

# 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 30 July 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

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Council  
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@BDCDemServices

Trevor Holden  
Managing Director

22 July 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 27 July 2020

# A G E N D A

Page No

<b>1</b>	<b>To receive declarations of interest under Procedural Rule no 8 – guidance and flow chart attached</b>	<b>4</b>
<b>2</b>	<b>Apologies for absence</b>	
<b>3</b>	<b>To consider the minutes of the meetings held on</b>	
	(1) 21 May 2020	<b>8</b>
	(2) 30 June 2020	<b>21</b>
<b>4</b>	<b>Matters Arising (if any)</b>	
	21 May 2020 - Minute no: 137 – Governance Arrangements COVID-19	<b>15</b>
	<p>Council is invited to note that the following changes to the standing orders have been agreed:</p> <p>[Part 4 Rules of Procedure / Council Procedure Rules /25 Application to committees and sub committees]</p> <p>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, <b>and 26 and 27</b> apply to meetings of committees and sub-committees with any necessary modifications, <b>apply to</b> meetings of the overview and scrutiny committee and the quorum for any three member panel or committee.</p> <p><b>27. Meetings held in accordance with section 78 of the Coronavirus Act 2020</b></p> <p><b>These</b> Procedure Rules <b>27.1 – 27.8</b> should be read in conjunction with the council's <b>pre-existing</b> Procedure Rules <b>within the Constitution</b>. 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 <b>remain valid until 7 May 2021</b>. This means that, wherever there is a conflict, the Virtual Meeting <b>Standing Orders Procedure Rules</b> take precedence in relation to any remote meeting.</p>	
<b>5</b>	<b>Announcements</b>	
	To receive announcements from	
	(1) The Chairman – list of Civic Engagements attached	<b>25</b>
	(2) The Vice Chairman	
	(3) The Leader	
	(4) Members of the Cabinet	
	(5) Head of Paid Service	

## **6 Questions from the public**

To consider any questions received from members of the public in accordance with Procedural Rule 10

## **7 Public Speaking**

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)

## **8 Overview and Scrutiny Committee**

To receive the minutes of the meetings held on

(1) 9 June 2020 **26**

(2) 30 June 2020 **35**

The following matter needs consideration by Council:

Minute no 138 – Overview and Scrutiny Committee Annual Report 2019 – 20 **35**

To note the Annual Report of the Overview & Scrutiny Committee for 2019-20 **41**

(3) 14 July 2020 (non-exempt minutes) **55**

## **9 Cabinet **64****

(1) To receive the minutes of the meeting held on 16 June 2020

(Note: the recommendation to Council at minute no:102 – 2020/21 Review of Budgets was considered at the extraordinary Council meeting on 30 June 2020)

(2) To receive the decisions of the meeting held on 21 July 2020 **74**  
[minutes to follow] To follow

The following matters need consideration by Council:

*Item 8 – Broadland and South Norfolk – Our Plan for Recovery from the COVID-19 Crisis* **74**

to consider

1. the endorsement of the initial Recovery Plan and priorities to support recovery from the Covid-19 crisis in Broadland; **76**

2. 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.

	<i>Item 10 – Environmental Strategy</i>	<b>74</b>
	To consider approval of the Environmental Strategy	<b>92</b>
<b>10</b>	<b>Planning Committee</b>	
	To receive the decisions of the meetings held on	
	(1) 20 May 2020	<b>125</b>
	(2) 17 June 2020	<b>126</b>
	(3) 15 July 2020	<b>127</b>
<b>11</b>	<b>Annual Report of the Audit Committee</b>	<b>128</b>
	To consider the recommendation from the Audit Committee meeting held on 12 March 2020 (minute no 35 refers) to note the content of the Annual Report of the Audit Committee	
<b>12</b>	<b>Monitoring Officer Report</b>	<b>134</b>
	To consider the report of the Monitoring Officer	
<b>13</b>	<b>Outside Organisations – Feedback from Representatives</b>	<b>136</b>
	To note the reports from Members appointed to represent the Council on outside bodies	
<b>14</b>	<b>Questions from Members</b>	
	To consider any questions received in accordance with Procedural Rule 12.4	
<b>15</b>	<b>Motions</b>	
	To consider 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.	

## **16 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.

## **17 Overview and Scrutiny Committee**

to receive the exempt minutes of the meeting held on 14 July 2020

**139**

## 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.

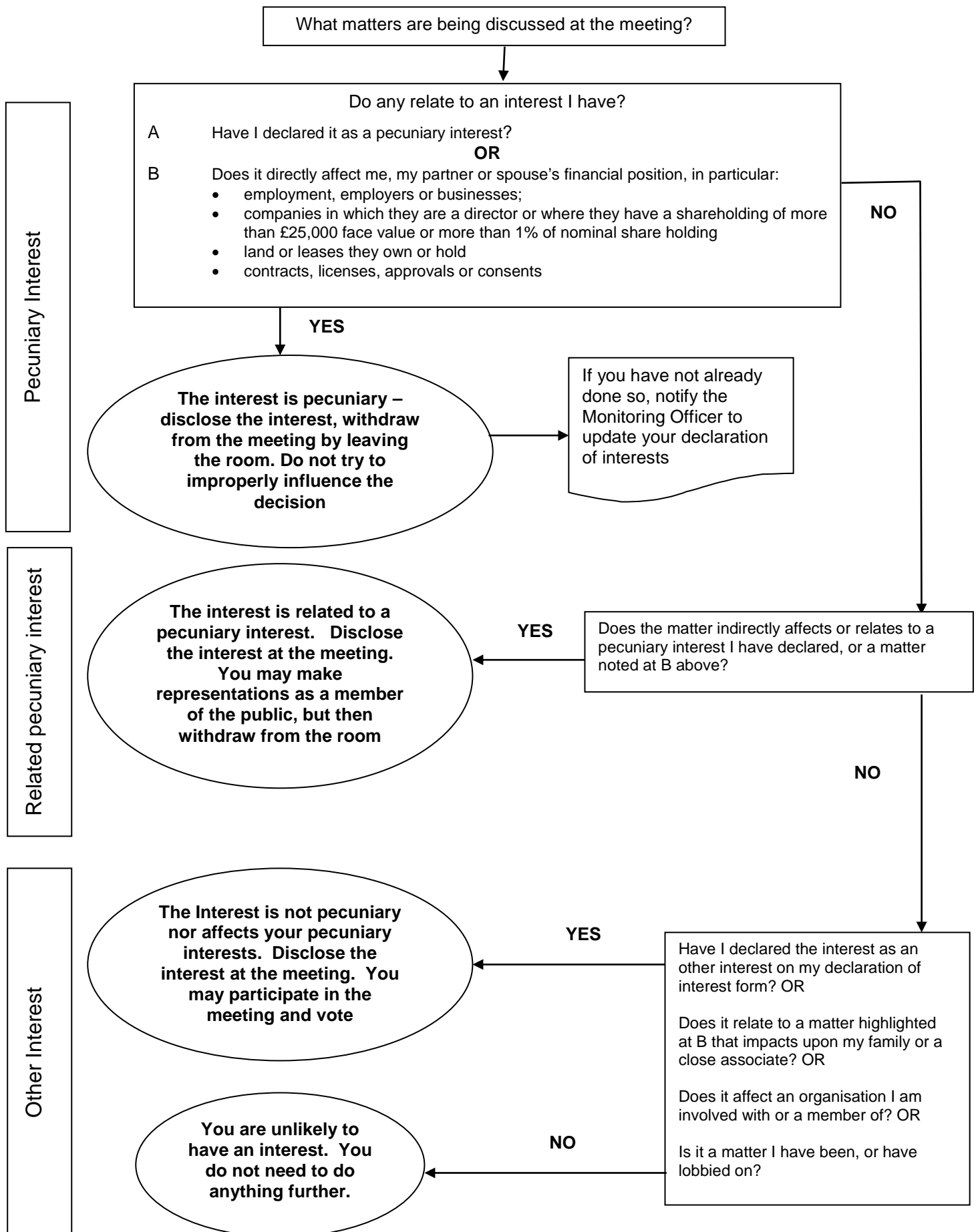
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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 21 May 2020** at **7.00pm**.

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

Mrs K A Vincent – Chairman

Mr A D Adams	Mrs L H Hemsall	Mr G Peck
Mr N J Brennan	Ms S I Holland	Mrs S M Prutton
Mr D J Britcher	Mrs N C Karimi-Ghovanlou	Mr S Riley
Mr P E Bulman	Mr K S Kelly	Mr D Roper
Ms S J Catchpole	Miss S Lawn	Ms C E Ryman-Tubb
Mrs B Cook	Dr K E Lawrence	Mr N C Shaw
Mrs J K Copplesstone	Mrs J Leggett	Mr M D Snowling
Mr A D Crotch	Mr K G Leggett	Mrs L A Starling
Mr J J Emsell	Mr I J Mackie	Mr D M Thomas
Mr J F Fisher	Mrs T M Mancini-Boyle	Miss J L Thomas
Mr R R Foulger	Mr I N Moncur	Mr S A Vincent
Ms R M Grattan	Mr M L Murrell	Mr J M Ward
Mrs S C Gurney	Ms J A Neesam	Mr F Whymark
Ms N J Harpley	Mr G K Nurden	

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

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

<b>Member/Officer</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Ms Catchpole Dr Lawrence Mr Riley Mr Wymark	133 – Cabinet (Minute no: 94 – Bure Valley Railway and Path)	Local Member for one of the areas through which the railway passed – non disclosable local choice interest
Mrs Copplesstone Ms Grattan Mr Moncur Ms Ryman Tubb Miss Thomas Dr Lawrence *	138 – Financial Implications of COVID-19	Recipient of Government business support grant arising from the COVID-19 crisis.

\* declared during the meeting (via the Zoom chat facility).



## 127 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr S C Beadle, Mr S M Clancy and Mr D King.

## 128 MINUTES

The minutes of the meetings held on 20 February and 1 April 2020 were, by way of a roll call, confirmed as a correct record and signed by the Chairman, subject to an amendment to add the words in bold italics below to minute 108 Review of the Broadland Scheme of Members Allowances – paragraph (17):

### (17) Parish Council meetings – travel expenses

In recognition of the distances travelled by some Members in attending parish council meetings and to ensure inclusivity, it was proposed that travel to/from parish council meetings should be added to the list of approved duties for Members, giving them the option to claim these allowances if they wished. Following a request for further clarity, it was noted that eligible meetings of parish councils related to the main, regular, formally constituted parish council meetings and not to any adhoc meetings or working groups and that the travel rates would be the HMRC rates. Following a suggestion, a small amendment to the proposal was accepted that claims could not be made where the Member was ***a member of the parish or town council nor where a member was*** also able to claim an allowance by virtue of them being a member of another authority (ie Parish / County Council). The effective date for the new approved duty was suggested as 21 February 2020. It was proposed, duly seconded and, on being put to the vote,

**RESOLVED** that travel to formally constituted parish council meetings be added to the list of approved duties for the payment of travel allowance at HMRC rates effective from 21 February 2020. Claims could not be made where the Member was ***a member of the parish or town council nor where the member was*** also able to claim an allowance by virtue of their being a member of another authority (ie Parish / County Council).

## 129 ANNOUNCEMENTS

Members noted the civic engagements undertaken by the Chairman and Vice-Chairman of the Council since the last meeting. The Chairman thanked officers for all the work undertaken to enable virtual meetings to take place and to all staff for continuing to provide essential services in very difficult times. She thanked Members for all the work ongoing in their local communities and made reference to the Broadland Community Heroes

campaign which sought to recognise people whose efforts had been invaluable at this time. She invited Members to continue to share stories of their community heroes. The Vice Chairman of the Council echoed these comments.

The Leader of the Council (Mr Vincent) added his appreciation to all staff for working in unprecedented times and to the whole Council for stepping up with its response to the crisis. He also thanked town and parish councils and local community groups for all their efforts including collecting/delivering food parcels and prescriptions etc. It was a phenomenal collective effort and he thanked all concerned on behalf of the Council.

The Portfolio Holder for Environmental Excellence (Mrs Leggett) made reference to the motion at the Council meeting on 20 February regarding concerns about the impact of fireworks on vulnerable people and animals, and commented that a communications programme was being developed in line with Government regulations published in April this year.

The Portfolio Holder for Planning (Mrs Hemsall) congratulated all staff and Members involved in the Council's first remote Planning Committee held the previous day. She was very proud of all involved who had stepped up to deliver an excellent service in these unprecedented times.

The Managing Director echoed the previous sentiments, and thanked staff, members and volunteers for their efforts in supporting the community in these challenging times. Over 4,500 people identified by the Government as needing to shield had been contacted, over 4,000 food parcels delivered and £50m of government funding to support businesses had been distributed. He urged Members to view the Chairman's promotion on the Council's twitter page of the Community Heroes campaign and to help to acknowledge our heroes.

### **130 QUESTIONS FROM THE PUBLIC**

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

### **131 PUBLIC SPEAKING**

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

### **132 OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the Overview and Scrutiny Committee meetings held on 3 March and 17 March 2020 were (by a show of hands) received.

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133 CABINET

The minutes of the Cabinet meeting held on 10 March 2020 were received.

**Minute no: 92 – Development Management – Charging for Pre Application Advice**

The Portfolio Holder for Planning advised Members that the concept of charging for pre-application advice had been under discussion since 2011 in line with a changing landscape in relation to funding local government and a move to identifying commercial opportunities to cover the cost of some services. Officers had been invited to develop a robust business case for charging and this had first been considered by a meeting of the Place Shaping Panel in 2019 to which all Members had been invited. A number of suggestions had been put forward and after consideration had been incorporated into the scheme. The revised scheme as now submitted had been considered by Overview and Scrutiny Committee and by Cabinet. She invited Council to support the recommendation, however in the light of the current unprecedented times of COVID-19 and the ongoing impact of the crisis on individuals and the economy, she was suggesting that the start date be delayed until April 2021 instead of April 2020 as originally proposed.

The Leader of the Opposition stated that, in the light of the uncertainty of the future with COVID-19, he understood the proposal to delay the introduction of the proposed scheme until April 2021. In principle, he also understood the logic behind the proposal to charge businesses for pre application advice to help offset officer costs but he did not feel this was the case for other categories of users such as parish councils, voluntary groups and charities who should be exempt from charges. The small amount they would have to pay would not make a significant difference to the projected income and he therefore put forward an amendment to introduce charges for pre-application advice as outlined in the schedule with the exemption of parish and town councils, voluntary groups and charities which were to be exempt from all pre application charges. The amendment was seconded by Mr Thomas.

The Leader commented that the scheme had originally been developed before COVID-19 and was setting out the plan for the way forward. With regard to the issue of charging parish councils and voluntary groups, he drew attention to the discounts which would apply and added that seeking advice was an option not a requirement. Parish councils/voluntary groups would only likely pay for advice when embarking on commercial development or large scale development as smaller schemes would be exempt from charges.

Some Members supported the view that charging parishes was adding an unnecessary transaction of public funds, and that charities and voluntary groups were suffering financially as a result of COVID-19 and should be exempt. In view of the relatively small sums of money involved it would be an

appropriate gesture at this time to exempt parish/town councils/voluntary groups and charities from the charges. A comment was made that pre-application advice was almost a prerequisite to ensure a sound route through the planning process.

The Portfolio Holder commented that the charges proposed for this group were likely to be less than the charges made by commercial planning agents. She was very cognisant of the difficult times currently being experienced, hence the delay in the start date.

In seconding the proposal, the Mr Kelly drew attention to the proposal to review the scheme on a yearly basis to assess its impact and effectiveness.

Members then voted on the amendment and, by way of a roll call, with 12 Members voting for the amendment, 29 against and 1 vote not cast, the amendment was lost.

***[At this point, 8:00pm, the meeting was adjourned to enable Members to take part in the “clap for carers”. The meeting was reconvened at 8:02pm when a roll call was taken to confirm all members were attendance.]***

Members then voted on the recommendation from Cabinet as amended to allow for the scheme to be introduced as from April 2021. It was then, by way of a roll call, with 30 Members voting for, and 12 against

## **RESOLVED**

to

- (1) introduce charging for pre-application advice as outlined in the proposed charging schedule, from 1 April 2021; (copy of the schedule attached at Appendix 1 to the signed copy of these minutes)
- (2) review the charging schedule after 12 months.

## **Minute no: 94 – Bure Valley Railway and Path**

The Portfolio Holder for Economic Success (Mrs Copplestone) invited Members to support the proposals to approve the annual overspend for Bure Valley Railway and Path arising from the accumulation of dilapidations along the path resulting in a spending increase in the year 2019-2020 well in excess of the current maintenance budget. To date the spend this year against the current budget of £12,000 was £30,005, which equated to an overspend of £18,005.

There was general agreement that the Bure Valley Railway and Path was an important asset, particularly in the current situation, and should receive the necessary investment. It was then, by way of a roll call, with 41 Members voting for, and 1 abstention,

**RESOLVED**

to approve the annual overspend, as outlined above, incurred in the period 2019-2020 on the combined BVR/BVP and Marriott's Way budget.

**134 PLANNING COMMITTEE**

The decisions of the Planning Committee meeting held on 4 March 2020 were (by a show of hands) received.

**135 LICENSING AND REGULATORY COMMITTEE**

The minutes of the Licensing and Regulatory Committee meeting held on 18 March 2020 were (by a show of hands) received.

**136 AUDIT COMMITTEE**

The minutes of the Audit Committee meeting held on 12 March 2020 were (by a show of hands) received. The Chairman of the Committee drew attention to the outstanding matter relating to the raising of purchase orders which was still being resolved. He added that the recommendation regarding consideration of the Annual report would be submitted to the Council's AGM.

**POINT OF ORDER**

At this point in the meeting Mr Nurden raised a Point of Order relating to the next item of business. He drew attention to the unprecedented times currently being experienced and the need to take unprecedented measures to continue to allow decisions to be made. Members had been notified by email on 5 May 2020 that the standing orders relating to meetings (Part 4) had been updated following S78 of the Coronavirus Act 2020 and the Constitution updated accordingly. The amendments provided the new rules by which the Council could make lawful decisions. However, the updated Constitution was dated 21 May 2020 the date of this meeting. He therefore posed two questions:

- How could the updated Constitution be published when the amendments had not been approved by full Council in accordance with article 15.3 of Part 2 of the Constitution;

- with regard to the lawful procedure to be followed for review and amendment of the Constitution in accordance with article 15.3 which required that changes to the Constitution could only be approved by the full Council after consideration of the proposal by the Cabinet advised by the Monitoring Officer, where was the duly recorded evidence giving due consideration by Cabinet or the Emergency Committee and how would this oversight be overcome to give effect to the proposals under the next agenda item.

The Chairman invited the Monitoring Officer to respond to the Point of Order. The Monitoring Officer advised Council that, in the light of the Country wide unprecedented situation and in accordance with the regulations and best practice and the advice of lawyers in local government, changes had been made to the Constitution, and Members advised of these on 5 May 2020. The standing orders were needed to enable virtual meetings to take place including this Council meeting which was being invited, at the earliest opportunity, to endorse the standing orders relating to remote meetings. She was not aware the updated Constitution was dated 21 May 2020 and would ensure the date was amended to 5 May 2020. With regard to Article 15.3 of Part 2 of the Constitution, which she read out, the Monitoring Officer confirmed that as was the case with all constitutional changes, the changes were presented to full Council and the proposals discussed with the Leader and the relevant Portfolio Holders. The report before Council was in the name of the Leader and due process had taken place.

Mr Nurden confirmed he was satisfied with the response and satisfied that the Council was acting within the Constitution.

## **137 GOVERNANCE ARRANGEMENTS – COVID-19**

Miss J Thomas drew attention to an amendment needed to section 25.2 of Part 4 of the Constitution to include reference to the new provisions contained at section 27 dealt with as part of this report.. To assist with understanding of the paragraph she suggested an amendment to delete the second reference to “apply” and insert a comma. The Monitoring Officer undertook to make the necessary amendments to this section.

The Leader invited Members to support the proposals for governance arrangements outlined in the report and the updated standing orders required to enable decision making to continue in the unprecedented current situation regarding COVID-19 by way of holding virtual meetings and setting out how these should be held. This would enable the Council to progress in an effective and legal manner. The proposal was seconded by Mrs Mancini-Boyle.

In response to a question about its meaning, the Leader explained that the opening paragraph of the statutory instrument enabled greater flexibility in

managing the schedule of meetings and to convene, cancel or reschedule meetings as necessary in the current unpredictable crisis.

Mr Nurden raised a concern that the introductory paragraph to the proposed new article 27 was confusing as it was not clear what was intended by the statement that the new standing orders be read in conjunction with the existing standing orders and he felt this needed clarity. It was also stated that, if there was a conflict, the virtual meeting standing orders would take precedence in relation to any remote meeting and this again led to confusion as it was not clear if article 27 was part of the current standing orders or if they stood alone as separate virtual meeting standing orders.

He also made reference to the arrangements to be followed at committee meetings in terms of holding meetings and the absence of reference to article 27 in article 25.2, in the existing standing orders and if this affected the validity of the virtual Planning Committee held the previous day, acknowledging that the Monitoring Officer had now confirmed that this omission was an oversight.

Mr Nurden commented that the virtual Planning Committee had been conducted in a very efficient and professional manner by the Chairman, Members and Officers involved but he sought confirmation from the Monitoring Officer that this meeting had been held in accordance with updated constitution on 5 May 2020 (which appeared to exclude committees meetings from being held remotely) or if it had been held in accordance with the section 78 of the Coronavirus Act 2020.

The Monitoring Officer confirmed that the wording in the introductory paragraph could be amended to clarify the situation but effectively it sought to confirm that the new standing orders relating to virtual meetings would take precedence over other standing orders to enable the Council to hold meetings virtually but these also stood alongside the existing standing orders. She was satisfied the virtual Planning Committee held the previous day was a legal meeting.

The Monitoring Officer reiterated that she would make appropriate amendments as put forward to the standing orders in relation to

- section 25.2 of Part 4 of the Constitution to include reference to the new provisions contained at section 27 and, to assist with understanding of the paragraph, amendments would be made to delete the second reference to “apply” and insert a comma;
- The introductory paragraph of article 27 to enable easier understanding of the meaning of the paragraph.

She undertook to share these with Mr Nurden and Miss Thomas and to bring

these back to Council at the next meeting for approval.

In response to a question, Council was assured that there was still a programme of meetings in place. Meetings in April had been cancelled due to the emerging COVID-19 crisis and the need to respond to the crisis and put measures in place to hold meetings in a different way but scheduled meetings would now resume subject to there being business to be transacted.

In seconding the proposal, Mrs Mancini-Boyle congratulated the Monitoring Officer and her team for enabling full Council meetings to be held remotely. Many councils were still not doing this and had instead evoked emergency committees. These efforts had ensured that meetings could still go ahead had provided the opportunity for democracy to continue in full. The Chairman echoed these sentiments and congratulated officers on this achievement.

In summing up, the Leader welcomed the debate on this item and the scrutiny of the standing orders as the Constitution was important and needed to be correct. Meetings would now continue subject to business needing to be considered. The Council had been proactive in seeking to remain democratic and open in conducting its business involving as many members as possible to be part of the process. Using the developing technology available and the new regulations would allow the Council to demonstrate how well it could perform and move its meetings onto a virtual platform. A significant amount of work had been undertaken by officers to enable this to happen and he thanked them for this.

It was then, by way of a roll call, with 41 Members voting for, and 1 Member not casting a vote

### **RESOLVED**

to approve the additional Standing Orders relating to virtual meetings during the COVID-19 pandemic as amended (copy attached at Appendix 2 to the signed copy of these minutes).

***[The chairman adjourned the meeting for a 5 minute comfort break. The meeting was reconvened at 9pm when a roll call was taken to confirm all members were in attendance.]***

## **138 FINANCIAL IMPLICATIONS OF COVID-19**

Members considered the report of the Assistant Director – Finance setting out details of the financial implications of COVID-19 on Broadland District Council.

The Portfolio Holder for Finance (Mrs Mancini-Boyle) drew attention to



various payments received from Central Government to support the Council in responding to the COVID-19 crisis and enabling financial support to be given to businesses and in relation to council tax hardship. Details regarding a new discretionary fund for business grants were still awaited. The Medium Term Financial Plan was being updated and the latest situation would be considered by Cabinet, via the Overview and Scrutiny Committee in June.

She invited Council to ratify the decision to incur any additional expenditure up to a max of £100,000 per month, with this being reported to the Portfolio Holder for Finance on a monthly basis. Should there be an urgent requirement for additional spending over the £100,000 limit this would be dealt with via Emergency provisions within the budget, thereby enabling officers to react quickly in this emergency.

Reassurance was sought that the measures in place to authorise expenditure over the approved amount would not hinder the Council's ability to respond to any urgent needs arising in a timely manner and clarification sought of the mechanisms in place for this.

Mrs Mancini-Boyle confirmed that the Council would continue to respond positively to support its residents and explained that Cabinet, a committee of the Council, Portfolio Holders or officers or joint arrangements discharging executive functions may take a decision which was contrary to the Council's policy framework or contrary to or not wholly in accordance with budget approved by full council if the decision was a matter of urgency in consultation with the Chairman of Overview and Scrutiny.

In response to a question about whether the Council was lobbying Government about the need for proper funding for local authorities at the present time, Members were advised that meetings were held regularly with the local MPs for Broadland, and the Leader of South Norfolk Council in his roles on the Local Government Association and the District Councils Network was able to make representations on behalf of both councils. This was particularly important as the Councils moved into the recovery phase of the crisis.

With regard to the challenges experienced by the system suppliers in administering the £150 reduction to working age claimants in relation to council tax, it was hoped these would be resolved shortly and direct debit payments from those affected had been suspended in the interim.

It was then, by way of a roll call, with 42 Members voting for, unanimously

### **RESOLVED**

to note the report and to ratify the decision to incur any additional expenditure necessary (up to £100,000 a month) to deal with the COVID-19 pandemic -

details of this expenditure to be reported to the Finance Portfolio Holder monthly.

### **139 WATER DAMAGE AT THORPE LODGE**

Members considered the report of the Assistant Director – Finance on the issues arising from the recent water damage at Thorpe Lodge.

The Portfolio Holder for Finance updated Members with the revised cost of dealing with the water damage which was £10,446. It was anticipated that these costs would be fully covered the Council's insurance.

The Leader of the Council commended officers in their response to the incident which saw a large number of staff relocated to alternative working places in a very short space of time.

The Leader of the opposition also commended the response and the provisions in place to deal with an urgent decision.

It was then, by way of a roll call, with 42 Members voting for, unanimously

#### **RESOLVED**

to note and endorse the effective response to the water leak at Thorpe Lodge, and the decision, taken under the urgency provisions, to incur expenditure to deal with the water damage.

