

Minutes of the Annual Meeting of the **Council** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 21 May 2019** at **7.00pm** when there were present:

Mrs J Leggett – Chairman

Mr A D Adams	Ms N J Harpley	Mr S Riley
Mr S C Beadle	Mr D Harrison	Mr D Roper
Mr N J Brennan	Mrs L H Hempsall	Ms C E Ryman-Tubb
Mr D J Britcher	Ms S I Holland	Mr N C Shaw
Mr P E Bulman	Mrs N C Karimi-Ghovanlou	Mr M D Snowling
Ms S J Catchpole	Mr K S Kelly	Mrs L A Starling
Mrs B Cook	Mr D King	Mr D M Thomas
Mrs J K Copplestone	Mr K G Leggett	Miss J L Thomas
Mr A D Crotch	Mr M L Murrell	Mrs K A Vincent
Mr J F Fisher	Ms J A Neesam	Mr S A Vincent
Mr R R Foulger	Mr G K Nurden	Mr S C Walker
Ms R M Grattan	Mr G Peck	Mr J M Ward
Mrs S C Gurney	Mrs S M Prutton	Mr F Whymark

Ms Emma Nurse, from Leeway Domestic Violence & Abuse Services, attended the meeting for item 2 – Vote of Thanks and Presentation to the Retiring Chairman.

Also in attendance were the Managing Director, Director of Place, Director of Resources, Director of People and Communities, Chief of Staff, Assistant Director of Governance and Business Support, Senior Committee Officer and the Committee Officer (JO).

Members of the public were also in attendance.

1 APPOINTMENT OF CHAIRMAN

The Chairman welcomed Members to the new Council and especially those Members who were newly elected. She then invited nominations for the position of Chairman of the Council for 2019/20. Mrs Vincent was proposed and seconded and, on being put to the vote, it was:

RESOLVED

to appoint Mrs Vincent as Chairman of the Council for 2019/20.

Mrs Vincent was then invested with the Chain of Office and signed the Declaration of Acceptance of Office.

The Chairman stated that it was a privilege and an honour to have been appointed as Chairman of Broadland District Council. She looked forward to representing the Council and to be given the opportunity to contribute to the wellbeing of the district. She added that she would be announcing her charity for the year in due course.

2 VOTE OF THANKS AND PRESENTATION TO THE RETIRING CHAIRMAN

The Chairman informed the meeting that it was her pleasure to record a vote of thanks and unanimous appreciation to Mrs Leggett for her commitment to her role as Chairman during 2018/19 and for raising so much money for her charity Leeway Domestic Violence & Abuse Services. The Chairman then presented Mrs Leggett with a past Chairman's badge.

Mrs Leggett advised Members that it had been a privilege to serve as Chairman during 2018/19 and she had enjoyed immensely the opportunity to meet Broadland residents and to attend so many worthwhile events. These included; the launch of the Broadland Council Blue Plaque Scheme in January 2019, which had already honoured five women in the District. She had also enjoyed such unusual activities as making candy floss and plate spinning during her year in office. Amongst the other highlights were meeting HRH the Earl of Wessex at his visit to Horstead Residential Centre to mark 50 years' service to the young people of the Diocese of Norwich.

Mrs Leggett informed the meeting that she had also been Member Champion for Young People during the last Council and she thanked staff for their work in the District, especially those supporting Tots2Teens, the Repton 200 programme and the Blue Plaque scheme. She thanked her husband for his support and presented him with a book token. She also thanked all the staff who had supported her in her role, in particular, Sara Utting to whom she presented a bouquet of flowers

Mrs Leggett then presented Emma Nurse, from Leeway Domestic Violence & Abuse Services with a cheque for £1,600, raised from events held throughout the year, which she hoped would help support the very worthwhile work of the charity.

3 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the position of Vice-Chairman of the Council for 2019/20. Mr Foulger was proposed and seconded and, on being put to the vote, it was:

RESOLVED

to appoint Mr Foulger as Vice-Chairman of the Council for 2019/20.

The Vice-Chairman then signed the Declaration of Acceptance of Office. He thanked Members for electing him and assured them that he would continue to support an efficient and independent Council.

4 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

There were no Declarations of Interest.

5 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Emsell, Miss Lawn, Ms Lawrence, Mr Mackie, Mrs Mancini-Boyle and Mr Moncur.

6 MINUTES

The Minutes of the meetings held on 28 March and 25 April 2019 were confirmed and signed by the Chairman as a correct record, save for the following amendment:

Minute no: 127 – Announcements

The total collected for the Chairman's charity was £1,600.

It was also agreed that appreciation of the following Members who were unsuccessful in seeking re-election at the 2 May 2019 district elections would be recorded:

Paul Carrick, Stuart Dunn, Graham Everett, Joanne Keeler and Balvinder Kular.

