided across Norfolk and Waveney</li> <li>• Numbers of people who die in various settings across Norfolk and Waveney (i.e. at home, in hospital, in hospice, and other settings)</li> </ul>	<p><b>Gita Prasad, N&amp;W CCG</b></p>
9.	Forward work programme	<p>NHOSC's forward work programme agreed, with the following additional information included:-</p> <p><b>NHOSC Briefing</b> - Information to be sought from Norfolk and Waveney CCG on whether there have been changes to the commissioned ERS</p>	<p><b>Maureen Orr</b></p>



		<p>hospital transport service and information on how car transport services are operating at present.</p> <p><b>NHOSC agenda 8 October</b> - Childhood Immunisations item to include examination of record keeping into adulthood.</p> <p>Also noted:-</p> <p><b>Norfolk and Waveney Joint Health Scrutiny Committee</b> will meet on the afternoon of 8 October 2020 to receive consultation from N&amp;W CCG on change to GP out of hours services.</p>	
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**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 90 to 96 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