### **140 PAY POLICY STATEMENT**

Members considered the report of the Senior HR Lead inviting Council to approve and make public the annual Pay Policy Statement in accordance with the requirements of Section 38 of the Localism Act introduced in 2012. Once approved, the 2020/21 Pay Policy Statement would be made available on Council's website.

The Portfolio Holder for Transformation and Organisational Development (Mr Emsell) invited Council to approve the Policy for 2020/21. In response to a concern about the potential to put downward pressure on pay bands having regard to market pressure and the impact of the COVID-19 crisis, the Portfolio Holder confirmed that the current Pay Policy sought to ensure the Council could continue to attract experienced and qualified people to ensure a capable and high performing workforce; there was no intention to look for savings. A comprehensive piece of work had been undertaken to realign pay bands and terms and conditions across the two Councils as part of collaborative working and these would be reviewed annually.

It was then, by way of a roll call, with 42 Members voting for, unanimously

**RESOLVED**

to approve the content of Broadland District Council's 2020/21 Pay Policy statement (attached at Appendix 3 to the signed copy of these minutes) and its publication on the Council's website.

**141 NORFOLK POLICE AND CRIME PANEL**

The Leader explained that, because of the current exceptional circumstances of the Coronavirus Pandemic, Norfolk Leaders had considered a report from the Chairman of the Norfolk Police and Crime Panel (PCP) requesting a change to the Panel arrangements. The change would allow the Panel to re-appoint a co-opted independent member without open recruitment thereby allowing Air Commodore Kevin Pellatt to continue in the role of co-opted independent member beyond the appointed term of office should the Panel be unable to meet before the end of June 2020. In principle, this request was agreed by all Norfolk Leaders subject to them each seeking their Council's agreement to the proposal.

It was (by way of a show of hands)

**RESOLVED**

to approve

- (1) an amendment to the Norfolk Police and Crime Panel Arrangements, which would allow the Panel to re-appoint a co-opted independent member without open recruitment;
- (2) Air Commodore Kevin Pellatt continuing in the role of co-opted independent member, beyond his appointed term of office, should the Panel be unable to meet (and consider his re-appointment) before the end of June 2020.

**142 OUTSIDE ORGANISATIONS – FEEDBACK FROM REPRESENTATIVES**

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

**143 QUESTIONS FROM MEMBERS**

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

**144 MOTIONS**

It was noted that there had been no motions received in accordance with Procedural Rule 13:

*The meeting closed at 9:50pm*

DRAFT

Minutes of a remote **Extraordinary meeting of the Council** held via video link on **Tuesday 30 June 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 N J Harpley	Cllr G K Nurden
Cllr S C Beadle	Cllr D Harrison	Cllr G Peck
Cllr N J Brennan	Cllr L H Hemsall	Cllr S M Prutton
Cllr D J Britcher	Cllr S I Holland	Cllr S Riley
Cllr P E Bulman	Cllr N C Karimi-Ghovanlou	Cllr D Roper
Cllr S J Catchpole	Cllr K S Kelly	Cllr C E Ryman-Tubb
Cllr S M Clancy	Cllr D King	Cllr N C Shaw
Cllr J K Copplestone	Cllr K E Lawrence	Cllr L A Starling
Cllr A D Crotch	Cllr J Leggett	Cllr D M Thomas
Cllr J J Emsell	Cllr K G Leggett	Cllr J L Thomas
Cllr J F Fisher	Cllr T M Mancini-Boyle	Cllr S A Vincent
Cllr R M Grattan	Cllr I N Moncur	Cllr J M Ward
Cllr S C Gurney	Cllr J A Neesam	Cllr F Whymark

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

The Chairman welcomed everyone to the meeting and explained the protocol for management of the meeting. She added that the meeting had been called as the recommendations from the Cabinet meeting on 16 June needed to be considered before the next scheduled meeting of the Council.

**145 DECLARATIONS OF INTEREST**

<b>Member/Officer</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Cllr Catchpole Cllr Lawrence Cllr Riley Cllr Wymark Cllr Copplestone Cllr Harrison Cllr Lawrence Cllr Wymark	147 – Review of 2020/21 Budgets	Local Member for one of the areas through which the Bure Valley Railway passed – non disclosable local choice interest
Cllr Beadle Cllr Copplestone Cllr Grattan Cllr Moncur Cllr Ryman Tubb Cllr Thomas		Recipient of Government business support grant arising from the COVID-19 crisis.
Cllr Hemsall		Director of Broadland Growth - non pecuniary interest

**146 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr B Cook, Cllr R R Foulger, Cllr S Lawn and Cllr I J Mackie.

**147 REVIEW OF 2020/21 BUDGETS**

The Portfolio Holder for Finance (Cllr T Mancini Boyle) invited Council to consider the recommendations from Cabinet at its meeting on 16 June 2020 regarding proposals to mitigate the financial impact of Covid-19 on the Council's budget. Members had received a copy of the report which was considered by the Cabinet. The Portfolio Holder outlined each of the recommendations which had been considered by Overview and Scrutiny Committee and Cabinet and she proposed, (duly seconded) that Council endorse the proposals contained therein. She thanked officers for the report and their efforts at estimating the financial impact of Covid-19 on the budget for 2020/21. Further changes would be necessary as the year progressed and the implications became clearer.

In response to a question, the Portfolio Holder confirmed that the work on collaboration was not driven by the need to find savings and this approach would continue despite the current pressures. Attention was drawn to references in the recent budget report to South Norfolk Council on 15 June to shared service arrangements delivering significant savings over a 5 year period and the potential to accelerate these or find further savings by progressing to a full merger, requesting a boundary review to potentially

reduce the number of wards and members, and expanding the partnership beyond a 2 way shared service. Having regard to this, the Portfolio Holder was invited to reaffirm that this was not the approach that Broadland was taking. The Portfolio Holder confirmed that, whilst these matters had been part of the report to South Norfolk Council, South Norfolk had been advised that they would not form part of the budget report to Broadland Council; the Councils remained two autonomous Councils.

In response to a question regarding progress on resolving the challenges experienced by the system suppliers in administering the £150 reduction to working age claimants in relation to council tax, it was now anticipated this matter would be tested by the second week of July. In the interim, Members were reassured that those affected would continue to be protected and not adversely affected. The Portfolio Holder undertook to update Members on progress on this matter.

Reference was made to the potential bid to the CIL infrastructure fund for further investment in Broadband and the need to progress this and it was noted that this matter was being considered by the Economic Success Panel at its next meeting on 22 July 2020 and Karen O'Kane (Better Broadband for Norfolk) would be invited to attend.

In seconding the proposal, the Leader expressed his appreciation of the work of officers in preparing the report and supported the earlier comments of the Portfolio Holder. The Council's finances were continuing to be effectively managed in a particularly difficult environment.

The Portfolio Holder and the Assistant Director - Finance were thanked for their efforts in preparing an open and transparent report which provided much clarity on the evolving financial impact of Covid-19 and the Council could continue to be confident in its financial position.

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

**RESOLVED** that Council endorses:

- (1) the proposed changes to the 20/21 income budgets, as set out in the table at paragraph 2.2;
- (2) the proposed changes to the 20/21 expenditure budgets, as set out in the tables at paragraph 3.3 and 3.11;
- (3) the request for additional funding - Hardship Payments (£150 Council Tax Support) (£100,000);

- (4) the retention of the 20/21 estimated surplus of £62,000 as a contingency for any additional spending pressures;
- (5) the proposed in year savings, as set out in paragraphs 9.4 and 9.8.

*The meeting closed at 7:30pm*



## 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>May 2020</b>		
8 <sup>th</sup>	VE Day commemorative video to mark the 75th Anniversary of VE Day and toast all those who gave so much during World War II.	Chairman
18 <sup>th</sup>	Launch of Broadland Covid-19 Community Heroes campaign to recognise local heroes who have played a vital role in supporting our communities	Chairman
<b>June 2020</b>		
15 <sup>th</sup>	Launch of Broadland's #ShopwithConfidence campaign to show support for our market towns and local shops held at Aylsham Market Place	Chairman
22 <sup>th</sup>	Flying the Flag to mark the start of Armed Forces Week at War memorial in Old Catton with Sam Carruthers - standard bearer (Royal British Legion)	Chairman
22 <sup>nd</sup>	Flying the Flag to mark the start of Armed Forces Week in Thorpe St Andrew hosted by the Mayor of Thorpe St Andrew Town Council	Chairman
27 <sup>th</sup>	Flying the Flag to mark the start of Armed Forces Week with veterans, Mr Alan Harbour, Mr Vic Conley and the Royal British Legion (Old Catton Branch) at the War Memorial in Old Catton	Chairman
27 <sup>th</sup>	Armed Forces Day commemorative video to pay tribute to our Armed Forces past and present	Chairman
<b>July 2020</b>		
4 <sup>th</sup>	Official opening of new play area in Hellesdon hosted by Hellesdon Parish Council	Chairman
4 <sup>th</sup>	Launch of #EatAndDrinkWithConfidence campaign to show support for the re-opening of the hospitality sector in Broadland held at The Norfolk Mead Hotel in Coltishall	Chairman

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held by video link on **Tuesday 9 June 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 C Karimi-Ghovanlou  
Cllr K S Kelly

Cllr D King  
Cllr M L Murrell  
Cllr G K Nurden  
Cllr S M Prutton

Cllr J Emsell, Cllr L Hemsall and Cllr T Mancini-Boyle also attended the meeting.

Also in attendance were the Director Resources, Assistant Director Finance, Assistant Director Governance & Business Support (Monitoring Officer), Chief of Staff, Assistant Director Individuals and Families, Governance Manager, Policy and Partnerships Officer, Senior Governance Officer, Committee Officer (LA) and Committee Officer (JO).

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

Member	Minute No & Heading	Nature of Interest
Cllr K Kelly	138 – Armed Forces Covenant	Ex-member of the armed forces and in receipt of military pension.
Cllr S Beadle Cllr S Riley	136 – Review of 2020/21 Budgets	Director of a company in receipt of Covid-19 Government grant.

### 131 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Holland and Cllr Ryman-Tubb.

### 132 MINUTES

The Minutes of the meeting held on 17 March 2020 were confirmed as a correct record.

*Minute No: 124 – Minutes*

The Senior Governance Officer informed Members that a report setting out the number of recommendations made by the Committee that had been accepted by Cabinet over the last five years would be brought to the 30 June 2020 meeting. The final EcoCube Time and Task Panel report would also be brought to the same meeting.

### CABINET REPORTS

#### 133 REVIEW OF 2020/21 BUDGETS

The report provided financial information on the impact of Covid-19 and the measures and proposals to mitigate the financial impact on the Council.

It was estimated that the income budget of the Council could see a 25 percent reduction in planning fees, waste charges, land charges, Housing Benefit over payment and Council Tax recovery. This would lead to a reduction in income of £431,000 for 2020/21. Some of this income would never be recovered, whereas in areas such as planning it was expected to be delayed as opposed to lost, as developers were still keen to obtain planning permission.

It was, therefore, proposed to rebase the 2020/21 income budgets to take account of these reductions.

Section three of the report set out the predicted effect that Covid-19 would have on the expenditure budgets of the Council.

The main additional costs were:

- Additional communications to residents and businesses.
- The additional costs of ensuring all homeless persons were provided with safe accommodation.
- Additional IT costs to enable effective homeworking and video conferencing and software to facilitate grant payments.

It was, therefore, proposed to create a new budget of £250,000 for general Covid-19 costs and increase the housing costs budget by £250,000. It was confirmed that these budgets were based on best estimates, given the additional costs incurred during March/April.

In response to a criticism of the IT systems at Broadland, the Assistant Director Governance & Business Support (Monitoring Officer) advised the meeting that it was acknowledged that improving the IT Systems at Broadland was a massive task that would take time, but it was progressing well.

To support the recovery of the economy, Broadland was working with South Norfolk and Breckland Councils to launch Operation Beacon to provide support to businesses. Part of this project was to provide support for the high streets and a programme to adapt them to meet social distancing restrictions was to be rolled out. A £50 million Government fund had been announced and Broadland had been allocated £116,155 to undertake this work in the District. If additional resources over and above the £116,115 were needed, then a further request for funding would be made at a later date.

The Council had received a 17 percent increase in claims for Council Tax support, with new claims being received daily. It was, therefore, proposed to increase the Council Tax support budget by £224,000 to £892,000. This figure took into account the possibility that some people currently furloughed might find themselves redundant and eligible for Council Tax support, when the furlough scheme ended.

Broadland Growth Limited, the Council's jointly owned development company remained on track to deliver between 50 to 100 dwellings per year. There was uncertainty around the impact of Covid-19 on house sales. But alternatives such as renting them out for a time to allow the housing market to recover could be considered, if necessary.

The Council had received £1.352 million in additional Government funding, to help to cover the Council's additional operating costs and lost income as a result of Covid-19.

Currently the Council had a budget of £100,000, which was considered sufficient to cover direct hardship payments to residents during the Covid-19 pandemic.

The Government had provided £637,216 to cover the cost of awarding £150 Council Tax support to all working age Council Tax Support claimants. However, there were concerns that this could soon run out and it was, therefore, recommended that an additional £100,000 be set aside to cover this cost pressure.

In response to a query, it was confirmed that there remained a problem with the software that had held up the distribution of the £150 Council Tax support payments. However, the Council had ceased collecting Council Tax from all of those residents eligible for support, so they were not being penalised by the delay. Pressure was being put on the software supplier to fix the problem, who had confirmed that it should be resolved within two to three weeks.

There also remained a likelihood that pressure would increase on the £158,116 Discretionary Housing Payment grant provided by the Department of Work and Pensions when the embargo on evictions was lifted.

If additional resources over and above the £158,116 were needed, then a further request for funding would be made at a later date.

The Bure Valley Railway had requested that the £30,000 rent that it paid to the Council be waived for this financial year. Prior to considering any request for funding, it was recommended that the Economic Recovery Team look to assist the Bure Valley Railway to develop a re-opening plan.

A Member suggested that although it was an important tourism asset the Bure Valley Railway should not be seen as a special case for support by the Council and that other leisure and tourism offerings should be given equal opportunity to access financial assistance.

The same Member also suggested it would be unfair to only consider grants to town and parish councils, once their reserves had been exhausted.

In response, the Director of Resources advised the meeting that the Government funding was for Broadland's additional costs and lost income and if it was given in grant form to town and parish councils Broadland would need to find this money from its own reserves. She also reminded Members that some town and parish councils had significant reserves already. Furthermore, town and parish councils did not, unlike this Council, have any constraints on their ability to raise additional income through their precepts. The Committee was also advised that town and parish councils were being encouraged to apply for grants of up to £10,000 through the Norfolk Community Foundation.

The Chairman noted that the £1.352 million in additional Government funding would not cover the costs of all potential projects coming forward and schemes would need to be looked at on a case by case basis.

The Covid-19 pandemic had brought into sharp relief the importance of broadband and Members were asked to consider whether the Council should make a bid to the CIL infrastructure fund, to further invest in Broadband.

A Member suggested that the Council should make a bid to the fund, as a matter of urgency, as businesses and the education of many school children in rural areas were being disadvantaged, by a lack of broadband.

Moving on through the report the Assistant Director Finance confirmed that there were no changes proposed to the Capital Budgets.

In response to a query, Members were advised that Food Hub project was going ahead as planned. There had been no suggestion that money from the European Regional Development Fund would be delayed by the pandemic. The Council would have confirmation of the funding in the autumn.

The Medium Term Financial Strategy (MTFS) had a funding gap of approximately £1m in the years to 2024/25. The key point to note was that the updated MTFS showed that:

- The additional Government grant had helped offset the spending pressures and lost income in 2020/21.
- The longer term financial outturn had got worse by approximately £0.5m.

It should also be noted that progressing with savings from the collaboration with South Norfolk Council, still remained an important element in the MTFS.

In response to a question about the Materials Recycling Facility, the meeting was informed that a collapse in the price of recyclable materials as well as much stricter contamination rules was making it difficult to make recycling pay, which had led to a request for an increase in the gate fee which was currently being considered.

It was also confirmed that the Council had temporarily suspended Council Tax and business rate debt collection, which had led to a small reduction in collection rates.

Cabinet was recommended to request Council to note that the 2020/21 budget remained in balance and that the small surplus of £62,000 be retained as a contingency for any additional spending pressures. Measures to address the longer term funding gap would be considered as part of the normal budget setting cycle later in the year.

A number of actions had occurred, or were proposed, to help mitigate the impact of Covid-19 on the Council's finances, including:

- 97 members of staff had been redeployed to directly support Covid-19 work.
- Marketing of chargeable services such as brown bins and bulky waste collections.
- Procuring goods and services locally and ensuring payment was made as soon as possible.

In year savings included:

- Holding some vacancies, which had resulted in a £242,000 salary saving.
- A saving on the training budget of £22,000, as staff were unable to attend some training courses during the lockdown period.

The key risks and issues highlighted in the report were:

- The possibility of a second wave of infections, which could require a second full lockdown incurring further costs and income losses to the Council.
- Uncertainty over whether the Government would provide any more funding to help deal with the financial implications of Covid-19.

Following on from issues raised earlier in the meeting the Committee agreed three further recommendations to Cabinet.

### **RECOMMENDED TO CABINET**

Options (1, 2 and 3 as amended)

1. That Cabinet recommends the following to Council:
  - The proposed changes to the 20/21 income budgets, as set out in the table at paragraph 2.2.
  - The proposed changes to the 20/21 expenditure budgets.
  - The following request for additional funding – Hardship Payments (£150 Council Tax Support) (£100,000).

- The 20/21 estimated surplus of £62,000 is retained as a contingency for any additional spending pressures.
  - The proposed in year savings.
2. That Cabinet notes the following:
- The impact on Broadland Growth Limited.
  - The impact on the Capital Programme.
  - The impact on the Medium Term Financial Strategy over the longer term.
  - The proposed mitigation actions.
3. *That Cabinet agrees that:*
- *Prior to considering any request for funding, is it recommended that the Economic Recovery Team look to assist the Bure Valley Railway to develop a re-opening plan and that it should be ensured that any other leisure and tourism offerings should be give equal opportunity to access financial assistance.*
  - *The Council should make a bid to the CIL Infrastructure Fund, as a matter of urgency, to further invest in broadband.*
  - *That the Council consider any funding requests from town and parish councils on a case by case basis, looking at all options and with the same criteria as that applied to business grants.*

### 134 INSURANCE PROCUREMENT

The Director of Resources advised the Committee that entering a Local Government Mutual insurance scheme, as agreed by Cabinet on 10 March 2020, had not been possible as the other prospective members of the mutual had withdrawn to focus their attention on dealing with Covid-19.

The Council's current insurance contract expired on the 31 May 2020 and, therefore, it was proposed to extend the existing contract by sixteen months to 30 September 2021, in order to align contract dates with South Norfolk Council.

Aligning the end dates of the individual insurance contracts for both Councils, would provide the opportunity to jointly procure in future and would also provide an opportunity to look again at a Local Government Mutual insurance scheme.

#### RECOMMENDED TO CABINET

##### Option (1)

To endorse the extension the Council's current insurance contract until the 31 September 2021.

### 135 ARMED FORCES COVENANT

The report set out the Council's current status in respect of the Armed Forces Covenant and its ambition to become the first local authority in Norfolk to achieve Gold status.

The Armed Forces Covenant scheme encompassed Bronze, Silver and Gold awards for employer organisations that pledged support to defence and the Armed Forces community, and align their values with the Armed Forces Covenant.

In December 2019 Broadland was awarded Bronze status, which showed recognition of the Council's commitment to support the Armed Forces community through our employment practices and our pledge to the Armed Forces.

A nomination for the Silver award was submitted in May 2020 and it was expected that notification of whether the bid had been successful would be made by early August.

If successful in achieving Silver status, the Council could apply for Gold status in 2021. However, to do this there was a requirement for the provision of an additional ten days paid leave for armed forces reservists, which would need to be approved as a policy change by Cabinet.

Currently there were two members of staff that were reservists. If both were employed at the top of salary band, there would be a maximum annual cost to the Council of £4,243.12.

The Chairman noted the financial risk to the Council, if a large number of staff became reservists. In response, the Committee was reassured that this would not be an irrevocable commitment and the policy could be reviewed if it became too costly for the Council.

The Chairman proposed that the recommendation for the policy change should include a reference that it could be subject to review if necessary.

Members also requested that in future reports the offices of both Councils be referred to in full ie Thorpe Lodge and South Norfolk House. Not 'The Lodge' and 'The House'.

### RECOMMENDED TO CABINET

Options (1 and 2, as amended)

1. For Cabinet to note actions and progress towards achieving Silver and Gold status through the Armed Forces Employer Recognition Scheme.
2. For Cabinet to approve the proposed policy change to offer an additional 10 days paid leave to Reservists employed by the Councils, *which could be subject to review if necessary*.



### 136 TEMPORARY CHANGE TO HOUSING ALLOCATIONS POLICIES

The Housing and Wellbeing Senior Manager introduced his report, which proposed a temporary adjustment to the Council's Housing Allocations Policy to help reduce the unprecedented demand on temporary accommodation caused by Covid-19.

The pandemic had led to a sustained rise in numbers housed within temporary accommodation. Usually the number in temporary accommodation would be around 30 at any one time for both Broadland and South Norfolk combined, this number currently stood at between 60 and 70.

Key drivers for this were:

- The Government's 'Everybody in' requirement placed an accommodation duty on all councils, no matter the person's circumstances during the Covid-19 pandemic.
- Presentations from sofa surfers and the hidden homelessness who experienced a reduction in accommodation options due to the restrictions on movements put into place.
- Due to their often-chaotic lives these people are often not ready to take on a property for themselves.
- The suspension of the social housing sector, which had seen the availability of housing reduced from 200-240 properties over a four month average period to two during the pandemic.

Currently to address this situation, officers had temporarily moved to a nominations process for those in temporary accommodation and directly nominated anyone who is ready and suitable for a social tenancy.

This should reduce the temporary accommodation numbers by 40 over the next month, as housing association properties became available.

The 23 who had not been allocated had been assessed as 'not ready' to take on a property due to having support needs. However, demand for supported accommodation was currently high and the only way of creating space for new incoming residents was to move suitable residents into a housing association property. To enable this, officers were working with supported accommodation providers, so that suitable residents could move into a sustainable property.

To facilitate this process and to make it less labour intensive it was suggested making a temporary change in the allocation policy to allow those in supported accommodation to be placed in a high priority banding, which would enable the necessary throughput to reduce temporary accommodation numbers.

Some Members expressed concerns that paragraphs 5.3 and 6.1 in the report gave the impression that the action being taken would be detrimental to residents and would seek to limit the number of people being housed by the Council.

In response the Housing and Wellbeing Senior Manager, reassured Members that this was not the intention at all and that the aim of the change to the policy was to create throughput from temporary accommodation to supported housing to social housing.

It was confirmed that paragraph 5.3 and 6.1 would be reworded to clarify this and virtually tabled at the 16 June 2020 meeting of Cabinet.

In response to a final query, it was confirmed that the service could be measured by the level of throughput, as well as the number of residents housed.

### **RECOMMENDED TO CABINET**

Options (1 and 2)

1. Agree a temporary amendment to the criteria within the Council's Housing Policy to allow officers discretion to place eligible, and suitable, individuals currently living in supported accommodation within the 'High' category for allocation;
2. Subject to recommendation 1 being agreed that this will be in place for an initial period of 3 months, extendable to 6 months, with approval of the Director of People and Communities, in consultation with the Portfolio Holder.

*The meeting closed at 1.12pm.*

## Overview & Scrutiny Committee

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Minutes of a meeting of the **Overview & Scrutiny Committee** held by video link on **Tuesday 30 June 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 S I Holland  
Cllr K S Kelly

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), Governance Manager, Senior Governance Officer, Democratic Services Officer (LA) and the Democratic Services Officer (JO).

### 137 MINUTES

The Minutes of the meeting held on 9 June 2020 were confirmed and signed by the Chairman as a correct record, save for the addition of the following Declarations of Interest:

Member	Minute No & Heading	Nature of Interest
Cllr Catchpole Cllr Riley	136 – Review of 2020/21 Budgets	Non pecuniary interest, Bure Valley Railway runs through Ward.

### 138 OVERVIEW AND SCRUTINY ANNUAL REPORT 2019-20

The Senior Governance Officer presented the Annual Report of the Overview and Scrutiny Committee, which set out the work it had undertaken over the last year and reported to Council its outcomes and achievements. In presenting the report, the Senior Governance Officer drew the Committee's attention to a number of amendments which had been made by the Chairman since the paper copy of the committee papers had been dispatched:

*During the 2019/20 programme the Committee had the following training:*

*July 2019 – CfPS*

*To provide members with a clear understanding of their role in scrutinising the council executive and relevant partner organisations. ~~and to develop confidence in developing effective questioning techniques.~~*

The above clause was removed as the Committee had not received their

second training module on effective scrutiny questioning.

*December 2019 – CfPS*

*Effective Scrutiny & Questioning Techniques – Members to increase their understanding and experience as effective and confident scrutiny practitioners, [with particular regard to finance and commercial scrutiny].*

*Finance and Commercial Scrutiny – to give councillors an understanding of the role scrutiny plays in the development and delivery of the Council's medium-term financial plans and budget.*

[Further training will also be provided for members of the Committee during 2020/21.]

The report had been scheduled to be considered at the March meeting for presentation to Council at the AGM, however, due to the impact of Covid-19 this year's report had been delayed.

The Committee was asked to consider the draft Annual Report and suggest amendments where necessary, before it was presented to Council on 30 July 2020.

It was noted that the Chairman's Foreword was still to be finalised.

A number of minor typographical errors were identified, which would be amended for the final version.

It was suggested that the final paragraph in the introduction section was too focused on finance and did not reflect the other areas of local concern that the Committee looked into. It was, therefore, amended to the following:

*~~In an age of austerity~~ It is ~~only~~ through demonstrating the value and impact that effective scrutiny can have in supporting councils and other organisations to deliver better, more cost-effective services, that scrutiny ~~will endeavour to be~~ is a valued element of local democracy.*

Under the Scrutiny of Cabinet section the paragraph under Meeting with Cabinet to discuss the budget was amended to the following:

*In December 2019, the Committee held a pre-budget workshop ~~met informally~~ to discuss proposed questions for Cabinet on the budget for 2020/21. These were presented at the meeting on 28 January 2020 and Cabinet Members were in attendance to respond.*

The Committee noted that the Annual Report also included a record of recommendations that the Overview and Scrutiny Committee made between March 2019 and March 2020 when reviewing Cabinet papers. This was considered at Minute no: 140 below.