7 ELECTIONS 2 MAY 2019

The Council received the results of the District and Parish and Town Council elections held on 2 May 2019. In response to a query the Managing Director confirmed that input from Members in respect of the post-project evaluation of the elections would be welcomed. However, it would not be appropriate for elected Members to take part in the assessment.

Mr Vincent thanked staff for their hard work in delivering a successfully run District Election.

8 ANNOUNCEMENTS

Members noted the civic engagements attended by the outgoing Chairman and Vice-Chairman for 2018/19.

The Chairman advised the meeting that a presentation for the Head of Finance and Revenue Services would take place at 11.00am on Friday 24 May 2019 in the Finance Department. A presentation for the Head of Democratic Services and Monitoring Officer would take place on Wednesday 29 May 2019 at 12.15 pm in the Council Chamber. Arrangements for a presentation for the Deputy Chief Executive would be confirmed in due course.

The Chairman also congratulated Norwich City Football Club on their recent promotion to the Premier League.

The Managing Director congratulated new and returning Members on behalf of the paid service and he echoed Mr Vincent's comments in respect of how well the elections and count had been run.

9 ELECTION OF LEADER

The Chairman invited nominations for the position of Leader of the Council for 2019/20. Mr Vincent was proposed and seconded and, on being put to the vote, it was:

RESOLVED

to appoint Mr Vincent as Leader of the Council for 2019/20.

The Leader congratulated the Chairman and Vice-Chairman on their appointments and he hoped that they would enjoy their year as much as Mrs Leggett had enjoyed hers. He also welcomed new Members and recorded his appreciation of those that had been unsuccessful in seeking re-election.

The Leader advised the meeting that Broadland was the one of the best and safest places to live in the country and it was an honour to be elected as Leader of the Council at this time of significant change, challenge and opportunity. He was proud of the progress the Council had made in areas such as recycling, bringing empty homes back into use and sustainable business growth. The Council had also supported the construction of Broadland Northway and was continuing to support the delivery of the Western Link.

He noted that Broadland was in a strong financial position, but it was recognised that the Council must be innovative as it went forward to maintain this situation and embedding one officer team across Broadland and South Norfolk by the end of the calendar year was an important step in securing this.

The Leader then advised the Council of his Cabinet appointments for 2019/20 as follows:

Mrs J Copplestone	Economic Development
Mrs J Leggett	Environmental Excellence
Mr F Whymark	Housing and Wellbeing
Mrs T Mancini-Boyle	Finance and Deputy Leader
Mrs L Hemsall	Planning
Mr S Vincent	Policy
Mr J Emsell	Transformation and Organisational Development

RESOLVED

to note the appointments.

10 APPOINTMENT OF COMMITTEES AND PANELS

Members received the nominations for seats on Council Committees and Panels for 2019/20. The Leader confirmed that advisory panels, which would give a steer to Portfolio Holders, would continue to meet. He also emphasised that Members must undertake mandatory training, including those who wished to sit on the Planning Committee.

It was requested that the membership of the advisory panels be increased from nine to ten, in order to allow the two Members of the Labour Group to contribute to the development of the Council's Objectives and Ambitions.

In response, the Leader advised Council that he wished that the panels be given a chance to bed-in before any changes were made to them, but he would give the suggestion due consideration. He also advised that the panels were public meetings and, therefore, all Members were free to attend them and contribute to them at the discretion of the Chairman.

RESOLVED

to note the appointments to Committees and Panels for the 2019/20 municipal year attached at Appendix 1 to the signed copy of these Minutes.

11 APPOINTMENT TO OUTSIDE ORGANISATIONS (NON EXECUTIVE FUNCTIONS)

Council received the schedule of nominations to represent the Council on outside organisations for 2019/20.

The Leader of the Liberal Democrat Group requested that Mr Harrison replace Ms Catchpole as the nominated representative to the Aylsham Cittaslow Committee.

RESOLVED

to approve the appointments to outside organisations for 2019/20, as amended and attached at Appendix 2 to the signed copy of these Minutes.

12 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES AND PANELS

The Council received a schedule setting out the proposed appointments of Chairmen and Vice-Chairmen for 2019/20.