### **RECOMMENDED TO COUNCIL**

To note the Annual Report of the Overview & Scrutiny Committee for 2019-20 as attached at Appendix 1 to these Minutes.

#### **139 TIME AND TASK LIMITED PANEL – ECOCUBE: FINAL REPORT**

The Chairman of the Time and Task Limited Panel – EcoCube introduced the report, which presented the final findings of the Panel.

The Panel met on 10 March 2020, when the former Portfolio Holder (Cllr Clancy) was in attendance. Cllr Clancy had confirmed that he had been guided by officers in respect of the disposal of the EcoCube.

The Committee were asked to note that Cabinet had accepted the recommendations of the Panel in October 2019 and that processes and procedures were now in place to ensure that such losses would not be made again.

Therefore, the Time and Task Limited Panel had now completed its work and could be disbanded.

### **AGREED**

To note that the Time and Task Limited Panel had concluded its investigations into the disposal of the EcoCube and no further action was necessary.

#### **140 SCRUTINY OF CABINET**

The Senior Governance Officer introduced the report, which had arisen from a request from the Chairman at the Committee meeting on 17 March 2020.

The report provided a summary that set out the number of recommendations made by the Committee that had been accepted by Cabinet over the last five years.

Analysis of the data showed that of the 269 decisions made by Cabinet over the past five years; only 1 of the 59 recommendations made by the Committee had been agreed by Cabinet.

For 2019/20, a total of 51 decisions were made by Cabinet with the Committee putting forward seven recommendations, one of which was agreed by Cabinet.

The Committee was invited to review the approach taken to the pre-scrutiny of the Cabinet Agenda; possibly by targeting the key decisions that Cabinet were making, rather than reviewing every report as this could be seen as a much more focused approach. The Committee could also conduct reviews after Cabinet decisions had been taken to monitor their effectiveness.

The Chairman noted that although the practice of Overview and Scrutiny varied across local authorities, he considered that the approach at Broadland was the right one and he would not be happy selecting items from the Cabinet Agenda to be considered and others to be disregarded. This was because he was convinced that robust scrutiny of even the most mundane reports could lead to significant findings.

The Vice-Chairman concurred with this view and drew Members' attention to Government guidance, which recommended the scrutiny of decisions that the Executive were going to take.

Following a suggestion that the Committee did not get enough feedback from Cabinet about why they rejected recommendations by the Committee the Chairman confirmed that he and the Vice-Chairman would explore this issue with the Assistant Director of Governance & Business Support.

Having reviewed the process of how the Committee carried out its role in terms of reviewing the Cabinet Agenda it was:

### **AGREED**

That the Committee would continue with the current arrangements that it had in place for pre-scrutiny of the Cabinet Agenda.

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

The Senior Governance Officer advised that, following discussion with both the Chairman and Vice-Chairman, the Work Programme had been updated to reflect the most up to date position.

Members were advised that the Economic Success Panel had invited the Programme Director of Better Broadband for Norfolk to their next meeting on 22 July 2020 to discuss improving rural Broadband. It was suggested that the Committee be invited to attend the meeting on 22 July to hear the discussion and then determine if this issue needed to be retained on the committee's work programme for further investigation.

The item on staff turnover was on track and would be presented to the 8 September 2020 meeting. The delivery of Affordable Housing item was scheduled for the 17 November 2020 meeting.

The Committee were advised that a briefing paper on Water Management was attached to the Work Programme, which might address some of the concerns that Members had expressed.

The Vice-Chairman informed the meeting that although the briefing paper identified water management problems being faced and the actions that would be taken to address them; there was no detail about how these actions would be achieved. He suggested that the paper left a lot of questions still to be answered.

A Member suggested that it might be informative to ask the Chief Executive of the Water Management Alliance, which was comprised of the six Drainage Boards in the Anglian region, to address the Committee.

The Assistant Director Governance and Business Support (Monitoring Officer) emphasised that when choosing a topic for the Work Programme Members should be very clear about their objectives and reasons for the review and what outcomes they would like to achieve.

In response, the Chairman suggested that scoping reviews at Committee meetings could take up a significant amount of time and he noted that when Time and Task Panels were convened their first task was to draft a Terms of Reference that set out the objectives of the investigation.

It was **AGREED** that the Chairman, together with the Vice-Chairman and Cllr Kelly, would undertake a scoping process to assess if a review of water management in the District should take place. Any other items on the Work Programme that required the same assessment could be considered for scoping at the next meeting.

A Member advised the meeting that a joint cross party working group was already looking at housing allocations and affordable housing provision and reports on these issues would be coming through the Committee cycle in due course.

The Chairman expressed concern that he was not aware of this Group and that it was carrying out work that the Overview and Scrutiny Committee had put onto its Work Programme some time ago, as a joint investigation with South Norfolk Council.

The Committee adjourned at 11.40am and reconvened at 11.45am when all of the Members listed above were present.

The AD for G&BS confirmed that the working group was a non-decision making body set up at an informal meeting of the Wellbeing Panel on 20 February 2020. The Broadland Members of the Group were: Cllr Kelly, Cllr Lawn, Cllr D Thomas and Cllr Whymark. The Assistant Director Governance and Business Support (Monitoring Officer) confirmed that she would forward more information on the working group to the Committee following the meeting.

Following consideration of the three housing related items on the Work Programme it was decided that the working group did not affect the work of the Overview and Scrutiny Committee and it was **AGREED** that these three items would remain on the Committee's Work Programme.

The Committee noted the officer response regarding the Time and Task Panel Review of Apprenticeships which was due to commence and accepted that, due to the Covid-19 pandemic, it would be appropriate to defer the investigation into the effect of the Apprenticeships Levy.

*The meeting closed at 12.19pm*



# Broadland Overview and Scrutiny Annual Report 2019–20



## CONTENTS

COMMITTEE CHAIRMAN FOREWORD .....	2
INTRODUCTION .....	3
OVERVIEW AND SCRUTINY REVIEWS .....	3
SCRUTINY OF THE CABINET .....	4
COMMITTEE TRAINING .....	5
COMMUNICATING SCRUTINY .....	5
MEMBERSHIP OF THE OVERVIEW AND SCRUTINY COMMITTEE .....	6
HAVE YOUR SAY .....	6

## Committee Chairman Foreword

The Committee's aims are to provide real benefits to the people of Broadland and through their work bring forward appropriate recommendations to Cabinet and Council.

Our new committee, formed in May 2019, had the vast majority of members being newly elected councillors and new to the committee. This was exceptional with members having to find their feet quickly and to embrace their role with the additional responsibility and time that comes with being an Overview and Scrutiny member. In recognising this, I would like to pay tribute to my fellow members who have shown commitment and devotion in serving the committee and seeking the best outcomes for our residents and council services.

The topics discussed over the last year have covered various areas of the Council's work and in some cases the work of partner organisations that have significance for our local communities and gleaned valuable in-sight into complex issues. The review carried out by the Overview and Scrutiny Committee and its Time and Task Panel concerning the Eco Cub gave rise to recommendations which the council has adopted.

Whilst Covid 19 pandemic has caused a delay in our work programme, the committee is now moving forward again to examine the issues that face our communities today and if necessary provide recommendations to improve services for residents.

It's worth remembering that the Overview and Scrutiny function of a local authority is not an end in itself. It should be focused on ensuring better outcomes for our communities through constructive engagement with officers, Cabinet, Council and our partners.

I enjoy my time as Chairman of this Committee. I would like to offer my thanks and appreciation to the officers and Members who support the Committee and to the Vice-Chairman, Tony Adams.



Councillor Steve Riley  
**Overview and Scrutiny Committee Chairman**

## Introduction

Broadland District Council adopts the Cabinet system to operate its decision making, therefore an Overview and Scrutiny Committee consisting of non-Cabinet members operates.

Overview and Scrutiny is central to the Council's decision making process and has two main roles.

- (1) The development and review of policies for a wide range of subjects and services.
- (2) The critical examination of the Council's performance and effectiveness of its decisions.

The Overview and Scrutiny Committee looks into areas of local concern; it recommends improvements the Council can make to ensure quality of life is improved for all. The main tasks of the Committee are:

- **Performance Monitoring** - We have to meet corporate priorities set out in the Broadland Business Plan and report against those indicators. Scrutiny can examine any aspect of our performance, including services that we deliver through partnerships with other organisations.
- **Holding the Cabinet to Account** - Decisions made by the Cabinet but not yet put into practice can be reviewed by the Overview and Scrutiny Committee and challenged.
- **Policy review and development** - Overview and Scrutiny can propose new policies or review existing policies and recommend changes to the Cabinet.
- **External Scrutiny** - Any issue directly affecting Broadland residents can be scrutinised by the Committee, including services provided by another organisation

It is through demonstrating the value and impact that effective scrutiny can have in supporting councils and other organisations to deliver better, more cost-effective services, that scrutiny is a valued element of local democracy.

## Overview and Scrutiny Reviews

An Overview and Scrutiny Committee has responsibility to both scrutinise and monitor on an ongoing basis. To that end, the Committee strives to develop a balanced Work Programme which is published on the Council's website for information.

Reviews conducted this year are as follows:

### Ecocube

The Committee established a Panel to investigate events leading up to the disposal of the EcoCube.

Following three meetings and an in depth investigation the Panel made a number of recommendations that were agreed by Cabinet, including: the management and content of electronic files; ensuring Portfolio Holders have all the relevant information for signing-off decisions; introduction of a procedure for the disposal of assets and full and clear instructions seeking legal advice.

It was subsequently decided that a further investigation was required and the Panel was reconvened with a new membership. The former Portfolio Holder for Economic Development was invited to attend the meeting and answer the Panel's questions. It was concluded that the EcoCube project had been suboptimal and that this should be noted, but it should also be noted that lessons had been learned from this and the Council now had a robust mechanism in place going forward and the Panel had concluded its investigations.

## **Fees on DIY Waste**

At its meeting in August 2019, the Committee received an update on the impact of the introduction of fees for the disposal of DIY waste at household waste recycling centres by Norfolk County Council on 1 April 2018.

It was noted that there had been no discernible trend identified in fly tipping on public land in the district since the introduction of the charges.

## **Council Tax Good Practice Protocol**

The Protocol covered the collection and recovery of Council Tax arrears and the aim was to help councils establish good practice with Citizens Advice in dealing with Council Tax debt. The Committee recommended to Cabinet that the Protocol be brought forward for adoption by the Council (agreed November 2019).

## **Overviewing**

In addition to the above stand-alone reviews, the Committee continually monitors certain Council activities. In the past year these have included:

- Broadland Economic Updates
- Resilience Updates
- Community Safety Updates and, Police and Crime Panel outcomes
- Public Health, Health and Wellbeing Board outcomes, Norfolk Health Overview and Scrutiny Committee outcomes

## **Scrutiny of the Cabinet**

Broadland District Council conducts a practice of the Overview and Scrutiny Committee appraising Cabinet reports one week before Cabinet meetings. This provides opportunity for Committee to ask officers questions and enables the Committee to be fully briefed before making recommendations to Cabinet. This practice is considered by the Committee to keep call-ins to a minimum and build a good working relationship between Cabinet and officers.

Furthermore, Committee members are able to attend Cabinet meetings when those reports are discussed to make any further comment through the Committee Chairman and to witness how the Cabinet arrives at its decisions.

Over the past year the Committee called in the following items:

### **PH1 decision - Member Grant Scheme**

Members called-in the decision to establish the process for the Member Grant Scheme as they wanted the Portfolio Holder to consider increasing the allocation per Member from £500 to £1,000 in order to retain parity with Members at South Norfolk.

Members were also concerned that South Norfolk was retaining a £50,000 Community Action Fund alongside the Members Grant Scheme, whilst Broadland's Community Grants Scheme was being closed down. However, the Committee was advised that the Portfolio Holder decision was not related to the size of the allocation or the Community Grants Programme as a whole.

The Portfolio Holder was not minded to change the decision and increase the allocation at this stage, but it was confirmed that it would be considered as part of the budget setting process for the following financial year.

### **PH1 decision - Procurement of New Grounds Maintenance Contract with South Norfolk Depot**

Members called-in the decision of the Portfolio Holder for further clarification about risk and the nature of the proposed service, in contrast with the new one, as well as staff considerations.

Members were advised that as the current contract with NORSE was due to expire in November 2019, it was an opportune time to explore collaborating with South Norfolk by using their in-house service. Furthermore, the proposal would enable savings to be made on the existing contract, with the standards of the new service being at least as good as the standard of the current service. Staff transferred as a result of the new contract would be given protection thorough a TUPE agreement.

This would be a relatively short term contract, as a review of the entire Waste Service across Broadland and South Norfolk was expected to be concluded by April 2022.

Accordingly, the Committee confirmed it was content with the procurement of the new grounds maintenance contract.

### **Legal Services Provision**

Although the Chairman had agreed that this item be added to the agenda for the Cabinet meeting on 11 February 2020 as a matter of special urgency, he had subsequently called-in the decision on the basis that it had not been subject to appropriate scrutiny.

The Committee discussed and considered all of the options in the report and explored the decision made by Cabinet. It was agreed to support the decision by Cabinet and, in addition, to bring an alternative contract back to Cabinet for consideration, if the outstanding matter could not be resolved.

### **Meeting with Cabinet to discuss the budget**

In December 2019, the Committee held a pre-budget workshop to discuss proposed questions for Cabinet on the budget for 2020/21. These were presented at the meeting on 28 January 2020 and Cabinet Members were in attendance to respond.

## **Committee Training**

During the 2019/20 programme the Committee had the following training:

July 2019 - CfPS

To provide members with a clear understanding of their role in scrutinising the council executive and relevant partner organisations.

December 2019 – CfPS

Effective Scrutiny & Questioning Techniques - Members to increase their understanding and experience as effective and confident scrutiny practitioners with particular regard to finance and commercial scrutiny.

Finance and Commercial Scrutiny - to give councillors an understanding of the role scrutiny plays in the development and delivery of the Council's medium-term financial plans and budget.

Further training will also be provided for members of the committee during 2020/21.

## **Communicating Scrutiny**

The Overview and Scrutiny Committee recognises that although the scrutiny function is councillor-led, the communities of Broadland can and should influence their Work Programme and involve themselves in scrutiny reviews. Town/Parish Councils and residents are encouraged to contact their district councillor(s) to put forward suggestions for future scrutiny via the Work Programme.

## Membership of the Overview and Scrutiny Committee

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

### Substitutes:

Mrs B Cook	A D Crotch	Mr J F Fisher
Mr R R Foulger	Ms R Grattan	Mr D Harrison
Mrs C Karimi-Ghovanlou	Dr K E Lawrence	Mr K G Leggett
Mr I J Mackie	Mr G F Peck	Mr D Roper
Miss J L Thomas	Mrs K A Vincent	Mr J M Ward

## Have your Say

Members of the public are welcome to attend any of the Overview and Scrutiny Committee meetings. Public speaking is allowed on any matter on the agenda, excluding the Minutes of the previous meeting. Speakers must advise the Assistant Director of Governance & Business Support of their wish to speak two clear working days before the Committee. Members of the public can also make their views known to their local District Councillor or any member of the Overview and Scrutiny Committee.

Members of the public may also write to the Assistant Director of Governance & Business Support to request that a relevant subject or issue be investigated by the Overview and Scrutiny Committee. Contact information is as follows:

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

Broadland District Council  
Democratic Services  
Thorpe Lodge  
Yarmouth Road, Norwich  
NR7 0DU

The Overview and Scrutiny Committee does not get involved with individual cases and cannot look at individual planning / licensing applications. These should be addressed through the appropriate service area or the local councillor. It also cannot deal with individual complaints; these should be raised through the Council's Complaints Procedure.

All suggestions will be considered by the Chairman and Vice Chairman. You will then be informed by the Assistant Director of Governance & Business Support of the outcome.

## Overview and Scrutiny Committee Recommendations to Cabinet

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
13 March 2019	Broadland Business Plan 2019-23	Option 1	Option 1	Agreed	
	Treasury Management Strategy	Options 1, 2 and 3	Options 1, 2 and 3	Agreed	
	Discretionary Housing Payments Policy	Options 1 and 2	Options 1 and 2	Agreed	
	Food Waste Processing Contract	Option 1	Option 1	Agreed	
	Disposal of Council Owned Land	Options 1 and 4	Deferred	Varied	Further negotiations to be conducted.
9 April 2019	Pay Policy Statement	Option 2	Option 1	Varied	Cabinet disagreed with the Committee's suggested amendment.
	UNISON Time Off and Facilities Agreement	Option 2	Option 1	Varied	Cabinet disagreed with the Committee's suggested amendment.
11 June 2019	Update to Local Development Scheme	Option 1	Option 1	Agreed	
	Performance Related Pay 2019	Option 2 and new additional recommendations	Option 2	Partial	Cabinet rejected the Committee's suggested additions
9 July 2019	Council Performance 2018/19 – Broadland Business Plan	Option 1	Option 1	Agreed	Agreed



Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Treasury Management Performance for the Year Ended 31 March 2019	Option 1	Option 1	Agreed	
	Joint HR Information System	Options 1 and 2	Options 1 and 2	Agreed	
	Affordable Home Ownership in Broadland and South Norfolk	Options 8.1 and 9.2	To defer a decision	Varied	A new report with other options would be taken to a future Cabinet.
	North Rackheath Outline Planning Application	Options (1 and 2, amended)	Options 1 and 2 as amended	Agreed	Cabinet agreed with the proposed amendments of the Committee.
	Disposal of Land in Broadland District Council Ownership	Option 1	Options 1 and 2	Varied	Cabinet added the following decision. To delegate authority to the Director of Place, in consultation with the Portfolio Holders for Planning and Finance, to negotiate the necessary legal agreements and risk mitigation for the sale of the site.
	North-West Woodlands – Land Acquisition	Option 1	Option 1	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
6 August 2019	Household Wheeled Bin Charging for New Properties	Option 1, amended	Option 2	Varied	Cabinet recommended an additional ten percent surcharge to build resilience into the price charged for waste bins to new properties.
	Council Tax Reduction 2020/21	Options 1 and 2	Options 1 and 2	Agreed	
	Public Service Co-Operation Agreement with Norfolk County Council to Bring £1.2m Investment to the Bure Valley Path and Railway	Option 1	Option 1	Agreed	
3 September 2019	Car Parking – a Consistent Approach	Options 1 and 2	Options 1, 2 and 3	Varied	Cabinet requested that further work be done to provide details about the Electric Charging Point network
	Joint Inclusive Growth Strategy	Option 1, amended	Option 1	Varied	The Committee wanted Members to be consulted about the development of the Action Plans. Cabinet decided that consultation with the Portfolio Holder to be sufficient.

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Options for Council Owned Land	Options 1 and 2 amended	Options 1 and 2 amended	Varied	Cabinet recommended to Council entering into a partnership with BVR Ltd and Norfolk County Council and requested a further report setting out the costs associated with retaining and maintaining the Bure Valley Railway.
	Norfolk Strategic Planning Framework - June 2019 Update	Options 1 and 2	Options 1 and 2	Agreed	
28 October 2019	Environmental Action Plan and Policy Statement	Options 1, 2, amended, 3 and 4	Options 1, 2 and 3 amended	Varied	Cabinet broadly agreed with the 3 proposed amendments made by the Committee, but were not persuaded to make the Panel into a Committee.
	Norfolk and Suffolk Local Industrial Strategy	Option 1	Option 1	Agreed	
	Council Tax Good Practice Protocol	Options 1 and 2	Options 1 and 2	Agreed	
	Draft Commercialisation Strategy	Option 1	Option 1	Agreed	
	Extension of Waste Collection and Street Cleansing Contracts	Option 1	Option 1	Agreed	
26 November 2019	Health and Wellbeing Framework	Option 1	Option 1	Agreed	
	Council Performance – Broadland Business Plan	Options 1, 2, 3 and 4	Options 1, 2, 3 and 4	Agreed	

## Appendix

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Review of Discretionary Rate Relief	Option 1	Options 1 and 2	Varied	Cabinet made the following additional recommendation to Council:  (2) To delegate authority to the Assistant Director of Finance to make decisions related to all individual awards within the policy framework, in consultation with the Portfolio Holder for Finance.
	Norfolk Strategic Planning Framework 2020/21	Options 1 and 2	Options 1 and 2	Agreed	
	Joint Domain Name	Option 1	Option 1	Agreed	
	Waste Services Review	Option 1	Option 1	Agreed	
14 January 2020	Greater Norwich Local Plan Regulation 18 Consultation	Options (1,2 and 3)	Options (1,2 and 3)	Agreed	
	Leisure Principles	Option 1	Option 1	Agreed	
	Treasury Management Quarter 2 Report 2019/20	Options 1,2 and 3	Options 1,2 and 3	Agreed	
	Renewal of Microsoft Licensing	Option 1	Option 1	Agreed	
11 February 2020	Council Tax Reduction 2020/21	Options 1 and 2	Options 1 and 2	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Capital Strategy and Capital Programme 2020/21 To 2024/25	Options 1 and 2	Options 1 and 2	Agreed	
	Revenue Budget and Council Tax 2020/21	Options 1, 2 and 3	Options 1, 2 and 3	Agreed	
	Treasury Management Strategy Statement 2020/21	Options 1, 2, 3, 4, 5, 6 and 7	Options 1, 2, 3, 4, 5, 6 and 7	Agreed	
	Greater Norwich Growth Board: Joint Five-Year Investment Plan	Options 1 and 2	Options 1 and 2	Agreed	
	Broadland District Council and South Norfolk Council – Strategic Plan and Delivery Plan	Options 1 and 2	Options 1 and 2	Agreed	
	Investment Proposition for the Food Innovation Centre	Options 1, 2, 3, 4 and 5	Options 1, 2, 3, 4 & 5	Agreed	
	Review of legal services provision	Not taken pre-Cabinet due to timescales	Option 1 (with an amendment)	Agreed	Called-in by O&S but agreed Option 1
11 March 2020	Community Lottery	Options 1, 2, 3 & 4 and new 5	Options 1, 2, 3 & 4	Partial	Cabinet rejected Option 5 (12 month break clause in the contract)
	Development Management Charging for Pre-Application Advice	Options 1 & 2	Options 1 & 2	Agreed	

Cabinet Papers for:	Topic	OSC Recommendation	Cabinet Decision	Alignment	Comment
	Public Sector Equality Duty Update	Option 1	Option 1	Agreed	
	Bure Valley Railway and Path	Options 1, 2, 3, 4 & 5	Options 1, 2, 3, 4 & 5	Agreed	
	Insurance Procurement	Options 1 & 2	Options 1 and 2	Agreed	

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held remotely on **Tuesday 14 July 2020** at **10.00 am** when there were present:

Cllr A D Adams	Cllr S Riley – Chairman	
Cllr S C Beadle	Cllr S J Catchpole	Cllr G K Nurden
Cllr N J Brennan	Cllr N J Harpley	Cllr S M Prutton
Cllr P E Bulman	Cllr S I Holland	Cllr N C Shaw
	Cllr K S Kelly	

Cll J Leggett also attended the meeting for its duration. Cllr T Mancini-Boyle and Cllr S Vincent were in attendance for part of the meeting

Also in attendance were the Director of Place, Director of Resources, Director of People and Communities, Assistant Director of Finance, Assistant Director of Governance & Business Support (Monitoring Officer), Strategy and Programme Manager, Innovation and Internal Consultancy Manager, Governance Manager, Senior Environmental Health Officer (Licensing), Environmental Management Officer, Transformation and Innovation Lead Officer, Senior Governance Officer, Democratic Services Officer (LA) and the Democratic Services Officer (JO).

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

Member	Minute No & Heading	Nature of Interest
Cllr K Kelly	144 - Temporary Pavement Licensing	Non-Pecuniary Interest, Member of the Licensing Committee.
Cllr S Beadle	146 - Council Performance – Broadland Business Plan	Director of a company in receipt of Covid-19 Government grant.
Cllr K Kelly	147 - Environmental Strategy	Non-Pecuniary Interest, Vice-Chairman of the Environmental Excellence Panel.

### 143 MINUTES

The Minutes of the meeting held on 30 June 2020 were confirmed and signed by the Chairman as a correct record, save for the following amendment:

*Minute No: 141 – Overview and Scrutiny Committee Work Programme*

It was clarified that the comment in the eighth paragraph on page 9 of the Agenda had been made by the Vice-Chairman.

In response to a query regarding the convening of a Joint Working Group to look at housing allocations and affordable housing provision at an informal meeting of the Wellbeing Panel on 20 February 2020, it was confirmed that Cllr Whymark had exercised his delegated authority as a Portfolio Holder to form the Working Group. The Committee was asked to note that the Joint Working Group would be used to develop policy, which would then be taken through the formal Committee process. It was emphasised that the Working Group had no decision making powers.

Some concerns were expressed that Members had not been informed of the Working Group and that the Labour Group had not been invited to sit on the Working Group. It was confirmed that information on the activity of the Working Group would be included in the next edition of the *Members' Bulletin* and that an update would look to be taken to the next formal meeting of the Panel.

### CABINET REPORTS

#### 144 TEMPORARY PAVEMENT LICENSING

The Senior Environmental Health Officer (Licensing) introduced his report, which proposed setting temporary licensing fees and conditions and the delegation of authority to officers to issue Temporary Pavement Licences to local business premises.

Temporary pavement licensing by district councils was being proposed nationally by the Government to help maximise businesses' customer capacity following the Covid-19 emergency restrictions. Although the final legislation was awaited, a decision was required now to enable the necessary licensing administration processes to be put in place so the licences could be issued as soon as possible.

The licences would allow businesses; such as cafes, restaurants and licensed premises to place removable furniture on certain highways adjacent to their premises.

The proposed process would allow for a five working day consultation period with the Highways Authority and other agencies, followed by a determination period of a further five working days. If the Council had not determined the application by the expiration of the determination period, the application was deemed approved.

Officers have calculated that an application fee of £75 would provide cost recovery for the Council, which was in line with South Norfolk and Breckland District Council.

The Vice-Chairman expressed concern that there was no right of appeal for a business, if their application was turned down.



There was also concern expressed about ensuring food safety and it was requested that Members be informed of any applications made in their Wards.

In response it was confirmed that the legislation did not currently allow for the appeal of a decision, but it was still in draft so might be subject to change. It was also confirmed that the administration of the licensing would be carried out by the food safety team, which were in the process of recruiting two new posts, so there would be no compromise for public health. Members would also be informed of any licences issued in their Wards.

The Portfolio Holder for Environmental Excellence advised the meeting that she supported the proposals and noted the comments regarding food safety and other concerns and would ensure that they were followed up.

In response to a query about tables that were already outside businesses, the Committee was advised that businesses already had the right to put tables on their own land. However, it was acknowledged that where the curtilage of a business ended and the highway began could sometimes be a grey area.

In response to a suggestion that businesses should be allowed to put tables and seating outside their premises without a going through a licensing process, the Director of Place advised the meeting that the Council had a duty to administer Government legislation. Officers would, however, give every assistance to help businesses complete their applications.

The Chairman, noted that the proposed £75 fee was a lot of money for small businesses and it was proposed and agreed that this fee should be waived for a period of six months. This alternative recommendation was therefore put to Cabinet from the Overview and Scrutiny Committee.

### **RECOMMENDED TO CABINET**

Options (1, as amended, 2 and 3)

- (1) *Issue temporary pavement licenses free of charge for a period of six months.*
- (2) Delegate authority to the following officers for the purposes provided at sub-paragraphs (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 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 non-standard conditions as appropriate to individual circumstances).
- (3) 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

### **145 BROADLAND AND SOUTH NORFOLK - OUR PLAN FOR RECOVERY FROM THE COVID-19 CRISIS**

The Strategy and Programme Manager introduced her report, which recommended to Council the endorsement of the Recovery Plan from the Covid-19 pandemic and the subsequent review and update of the Delivery Plan for 2020/21 in the light of the Recovery Plan priorities.

The Recovery Plan was shaped around a six point plan based on the following three key themes: the Economy, Communities and Organisation and Governance. It was also recognised that the Plan would need to remain flexible, as the impacts of the pandemic became clearer over time. Therefore, the Recovery Plan would remain under review and adapted where needed. Organisational risks associated with the Recovery Plan and Delivery Plan would be monitored and reported, as part of the Quarterly Performance Reports.

A Member noted that there were a number of typographical errors in the report and also suggested that the report should have been taken to a joint Scrutiny Committee. However, the Chairman considered that this would involve unnecessary duplication.

A Member noted that the social distancing measures in Aylsham had made the experience of shopping unpleasant and had put people off visiting the town. It was confirmed that work was ongoing to improve the street scene in Aylsham.

In answer to a query about the delivery of IT, the Assistant Director of Governance and Business Support (Monitoring Officer) confirmed that the equipment and software provided to both staff and Members would be looked at as part of the infrastructure upgrade that had been approved, with the aim to ensure that both could perform their roles to the best of their ability. She added that the Service Improvement and Efficiency Committee would also be looking at IT delivery as part of their Work Programme.

It was requested that the identified typographical errors and amendments suggested be sent to the Strategy and Programme Manager following the meeting. It was also suggested that in order to make best use of the

Committee's time and ensure that their focus was on the content of the reports that comments regarding typographical and similar errors should be forwarded to report authors ahead of meetings in future.

The Committee endorsed the recommendations that were made to Cabinet

### **RECOMMENDED TO CABINET**

Options (1 and 2)

1. Cabinet to consider and recommend to Council, the endorsement of the initial Recovery Plan and priorities to support recovery from the Covid-19 crisis in Broadland.
2. Cabinet to recommend to Council the in-year review and update of the 2020/21 Delivery Plan, to be brought back to Cabinets in September 2020 and then onto Councils for agreement.

## **146 COUNCIL PERFORMANCE – BROADLAND BUSINESS PLAN**

The report provided details of the Council's performance against strategic measures as well as the risk and financial position for the fourth quarter of 2019/20.

The Assistant Director of Finance drew Members' attention to the financial position of the Council, which showed a provisional positive variance against the revenue budget at year end of £2.8m. This favourable position would allow an additional £1m to be added to reserves.

The main reasons for the variation were:

- An unbudgeted £1.3m due to the s.31 Grant received.
- Additional £0.4m from Investment Income.
- Resource underspend of £0.6m, including collaboration savings of £0.3m.
- Additional fee income of £0.1m within Place.
- Additional £0.4m within Housing Benefits Payments, driven by a £0.4m bad debt provision reduction.

Capital expenditure for the year was £4.4m compared to the budget of £5.7m. This was mainly due to slippages in areas such as the Warm Homes Fund and Disabled Facilities Grants. The Director of People and Communities advised the meeting that Covid-19 had effected delivery of Disabled Facilities Grants, whilst the Warm Homes Fund had been impacted by contractor delivery and less than anticipated take up by residents. Work was ongoing to encourage greater take up amongst vulnerable residents and to assist disabled people in the District generally.

*The Committee adjourned at 11.40am and reconvened at 11.48am when all of the Members listed above were present.*

The Transformation, Innovation and Internal Consultancy Manager took the Committee through the 17 Objectives appended to the report and the following comments were made:

**Objective 2 - To support our local communities by offering a range of opportunities, skills and employment prospects**

The Committee noted that since the Apprenticeship Levy and new Standards were introduced in 2017 there has been a steady decline in Intermediate Level Apprenticeship Starts.

A Time and Task Panel to look into this issue had been convened, but had not yet met to draft its Terms of Reference, this could also include investigating if adult apprenticeships were having a detrimental effect on younger people.

**Objective 4 - To improve energy efficiency and increase the uptake of renewable energy throughout the local area**

The Committee noted that the new Green Homes Grant for home insulation would be available from September.

**Objective 12 - To effectively manage our finances**

It was noted that Council Tax and Business Rates Enforcement action would recommence from 24 August with Zoom visits for homes and businesses. The dates when Courts would resume sitting would be forwarded to Members when they were made available.

Members were advised that the Council took steps to enable recovery and encouraged residents to contact the Team should they have problems with payment. Enforcement action was taken at the appropriate time and the current situation had been taken into account. There was extensive information on the Council website for people experiencing difficulty in paying their Council Tax and bills set out the help that was available.

It was confirmed that the Council Tax collection rate was down 0.2% on last year and at the present time business rates collection was 2% down. Collection rates were monitored on a monthly basis as part of the performance measures.

**Objective 13 - To use system thinking principles to improve services, maximise new income streams and deliver savings and efficiencies.**

It was noted that the Joint Lead Members Group monitored the costs/savings tracker, but had no decision making powers. This information formed part of the regular reports on finance to Cabinet and was also integral to the Medium Term Financial Plan.

Following a query regarding when the single website for both Councils was agreed, it was confirmed that this had been part of the decision for a single domain name in 2019.

Following a query regarding phone calls to the Council, it was confirmed that softphone telephony was provided at the start of the pandemic for key frontline calls, this was now being rolled out to all staff with Broadland equipment. This would significantly improve contact with residents and Members in the current environment.

A governance decision making map was requested and it was agreed that this would be provided in due course.

A list of the key transformation projects and an update on progress following Covid-19 was requested and would be sent to the Committee following the meeting.

### **Objective 14 - To maximise staff engagement**

Annual staff turnover was 10.70 % of the workforce. The Chairman requested that historical data, going back to 2013 be collated for the Staff Turnover item that was being considered by the Committee in September.

It was confirmed that exit interviews were undertaken for leavers and that common themes were address, as were any specific issues raised

The Committee requested that a summary of the Staff Survey carried out in March 2020 be provided. It was agreed that this would be looked into.

The Committee endorsed the recommendations made to Cabinet.

### **RECOMMENDED TO CABINET**

Options (a and b)

- a) Note the 2019/20 performance for the quarter and the combined efforts across the Directorates to deliver the Broadland Business Plan (detail contained in Appendix 1).
- b) Note the capital and revenue position and the reason for the variances on the General Fund (detail contained in Appendix 2).

### **147 ENVIRONMENTAL STRATEGY**

The report author presented the Environmental Strategy and Action Plan, which had been developed based on previously agreed themes. The Strategy had been developed jointly with South Norfolk, but contained independent documents to reflect the priorities of each District. It was also emphasised that the Strategy was a living document that would evolve to meet future challenges.

The Portfolio Holder for Environmental Excellence thanked officers for their hard work on the Strategy and pointed out some early initiatives that cut across many Council services, such as tree planting, recycling and litter picks.

The Committee endorsed the recommendations made to Cabinet.

#### **RECOMMENDED TO CABINET**

Option (1)

That Cabinet recommends to Council:

To approve the Environmental Strategy (subject to any amendments suggested by Cabinet).

### **148 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.

### **149 REVIEW OF LEGAL SERVICES PROVISION**

The Committee considered the report from the Assistant Director of Governance and Business Support (Monitoring Officer), which put forward options for the future provision of legal services at the Council.

Following discussion and consideration of all four options in the report, as detailed in the exempt Minutes it was:

**RECOMMENDED TO CABINET**

Option 4, as set out in the report.

*The meeting closed at 13.28pm.*

DRAFT

Minutes of a meeting of the **Cabinet** held by video link on **Tuesday 16 June 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 S Catchpole, Cllr G Nurden, Cllr S Riley and Cllr K Vincent also attended the meeting for its duration.

Also in attendance were the Managing Director, Director Place, Director Resources, Chief of Staff, Assistant Director Finance, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, PR Manager, Housing and Wellbeing Senior Manager, Policy and Partnerships Officer, Committee Officer (LH) and the Committee Officer (JO).

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

<b>Member</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Cllr J Copplestone	102 - Review of 2020/21 Budgets	In receipt of Business Support Grant. Non pecuniary interest, Bure Valley Railway runs through Ward.
Cllr J Copplestone	Armed Forces Covenant	Non pecuniary interest, Armed Forces Covenant Champion.
Cllr L Hemsall Cllr S Vincent	102 - Review of 2020/21 Budgets	Non pecuniary interest, Directors of Broadland Growth Ltd.
Cllr K Vincent	102 – Review of 2020/21 Budgets	Non pecuniary interest, spouse of a Director of Broadland Growth Ltd.



Cllr F Whymark	102 – Review of 2020/21 Budgets	Non pecuniary interest, Bure Valley Railway runs through Ward.
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**98 MINUTES**

The Minutes of the meeting held on 10 March 2020 were confirmed as a correct record.

**99 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.

**100 OVERVIEW AND SCRUTINY COMMITTEE**

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 17 March 2020.

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 9 June 2020, as each item was considered.

**101 ECONOMIC SUCCESS PANEL**

Cabinet received the Minutes of the meeting of the Economic Success Panel held on 15 May 2020.

The Portfolio Holder for Economic Development advised the meeting that the Panel meeting had largely been taken up by the Covid-19 Business Recovery Plan. Members received a presentation on Operation Beacon, which was a coordinated response by Broadland, South Norfolk and Breckland Councils to the economic impact of the Covid-19 pandemic. Measures to help market towns had initially started in Aylsham, but would also be rolled out in Acle and Reepham shortly.

The Portfolio Holder for Economic Development drew attention to the Panel's recommendations to Cabinet and it was:

**RESOLVED**

1. To support Operation Beacon; the Council's response to the Covid-19 pandemic;

2. To establish a bespoke Discretionary Grant Fund; and
3. To assist residents in rural poverty access full fibre broadband through the Community Infrastructure Fund.

## 102 REVIEW OF 2020/21 BUDGETS

The report provided financial information on the impact of Covid-19 and the measures and proposals to mitigate the pandemic.

The Assistant Director Finance advised Cabinet that it was probable that the income budget of the Council could see a 25 percent reduction in planning fees, waste charges, land charges, Housing Benefit over payment and Council Tax recovery. This would lead to a reduction in income of £431,000 for 2020/21. Some of this income would never be recovered, whereas in areas such as planning it was expected to be delayed as opposed to lost, as developers were still keen to obtain planning permission.

It was, therefore, proposed to rebase the 2020/21 income budgets to take account of these reductions.

On top of the reduction in income Covid-19 would lead to an increase in expenditure.

The main additional costs were:

- Additional communications to residents and businesses.
- The additional costs of ensuring all homeless persons were provided with safe accommodation.
- Additional IT costs to enable effective homeworking and video conferencing and software to facilitate grant payments.

It was, therefore, propose to create a new budget of £250,000 for general Covid-19 costs and also to increase the homelessness budget by £250,000. These budgets were based on best estimates, given the additional costs incurred during March/April.

To support the recovery of the economy, Broadland was working with South Norfolk and Breckland Councils to launch Operation Beacon to provide support to businesses. Part of this project was to provide support for the high streets and adapt them to meet social distancing restrictions. To facilitate this a £50 million Government fund had been announced of which Broadland had been allocated £116,155. If additional resources over and above this sum were needed, then a further request for funding would be made at a later date.

The Council had received a 17 percent increase in claims for Council Tax support, with new claims being received daily. It was, therefore, proposed to increase the Council Tax support budget by £224,000 to £892,000. This

figure took into account the possibility that some people currently furloughed might be made redundant and eligible for Council Tax support when the furlough scheme ended.

Broadland Growth Limited, the Council's jointly owned development company remained on track to deliver between 50 to 100 dwellings per year. There was uncertainty around the impact of Covid-19 on house sales. But alternatives such as renting them out for a time to allow the housing market to recover could be considered, if necessary.

The Council had received £1.352 million in additional Government funding, to help to cover the Council's additional operating costs and lost income as a result of Covid-19.

Currently the Council had a budget of £100,000, which was considered sufficient to cover direct hardship payments to residents during the Covid-19 pandemic.

The Government had also provided £637,216 to cover the cost of awarding £150 Council Tax support to all working age Council Tax Support claimants. However, there were concerns that this could soon run out and it was, therefore, recommended that an additional £100,000 be set aside to cover this cost pressure.

There also remained a likelihood that pressure would increase on the £158,116 Discretionary Housing Payment grant provided by the Department of Work and Pensions, when the embargo on evictions was lifted. If additional resources over and above the £158,116 were needed, then a further request for funding would be made at a later date.

The Bure Valley Railway (BVR) had requested that the £30,000 rent that it paid to the Council be waived for this financial year. Prior to considering any request for funding, it was recommended that the Economic Recovery Team look to assist the BVR develop a re-opening plan.

The Director of Place informed the meeting that he had been in contact with the owners of the BVR, who had informed him that the pandemic had placed the railway in a dire financial position. Currently, there was no clear message from the Government about when they could resume operation and they had identified 1 August 2020 as the cut-off point, beyond which it might not be viable to open for the season and redundancies would have to be made. The BVR would like to re-open as soon as possible, but social distancing and an increase in staff to monitor this would lead to increased costs and reduced income.

Cabinet noted the social and tourism benefits that the BVR brought to the District and it was suggested that the rent could be deferred until later in the year. But it was also proposed that a re-opening plan should be put in place to focus the BVR on beginning to operate again.

The Portfolio Holder for Economic Development noted that the Covid-19 pandemic had reinforced the importance of broadband and she confirmed that the Programme Director of Better Broadband for Norfolk would be invited to the 22 July 2020 meeting of the Economic Success Panel to discuss improving rural broadband.

Moving on through the report the Assistant Director Finance confirmed that there were no changes proposed to the Capital Budgets.

The Medium Term Financial Strategy (MTFS) had a funding gap of approximately £1m in the years to 2024/25. The key point to note was that the updated MTFS showed that:

- The additional Government grant had helped offset the spending pressures and lost income in 2020/21.
  - The longer term financial outturn had got worse by approximately £0.5m.
- It should also be noted that progressing with savings from the collaboration with South Norfolk Council, still remained an important element in the MTFS.

Cabinet was recommended to request Council to note that the 2020/21 budget remained in balance and that the small surplus of £62,000 be retained, as a contingency for any additional spending pressures. Measures to address the longer term funding gap would be considered as part of the normal budget setting cycle later in the year.

A number of actions had occurred, or were proposed, to help mitigate the impact of Covid-19 on the Council's finances, including:

- 97 members of staff had been redeployed to directly support Covid-19 work.
- Marketing of chargeable services such as brown bins and bulky waste collections.
- Procuring goods and services locally and ensuring payment was made as soon as possible.

In year savings included:

- Holding some vacancies, which had resulted in a £242,000 salary saving.
- A saving on the training budget of £22,000, due to a temporary reduction in training taking place.

The key risks and issues highlighted in the report were:

- The possibility of a second wave of infections, which could require a second full lockdown incurring further costs and income losses to the Council.
- Uncertainty over whether the Government would provide any more funding to help deal with the financial implications of Covid-19.

The Portfolio Holder for Finance noted that a lot of the figures in the report were estimates, and that the Council was being prudent with its finances and putting aside extra in order to act as quickly as possible if necessary.

She drew attention to the Council's activity in market towns to boost confidence in the high street and the importance of rolling this out to the whole of the District. Similarly, Broadland Growth Ltd was seeking to stimulate the local economy.

Whilst, in respect of broadband, the Council was bidding for Local Enterprise Partnership funding, as well as money from the Community Infrastructure Levy.

The Portfolio Holder for Finance also noted that many town and parish councils had significant reserves and, moreover, did not have constraints on their ability to raise income through their precepts. Therefore, she recommended that the approach recommended in the report should be endorsed

Cabinet was also advised that although there was a budget surplus for 2020/21 the longer term financial outturn was down by £0.5m over the next five years and sources of income, such as the New Homes Bonus could no longer be assumed.

The Chairman of the Overview and Scrutiny Committee drew Members' attention to the additional recommendations made by the Committee in respect of the BVR, broadband and parish and town councils.

In response, it was noted that the further deferment of the BVR rent had been proposed and that the Economic Success Panel was to look at broadband at its next meeting on 22 July 2020. As already noted by the Portfolio Holder for Finance the approach suggested in the report in respect of town and parish councils would be recommended for endorsement.

### **RECOMMENDED TO COUNCIL**

- The proposed changes to the 20/21 income budgets, as set out in the table at paragraph 2.2.
- The proposed changes to the 20/21 expenditure budgets, as set out in the tables at paragraph 3.3 and 3.11.
- The following request for additional funding - Hardship Payments (£150 Council Tax Support) (£100,000).
- The 20/21 estimated surplus of £62,000 is retained as a contingency for any additional spending pressures.
- The proposed in year savings, as set out in paragraphs 9.4 and 9.8.

### **RESOLVED**

1. To note the following:
  - The £116,115 received by the Council from the Reopening High Streets Safely Fund and that if additional resources over and above the £116,115 are needed, then a further request for funding will be made at a later date.
  - The impact on Broadland Growth Limited.
  - The impact on the Capital Programme.
  - The impact on the Medium Term Financial Strategy over the longer term.

- The proposed mitigation actions.
- 2. To endorse the approach proposed in the report in respect of payment to town and parish councils (paragraph 5.27).
- 3. To defer any rental payments by the Bure Valley Railway up to September 2020 and for the Economic Development Team to assist in developing a re-opening plan for the railway, prior to further consideration by Cabinet.
- 4. That broadband provision should be considered at the 22 July 2020 meeting of the Economic Success Panel.

#### **Reasons for decision**

To review the 2020/21 budgets in response to the economic impact of the Covid-19 pandemic.

### **103 INSURANCE PROCUREMENT**

The Director of Resources advised Cabinet that entering a Local Government Mutual Insurance Scheme, as agreed by Cabinet on 10 March 2020, had not been possible, as the other prospective members of the mutual had withdrawn to focus their attention on dealing with Covid-19.

The Council's current insurance contract expired on the 31 May 2020 and, therefore, it was proposed to take advantage of the option to extend the existing contract by sixteen months to 30 September 2021, in order to align contract dates with South Norfolk Council.

Aligning the end dates of the individual insurance contracts for both Councils, would provide the opportunity to jointly procure in future and would also provide an opportunity to look again at a Local Government Mutual Insurance Scheme.

#### **RESOLVED**

To endorse the extension the Council's current insurance contract until the 30 September 2021.

#### **Reasons for decision**

To extend the Council's insurance cover in order to align contracts with South Norfolk Council, to allow for joint procurement in the future and subsequent savings.

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**104 ARMED FORCES COVENANT**

The report set out the Council's current status in respect of the Armed Forces Covenant and its ambition to become the first local authority in Norfolk to achieve Gold status.

The Armed Forces Covenant scheme encompassed Bronze, Silver and Gold awards for employer organisations that pledged support to defence and the Armed Forces community and aligned their values with the Armed Forces Covenant.

In December 2019 Broadland was awarded Bronze status, which showed recognition of the Council's commitment to support the Armed Forces community through its employment practices and a pledge to the Armed Forces.

A nomination for the Silver award was submitted in May 2020 and it was expected that notification of whether the bid had been successful would be made by early August.

If successful in achieving Silver status, the Council could apply for Gold status in 2021. However, to do this there was a requirement for the provision of an additional ten days paid leave for armed forces reservists, which would need to be approved as a policy change by Cabinet.

Currently there were two members of staff that were reservists. If both were employed at the top of salary band J, there would be a maximum annual cost to the Council of £4,243.12.

The Assistant Director of People and Families advised Cabinet that the Overview and Scrutiny Committee had raised concerns that costs could be prohibitive if large numbers of staff became reservists. However, he could reassure Members that it was not an irrevocable commitment and it could be reviewed if it was thought to be too costly.

**RESOLVED**

1. To note actions and progress towards achieving Silver and Gold status through the Armed Forces Employer Recognition Scheme; and
2. To approve the proposed policy change to offer an additional 10 days paid leave to Reservists employed by the Councils.
3. That Cabinet would receive an update on the scheme on an annual basis, within the Council's Performance Report.

## Reason for decision

To reaffirm the Council's ongoing support for the armed forces.

### 105 TEMPORARY CHANGE TO HOUSING ALLOCATIONS POLICIES

The Housing and Wellbeing Senior Manager introduced his report, which proposed a temporary adjustment to the Council's Housing Allocations Policy to help reduce the unprecedented demand on temporary accommodation caused by Covid-19.

The pandemic had led to a sustained rise in numbers housed within temporary accommodation. Usually the number in temporary accommodation would be around 30 at any one time for both Broadland and South Norfolk combined, this number currently stood at between 60 and 70.

Key drivers for this were:

- The Government's 'Everybody in' requirement placed an accommodation duty on all councils, no matter the person's circumstances during the Covid-19 pandemic.
- Presentations from sofa surfers and the hidden homelessness who experienced a reduction in accommodation options due to the restrictions on movements put into place.
- Due to their often-chaotic nature these people are often not ready to take on a property for themselves.
- The suspension of the social housing sector, which had seen the availability of housing reduced from 200-240 properties over a four month average period to two during the pandemic.

To address this situation, officers had temporarily moved to a nominations process for those in temporary accommodation and directly nominated anyone who was ready and suitable for a social tenancy.

To facilitate this process, it was suggested making a temporary change in the allocation policy to allow those in supported accommodation to be placed in a high priority banding, which would enable the necessary throughput to reduce temporary accommodation numbers.

By increasing the priority of those in supported accommodation the Council was increasing their opportunity to move into more suitable accommodation. This in turn would ensure those in temporary accommodation get the support and skills they needed to move on to a secure a long-term tenancy.

Overall, the Housing Team had been very successful in housing an increased amount of people who had presented during the pandemic. However, the



number of people currently in temporary accommodation was unsustainable and making the proposed temporary changes to the allocations policy would reduce the number of people in precarious housing situations and be a valuable opportunity to ensure sustainable outcomes for those individuals by making sure they had a strong foundation to move forwards and build better lives.

The Portfolio Holder for Housing and Wellbeing noted that the change proposed would help clear the log-jam by unlocking further housing supply. He added that he wished that the second recommendation be amended from a delegated decision to a Cabinet decision and that after the initial period of three months Cabinet be provided with an update on the change in policy and be given a recommendation on how to proceed further.

### **RECOMMENDED TO CABINET**

1. Agree a temporary amendment to the criteria within the Council's Housing Policy to allow officers discretion to place eligible, and suitable, individuals currently living in supported accommodation within the 'High' category for allocation;
2. Subject to recommendation 1 being agreed that this will be in place for an initial period of 3 months, and then brought back to Cabinet with an update and recommendation on how the allocations policy should proceed.

### **Reasons for decision**

To relieve pressure on temporary accommodation in the District.

*The meeting closed at 7.37 pm.*

## **CABINET MEETING – 21 JULY 2020**

### **Decision List**

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

<b>ITEM &amp; HEADING</b>	<b>DECISION</b>
<p><b>8 BROADLAND AND SOUTH NORFOLK - OUR PLAN FOR RECOVERY FROM THE COVID-19 CRISIS</b></p> <p>Lead Officer - Strategy &amp; Programmes Manager</p>	<p><b>RECOMMENDED TO COUNCIL</b></p> <ol style="list-style-type: none"> <li>1. The endorsement of the initial Recovery Plan and priorities to support recovery from the Covid-19 crisis in Broadland.</li> <li>2. The in-year review and update of the 2020/21 Delivery Plan, to be brought back to Cabinet in September 2020 and then onto Council for agreement.</li> </ol>
<p><b>9 COUNCIL PERFORMANCE – BROADLAND BUSINESS PLAN</b></p> <p>Lead Officers - Assistant Director Finance and the Transformation, Innovation and Internal Consultancy Manager</p>	<p><b>RESOLVED</b></p> <p>To</p> <ol style="list-style-type: none"> <li>a) note the 2019/20 performance for the quarter and the combined efforts across the Directorates to deliver the Broadland Business Plan (detail contained in Appendix 1); and</li> <li>b) note the capital and revenue position and the reason for the variances on the General Fund (detail contained in Appendix 2).</li> </ol>
<p><b>10 ENVIRONMENTAL STRATEGY</b></p> <p>Lead Officer - Environmental Management Officer</p>	<p><b>RECOMMENDED TO COUNCIL</b></p> <p>To approve the Environmental Strategy, as amended.</p>
<p><b>11 TEMPORARY PAVEMENT LICENCES</b></p> <p>Lead Officer - Senior Environmental Health Officer(Licensing and Health and Safety)</p>	<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. To set the temporary pavement licensing application fee at £75;</li> <li>2. Delegate authority to the following officers for the purposes provided at sub-paragraphs (a) and (b) below: <ul style="list-style-type: none"> <li>• Licensing &amp; Enforcement Officers</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Senior Environmental Health Officer (Licensing)</li> <li>• Food, Safety and Licensing Team Manager</li> <li>• Assistant Director Regulatory</li> <li>• Director for Place</li> </ul> <p>(a) To decide whether to approve, refuse, or revoke temporary pavement licences, also to set their durations.</p> <p>(b) To decide which licence conditions are attached to each licence (selecting from local standard conditions as established and non-standard conditions as appropriate to individual circumstances).</p> <p>3. Delegate authority to the following officers the power to enforce licence conditions and to vary or revoke individual licences:</p> <ul style="list-style-type: none"> <li>• Senior Environmental Health Officer (Licensing)</li> <li>• Food, Safety and Licensing Team Manager</li> <li>• Assistant Director Regulatory</li> <li>• Director for Place</li> </ul>
<p><b>13 REVIEW OF LEGAL SERVICES PROVISION</b></p> <p>Lead Officer - Assistant Director Governance and Business Support (Monitoring Officer)</p>	<p><b>RESOLVED</b></p> <p>To agree Option 1 (as set out in the report) for the provision of legal services for the Council.</p>



Broadland and South Norfolk

# Our Plan for Recovery from the Covid-19 Crisis

Two Councils  
One Team

# Leading the recovery of our areas



Shaun Vincent,  
Leader of Broadland District Council

The world has changed in a way none of us ever expected. Broadland District Council led the way in managing the crisis locally, it is now the time to plan for the future and our recovery.

We are determined to see local jobs retained and facilitate businesses to recover quickly, while continuing to support those residents that need our help the most. This way we will drive our local economy and in turn, sustain our communities ensuring they prosper.

This plan ensures that local businesses are helped, not hindered, through the recovery, and can bounce back to prosperity. We will use our statutory, regulatory, licencing and financial powers to offer something practical to local businesses.

We have supported hundreds of residents during this crisis and it is vital we continue to during the recovery. That is why we will continue to work with our partners and local volunteers to help our most vulnerable residents and their families.

Broadland has community at its heart and with our deep understanding of local issues, we are best placed to lead this recovery.



John Fuller, OBE  
Leader of South Norfolk Council

This crisis has proven, once again, that local works. Bigger is not better. Our national recovery will only happen with hundreds of smaller, local ones. And District Councils, like ours, will mobilise our economy in the same way as we stood up with our community response.

While we continue to look after our most vulnerable residents, we will lead this recovery, working closely with our local businesses to get our market towns trading. We understand local issues and we are best placed to offer the help and support needed to get the cash registers, on our high streets, ringing again.

This is a major piece of work and as you will see from this plan, we are mobilising every part of the Council to deliver a bespoke response to every business, one job at a time.

We will measure our success by the way that businesses and consumers can get back to normal as quickly as possible in towns, industrial estates and villages and by how many jobs can be saved, if not created. Together we will work to ensure South Norfolk continues to be a great place for businesses to invest, grow and thrive.

# The impacts of the Pandemic and the plan for recovery

Coronavirus is the biggest challenge the UK has faced in generations. Its impact on people's health, wellbeing and the economy continues to be substantial. The response to date has required the support of people and organisations at all levels to work together. From delivering food to those in need to supporting businesses through quick access to grants; the wider community in our districts have truly pulled together.

**The Vision for our Place, as set out in our Strategic Plan, still stands true as we plan for recovery: 'Working together to create the best place and environment for everyone, now and for future generations'**

There is still much uncertainty about the pandemic, with one thing being clear, the pandemic is not yet over. Therefore, it is necessary that we, working in collaboration with our key partners,

start to take a look at how the pandemic is affecting our areas in the short term, while planning on how best to support and rebuild our districts longer term.

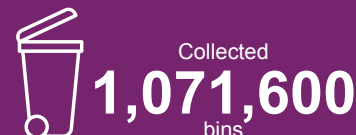
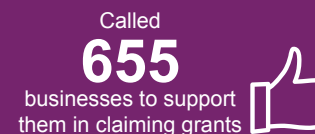
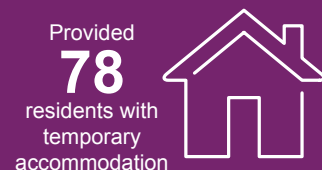
This document outlines our initial and strategic 6-point plan for recovery based around 3 key themes. Action plans will underpin each of these areas, to manage delivery and to achieve the measures of success set out for each area.

Recovery will be about rebuilding, restoring and rehabilitating our communities and economy and our plan seeks to address these points, alongside increasing our resilience as a community. The challenges facing us will require creativity and imagination. Our plan will need to remain flexible as we respond to the changing environment in an agile way.



# Our achievements working together – March - June 2020

Since the lockdown on 23 March we have:



 **Broadland**  
District Council  
*Community at heart*

 **South Norfolk**  
COUNCIL

# Challenges for the future





# Our Plan for Recovery – Economy



In the first 3 months of the financial year, the UK has experienced the sharpest economic decline since the peak of the financial crisis in 2008<sup>1</sup>. The national unemployment rate has grown and continues to grow, alongside significant impacts anticipated for certain sectors of the economy.

The economic impacts within the East of England are expected to be less than a large proportion of the UK, but the pandemic still presents serious economic challenges in the future. Recent modelling by The Centre for Progressive Policy showed that the economic output for the UK will decline, with Broadland showing a 32% decline in GVA and South Norfolk showing a 25% decline in GVA<sup>2</sup>. Alongside this, challenges will grow for key sectors such as retail, tourism/hospitality, construction

and manufacturing. Both districts have a large percentage (89% in Broadland, 91% in South Norfolk) of micro businesses (0-9 employees) and these businesses are particularly vulnerable at this time.

Great work has taken place so far as part of the response phase to facilitate as many businesses as possible to become open for business, alongside providing advice, guidance and grants. Over the past few months, over £50m in grant payments has been made to local businesses to help keep them on their feet. More recently, the two Councils announced the launch of the Local Discretionary Grant Scheme, which will see over £2.7m of additional funding aimed at small businesses and charities who were unable to apply for previous grants. The Councils have also been working in partnership with Breckland Council to

launch the 'Shop in Confidence' campaign which in the first instance, aims to give people confidence that they can safely shop in their local towns and help businesses get back on their feet.

Broadland and South Norfolk are great places for businesses to invest, grow and thrive. While recognising these challenges for the economy, our ambition is to continue to build a productive, high performing and dynamic economy for the future.

We know there is more to be done and below outlines our plan of action for the economy:

<sup>1</sup> The economic effects of coronavirus in the UK – Resolution Foundation

<https://www.resolutionfoundation.org/publications/the-economic-effects-of-coronavirus-in-the-uk/>

<sup>2</sup> Which local authorities face the biggest immediate economic hit? – The Centre for Progressive Policy

<https://www.progressive-policy.net/publications/which-local-authorities-face-biggest-immediate-economic-hit>

# Our Plan of Action – Economy



## **Short Term:**

- Support our businesses to survive and continue to operate, including the delivery of new grant schemes where appropriate
- Unlock business opportunities by utilising our regulatory powers to support small businesses where we can to set up and/or recover
- Support local businesses through reprofiling business rates payments and utilising discretionary business rates reliefs as appropriate
- Review and progress our Capital Programme, with the view of supporting our businesses and economy in the future
- Maintain an up-to-date overview of impacts and trends within our local economies to inform our support and services, working in partnership with key stakeholders
- Early engagement with the LEP skills board to understand the future skills needs within our Districts
- Explore the potential of working jointly with the LEP and DWP to support Education Accounts
- Continue to ensure that residents have access to employment support schemes and services

## **Medium Term:**

- Support businesses to diversify into new areas where the market has changed
- Promote the visitor economy in Broadland and South Norfolk
- Develop an unlock service to resolve furlough issues and skills support to enable both continued trading and growth in the economy
- Restart the Disabled Facilities Grant and Warm Homes Fund, in line with Government guidelines, to support local tradespeople and supply chains
- Facilitate business to business support, including clusters
- Review of how, working independently and in partnership, we can support and grow our businesses and economy long term
- Support business to buy local and promote social value in procurement by engaging with local businesses to ensure they have the opportunity where appropriate, to bid to supply the Councils with goods and services

### Long Term:

- Investigate new approaches which strengthen the economies of our areas and support businesses to diversify and innovate
- Continue to unblock constraints to growth through delivering and supporting infrastructure projects which will help to transform our areas including the Long Stratton bypass, Norwich Western Link Road and the dualling of the A47
- Encourage the adoption across Norfolk of a common set of Contract Standing Orders and procurement processes, to assist local businesses in responding to tenders for public sector contracts by reducing the bureaucracy



### Short Term:

- Continue to take the necessary steps as part of our 'Confidence Campaign' to promote our market towns and high streets and to encourage people to visit and transact with our businesses
- Utilise our licensing powers to support key business impacted by the pandemic to recover e.g. the hospitality sector
- Continue engagement with the community to inform the measures being taken in our high streets and market towns

### Medium Term:

- Deliver key community events and community based-leisure activities with key partners, in line with government guidance to support the creation of vibrant public spaces
- Continuously review and improve of our measures to ensure clean, safe and vibrant public spaces

### Long Term:

- Work with local communities, businesses and Councils to ensure the vitality and vibrancy of our market towns and key service centres
- Review and consider the vision and future role of our market towns and high streets and how we will play a role in leading the change required



## Measures of Success

- Employment Rates
- % of vacant retail space in market towns
- Business Survival Rates
- External funding to support growth
- Number of new jobs created

# Our Plan for Recovery – Communities

Central to the Councils' response to the Covid-19 pandemic was supporting the most vulnerable individuals and families in our communities. We recognised that our response needed to maximise and work in the context of the local community, voluntary and public sector, while ensuring that resources and support reached communities as quickly as possible.

Since 23 March to the beginning of June, over 17,000 calls from the community have been triaged by our Help Hub's team of staff including redeployed Leisure Staff and volunteers, while also writing to all residents to offer support, making 3,500 home visits, and 5,000 calls to check shielding residents have what they need to stay safe. We also used our own data to help identify and contact any other residents who may be vulnerable and need support.

The impact of the pandemic on our communities has been vast. Many individuals and families have been affected, with some becoming ever more reliant

on support from the Government through different schemes such as furlough, council tax support, hardship funding etc. We know there has been an increase in the number of cases of domestic abuse across Norfolk as a whole as more people have been within their homes during lockdown. We have also seen an increase in demand for emergency temporary accommodation, with nearly double the usual number of people being supported, alongside an increase in out of work benefits being claimed.

As part of the response, our approach to support was and continues to be: 'Don't be afraid to ask for help'. We utilised our existing Help Hub models to provide a range of services from advice to practical help like collecting medicines and delivering food to people who are self-isolating or unable to go to the shops. The support was completely free and available to people of all ages who are local residents. We also set up our Hardship Fund for those in need and extended our operating hours to 7 days to ensure that no call went unanswered.



Moving forward into recovery, we will need to take a holistic, collaborative and leadership role to ensure we can put the building blocks in place to support our communities to adapt and recover. We know we can't do this alone and it will require working with all of our key partners, as well as harnessing community and volunteer power at a street level.



# Our Plan of Action – Communities



## **Short Term:**

- Working collaboratively, define our approach to responding to the surge of hidden issues which are likely to increase as the lock down reduces, such as support for victims of domestic abuse and mental health issues
- Produce a comprehensive Impact Assessment, to understand the impacts the pandemic has had on our communities. This will form an evidence base for future service design
- Harness the voluntary sector which has grown during the pandemic by engaging volunteers in meaningful activity which connects them within their local communities
- Ensure the Council Tax recovery process signposts those in need to the early help hub

## **Medium Term:**

- Review lessons learnt and the role of our Help Hubs, with the ambition to develop an even more effective collaborative Community Hub model
- Given the upsurge in neighbourhood schemes and mutual aid groups which have largely met local demand for community support, develop a clearer and cohesive position on community capacity development across the districts
- Support voluntary and community groups to return to their business as usual and support for new groups to continue providing critical support to the community

## **Long Term:**

- Build and harness the relationships we have developed with key partners during the pandemic, in particular adult social care and mental health services
- Further scoping of a Community Hub model, utilising existing community assets in our areas
- Develop a predictive tool which helps us to understand demand levels for key Community Hub services

## **Short Term:**

- Work closely with key partners such as the housing sector and County Council to ensure there is an effective approach in the short term to meet needs of vulnerable individuals
- Continue to utilise partnerships with the Help Hub to ensure those in hardship are supported to become independent

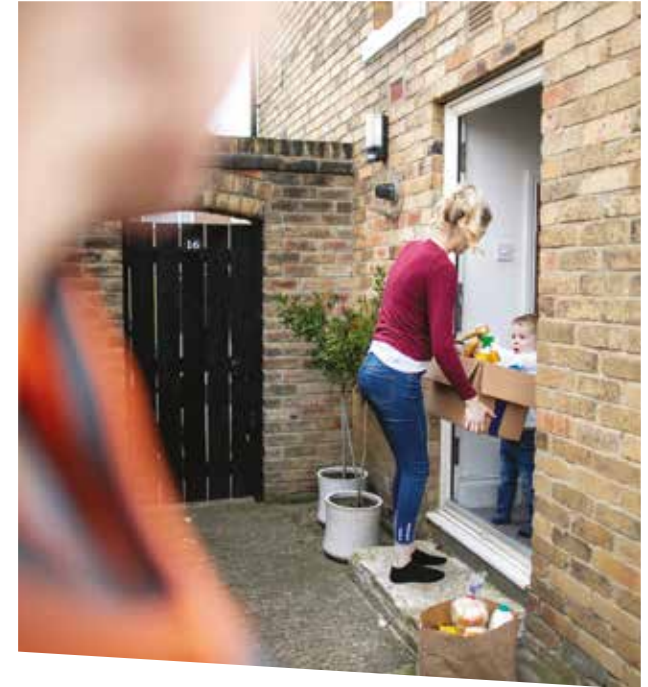


### Medium Term:

- Review opportunities for a County wide model for high needs accommodation
- Provide support to help people back into employment including skills development and encouraging apprenticeships and work placements

### Long Term:

- Secure longer-term resilience of our Hardship Offer through a review of our internal systems and policies



## Measures of Success

- Number of those in employment claiming benefits
- Successful interventions to prevent or relieve homelessness
- Number of residents supported by discretionary prevention services
- New Community Hub Model scoped and in place



# Our Plan for Recovery – Organisation and Governance

The way in which the organisations works and delivers services has had to change in response to the Covid-19 pandemic. The Councils needed to adapt fast, changing ways of working and governance models to ensure that key services and support could be delivered quickly and effectively to residents and businesses alike. We enabled the majority of our staff to be able to work remotely through increasing our IT capabilities and created an effective internal redeployment plan, utilising our flexible and agile workforce, to ensure services being provided to vulnerable people and our businesses were fully resourced.

Many services have seen an increase in demand over the past few months, in particular our community services such as the Help Hub and Housing and Benefits. Since late March, our Help Hub and Benefits teams alone, have seen nearly three times the usual number of calls compared to business as usual. Comparatively, some services have also seen a decrease in demand such as South Norfolk Councils' Leisure Centres. Though

some services have seen a decline, teams have been developing creative solutions to ensure that some level of service is maintained. For example, the South Norfolk Leisure Team launched a brand-new YouTube channel and developed an outdoor class programme to help residents keep fit and active during lockdown. As well as service changes, our governance processes have also had to change. Both Councils were keen to ensure that the key business matters of the Councils continued and that decisions that were needed to be made were progressed. The Councils embraced the use of technology to achieve this and held committee meetings virtually. With these changes has come opportunity and we are keen to take the learnings of delivery at pace, to create a modern and flexible organisational culture moving forward.

These changes and challenges have had a significant impact on the Councils' budgets. The combination of increased Covid-19 related spending and loss of income through key services will have a significant impact on South Norfolk Council's and



Broadland Council's 2020/21 budget, alongside our medium-term finances. The Councils have estimated that if the impacts of the lockdown last until the end of November, the full financial impact for Broadland District Council could be close to £4m in 2020/21 and closer to £10m for South Norfolk Council in 2020/21. Though Central Government has recognised the work that Councils have been doing by providing additional funding, this has proved to not be enough, with the consensus across Local Government being that without stable finances, recovery will become increasingly challenging.

Central to our long-term financial plan to become more financially self-sustaining focusses on utilising the benefits of commercialisation to support our economies to grow, work with our key partners to deliver economies of scale and secure our finances transforming and reimagining our services.

# Our Plan of Action – Organisation and Governance



## **Short Term:**

- Closely monitor the Councils' finances and the impact of Covid 19
- Continue to work alongside our Local Government partners to lobby Central Government for stable and fair funding to cover the cost pressures of Councils
- Support the commercialisation agenda through the production of clear business cases to allow Councillors to make informed decisions
- Explore new avenues for South Norfolk's Leisure service offer and income, including developing innovative ways of extending our offer both to make sure that opportunities to maximise income and extend the leisure offer to as many as possible
- Deliver a report to Councillors on how new ways of working for the One Team can enable and enhanced customer offer, use of space effectively and efficiently, reducing the carbon footprint, maximising the use of technology and developing an agile approach

## **Medium Term**

- Production of the 20/21 budgets and medium-term financial plans, reflecting the longer-term impact of Covid 19 on the Councils' finances
- Re-introduce existing and new leisure services, in accordance with evolving governmental advice, ensuring a safe environment is created
- Continue to expand our outdoor leisure offer

## **Long Term:**

- Review the Councils' development company structures to ensure they can deliver the number of properties in line with the aims and ambitions of the companies in order that they can deliver a return to the councils





### Short Term:

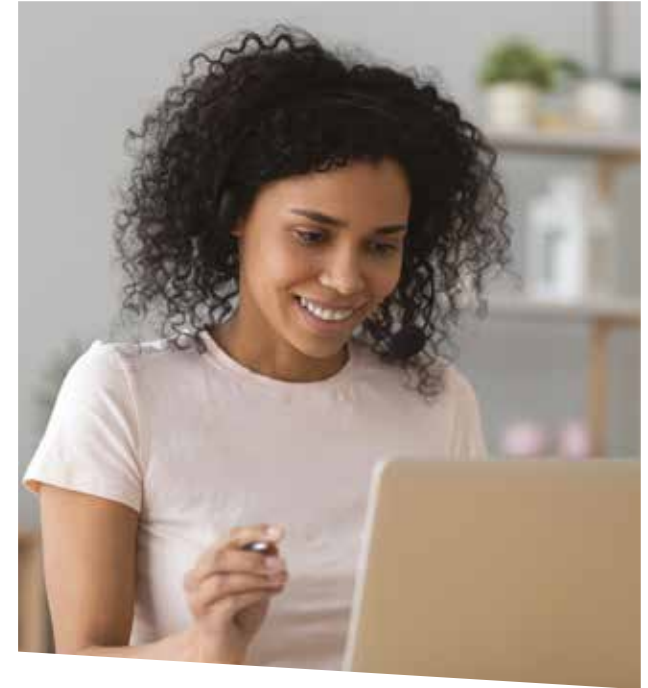
- Reset of our 2020/21 Delivery Plan to ensure that it reflects the changing nature of service delivery and new priorities for the districts
- Review our Transformation Programme in line with the update to the Delivery Plan
- Delivery of IT equipment which enables our staff to work in a more agile manner and improve the service for customers, this includes: a single telephony solution, laptop roll out (where appropriate) and the implementation of a joint Office 365 solution (includes Members)
- Ensure our staff are able to perform to the best of their ability by:
  - Ensuring the One Team Managers are trained to provide support for their staff and to identify and assist any wellbeing concerns
  - Upskilling Managers in managing staff remotely
  - Increasing the number of staff who are trained as Mental Health First-Aiders
  - Revisiting our recruitment and on-boarding process for new staff during this period of social distancing and remote working
  - Continuing to implement the wellbeing action plan

**Medium Term:**

- Improve our service offer by providing more services and appointments online to improve customer service and reduce the need for customers to travel to a physical location
- Ensure that our opening hours are reflective of the needs of our community and extend our offering through the availability of a 24/7 digital self-service
- Utilise IT to support locality working to provide improved accessibility to services
- In line with social distancing guidelines and in consultation with members, continue to run Committee Meetings virtually and live stream these to ensure transparency of decision making

**Long Term:**

- Deliver the 5-year IT investment programme to release efficiencies through removing duplication of IT systems

**Measures of Success**

- Delivery of savings through the Broadland/South Norfolk collaboration
- Leisure Centre Income (SNC)
- Strong financial management to close our budget gaps

## Broadland District Council

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## South Norfolk Council

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# Environmental Strategy

Date:





## A foreword by Cllr Leggett

The challenge we all face with regard to climate change is recognised across the globe. It is not a problem Broadland District Council can solve on its own. It means taking a lead with new initiatives, ensuring planning applications comply to all environmental regulations, partnership working with others, signposting communities, businesses and individual residents to ways in which we can improve our environment for future generations.

Our plan is a living document and encompasses work which we started some time ago. It builds on our successes. As a council, Broadland has the highest recycling rate in Norfolk and leads on the largest tonnage of green waste. But we must all do better, recycling more and generating less residual waste.

We will be putting our own house in order using greener vehicles, exploiting technology to reduce business travel and eradicating single use plastics.

I invite you all to work with us, on this journey, to protect and enhance our environment.

A handwritten signature in black ink that reads "Judy Leggett". The signature is written in a cursive style with a long horizontal line extending from the end.

## Our commitment

Broadland District Councils is committed to continuous environmental improvement; playing our part in tackling environmental damage and improving the quality of the local environment.

We have a corporate responsibility to comply with all environmental legislation and aim to influence suppliers and partners to do likewise and encourage good practice. We will seek to promote the conservative and sustainable use of natural resources, and aspire for Council activities to be carbon neutral well ahead of the Government's 2050 target.

We are ideally placed to lead by example and ensure our own activities and the services we provide protect and enhance the local environment. We will also promote environmental awareness within the community and work with local community groups to achieve environmental change. We will show ambition and engage with stakeholders.

This strategy expands on the objectives set out in the Strategic Plan, showing the Council's approach to addressing environmental concerns within the organisation and within the districts and highlighting where communities and businesses can work with us.

### National Strategy & Policy

The Government's 25 Year Environment Plan, published in January 2018, brings together the Clean Growth, Clean Air and Industrial Strategies. It sets out a comprehensive and long-term approach to protecting and enhancing the environment for the next generation.

The goals of the plan focus around achieving cleaner air and water and protecting threatened species and providing richer wildlife habitats whilst using resources more wisely and radically reducing the waste we generate. It calls for an approach to agriculture, forestry, land use and fishing that puts the environment first. The document outlines plans to encourage sustainable development and support innovation to achieve clean growth and increase resource efficiency.

The Environment Bill is also currently going through Parliamentary approval. If approved the Bill makes provisions about targets, plans and policies for improving the natural environment, sets out reporting

requirements about environmental protection, sets the scene for the proposed new regulator - the Office for Environmental Protection, gives waste and resource efficiency targets, redesigns air quality regulation, provides powers to recall of products that fail to meet environmental standards and makes provisions to manage water resources sustainably.

### Regional Strategy & Policy

In November 2019, Norfolk County Council adopted a new Environmental Policy building on the 25-year Environment Plan and their current business plan. The document sets out key policy aims of conserving and enhancing the local environment whilst exploring new ways to make the countryside and coast as accessible as possible to improve health and wellbeing. There is also a focus on increasing resource efficiency and reducing pollution and waste which we can support at a district level.

### The Local Environment

The Government produces a National Atmospheric Emissions inventory<sup>1</sup>, which assesses the emissions from Local Authority areas broken down by different sectors.

According to this, in 2017 Broadland produced 707.5kt of CO<sub>2</sub> which equates to 5.5tonnes of CO<sub>2</sub> per capita, This represents a reduction of 19.7% in Broadland over a five-year period. Looking at the data by sector, the Broadland Council area has experienced an increase in emissions from transport over the previous five years whilst the greatest reductions have been seen in the industry and commercial sector.

The national average for England in 2017 was 5.1 tonnes per capita. Whilst the Norfolk average was 5.7 tonnes per capita. Due to the rural nature of the county there is reliance on cars. There are also large numbers of properties which are of solid wall construction and reliant on heating oil and solid fuel due to limited gas connectivity, however - these are areas where we can support improvement.



## Broadland

CO <sub>2</sub> emissions (kilotons)	2017	2012	Change over 5 years
Industry & Commercial	250.8	370.6	32.3% reduction
Domestic	202.7	278.7	27.3% reduction
Transport	251.8	227.3	10.8% increase
Total emissions	707.5	881.6	19.7% reduction

## Norfolk

CO <sub>2</sub> emissions (kilotons)	2017	2012	Change over 5 years
Industry & Commercial	1,848.9	2,659.1	30.5% reduction
Domestic	1,356.8	1,937.4	30.0% reduction
Transport	1,976.2	1,772.9	11.5% increase
Total emissions	5,139.2	6,350.8	19.1% reduction



## 5 YEAR VISION

Broadland District Council has published a new Strategic Plan for 2020-2024, highlighting our commitment to support growth whilst protecting the local environment. The vision for the Council is to work together to create the best place for everyone, now and for future generations.

One of our key priorities is to protect our natural and built environment, whilst maximising quality of life. Our approach to achieving this has been set out in the plan as follows:

- Promote growth in our area, working with key partners to deliver a local plan which protects the best of what we have and shape the area's future, to make it the best possible place to live and work.
- Make sure that our green spaces, streets and public places are clean, attractive and safe.
- Protect our environment and play our part in wider environmental issues.
- Act as a catalyst for homes people can afford, creating sustainable communities for the future.

### Key targets for the environment

- A reduction in per capita emissions against 2017 levels
- Implementation of carbon offset measures including solar generation and tree planting
- Engaging with local residents and businesses to support energy generation or carbon sequestration where reduction is not possible.

### Working with our communities

We recognise that we have an important part to play in reducing our emissions, but we cannot do this on our own. We will therefore work closely and inclusively with our communities and businesses to support behaviour and lifestyle changes such as through green transport options and recycling facilities.

We will use social media, attendance at events and strategic communications to increase awareness, promote and share good practice and enable informed decisions.



# SUSTAINABLE COMMUNITIES

Sustainable communities are places where people want to live and work, now and in the future. They meet the diverse needs of existing and future residents, are sensitive to their environment, and contribute to a high quality of life. They are safe and inclusive, well planned, and offer equality of opportunity and good services for all.

A sustainable community considers the needs of those within the community, ensuring the economy can grow whilst appreciating and protecting the local environment.

## Key Considerations

### 1) Climate Change adaptation

Extreme weather events such as rain, storms, drought and heat waves are becoming more frequent and intense. These have the potential to damage property and infrastructure and have health implications through increased sun exposure, air pollution and insect-borne diseases.

It is therefore important that we take action to increase the resilience and capacity of the Council's services to a changing climate. We will support the communities and businesses of the district to adapt to climate change by helping them to prepare and increase their resilience to the possible impacts of climate change.

It is important for us to consider the vulnerability of individuals and communities to climate change risks, and to focus on building long-term resilience rather than short term disaster responses in collaboration with our partner agencies.

## Strategic Approach

To improve the resilience of Council services to the possible impact of climate change.

To support the communities and businesses of the district to prepare and increase their resilience to the possible impacts of extreme weather.

## What are we going to do?

- Ensure our local plans take a proactive approach to mitigating and adapting to climate change considering the long-term implications for flood risk, water supply, biodiversity and the risk of overheating from rising temperatures.
- Secure and enforce the use of sustainable drainage systems for new developments, which help to reduce downstream flooding.
- Raise awareness in communities allowing them to consider property level adaptations themselves.
- Work with other agencies through the Norfolk Resilience Forum to assess risk and plan for potential issues.

## Opportunities beyond existing resources

- Dedicated resource specialising in climate change adaptation

### How can you help us?

- Install water saving devices not only to reduce household water consumption but also save energy and carbon emissions and reduces water and energy bills.
- Conserve water - <https://www.ofwat.gov.uk/households/conservingwater/watersavingtips/>
- Consider improving ventilation and shading to reduce the risk of overheating whilst avoiding the need to invest in alternative cooling measures.
- Sign up to get flood warnings by phone, email or text message if your home or business is at risk of flooding.

<https://www.gov.uk/sign-up-for-flood-warnings>

## 2) Planning Policy

We recognise the contribution the planning system can make to maintaining and enhancing the local environment. This includes consistently applying the principles of sustainable development, maintaining the natural and built heritage we currently enjoy and mitigating and adapting to climate change. Using the principles of sustainable development, we can improve local services at the same time as ensuring the resilience of our, economy and local environment.

Broadland is working with South Norfolk Council and Norwich City Council together with Norfolk County Council to prepare the Greater Norwich Local Plan (GNLP) [www.gnlp.org.uk](http://www.gnlp.org.uk). The GNLP will promote sustainable development by supporting the delivery of the housing and economic requirements. It will ensure that new homes and jobs are delivered, and the environment is protected and enhanced, promoting sustainability and the effective functioning of the area.

### Strategic Approach

To deliver high quality, sustainable developments to assist in meeting national carbon targets.

To encourage the installation of measures to new and existing buildings to improve their energy efficiency, sustainability and adaptability to climate change.

Require the use of sustainable drainage systems (SuDS) in new developments to reduce flood risk, improve water quality and biodiversity benefits.

To identify opportunities to support the local environment, reducing flood risk and improving water quality.

### **What are we going to do?**

- Adoption and delivery of the Greater Norwich Local Plan, which includes policies to:
- Ensure safe, convenient and sustainable access to on-site and local services and facilities including schools, health care, shops, leisure/community/faith facilities and libraries;
- Allow for delivery of new and changing technologies (including broadband, fibre optic networks, telecommunications and electric vehicles).
- Contribute to multi-functional green infrastructure links, including through landscaping, to make best use of site characteristics and integrate into the surroundings.
- Integrate the need to reduce car use into the local plan
- Make efficient use of land with densities dependent on-site characteristics, with higher densities and car free housing in the most sustainably accessible locations.

- Provide safe and suitable access for all users, manage travel demand and promote public transport and active travel within the district, whilst also integrating parking and providing a high standard of amenity;
- Create inclusive, resilient and safe communities in which people of all ages have good access to services and local job opportunities, can interact socially, be independent and have the opportunity for healthy and active lifestyles;
- Be resource efficient, support sustainable waste management, reduce overheating, protect air quality, minimise pollution and take account of ground conditions;
- Minimise flood risk, including reducing the causes and impacts of flooding, supporting a catchment approach to water management and using sustainable drainage. Development must also protect water quality and be water efficient.

### **How can you help us?**

- Engage in the local planning process to help us ensure that it meets with the needs and wishes of your community.

### 3) Green Infrastructure & Biodiversity

Ecosystems like wetlands and woodlands contribute to managing risks to economic and social activity, helping to minimise flood risks, regulating the local climate and maintaining the supply of clean water and other resources.

Healthy biodiversity supports sustainable communities and benefits not only by providing us with clean air, water, food, energy, medicine and building materials but also provides jobs and places for recreation and employment. Biodiversity conservation is not just about protecting those species that are rare or we find especially attractive; it is about enhancing species and bringing benefits to local communities.

Green infrastructure includes natural green spaces colonised by plants and animals and dominated by natural processes and man-made managed green spaces, such as areas used for outdoor sport and recreation including public and private open space, allotments, and urban parks and designed historic landscapes as well as their many interconnections like footpaths, cycle ways and waterways.

Housing growth within the district provides opportunities for green infrastructure enhancements which will cater for informal recreation requirements of new and existing populations and the migratory and habitat requirements of local wildlife. It will also help to mitigate any negative impacts on particularly sensitive environmental assets within the area.

Threats to our biodiversity include habitat loss and fragmentation, pollution, invasive non-native species and climate change.

#### Strategic Approach

Establish new, accessible green spaces, at a local level, for the benefit of local residents and wildlife.

Support actions which connect and strengthen existing habitat and green infrastructure corridors.

Enhance existing local green spaces, in terms of their recreational offer and their biodiversity value.

Support local communities to develop projects to improve local biodiversity through initiatives.



## What are we going to do?

- Respect, protect and enhance landscape character, taking account of landscape character assessments or equivalent documents, and maintain strategic gaps and landscape settings, including river valleys, undeveloped approaches and the character and setting of the Broads.
- Enhance existing and establish new local green spaces.
- Encourage more people to spend time in our green spaces to benefit their health and wellbeing.
- Use the best environmental management practices for land use to protect and enhance biodiversity.
- Where appropriate and where we have community buy in, turn some of our short-mown grass sites into wildflower meadows.
- Support Norfolk County Council's pledge to plant one million trees by 2024, by planting a tree for each resident of the district.
- Amend or develop supplementary planning policy guidance so information and expectations are clearly set out.
- Support developer led Green Infrastructure projects such as Thorpe Woods.

## Opportunities outside of existing resources

- Awards from the planning authority to encourage developers to be more environmentally or tree aware.

## How can you help us?

- Encourage wildlife into your garden - <https://www.rhs.org.uk/science/conservation-biodiversity/wildlife/encourage-wildlife-to-your-garden>.
- Volunteer in our parks and open spaces.
- Get involved in local groups who work to protect and enhance biodiversity such as Norwich Fringe Project - <https://norwichfringeproject.wordpress.com>.



## CLEAN AND SAFE ENVIRONMENT

We all want to live in a neighbourhood in which we feel happy, healthy and safe. Our streets matter. If we look after them well, we can create clean, safe and vibrant districts that people are proud to call home. Well-designed and well-maintained streets can encourage people to be more active, improve health and well-being, reduce pollution, bring neighbours together and discourage crime. They create a better environment in which to run a business and reduce pressures on public services.

Protecting and enhancing the environment for future generations is a key priority for us. This ambition must drive our work to promote growth of the local economy, attract visitors, create jobs and provide opportunities for businesses and communities to develop sustainably and to prosper.

### Key Considerations

#### 1) Environmental Protection and Clean Streets

Environmental Crime has a negative impact on our communities as well as costing the taxpayers (both communities and businesses) a lot of money each year to clean up. We have a wide remit and deal reactively and proactively to issues including littering, fly tipping and dog fouling.

Environmental Protection is a wide-ranging discipline seeking to protect the health and wellbeing of our residents and businesses by protecting them from excessive noise, light, dust, odour, insects, dark smoke from commercial activities, pest complaints, private drainage issues, antisocial behaviour etc.

These issues can have a significant detrimental impact on residents, it lowers their quality of life and can adversely impact physical and mental health.

The Government's 25-year plan to improve the environment highlights tackling fly-tipping and waste crime as a priority.

### Strategic Approach

To protect the local environment and public health and wellbeing by implementing a balanced approach of engagement, education and enforcement.

Putting residents at the heart of their streets; we will encourage and support social action to keep streets clean and tidy and work with Parish Councils, Town Councils and businesses to improve our high streets and market towns.

Provide a quality street cleansing service with clear standards.

To achieve legal compliance.

Zero tolerance approach to Environmental Crime.

## What are we going to do?

- Increased enforcement and education for fly tipping, waste crimes, littering, graffiti and dog fouling.
- We will use our resources wisely to adopt the best new technology and behavioural change techniques to allow us to design safe and attractive streets, stop littering and fly tipping before it happens, and respond rapidly when it does.
- Undertake a spring clean of the district as part of a national campaign.
- Work with residents, community groups, universities, schools, and businesses to help them to do their bit whether large or small to improve the look and feel of the district.
- Work collaboratively with town and parish councils to understand demand for street cleansing services.
- Review fixed penalty notices charges to ensure people are encouraged to make the right choices.
- Ring fence revenue from fixed penalty notices to fund proactive environmental work.
- Develop an Environmental Crime Strategy promoting a zero-tolerance approach.

- Increase joint working with other stakeholders to increase intelligence. sharing and tackle Environmental Crime. Police, National Farmers Union, Environment Agency etc.
- Encourage community action.
- Use all available powers to deal with community issues.

### Opportunities beyond existing resources

- Dedicated Environmental Crime Officer or patrols.

**How can you help us?** – We can all work together to keep Broadland clean and tidy. Both businesses and households have a legal duty to dispose of their waste correctly.

- Take part in community litter picks.
- Report environmental crime to us. We will investigate all cases where someone has witnessed an incident or there is evidence to suggest where the waste has come from or who has dumped it.
- Dispose of your waste correctly (and legally).
- Tell us if we get it wrong.





## 2) Air Quality

Clean air is a basic requirement of a healthy environment for us all to live in. District Councils have a statutory obligation to monitor Air Quality and work with partners where a breach of national standards is identified. Through working with our partners there are no areas that are above the national objectives. However, there are areas where air quality is poorer than is desirable and there is still plenty we can do to improve air quality and enable residents and businesses to make informed choices.

The links between an active lifestyle, good air quality, access to green spaces and health area clear.

The Government's latest Clean Air Strategy sets out the actions required across all parts of government and society to improve air quality. Further legislation will follow giving new local powers to take action in areas with an air pollution problem.

Some industries have the potential to cause pollution. Some of these operations are required to have an Environmental Permit and we along with the Environment Agency regulate these processes through the Environmental Permitting (England & Wales) Regulations 2016 (as amended).

The permit will specify conditions that the operator must comply with in order to operate the process. We have a duty to inspect these processes at regular intervals to ensure that the operator complies with the conditions of their permit.

Joint working is key in delivering improvements as air quality is a transboundary issue. We work closely with other District Councils and the County Council. We have also set up an air quality group for the Greater Norwich Growth Area this includes representatives from Norwich, Broadland and South Norfolk and additionally public health, and transport planning.

We are committed to assessing and identifying the council's own environmental impacts and how they could be mitigated.

The Council's joint Air Quality annual status report can be found here [www.broadland.gov.uk](http://www.broadland.gov.uk)

### Strategic Approach

Assessing and responding to planning applications to mitigate impact on Air Quality.

Monitoring and reporting in accordance with national requirement.

Working collaboratively with partners.

Baseline:

No. air quality management areas	0
Passive diffusion tube monitoring for nitrogen dioxide (NO <sub>2</sub> )	25 locations

### What are we going to do?

- Proactive work with our partners and other stakeholders aiming to achieve a positive change to air quality, this could include, working with universities, bus, coach and taxi companies, haulage companies, schools and car sharing clubs.
- Raise awareness of air quality amongst our local businesses and residents.
- Pre planning application support in more applications.
- Develop supplementary planning documents for air quality.

#### **Opportunities beyond existing resources**

- Invest in improved monitoring equipment to allow continuous monitoring for NO<sub>2</sub> and Particulate Matter.

**How can you help us?** – To protect yourself and others from the effects of air pollution here are a few tips:

- Don't leave your engine idling, switch it off when stationary.
- Consider alternative fuel types and new technologies where car travel is essential.
- Walk, cycle or take public transport, you will cut down the amount of pollution you make, reduce your exposure and get some exercise too.
- Use energy efficient appliances, insulate your home and service your boiler.
- Avoid unnecessary burning including bonfires. Use 'ready to burn' materials if you rely on wood for heating.



### 3) Land Quality

There is a legacy of industrial contamination across the country which the contaminated land regime was introduced in 2000 to identify and remediate. In line with the statutory regulations a joint strategy has been written which outlines how Broadland and South Norfolk Councils intend to fulfil their duties in relation to the Contaminated Land Regulations.

The implications of contaminated land on a new development site are a material consideration of the planning process. Officers from Environmental Protection will assist planning colleagues in considering the impact of past land use on future development to ensure the site cannot be determined as Contaminated Land following redevelopment.

Additionally, over the last few years there have been a number of serious domestic heating oil pollution incidents. Incidents of oil pollution can, by their nature, cause serious environmental damage, through the pollution of rivers and groundwater, threatening drinking water supplies, fish and other aquatic life, not to mention potentially harming health and property. The investigation and clean-up costs can also be very expensive

#### Strategic Approach

Work in accordance with our joint contaminated land strategy.

Assess planning applications and mitigate any land quality issues.

#### What are we going to do?

- Education for developers and consultants on what they need to submit with their planning applications.
- Pre planning application support in more applications including advice regarding the benefits of land remediation.
- Proactive project to target oil users in vulnerable locations to provide advice on fuel security and spill prevention.
- Encourage the use of low carbon fuel and alternative technologies.

#### How can you help us?

- Identify and record the route of buried fuel pipes and use this information to avoid damaging the pipework when undertaking excavations, etc.
- Regularly check your oil tank, boiler and pipes for leaks or corrosion. If you notice a sudden increase in the amount of oil you are using, check for leaks. Even a minor leak can add up to a large loss over time.
- Ensure your boiler is regularly serviced by an Oil Firing Technical Association (OFTEC) registered engineer.
- Site new fuel tanks away from property boundaries, building openings, drains, streams and ponds.
- Consider moving to a cheaper low carbon fuel or technology.

#### 4) Water Quality and Management

Drinking water - Local authorities act as the regulators for private water supplies and have a number of statutory duties under the Private Water Supplies Regulations 2018 in order to determine compliance with drinking water standards and ensure private water supplies are wholesome.

Where issues with a private water supply are identified we will work with the relevant parties to ensure that a supply is fit for human consumption. We are under a legal obligation to enforce the Private Water Supply Regulations and will take appropriate action as required.

Local authorities are required to provide certain information, including monitoring data, relating to private water supplies to the Secretary of State annually.

Drainage and flood risk - is a material consideration in the planning process. It is a very important factor particularly in the light of current concerns about climate change and the need for sustainable development – these aspects are covered in more detail in the Sustainable Communities section of this document.

The Lead Local Flood Authority at Norfolk County Council is a statutory consultee for major planning applications. Environmental Protection officers at Broadland can provide advice on minor applications.

Developments in flood risk areas are generally resisted and can only be considered where informed by a site-specific Flood Risk Assessment that identifies all sources of flooding and robustly demonstrates how these will be managed.

The Council's Emergency planners work with other agencies through the Norfolk Resilience Forum to assess risk and produce plans using national planning assumptions and local knowledge.

A changing climate is likely to produce more frequent severe weather events and with this in mind both the Council's Emergency Response and Business Continuity Plans will be regularly reviewed to reflect this increased risk – these aspects are covered in more detail in the Sustainable Communities section of this document.

#### Strategic Approach

Assess planning to ensure that flood risk is properly managed to ensure the sustainability of the development, the safety of its occupants and that flood risk is not increased elsewhere.

Protect the users of Private Water Supplies in accordance with statutory requirements.

#### What are we going to do?

- Education for developers and consultants on what they need to submit with their planning applications.
- Pre planning application support in more applications.
- Raise awareness of drought and water security with Private Water Supply users.
- Proactive work with our partners and other stakeholders aiming to achieve a positive change.
- Promotion of rainwater reuse and water conservation.
- Develop supplementary planning documents.

#### How can you help us?

- Avoid blockages, flooding and potential pollution of the environment from foul drain by following this advice<sup>2</sup>.
- Conserve and re-use water.
- Periodically inspect and maintain any watercourses, ditches and culverts you are responsible for.
- For gardens, consider the use of permeable surfaces and drought resistant plants.

# ENERGY EFFICIENCY

Energy is an essential part of our way of life; used to heat homes, power appliances and run industry. The cost of electricity, gas and oil are rising faster than the rate of inflation; taking an increasing share of household income. This affects the health, welfare and prosperity of our residents and tends to be worse for low-income families.

UK plans to reduce carbon emissions are reliant on producing our electricity and heat from low or zero carbon sources. Local authorities have been recognised as playing a key role in contributing to the UK's national carbon reduction targets, reducing fuel poverty and improving energy efficiency of residential accommodation in their areas.

Improving energy efficiency can have multiple benefits for the local area; environmentally, socially and economically.

## In-house emissions from Council owned buildings

kg of CO <sub>2</sub> e	Broadland
Emissions from gas	57,177
Emissions from electricity	105,568

### Key Considerations

#### 1. In-House Emissions

In recent years, considerable work has been done to reduce the emissions from Council owned buildings. Using Greenhouse Gas Protocols<sup>3</sup> the Council's emissions, for Thorpe Logde and the training centre, have been calculated for 2018/19.

#### What are we going to do?

- Minimise energy use in our own estate.
- Assess the potential for renewable energy production.
- Move to green energy suppliers.

## 2. Supporting our residents and communities

Broadland is a rural district, and this brings its own particular challenges and opportunities when considering the impact of the district's existing energy consumption and the potential for renewable energy. The National Atmospheric Emissions Inventory shows that in 2017, 28.6% of Broadland's emissions were from the domestic sector. The overall emissions from domestic properties have reduced significantly over the last five years.

A large proportion of the district's existing homes are reliant on liquid fuels and have no cost-efficient way of connecting to the local gas grid, a less carbon intensive method of heating homes. Additionally, a substantial number of properties are of solid wall construction which struggle to retain heat and are harder to insulate.

Energy Performance Certificate data<sup>4</sup> can be used to assess the number of properties which are considered as well insulated; i.e. with an EPC rating of C or above. Please note this is only able to include properties which have an EPC, meaning those which

3. <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2019>

4. <https://www.gov.uk/government/statistical-data-sets/live-tables-on-energy-performance-of-buildings-certificates>



have not been sold or rented since 2006 when it became a requirement would not be included. As at 31st March 2019, 33% of properties in Broadland with an EPC were rated as C or above.

Fuel poverty is a growing issue in the UK and is closely linked to a number of health and housing problems. The Council's role in tackling fuel poverty focusses on assisting residents on low incomes who cannot heat their homes at reasonable cost. There is a growing body of evidence that certain vulnerable groups, such as households with older people and children, are at the most at risk of health detriments associated with cold homes, such as respiratory and cardiovascular illnesses.

### Strategic Approach

To minimise the impact of energy price rises.

To reduce the number of households in or at risk of fuel poverty.

To reduce the overall carbon emissions per capita from the domestic sector.

Capitalise on external funding sources to support residents and businesses to install energy efficiency measures.

### What are we going to do?

- Proactive enforcement of Private Rental Sector Minimum Energy Efficiency Standards.
- Enable residents to maximise incomes, accessing all eligible benefits and ensuring they are on the most appropriate energy tariff for their use or can access affordable heating oil solutions.
- Support and encourage residents to install energy efficiency improvements, with a particular focus on those unable to access mains gas for heating and of solid wall construction, drawing down national funding where available.
- Encourage new developments to minimise the energy demand through

their design and orientation and maximise sustainable energy, local energy networks and battery storage.

- Support free standing decentralised, renewable and/or low carbon energy networks, subject to the acceptability of wider impacts.
- Help energy companies to target fuel poor and vulnerable households for energy efficiency measures.

### How can you help us?

- Save energy at home. <https://energysavingtrust.org.uk/home-energy-efficiency>
- Seek financial support for energy efficiency measures - if anyone in your household is receiving benefits, then the first place to start is by asking your energy supplier (Npower, SSE, Scottish Power etc.) if they can help. They should be able to tell you what help is available through the Energy Company Obligation (ECO).
- Give us a call – we may be able to tell you about any local initiatives that can provide help.
- Check if you are eligible for the winter fuel payment and/or the warm home discount.

## WASTE MINIMISATION

Often the most environmentally resourceful, economically efficient and cost-effective way to manage waste is to reduce the amount produced. Food production, goods manufacturing, transportation and processing of waste contribute to greenhouse gas emissions.

The Government's Our Waste, Our Resources: A Strategy for England sets out proposals to preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. The aim is to minimise the damage caused to the natural environment by reducing and managing waste safely and carefully, and by tackling waste crime.

The waste hierarchy ranks options for waste management, with priority given to preventing the creation of waste in the first place, followed by preparing waste for reuse; to recycling, and then recovery. Disposal is regarded as the worst option. Instead we aim to increase our rates of recovery and recycling. We want to shift away from waste towards resource efficiency and will do this by focusing not just on managing waste, but on managing the resources which become waste.

Baseline – 2018/19	Norfolk	Broadland
Recycling rate %	43.4	48.2
Residual waste per household (kg)	426.0	442.01
Number of brown bins	-	28,499
Garden waste (tonnes)	-	11,044
Food waste (tonnes)	-	2,165
Number on food waste scheme	-	25,780

### Key Considerations

#### 1. Waste collection service

We are committed to providing residents with a good quality waste collection and recycling service. We also have to ensure that our collection scheme and approach to recycling are compliant with emerging government requirements.

As our baseline figures above show, we already have some strong examples of good practice in our waste operations. Our recycling rates put us among the better performing local authorities in England, however, we are determined to recycle even more in the lifetime of this strategy.

The Council's 2020/21 Delivery Plan confirms a target to increase recycling rates by 2% by the end of the year. We are also committed to ensuring that materials for which proven markets exist are collected for recycling and that wherever practicable, waste is sent to facilities within the UK for treatment or disposal.

## Strategic Approach

Value for money sustainable kerbside collection scheme which is fully compliant with the minimum service standards required by UK Government by 2025.

Reduction in the amount of waste generated through council activities.

High quantity of waste recycled and reduce the amount of residual waste by delivering efficient and high-quality recycling, refuse and garden waste collection service.

Engaging with residents to minimise contamination and ensuring waste is disposed of appropriately.

Support businesses to recycle by providing a value for money and effective commercial waste services.

Enable the reuse of unwanted items by hosting local community reuse and recycle events.

## What are we going to do?

- Provide a viable, cost effective and compliant service which generates income for the Council.
- Provide the right information, incentives and infrastructure for people and businesses to increase the amount of recycling and reduce the amount of waste produced.
- Encourage residents to engage with food waste collections, where available.
- Investigate opportunities to expand the food waste collection service.

## How can you help us?

- Reduce unnecessary waste, for example look for products with less packaging and buy reusable rather than disposable items.
- Don't contaminate your bin. Recycle more, recycle right – you can find out what goes in which bin at:  
<https://www.broadland.gov.uk/recycling>
- Put your bin out by 06:30am on the day of collection to avoid missing your collection.
- Help your neighbour or relative who may struggle to put out their bin – if you can you may wish to assist them yourself. Alternatively, you can signpost them to our assisted collection scheme.

## 2. Reducing single use plastics

We know that plastic waste is something our residents feel very strongly about, and we intend to look at how we can tackle this locally.

The average UK household uses around 500 plastic bottles per year, but only recycles just over half of them. Bottles make up 67% of household plastic packaging collections, including soft drinks, cosmetics and household and cleaning products. Recycling decreases the need for raw materials, which helps save energy and carbon emissions; It takes 75% less energy to make a plastic bottle from recycled plastic compared with using 'virgin' materials.



### What are we going to do?

- Within our Strategic Plan we have committed to becoming a single use plastic-free council by 2024.
- Raise awareness and support the extension of Refill scheme
- Encourage the district's institutions, businesses and residents to work towards reducing the use of single use plastics.

### How can you help us?

- Invest in canvas or cotton bags for your shopping and keep them handy.
- Carry your own drink container with you and refill instead of purchasing new bottles of water. <https://refill.org.uk/>.
- Swap conventional wet wipes and sponges for plastic free biodegradable ones or washable cloths.
- Recycle any plastic bottles you use.
- Buy loose produce.



# TRANSPORT

Good transport networks play a vital role in our communities, providing access to employment opportunities, healthcare and education, as well as unlocking economic opportunities in tourism and leisure. Transport is responsible for 80% of harmful roadside emissions. Typical measures to reduce emissions from local sources include traffic management, encouraging the uptake of cleaner vehicles and increased use of public transport, along with more sustainable transport methods such as walking and cycling.

Vehicles in the UK are predominantly petrol or diesel powered, producing 331,000 tonnes of NOx pollutants nationwide (DEFRA, 2016). Switching to a zero-emission capable vehicle can save money on fuel costs, reduce harmful vehicle emissions and improve local air quality. For this reason, we support a move from combustion engine vehicles to more sustainable ones such as hydrogen or electric.

The uptake of electric vehicles has surged over the last four years. Almost 60,000 sold in 2018 and there are now nearly quarter of a million electric vehicles on the UK's

roads. There are almost 20,000 public charging points across the UK supporting the switchover to electric vehicles. Local authorities have a key role to play in expanding the electric vehicle infrastructure network, supporting local groups to install and manage public charging points.

## Strategic Approach

Work with partners to support the implementation of the Transport for Norwich Strategy including significant improvements to the bus, cycling and walking network to promote modal shift.

Work with Norfolk County Council to support more sustainable and healthier transport systems, enabling and encouraging active travel, with a specific focus on rural transport networks.

Promote and encourage the use of alternative fuel types and new technologies including commercial vehicles.

## What are we going to do?

- New developments will be required to be designed to manage travel demand, promote active and sustainable transport.
- Integrate the need to reduce car use into the local plan.
- Encourage the use of greener vehicles for private hire vehicles through taxi licensing.
- Promote the use of ECO Stars Fleet Recognition Scheme locally.
- Review our own vehicle policy.
- Promote car sharing in the community.
- Investigate opportunities to increase the number of electric vehicle charging points across the district.

## How can you help us?

- Consider greener transport options.
- Walk more.
- Get cycling to work to school, to pop to the shops or for a bit of exercise.
- Use public transport.
- Don't leave engine running when you are stationary.

### 2. Staff travel

Staff required to travel as part of their roles are reimbursed at HMRC mileage rates, this incentivises the use of low carbon modes of transport by funding not only car usage, but also motorcycle and bicycle miles. Additionally, staff are encouraged to car share as an additional 5p per mile is paid for each additional passenger carried. The new flexible working policy adopted in January 2020 encourages working at alternative locations such as home working to increase staff efficiencies and support green principles.

## Emissions from staff and member travel

Baseline <sup>5</sup> – 2018/19		
	Total mileage	Emissions
		(kg of CO <sub>2</sub> e)
Staff (Diesel)	67936	18954.82
Staff (Petrol)	78608	22877.29
Staff Total	146544	41832.11
Members	14801	4218.58
Total		46050.69

### Strategic Approach

Encourage more sustainable car travel options for example car sharing and car club membership where the use of public transport is not practicable.

Minimise unnecessary travel between sites.

## What are we going to do?

- Introduction of new car leasing scheme from April 2020, including options for electric and hybrid vehicles.
- Investigate the infrastructure and installation required for the delivery of electric vehicle charging points at all council owned buildings.
- Encourage the use of telephone/video conferencing and continue to invest to home working.
- Encourage all forms of greener transport options.

### Opportunities beyond existing resources

- Investigate/implement a staff travel plan – encouraging remote working, car sharing etc.

5. Member's mileage not broken down by fuel type, "unknown" conversion factor has been used. Average conversion factor has been used for staff mileage for appropriate fuel type.

# SUSTAINABLE PROCUREMENT

The Council has a procurement strategy relating directly to the business/corporate plan and the Council's vision and ambitions.

Buying products or contracting for services can have significant environmental impacts. Sustainable procurement can ensure that these impacts are lessened, and associated carbon emissions reduced. Additionally, it increases environmental awareness and sets an example.

Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.

## Strategic Approach

Ensure that all the services we commission and procure, improve the economic, social and environmental wellbeing of the area.

## What are we going to do?

Develop a new Corporate Procurement Strategy to ensure procurement of services:

- Take into account the need to minimise emissions and reduce the negative impacts of transportation when purchasing goods and services.
- Takes steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured.
- Considers the environmental performance of all suppliers and contractors, and encourage them to conduct their operations in an environmentally sensitive manner.

- Maximises the use of recycled products and products derived from reclaimed materials
- Select products / services that have minimal effect on the depletion of natural resources and biodiversity.
- Ensure that local enterprises are encouraged to bid for the Council's business
- Conduct a review of existing product areas and their associated environmental impacts
- Look to move to green energy supplies for the Council's estate
- Minimise the environmental impact of our canteen through new contracts.

## Opportunities beyond existing resources

- Investigate implementing an Environmental Management System, a structured framework for managing an organisation's significant environmental impacts.

## Summary of actions – to be reviewed and updated regularly

Theme		Delivery	Targets/Measures of Success – extract from corporate delivery plan
Sustainable Communities	Climate Change adaption	<p>Local plans take a proactive approach to mitigating and adapting to climate change considering the long-term implications for flood risk, water supply, biodiversity and the risk of overheating.</p> <p>Promote the use of sustainable drainage systems in new developments, which help to reduce downstream flooding.</p> <p>Rainwater conservation and re use promoted through the planning process.</p> <p>Raise awareness for residents and businesses allowing them to consider property level adaptations.</p>	<p>Number of community plans developed by parish and town councils, considering the impacts of climate change and mitigation.</p>
	Planning Policy	<p>Local plans take a proactive approach to mitigating and adapting to climate change considering the long-term implications for flood risk, water supply, biodiversity and the risk of overheating.</p> <p>Adoption and delivery of the Greater Norwich Local Plan.</p> <p>Support local plan policies which seek to improve the energy efficiency of new build homes and commercial premises.</p>	<p>Number of new homes achieving 20% reduction against Part L of the 2013 Building Regulations (amended 2016).</p> <p>Number of new homes meeting the Building Regulations Part G (amended 2016) water efficiency higher optional standard.</p> <p>Number of non-housing developments over 500 m<sup>2</sup> achieving BREEAM “very good” energy efficiency and water efficiency standards or any equivalent successor.</p>

	<p>Green Infrastructure and biodiversity</p>	<p>Develop an action plan to establish a new Country Park at Houghen Plantation.</p> <p>Enhance existing and establish new local green spaces.</p> <p>Use the best environmental management practices for land use to protect and enhance biodiversity.</p> <p>Where appropriate and where we have community buy in, turn some short-mown grass sites to wildflower meadows.</p> <p>Engage local communities and businesses to support volunteers and expand links with local schools.</p> <p>Increase tree canopy cover across the districts -Support Norfolk County Council's aim of planting one million trees by 2024.</p>	<p>Value of external funding secured to increase delivery of green infrastructure projects across the districts and specifically at Houghen Plantation.</p> <p>Number of new developments delivering a net biodiversity gain.</p> <p>Monitor canopy cover on new development sites to aim to achieve 25% canopy cover over 10 years.</p> <p>Capture numbers of trees planted through development.</p> <p>Total number of trees planted through council supported schemes. Target of planting one tree for every resident of Broadland by 2024.</p> <p>Number of green infrastructure projects supported.</p> <p>Increase in number of community tree wardens. Baseline 2018/19: 34</p>
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Clean & Safe Environment	Environmental Protection and Crime prevention	<p>Number of litter picks/clean up initiatives supported.</p> <p>Number of confirmed incidents of fly tipping.</p> <p>Increased enforcement and education for fly tipping, waste crimes, littering, graffiti and dog fouling.</p> <p>Review of fixed penalty notice charges.</p> <p>Environmental Crime Strategy promoting a zero- tolerance approach.</p> <p>Increase joint working with other stakeholders to increase intelligence sharing and tackle Environmental Crime.</p> <p>Use all available powers to deal with community issues.</p> <p>Encourage community action.</p>	<p>Increase in number of litter picks/clean up initiatives.</p> <p>Decrease in number of fly tips identified against baseline figure Baseline in 2018/19: 515.</p> <p>Increase in appropriate enforcement. Number of Fixed Penalty notices served in 2018/19 : 1</p>
	Air Quality	<p>Proactive work with our partners and other stakeholders aiming to achieve a positive change to air quality.</p> <p>Raise awareness.</p> <p>Pre planning application advice for more applications.</p> <p>Develop planning guidance for air quality.</p>	<p>Maintain level of air quality management areas in the district. Current – 0 AQMAs</p>



	Land Quality	<p>Education for developers and consultants on what they need to submit with their planning applications.</p> <p>Pre planning application support in more applications.</p> <p>Proactive project to target oil users in vulnerable locations to provide advice on fuel security and spill prevention.</p>	<p>All developments meeting planning policy requirement: major developments to submit a sustainability statement and developments of 100+ to submit delivery statement.</p>
	Water Quality and Management	<p>Education for developers and consultants on what they need to submit with their planning applications.</p> <p>Pre planning application support in more applications.</p> <p>Raise awareness of drought and water security with Private Water Supply users.</p> <p>Proactive work with our partners and other stakeholders aiming to achieve a positive change.</p> <p>Promotion of rainwater reuse and water conservation.</p> <p>Develop supplementary planning documents.</p>	<p>Number of new homes meeting the Building Regulations Part G (amended 2016) water efficiency higher optional standard.</p> <p>Number of non-housing developments over 500 m<sup>2</sup> achieving BREEAM “very good” water efficiency standards or any equivalent successor.</p>



Energy Efficiency	In-House Emissions	<p>Minimise Energy use for our own estate.</p> <p>Assess potential for renewable energy production.</p>	<p>Overall reduction in gas/electricity emissions when compared to baseline. Baseline 2018/19 Kg of CO<sub>2</sub> e BDC – Gas 57,177, Elec 105,568</p> <p>Number/percentage of rented homes meeting standards</p>
	Supporting our Residents and Communities	<p>Move to green energy suppliers Proactive enforcement of Private Rental Sector Minimum Energy Efficiency Standards.</p> <p>Enable residents to maximise incomes, accessing all eligible benefits and ensuring they are on the most appropriate energy tariff for their use or can access affordable heating oil solutions.</p> <p>Support and encourage residents to install energy efficiency improvements, drawing down national funding where available.</p> <p>Encourage new developments to minimise the energy demand through their design and orientation and maximise sustainable energy, local energy networks and battery storage.</p> <p>Support free standing decentralised, renewable and/or low carbon energy networks, subject to the acceptability of wider impacts.</p> <p>Help energy companies to target fuel poor and vulnerable households for energy efficiency measures.</p>	<p>Number of residents supported and homes improved through council organised/promoted schemes.</p> <p>Number of new homes achieving 20% reduction against Part L of the 2013 Building Regulations (amended 2016)</p> <p>Increase in the total energy production across the districts. 2019 Baseline: 52MW</p>

Waste Minimisation	Waste Collection Service	<p>Provide a viable, cost effective and compliant service which generates income for the Councils.</p> <p>Provide the right information, incentives and infrastructure for people and businesses to increase the amount of recycling and reduce the amount of waste produced. Initiatives to encourage recycling and reduce contamination.</p> <p>Support and encourage the uptake of schemes and services which increase food and garden waste composting.</p> <p>Encourage residents to engage with food waste collections, where available.</p>	<p>Gross tonnage increase - food waste. Increase on 2018/19 baseline of 2,165 tonnes.</p> <p>Recycling - % of household waste recycled. 2% increase by Q4 2020/2021 compared to 2018/19 baseline of 48.2%. Target of 60% recycling rate by 2025</p> <p>Tonnage of Garden Waste being recycled - Increase in tonnage Baseline 2018/19: 11,044.</p>
	Reducing Single use Plastics	<p>Raise awareness and support the extension of the Refill Scheme.</p> <p>Encourage the districts institutions, businesses and residents to work towards reducing the use of single use plastics.</p>	<p>Becoming a single use plastic-free council by 2024.</p>

Transport	Sustainable Transport	<p>New developments will be required to be designed to manage travel demand, promote active and sustainable transport.</p> <p>Integrate the need to reduce car use into the local plan.</p> <p>Work with Norfolk County Council to support more sustainable and healthier transport systems, enabling and encouraging active travel.</p> <p>Encourage the use of greener vehicles for private hire vehicles through taxi licensing.</p> <p>Promote the use of ECO Stars Fleet Recognition Scheme locally.</p> <p>Review our vehicle policy.</p>	<p>Increase in the percentage of green commuter journeys. Baseline 2011 census data 18%.</p> <p>Increase in number of hybrid and electric private hire vehicles licenced.</p>
	Staff Travel	<p>Introduction of new car leasing scheme from April 2020, including options for electric and hybrid vehicles.</p> <p>Investigate the infrastructure and installation required for the delivery of electric vehicle charging points at all council owned buildings.</p> <p>Investigate/implement a staff travel plan – encouraging remote working, car sharing etc.</p>	<p>Number of staff utilising leasing scheme for electric/hybrid vehicles.</p> <p>Installation of charging points at Council owned locations.</p> <p>Overall reduction in staff/member mileage against baseline 2018/19.</p>

Sustainable Procurement		<p>Develop a new Corporate Procurement Strategy to ensure procurement of services</p> <p>Consider the need to minimise emissions and reduce the negative impacts of transportation when purchasing goods and services.</p> <p>Take steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured.</p> <p>Consider the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner.</p> <p>Maximise the use of recycled products and products derived from reclaimed materials.</p> <p>Select products / services that have minimal effect on the depletion of natural resources and biodiversity.</p> <p>Ensure that local enterprises are encouraged to bid for Council business.</p> <p>Conduct a review of existing product areas and their associated environmental impacts.</p> <p>Look to move to green energy supplies for the Council's estate.</p> <p>Minimise the environmental impact of our canteen through new contracts.</p>	
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## DECISIONS ON APPLICATIONS – 20 MAY 2020

App'n No	Location	Description of Development	Decision
20181601	Land south of Smee Lane, Postwick	Hybrid application: (1) Outline application for erection of up to 205 dwellings with associated infrastructure, public open space and 2 ha site for the following range of uses: Primary School (D1); Crèche, Community Hall, Day Nursery (D1); Outdoor/Indoor Sports Facilities (D2); A Continuing Care Retirement Community (CCRC), Nursing Home Care Facilities (C2) (2) Full application for the erection of 315 dwellings, accesses and associated works	Authority delegated to the DoP to <b>APPROVE</b> subject a S106 Agreement and conditions and no objection from the Highway Authority and Contracts Officer
20181762	Site 4, Norwich Airport, Horsham St Faith	Variation of conditions 1, 2, 3, 4, 5, 6, 11, 13, 20 and 25 of planning permissions 20161133 and 16/00965/VC to allow up to 47,517.5 sqm (GEA) of aviation related employment floorspace and 47,517.5 sqm (GEA) of general employment floorspace in use classes B1(b), B1(c), B2, B8 and changes to the development parameters, height parameters and phasing plans	<b>APPROVED</b> subject to conditions
20190904	81 Buxton Road, Spixworth	Subdivide plot and erect two new dwellings with shared access to William Peck Close	<b>APPROVED</b> subject to conditions

DoP – Director of Place

## DECISIONS ON APPLICATIONS – 17 JUNE 2020

App'n No	Location	Description of Development	Decision
20200345	Land at Dawson's Lane Blofield	Variation of conditions 2 and 3 of 20190844 – To amend surface water drainage strategy and boundary treatment, additional of solar panels and minor changes to the fenestration and details under condition 4 of roads and footways.	<b>DEFERRED</b> prior to the meeting in order to seek clarification on the proposed flow rate that has informed the surface water drainage strategy
20191598	Sequoia Rise, Witton (Postwick)	Demolition of existing buildings and erection of 3 no: detached dwellings and garages	Authority delegated to the DoP to <b>APPROVE</b> subject to completion of a Section 106 Agreement and conditions.
20200212	5 Alston Road, Hellesdon	Change of use from B1 industrial unit to use as a swimming pool for dogs (D2)	<b>APPROVED</b> subject to conditions

DoP – Director of Place

**DECISIONS ON APPLICATIONS – 15 JULY 2020**

App'n No	Location	Description of Development	Decision
20191370	Land at White House Farm, Salhouse Road, Sprowston	Residential-led development of up to 456 dwellings, a local centre comprising up to 0.25ha of A1-A5 and D1 uses, with associated infrastructure and landscaping	Authority delegated to the DoP to <b>APPROVE</b> subject to conditions and a Section 106 Agreement

DoP – Director of Place



**Agenda Item:  
Audit Committee  
12 March 2020**

## **ANNUAL REPORT OF THE AUDIT COMMITTEE**

**Report Author:** Faye Haywood  
Internal Audit Manager  
01508 533873  
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**Portfolio:** Finance

**Wards Affected:** All

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

This report summarises the work of the Audit Committee during 2019/20, confirms that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its meetings.

### **Recommendations:**

1. The Audit Committee recommend for Council to note and approve the content of the Annual Report of the Audit Committee.



## **1 SUMMARY**

- 1.1 The Terms of Reference of the Audit Committee require a formal Annual Report of the Committee's work and performance during the year to Council.
- 1.2 The purpose of this report is therefore to summarise the work of the Audit Committee during 2019/20, confirm that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its meetings.
- 1.3 Thus, this report looks back over 2019/20 and examines the range of reports which have been brought to the attention of the Committee by various parties, Senior Management, Internal Audit and External Audit.

## **2 BACKGROUND**

- 2.1 Broadland District Council's Audit Committee has been meeting on a regular basis since its inaugural meeting on the 23 August 2012, following approval of the Terms of Reference by Council.
- 2.2 The Committee was established to play a pivotal role in the delivery of corporate governance at the authority, improve standards of internal control, review financial information including such items as the Annual Statement of Accounts, and to allow for more specialist consideration to be given to Internal and External Audit related matters, and Risk Management provisions. This wide-ranging remit ensures that the Committee is meeting best practice.
- 2.3 This is the eighth year that an Annual Report has been produced, which sets out to analyse the work of the Audit Committee and in doing so fulfil the requirements within the Terms of Reference of the Committee and to demonstrate compliance with best practice.

## **3 CURRENT POSITION**

### Membership of the Audit Committee

- 3.1 During 2019/20 the Committee will have met on six occasions, with a review of the minutes from these meetings highlighting that attendance by Members is high, with apologies provided where needed and substitutes attending as appropriate. There has also been a consistently strong level of officer support throughout the year, with regular representation from Finance, Internal Audit, the Council's External Auditors and officers attending to present reports as required.

### The role and remit of the Audit Committee

- 3.2 The Terms of Reference of the Audit Committee are established in the Constitution and emphasise how the Committee is to champion governance arrangements at the authority and follow best practice.

- 3.3 The Committee also ensures that it operates to the highest standards, and with this in mind, a self-assessment exercise is undertaken. The assessment ensures that the Committee continues to meet best practice and identifies where improvements would be beneficial.
- 3.4 The Committee carried out a self-assessment in January 2020 and identified areas for improvement.
- 3.5 Finally, a work programme is in place which is reviewed and discussed at each meeting, to ensure reports are considered and received by the Committee at appropriate times over the course of the year.

#### Overview of key items considered and reviewed

##### Annual Governance Statement 2018/19

- 3.6 At the meeting on the 4 July 2019 the Committee received the Annual Governance Statement for the financial year 2018/19. This sets out how the Council had complied with its responsibilities to ensure that its business was conducted in accordance with the governance principles set out in the statement. The Committee were required to sign this off prior to signing the final Statement of Accounts. The Committee noted the positive position of the Council and noted areas such as; Terms of Reference of Committee's and work that was commissioned by Internal Audit to progress.

##### Statement of Accounts 2018/19

- 3.7 The Committee received the Statement of Accounts at the meeting held on 25 July 2019.
- 3.8 The Committee were presented and noted the key items within the accounts; the Narrative Report, the Statement of Responsibilities, the Core Financial Statements which included a Comprehensive Income and Expenditure Statement, Reserves Statement, Balance Sheet and Cash Flow Statement.
- 3.9 Matters considered by the Committee related to; pensions, National Non-Domestic Rates, CNC Building Control, car loans and the treatment of Disabled Facilities Grants.

##### Internal Audit

- 3.10 Throughout 2019/20 the Audit Committee has received regular reports from Internal Audit. These range from the Annual Report and Opinion of the Head of Internal Audit to regular updates provided in relation to the progress made against the 2019/20 Internal Audit plan and the status of agreed recommendations. Finally the Strategic and Annual plan of work for the forthcoming (2020/21) financial year.
- 3.11 This approach ensures that the Committee is kept up to date in relation to the internal controls that the Council has in place and whether they are operating

adequately, effectively and efficiently. The audit reviews also ensure that risks are appropriately managed and that the governance framework is effective.

- 3.12 The Internal Audit team presented the results of the Broadland Risk Maturity Assessment at an additional meeting held in October 2019. This report highlighted improvements that should be made to processes at the Council to demonstrate a more mature approach to risk management. The suggested recommendations included ensuring that the Audit Committee upholds its terms of reference by receiving assurance over the risk management framework. The Audit Committee will be working with Internal Audit over the coming year to support the recommendations made.

#### External Audit

- 3.13 The Committee also received reports from its External Auditor; Ernst & Young throughout 2019/20.
- 3.14 The Audit Results Report 2018/19 was received by the Committee on 25 July 2019 which summarised the preliminary conclusion of the audit. It was anticipated, that subject to the satisfactory conclusion of some outstanding matters, an unqualified opinion would be concluded. The Committee concluded that the audit gave a true and fair view of the financial position of the Council as at 31 March 2019.
- 3.15 The Committee received the Final Annual Audit Letter from the auditors at the meeting on the 10 October 2019, which confirmed the conclusion that proper arrangements were in place to secure value for money in its use of resources and that an unqualified opinion was provided.

#### Commercialisation Strategy

- 3.16 The Committee received a report from the Director of Resources on a Draft Commercialisation Strategy at its meeting on 10 October 2019.
- 3.17 The Committee had a robust discussion on the strategy, with officers emphasising that a more commercial approach would not be at the detriment of the Council's social responsibilities and public service ethos. Members were also advised that officer skills would need to be developed in order to deliver these objectives. However the Council has a large customer base and insight into that group could be utilised.

- 3.18 Contract Standing Orders

The Committee received a report containing the updated Contract Standing Orders in November 2019. The Procurement Consortium Manager presented the significant updates and changes to the framework which had been aligned to support both South Norfolk and Broadland Councils with future spending on goods and services.

The Committee recommended approval of the new Contract Procedure Rules, subject to the following amendments in relation to the minimum contracts procedures:

#### Disposal of Assets

#### Paragraph 25.3

Total Value	Method
Up to £20,000	By whatever means the relevant Director shall decide consistent with the asset disposal rules
£20,000 to £100,000	Tender sought by public advertisement or by public auction or Such other means as the Section 151 Officer shall approve, after formal written consultation with the Monitoring Officer
£100,000 and above	Cabinet approval

## 4 PROPOSED ACTION

- 4.1 To note the work of the Audit Committee during 2019/20 and approve the contents of the Annual Report.

## 5 OTHER OPTIONS

- 5.1 No other options are necessary.

## 6 ISSUES AND RISKS

- 6.1 **Resource Implications** – there are no resource implications arising from this report.
- 6.2 **Legal Implications** – there are no legal implications arising from this report.
- 6.3 **Equality Implications** – there are no equality implications arising from this report.
- 6.4 **Environmental Impact** – there are no environmental impacts arising from this report.
- 6.5 **Crime and Disorder** – there are no crime and disorder implications arising from this report.
- 6.6 **Risks** – there are no risks arising from this report.

## **7 CONCLUSION**

- 7.1 This report highlights that the Committee continues to operate in accordance with best practice. It plays an important part in the Council's governance framework, remaining an active Committee and ensuring that it delivers its remit and reviews a wide range of items, providing an appropriate level of support.

## **8 RECOMMENDATIONS**

- 8.1 The Audit Committee recommend for Council to note and approve the content of the Annual Report of the Audit Committee.

## **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:**

The Leader has indicated that he wishes to make some changes to the Member appointments to the Joint Lead Member Group, the Planning Committee and the Internal Drainage Board, this report confirms these changes and requests approval from Council.

### **Recommendations:**

1. To approve the amendments to the appointments to the Joint Lead Member Group and the Planning Committee.
2. To approve the amendment to the appointment to the outside organisation, the Internal Drainage Board.

## **1 SUMMARY**

- 1.1 The Leader has indicated that he wishes to make some changes to the Member appointments to the Joint Lead Member Group, the Planning Committee and the Internal Drainage Board, this report confirms these changes and requests approval from Council.

## **2 CURRENT POSITION/FINDINGS**

- 2.1 At the Annual General Meeting in May 2019 the Council approved the Member appointments to the Committees and Panels, and also to the Outside Bodies.
- 2.2 The Leader has indicated that he wishes to make the following changes to these appointments:

### Joint Leader Member Group

- Cllr Justine Thomas to replace Cllr Stuart Clancy, Cllr Thomas to be Vice Chair

### Internal Drainage Boards

- Cllr Nigel Brennan to replace Cllr Justine Thomas

### Planning Committee:

- Cllr Sue Prutton to replace Cllr Stuart Clancy

## **3 ISSUES AND RISKS**

- 3.1 **Resource Implications** – not applicable to this report.
- 3.2 **Legal Implications** – these appointments need to be approved by the Council in order for the changes in membership to be enacted.
- 3.3 **Equality Implications** – not applicable to this report.
- 3.4 **Environmental Impact** – not applicable to this report.
- 3.5 **Crime and Disorder** – not applicable to this report.
- 3.6 **Risks** – not applicable to this report.

## **4 CONCLUSION**

- 4.1 Council are required to approve the changes proposed by the Leader.

## **5 RECOMMENDATIONS**

- 5.1 To approve the amendments to the appointments to the Joint Lead Member Group and the Planning Committee.
- 5.2 To approve the amendments to the appointment to the outside organisation, the Internal Drainage Board.

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

**Report Author:** Emma Hodds  
Assistant Director Governance and Business Support,  
Monitoring Officer for BDC  
01508 533791  
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**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 L Hemsall - The Broads Authority Planning Committee**

The Committee met on 29 May on Lifesize, there were no items for consideration within Broadland.

The Broads Authority met remotely on Lifesize on 22 May. - There are ongoing grave concerns about the Authority's finances due to the hire boats tolls not being collected at present. The Authority is in discussion with DEFRA over the shortfall and an additional meeting of the Authority will be organised for June to discuss any detailed financial arrangements.



## **Cllr J Copplestone - Water Resources East for Broads IDB- 5th May 2020.**

130 Delegates from over 100 organisations attended the virtual meeting of WRE on 5th May 2020, which was chaired by Henry Cator. We had presentations from Jean Spencer and Jonathan Dennis on the Environment Agency's National Water Framework.

WRE published 'Collaborating to Secure Eastern England's Future Water Needs' in March, their initial water resource position statement.

Technical Director, Steve Moncaster, gave a high-level overview of the data behind our Initial Resource Position Statement through the lenses of public water supply, environment, agriculture, and energy.

Over the period to 2050 the WRE region faces a series of significant water resource challenges. A combination of growth, climate change, and drought will drive a deficit in the public water supply system.

The agri-food and energy sectors will need more water for growth and climate change mitigation and meeting our environmental needs could significantly reduce the water available in some systems.

A fundamental change in our approach to water resource planning is needed to meet a challenge of this scale. More effective collaboration between sectors is essential including with flood risk and land managers, as well as between abstractors.

Lastly, Dr Robin Price gave a member focused presentation of our strategic priorities and draft forward plan. Overall, WRE will be:

1. Working with all water users in Eastern England to identify ways in which they can become as water efficient as possible;
2. Promoting the need for additional storage of water within the landscape, increasing resilience for all water users and seeking to identify multi-sector opportunities to link water scarcity with flood risk management solutions;
3. Transferring water from areas of surplus to areas of deficit, seeking to increase connectivity using both open water channels as well as pipelines;
4. Linking land and water management more effectively, seeking to increase resilience and enhance the natural systems and resources on which all abstractors depend;
5. Actively exploring other potential sources of water for our region, for example desalination and water re-use and;
6. Contributing to low carbon strategies and plans, helping the region to meet net zero ambition.

## **Cllr R Foulger - Board Meeting Community Rail Norfolk 05 June 2020**

Projects have been delayed owing to lock down but will be resumed when regulations are gradually lifted. Greater Anglia reported that they are currently running a Saturday service to London from Norfolk and in the opposite direction. Services are being operated with new trains of which there are eight units with the final two expected shortly. With social distancing capacity is 25% of normal. It is hoped to increase services in July. Services to Gt. Yarmouth, Lowestoft and Sheringham from Norwich are now all being operated by new trains.

## **Cllr J.Ward - Norfolk Arts Forum Executive Committee 25th June 2020**

At a meeting chaired by Cllr Margaret Dewsbury we heard from a number of contributors:-

Kath Boddy, Relationship Manager for Arts Council England told us of a £160m fund that has been made available during the current Covid-19 crisis. 9666 different organisations and individuals have so far benefitted. £858k comes to Norfolk but there have been no applications from Breckland or Broadland.

Stephen Crocker, CEO Norwich Theatre told us of the New Anglia Culture Board's plans. Leadership Development work, to benefit the whole sector, is being done via Norwich Writers Centre. His main message was "Culture drives Growth"

Simon Papworth, an economic analyst with the New Anglia LEP who are co-ordinating a recovery plan for businesses across Norfolk and Suffolk, an immediate plan and a long term plan.

Natalie Jodie, Arts & Rural Communities, say they have commissioned artists to distribute Wellbeing Packs. They are also designing library e-learning across Norfolk & Suffolk especially for rural libraries. Coastal Connections is another initiative linking communities in Hunstanton, Caister and Cromer.

Simon Floyd of The Common Lot told us of planned school holiday activities in partnership with a The Phoenix Centre, Mile Cross. They are creating a theatre production titled "How's your Father"

**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 139 to 140 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

## COUNCIL

Thursday 30 July 2020

### Final Papers and Additional Urgent Item of Business

Item	Details	Page No
9	<b>Cabinet</b>  To receive minutes of the meeting held on 21 July 2020  [NB includes exempt minutes]  <i>A number of recommendations set out in these Minutes need consideration by Council and are set out on the Council agenda (pages 3/4)</i>  <b><i>The Chairman has agreed that the following item be considered as a matter of urgency following the receipt of a late amendment to the legislation and the need to implement the legislation before the next Council meeting</i></b>	142
18	<b>Temporary Pavement Licensing</b>  To consider the recommendations previously considered by the Cabinet on 21 July 2020 (copy of Cabinet report also attached)	153  155

Minutes of a meeting of the **Cabinet** held by video link on **Tuesday 21 July 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 J Leggett	Environmental Excellence
Cllr T M Mancini-Boyle	Finance
Cllr F Whymark	Housing and Wellbeing

Cllr T Adams and Cllr S Riley also attended the meeting for its duration. Cllr S Catchpole was in attendance for part of the meeting.

Also in attendance were the Managing Director, Director Place, Director People and Communities, Chief of Staff, Assistant Director Planning, Assistant Director Finance, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, Acting Assistant Director - Economic Growth, Transformation, Innovation and Internal Consultancy Manager, Strategic Marketing and Communications Manager, Transformation and Innovation Lead Officer, Democratic Services Officer (LA) and the Democratic Services Officer (JO).

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

<b>Member</b>	<b>Minute No &amp; Heading</b>	<b>Nature of Interest</b>
Cllr J Copplestone	112 - Council Performance – Broadland business Plan	Director of business in receipt of Business Support Grant.

#### **107 APOLOGY FOR ABSENCE**

An apology for absence was received from Cllr Hemsall.

#### **108 MINUTES**

The Minutes of the meeting held on 16 June 2020 were confirmed as a correct record.

## **109 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.

## **110 OVERVIEW AND SCRUTINY COMMITTEE**

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 30 June 2020.

The Portfolio Holder for Economic Development noted that Members of the Overview and Scrutiny Committee were to conduct a scoping exercise to assess if a review of water management in the District should take place. She advised the meeting that she sat on Water Resources East and recommended their website to the Members, as it had a number of resources that might assist them in their work.

The Chairman and the Vice-Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 14 July 2020, as each item was considered.

## **111 BROADLAND AND SOUTH NORFOLK - OUR PLAN FOR RECOVERY FROM THE COVID-19 CRISIS**

The Chief of Staff introduced the report, which requested that Cabinet recommended to Council the endorsement of the Covid-19 Recovery Plan and the subsequent review and update of the Delivery Plan for 2020/21 in the light of the Recovery Plan priorities.

Members were advised that the focus was now shifting from the initial emergency response phase to recovery and planning for the longer-term impacts and challenges of the pandemic.

The Recovery Plan was shaped around a six point plan based on the following three key themes: the Economy, Communities and Organisation and Governance. It was also recognised that the Plan would need to remain flexible, as the impacts of the pandemic became clearer over time. Therefore, the Recovery Plan would remain under review and adapted where needed. Organisational risks associated with the Recovery Plan and Delivery Plan would be monitored and reported, as part of Cabinet's quarterly Performance Reports.

The Leader noted that these were unprecedented times and he commended

staff for the way that they had responded to this challenge and were driving forward projects over the short, medium and long-term to support the recovery.

The Portfolio Holder for Finance noted the aim to encourage the adoption across Norfolk of a common set of Contract Standing Orders and procurement processes, which would assist local businesses in responding to tenders for public sector contracts by reducing bureaucracy. She also noted that the Broadland and South Norfolk were to review their development company structures to ensure they could deliver the number of properties to meet their aims and ambitions and to deliver a return to the Councils.

The Portfolio Holder for Housing and Wellbeing commended the Help Hub for responding so well to the crisis and for the way that it was continuing to build community links to deliver increased resilience. He also noted that managers were to be trained to provide support for the wellbeing of staff and that the number of staff who were trained as Mental Health First Aiders was to be increased.

Cabinet commended the report and:

#### **RECOMMENDED TO COUNCIL**

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

#### **Reasons for decision**

To support recovery from the Covid-19 pandemic.

### **112 COUNCIL PERFORMANCE – BROADLAND BUSINESS PLAN**

The report provided details of the Council's performance against strategic measures, as well as the risk and financial position for the fourth quarter of 2019/20.

The Assistant Director of Finance drew Members' attention to the financial position of the Council, which showed a provisional positive variance against the revenue budget at year end of £2.8m. This favourable position would allow an additional £1m to be added to reserves, which would take them to

£15.3m.

The main reason for the variation was an unbudgeted £1.3m S.31 Grant for Business Rates.

Capital expenditure for the year was £4.4m compared to a budget of £5.7m. This was mainly due to slippages in areas such as the Warm Homes Fund and Disabled Facilities Grants.

It was noted that to address the impacts of the pandemic in the longer term, a review of the budget had been undertaken and agreed by Council on 30 June 2020.

The Portfolio Holder for Finance noted that collection rates for Council Tax and Business Rates had been adversely affected in March and future collection rates were uncertain. However, she also noted the improved investment income received during quarter 4 and that new income streams would be looked at going forward.

The Portfolio Holder for Environmental Excellence reminded Cabinet that the figures for waste collection and recycling were for quarter three and the impact that the pandemic might have on the service was not yet clear. The coronavirus had also prevented innovative work on decreasing the contamination rate of recycled waste to be undertaken.

The Portfolio Holder for Economic Development drew Members' attention to the very good figures in respect of business support provided by the Council and the ongoing importance of supporting communities and jobs, especially when the furlough scheme came to an end. The Economic Success Panel would be considering measures to stimulate economic recovery in the District at its meeting tomorrow.

## **RESOLVED**

To

- a) Note the 2019/20 performance for the quarter and the combined efforts across the Directorates to deliver the Broadland Business Plan; and
- b) Note the capital and revenue position and the reason for the variances on the General Fund.

## **113 ENVIRONMENTAL STRATEGY**



The Director of Place introduced the report, which presented the Environmental Strategy and Action Plan. The Strategy had been developed jointly with South Norfolk, but contained independent documents to reflect the priorities of each District. The Strategy was comprised of six sections: Sustainable Communities, Clean and Safe Environment, Energy Efficiency, Waste Minimisation, Transport and Sustainable Procurement. Each section set out what the Council was going to do protect the environment and also how residents could help the Council achieve it.

It was also emphasised that the Strategy was a living document that would evolve to meet future challenges.

The Environmental Management Officer advised the meeting that the environment would be a key element of the Covid-19 recovery and officers were liaising with the local Energy Hub about accessing funding from the Green Home Grant scheme for residents in Broadland.

The Portfolio Holder for Environmental Excellence commended the Strategy, but had some final suggested amendments before it was recommended to Council.

She requested that some presentational adjustments be made to the document and also that a section on 'What we have done to date' be included, as well as information on sustainable investment, both of which had been included within previous iterations of the Strategy.

She also requested that the resources were put in place to ensure that the actions proposed in the Strategy were delivered.

In response to a query the Marketing and Communications Manager confirmed that following the sign off of the Strategy the Communications Team would use it as a Communications Plan and turn each section stories publicising the activities of the Council.

In response to the query about resources for the delivery of the Strategy the Managing Director confirmed that when it was signed-off the Action Plan would be considered in terms of the resource to deliver it. This might entail bringing it back to Members to agree the level of funding required.

## **RECOMMENDED TO COUNCIL**

To approve the Environmental Strategy, as amended.

## **Reasons for decision**

To help improve the living environment in the District, as well as addressing

environmental challenges generally.

## 114 TEMPORARY PAVEMENT LICENSING

The Director of Place introduced his report, which proposed setting temporary licensing fees and conditions and the delegation of authority to officers to issue Temporary Pavement Licences to local business premises.

Temporary pavement licensing by district councils was being proposed nationally by the Government to help maximise businesses' customer capacity following the Covid-19 emergency restrictions. Although the final legislation was awaited, a decision was required now to enable the necessary licensing administration processes to be put in place, to allow the licences to be issued as soon as possible

The licences would allow businesses; such as cafes, restaurants and licensed premises to place removable furniture on certain highways adjacent to their premises.

The proposed process would allow for a five working day consultation period with the Highways Authority and other agencies, followed by a determination period of a further five working days. If the Council had not determined the application by the expiration of the determination period, the application was deemed approved.

Officers had calculated that an application fee of £75 would provide cost recovery for the Council, which was in line with South Norfolk and Breckland District Council.

The Portfolio Holder for Environmental Excellence requested that the recommendation be amended to refer to *Temporary Pavement Licences*. She also suggested that the form should be for either Broadland or South Norfolk, not both and noted that part of a sentence was missing in Section C of the form.

The Chairman of the Overview and Scrutiny Committee advised the meeting that the Committee had amended option 1 to *'Issue temporary pavement licenses free of charge for a period of six months'*, as it was considered that waiving the fee would assist businesses as much as possible.

In response to this proposal the Portfolio Holder for Environmental Excellence confirmed that she considered the charge for the licences to be a fair one, which would not have a significant impact on business premises.

The Chairman concurred with this view and suggested that a charge would ensure that applicants were taking the license seriously and prevent the Licensing Team from being inundated with applications.

In response to a final query the Director of Place confirmed that the furniture

would be for the exclusive use of the business and by licensing their use the Council would have a degree of control prevent any misuse.

## **RESOLVED**

1. Set the temporary pavement licensing application fee at £75.
2. Delegate authority to the following officers for the purposes provided at sub-paragraphs (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 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 non-standard conditions as appropriate to individual circumstances).
3. 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

## **Reasons for decision**

To help support the viability of businesses in the District.

## **115 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.

## **116 REVIEW OF LEGAL SERVICES PROVISION**

Cabinet considered the report from the Assistant Director of Governance and Business Support (Monitoring Officer), which put forward options for the future provision of legal services at the Council.

Following discussion and consideration of all four options in the report, as detailed in the exempt Minutes, it was:

### **RESOLVED**

To agree Option 1 (as set out in the report) for the provision of legal services for the Council.

### **Reasons for decision**

To agree a contract for the provision of legal services for the Council.

*The meeting closed at 19.13 pm*

**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 151 to 152 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

## **Temporary Pavement Licensing**

**Report Author(s):** Nick Howard  
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**Portfolio:** Environmental Excellence

**Ward(s) Affected:** All

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

To enable temporary pavement licences to be administered in support of local businesses.

On 21 July 2020 Cabinet considered a report and resolved to the recommendations it contained to enable temporary pavement licensing to be administered. The Business and Planning Act 2020 has since been finalised and received royal assent, and Part 1 contains the legal provisions on temporary pavement licensing.

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 under updated legal advice the decisions sought from Cabinet ( see report at Appendix 1), must be made by full Council.

Cabinet resolved to approve the recommendations with the insertion of an additional word "temporary" before "pavement licences" in recommendation 2(a), and this has been included in the recommendations below.

**Recommendations:**

- (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

## TEMPORARY PAVEMENT LICENSING

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**Portfolio Holder:** Environmental Excellence

**Wards Affected:** All

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

To seek Cabinet decisions on the delegation of authority to officers, and the setting of fees and licence conditions, for new temporary Pavement Licences to local business premises.

### **Recommendations:**

That Cabinet agrees to:

- (1) Set the temporary pavement licensing application fee at £75.
- (2) Delegate authority to the following officers for the purposes provided at sub-paragraphs (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 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 non-standard conditions as appropriate to individual circumstances).
- (3) 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

## **1 SUMMARY**

- 1.1 Local businesses are struggling for financial viability following the Covid-19 emergency restrictions. Temporary pavement licensing by district councils is proposed nationally to help maximise businesses' customer capacity. The final form of legislation providing for this temporary pavement licensing is awaited imminently, however decisions by Cabinet as proposed in this report are required now to enable the necessary licensing administration process and acceptance of applications from local businesses.

## **2 BACKGROUND**

- 2.1 There is a discretionary power for local authorities to grant pavement licenses under the Highways Act 1980. The consultation period is 28 days and the fee which can be in the order of £300-400 varies considerably between local authorities. This Council does not presently offer pavement licences.
- 2.2 The Business and Planning Bill was debated by Members of the House of Lords during its second reading on 6 July 2020 and is likely to become enacted in late July. It introduces a temporary streamlined and inexpensive route for businesses such as cafes, restaurants and licensed premises to place removable furniture on certain highways adjacent to their premises. This will support businesses to operate safely and offer the financial benefit of additional customer seating capacity while social distancing measures remain in place. Application fees to be decided by councils individually are capped at £100.
- 2.3 The introduction in the Business and Planning Bill of the new temporary approach to pavement licenses is an important part of enabling businesses to achieve economic recovery, by safely increasing their trading space, while mitigating any potential negative impacts via a licensing process. It is important to note that the draft Bill mandates the introduction of the proposed temporary pavement licensing in our District.
- 2.4 The proposed process will allow for a five working day consultation period involving liaison with the Highways Authority and other agencies, followed by a determination period of a further five working days.

- 2.5 If the Council has not determined the application by the expiration of the determination period, the application is deemed approved. It is imperative that the council expedites a licensing process that suitably governs decision-making and the conditions under which licence holders operate outdoor seating etc.
- 2.6 Approved pavement licences will be subject to national standard conditions published by the Secretary of State. They may also be subject to local standard conditions when imposed (a draft of these is provided at Appendix 1), and specific conditions attached to licences granted in respect of individual premises.

### **3 CURRENT POSITION**

- 3.1 Currently this Council does not issue any permissions for furniture to be placed on the public highway adjacent to businesses. Meanwhile, as we emerge from emergency Covid-19 restrictions, many businesses face immediate and urgent needs to secure financial and this applies not least to our local catering and hospitality businesses. There is a general desire to see a positive and progressive approach in offering support for local business financial recovery and it would suitably reflect this approach to expedite the implementation of temporary pavement licensing. Inevitably this new licensing will raise concerns in localities and individual cases, where noise or other concerns arise, however the Council's powers will rely on rapid licensing decisions and effective licensing conditions and enforcement as appropriate.
- 3.2 Officers have made preparations for administering temporary pavement licensing and preparatory discussions have been held with the regulatory partner agencies concerned.

### **4 PROPOSED ACTION**

- 4.1 In order that business viability can be supported at the earliest opportunity, by granting pavement licences where appropriate, it is necessary to seek approval ahead of the legislation being enacted. The implementation of a simplified process and revised scheme of delegation to officers that will enable the timely determination of pavement licence applications and any subsequent enforcement action. This requires decisions on the points noted at 4.2 to 4.5 below, which are reflected in the recommendations contained in this report.

#### **Application fee**

- 4.2 This Council may choose to set an application fee of no more than £100. Officers have calculated that an application fee of £75 would provide cost recovery for this council, just as it would also for South Norfolk and for Breckland District Council thereby offering a degree of local consistency.

## **Decision-making, local standard conditions, and enforcement**

- 4.3 It will be safe and appropriate to grant pavement licences to some businesses and not to others. This will depend primarily on local circumstances (eg there being sufficient safe outdoor space on the highway or pavement) and risks of causing anti-social behaviour, neighbour noise problems, crime and disorder. The draft legislation provides for formal consultation only with the Highways Authority, however officers propose that five working days' informal consultation would also take place with Norfolk Constabulary, with the Council's environmental health service, and with the relevant town or parish council. Given the very tight timescale for deciding applications, there will need to be delegated authority to decide whether to grant or refuse applications, also to decide which local standard (and any non-standard) conditions are attached to each pavement licence.
- 4.4 The delegation to officers proposed at 8(2) deliberately includes a wide range of officer posts. The intention is that the vast majority of the decision making process will be carried out by Licensing Officers. However, the wider delegation allows for greater resilience to respond to the short timescale and acknowledges that this is new legislation which is still in draft form. The level of delegation could be subject to review by the relevant Portfolio Holder and Chairman of Licensing.
- 4.5 The Bill includes the power to vary, modify or revoke a pavement licence. This may become necessary where a licence holder exceeds what is permitted or fails to manage compliance with licence conditions.
- 4.6 It is proposed that the Senior Environmental Health Officer (Licensing), the Food Safety and Licensing Team Manager, the Assistant Director (Regulatory) and the Director for Place are delegated the power to enforce licence conditions and to vary or revoke individual licences.

## **5 OTHER OPTIONS**

- 5.1 The determination of applications by a Licensing Sub-Committee, whether or not representations have been received, is not consistent with the spirit or timescale specified in the legislation and this would introduce unnecessary delay and increase the cost of administration. Instead, it is proposed that progress implementing will be reported to members to enable the achievement of satisfactory licensing outcomes to be monitored whilst enabling businesses to provide sufficient seating numbers to maintain business viability.

## **6 ISSUES AND RISKS**

- 6.1 If there is no licensing process put in place by this Council to urgently consider applications or they are not processed and decided in the required

timescale then legally they will be deemed granted. In such a scenario, licences deemed granted will not benefit from consideration of individual and local circumstances and relevant decisions and controls being applied.

- 6.2 **Resource implications** – The administration and enforcement of temporary pavement licensing through to September 2021 will require officer administration and the proposed application fee of £75 is expected to recover these costs.
- 6.3 **Legal implications** – Legal advice has been taken and the Monitoring Officer has been consulted. The legal implications of this regulatory activity are addressed in this report.
- 6.4 **Equality implications** – An equalities assessment has been completed. There is a potential impact on individuals who are visually impaired or have mobility issues, however, these considerations will be factored into the consideration of each local setting, individual circumstances and the detail of each pavement licence application and any conditions attached if it is granted.
- 6.5 **Environmental impact** – There is a risk of windblown litter arising from outdoor pavement licensed areas. This would be addressed in licence conditions, as a responsibility of the licence holder subject to licence review or enforcement if necessary, and it is expected that businesses will manage pavement licensed areas responsibly. The decisions sought in this report will not in themselves impact on the environment.
- 6.6 **Crime and disorder** – There is a potential for the use of street furniture sited outside premises to contribute to noise or antisocial behaviour issues. The police and Community Protection Team will be consulted regarding each application and their representations taken into consideration. The legislation will allow for enforcement action including the revocation of a licence where a license condition is breached, including risks to public safety or anti-social behaviour or a public nuisance.
- 6.7 **Risks** – The draft legislation proposes that should a local authority not determine an application before the end of the determination period, then it is deemed granted subject to local conditions. The decisions sought in this report are designed to ensure that risks arising from pavement licensed premises are well managed.

## **7 CONCLUSION**

- 7.1 The decisions sought in this report will enable implementation and administration of temporary pavement licensing by delegated officers to be completed without delay, enabling businesses to safely expand their customer capacity and assist economic recovery.
- 7.2 The proposed application fee will recover the Council's operating costs

## **8 RECOMMENDATIONS**

### **8.1 That Cabinet agrees to:**

- (1) Set the temporary pavement licensing application fee at £75.
- (2) Delegate authority to the following officers for the purposes provided at sub-paragraphs (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 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 non-standard conditions as appropriate to individual circumstances).
- (3) 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

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### **Background Papers**

1. Business and Planning Bill 2020 (part 1)  
[https://publications.parliament.uk/pa/bills/lbill/58-01/119/5801119\\_en\\_1.html](https://publications.parliament.uk/pa/bills/lbill/58-01/119/5801119_en_1.html)
2. Draft UK Government guidance: Pavement Licences (outdoor seating proposal) <https://www.gov.uk/government/publications/pavement-licences-draft-guidance/draft-guidance-pavement-licences-outdoor-seating-proposal>



## SECTION B – Licence Details

### Purpose of Application

**7. Please specify the purpose (or purposes) for which the furniture will be used (tick all that apply)**

- ☐ To sell/serve food
- ☐ To sell/serve drink
- ☐ For customers to consume food bought from the premises
- ☐ For customers to consume drink bought from the premises

### Dimensions – Size and Layout

**8. What is the size of the proposed licensed area?**

Width (m)

Depth (m)

**9. Proposed number of tables?**

**Proposed number of chairs?**

**10. Do you propose to use parasols?**

YES/NO

**If YES, how many?**

**11. Do you propose to use space heaters?**

YES/NO

**If YES, how many?**

**If you intend to use space heaters you will need to submit a risk assessment with your application.**

**12. Do you propose to use barriers around the edge of the licensed area?**

**If YES, please describe the type of barriers**

**13. Do you propose to use any other furniture/equipment not already listed?**

**If YES, please give details**

## Details of furniture and means of enclosure

*Applicants are requested to supply as much detail as possible for all items proposed. Photographs, scale drawings, clear photocopies and technical details (dimensions/colours/materials etc.) are preferred. All items need to be specified/detailed on the main site plan.*

14. Please give brief description, suppliers and technical details, where appropriate, of proposed furniture.

15. Please give brief description, suppliers and technical details, where appropriate, of proposed enclosure/barriers.

## Hours of Operation

On what days do you propose to open?		Please tick	Hours of operation
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

**NB: Pavement licences will not be granted beyond 23:00 (11pm)**

16. Will alcoholic drinks be served and consumed within the licensed area?

**YES**

**NO** (If answering NO go straight to Q.19)

a. If YES, please state:

**Premises licence number:**



## SECTION C – Compulsory Requirements

19. Any Pavement Licences will be issued subject to the following conditions:	
<input type="checkbox"/>	The licence holder shall ensure that use of the area authorised under the Pavement Licence does not cause a noise nuisance to nearby properties.
<input type="checkbox"/>	The licence holder shall ensure that empty glasses and crockery are removed from the licensed area on a regular basis.
<input type="checkbox"/>	The licence holder shall ensure that any litter is cleared from the licensed area on a regular basis and that the area is kept in a clean, orderly and tidy manner.
<input type="checkbox"/>	A-boards, advertising signs, beer kegs, bottle crates or any other unsightly or unapproved items must not be placed on or adjacent to the licensed area.
<input type="checkbox"/>	Tables, chairs and other associated structures must be removed from the public highway after the close of trading hours. The furniture must not be stored on the highway when not in use.
<input type="checkbox"/>	The tables, chairs and any other furniture provided, must conform to the details of the Pavement Licence application, unless the licensing authority gives written approval of any change.
<input type="checkbox"/>	The licence holder shall be responsible for making good any damage caused to the site in the exercise of this licence.
<input type="checkbox"/>	The licence holder must remove the tables, chairs and parasols from the licensed area if: <ul style="list-style-type: none"> <li>a) works to the area are to be undertaken by the Council, the highway authority or a utility provider</li> <li>b) so requested by a Police Officer to ensure public safety</li> </ul>
<input type="checkbox"/>	The licence holder must keep a copy of this licence on the premises and it must be available for inspection at reasonable times. The licence must be prominently displayed so as to be visible from the highway.
<input type="checkbox"/>	When drinks are served on the licensed area in glasses, they must be made of toughened or tempered safety glass.
<input type="checkbox"/>	The licence holder shall ensure that social distancing guidelines are complied with, in line with the Coronavirus Regulations 2020 and associated guidance.
<input type="checkbox"/>	The holder(s) shall not cause any obstruction of the highways (other than the permitted use) or danger to persons using it and shall not permit persons to gather so as to cause a nuisance or annoyance or danger to any persons lawfully using the highway.
<input type="checkbox"/>	All Pavement Licences will be issued with an earliest start time of 8am and a maximum finish time of 23:00 (11pm) each day.

**NB. If your application is successful, the operation of your Pavement Licence may be subject to periodic inspections to ensure that all the terms and conditions of the licence are adhered to. Failure to do so may result in the suspension or termination of your licence.**

## SECTION D – Documentation Required

Please tick the checklist boxes below to ensure that with this application form you provide the supporting sites plans and any other required documents. These must be up-to-date and accurate and show fully and clearly what you are applying for.

## ENCLOSED

<input type="checkbox"/>	A plan on which your premises and the proposed Pavement Licence area are clearly outlined – suggested scale 1:100 or 1:150.
<input type="checkbox"/>	A 1:100 or 1:150 scale site plan (where possible) showing the building line of the application premises and adjacent buildings, the location of the kerb line, the distance between the building line and the kerb line, the precise boundary of the proposed licensed area giving measurements of the width and depth of the area, the location of all accesses on your frontage including fire exits, the location of existing obstructions within or near to the street café area, e.g. lamp posts, bollards, trees etc, the size and location of the proposed tables, chairs and other furniture and the size and location of enclosure barriers.
<input type="checkbox"/>	Photographs, brochures or scaled drawings showing design, dimensions, colour and materials of the tables and chairs you propose to use.
<input type="checkbox"/>	Photographs, brochures or scaled drawings showing design, dimensions, colour and materials of proposed means of enclosure.
<input type="checkbox"/>	Design and access statement showing the provision made for people with sensory and physical disabilities.
<input type="checkbox"/>	Third party public liability insurance certification up to the value of £5 million.
<input type="checkbox"/>	Payment of the appropriate application fee (if applicable).
<input type="checkbox"/>	If you propose to use space heaters you must also provide a risk assessment.
<input type="checkbox"/>	Photos of the site notice to demonstrate it has been properly displayed.

## SECTION E – Declaration

**I declare that I am over 18 years of age and I certify that, to the best of my knowledge and belief, the information I have provided in this application form and on the submitted plans is both accurate and correct.**

**Signed** .....

**Name of Company** (if applicable) .....

**Position in Company** (if applicable) .....

**Dated** .....

Broadland District Council and South Norfolk Council takes your privacy very seriously and provides the following information in compliance with *Data Protection Legislation*. Under data protection legislation we lawfully process your personal information as a public authority which may involve sharing your information with other regulatory authorities.

Data received as a result of any Licensing application will be retained for the period of your licence and for a period of 7 years once the licence has lapsed. We may need to share your information with other regulatory authorities, any relevant Council Committees and other departments within Broadland District Council and South Norfolk Council to ensure the best possible service.

Under data protection law you have the right to request access to, rectification, restriction or objection to the processing of your personal data, as detailed in our Privacy Policy (on our website). You can contact our Data Protection Officer at [dpo@broadland.gov.uk](mailto:dpo@broadland.gov.uk) or 01603 430615. You also have the right to lodge a complaint with the regulator, the Information Commissioner's Office.

**Please send your completed application to:**

[licensing@broadland.gov.uk](mailto:licensing@broadland.gov.uk) (Broadland applications) or  
[licensingteam@s-norfolk.gov.uk](mailto:licensingteam@s-norfolk.gov.uk) (South Norfolk applications)