RESOLVED

to make the following appointments for 2019/20:

	Chairman	Vice-Chairman
Appeals Panel	Miss S Lawn	Mr A Adams
Audit Committee	Mr G Nurden	Mr P Bulman
Awards Panel	Mr K Leggett	Mrs K Vincent
Joint Appointment Panel*	Mr J Emsell	Mr S Clancy
Joint Scrutiny Committee*	Mr A Adams	Mr G Nurden
Overview & Scrutiny Committee	Mr S Riley	Mr A Adams
Planning Committee	Miss S Lawn	Mr J Ward
Service Improvement and Efficiency Committee	Mr J Emsell	Mr G Nurden
Standards Committee	Mr N Brennan	Mr K Leggett
Economic Success Panel	Mrs J Copplestone	Mr P Bulman
Environmental Excellence Panel	Mrs J Leggett	Mr K Kelly
Member Development Panel	Ms R Grattan	Ms C Ryman-Tubb
Place Shaping Panel	Mrs L Hemsall	Miss S Lawn
Wellbeing Panel	Mr F Whymark	Mr M Murrell

*The chairmanship was shared between Broadland and South Norfolk Council with the host authority taking the chair for that meeting.

The Performance Management Sub Committee and the Licensing and Regulatory Committee appointed their own Chairman and Vice-Chairman

13 STANDARDS COMMITTEE – CO-OPTED PARISH AND TOWN COUNCIL MEMBERS

Council was invited to confirm the appointments of co-opted, non-voting, parish and town council Members on the Standards Committee.

RESOLVED

to confirm the appointment of Ms R Goodall, Mr V Pennells and Mrs M Temple on the Standards Committee for 2019/20.

14 APPOINTMENT OF DIRECTORS TO BROADLAND GROWTH LTD

The Leader of the Council invited Members to appoint three of the five Directors on Broadland Growth Limited – the remaining two Directors being appointed by NPS Property Consultants.

RESOLVED

to appoint the following Directors of Broadland Growth Limited:

Mrs L Hemsall, Mr T Holden and Mr S Vincent.

15 APPOINTMENT OF MEMBER CHAMPIONS

The Leader invited Members to submit nominations for the role of Member Champions. The nominations would be considered by the Member Development Panel on 20 June 2019 and its decision referred to Council for endorsement on 18 July 2019.

RESOLVED

to agree to the process for the appointment of Member Champions, as set out above.

16 QUESTIONS FROM THE PUBLIC

There had been no questions received from the public.

17 PUBLIC SPEAKING

No requests had been received from the public to speak at the meeting.

18 SCHEME OF DELEGATION

Council was asked to agree the Scheme of Delegation. The Assistant Director of Governance and Business Support confirmed that the Scheme had been amended to reflect the new management structure of the Council, but no material changes had been made to the functions within the scheme.

RESOLVED

to confirm the Scheme of Delegation, as set out in Part Three of the Constitution.

19 COUNCIL MEETINGS FOR 2019/20

RESOLVED

to approve the following dates for Council meetings for the 2019/20 municipal year:

18 July; 17 September; 7 November; 10 December; 20 February; 24 March and 14 May.

20 CABINET MINUTES

The Minutes of the Cabinet meeting held on 9 April 2019 were received.

Minute no: 118 – Pay Policy Statement

The Leader informed the meeting that Cabinet had recommended approval of the Pay Policy Statement. The main amendments for 2019/20 were the inclusion of new pay principles for Chief Officers in line with those under which the Managing Director had been appointed.

The meeting was informed that the Overview and Scrutiny Committee had proposed an amendment to paragraph 3.3 (4) to remove the requirement for the Managing Director to approve the re-employment of staff following redundancy. In response, the Leader advised the meeting that there had been no representatives from the Overview and Scrutiny Committee at the Cabinet meeting to explain the rationale behind its recommendation.

Moreover, Cabinet had been advised that the only amendment to the paragraph had been changing 'Chief Executive' to 'Managing Director'.

RESOLVED

to approve the Pay Policy Statement as attached at Appendix 3 to the signed copy of these Minutes.

Minute no: 119 – UNISON Time Off and Facilities Agreement

The report proposed an agreement to formalise arrangements for accredited union representative to have time off to carry out their recognised duties.

RESOLVED

to approve the UNISON Time Off and Facilities Agreement as attached at Appendix 4 to the signed copy of these Minutes.

21 BROADLAND BUSINESS PLAN

The Leader advised Council that the Business Plan had been approved at the Council meeting in March 2019. He welcomed the opportunity for the new Council to endorse the Business Plan, which set out the Key Ambitions of the Council over the next four years and would form the main activity against which the Council would be measured and held to account.

A Member suggested that there was little substance to the Business Plan and it had too limited a vision for what a local authority should seek to deliver. He also found it odd that an outgoing Council should restrict the actions of the new Council by drawing up its Business Plan. He encouraged new Members to reflect on what had motivated them to stand for election and to consider if the Business Plan would deliver this. He suggested that the Business Plan needed to contain far more detail.

In response, the Leader advised the meeting that the Business Plan was a high level strategic document that was concerned with setting themes. It did not contain great detail because many of the issues and challenges that the Council would face in the future were unknown. He added that it was a false premise to state that the Business Plan was insubstantial and needed more detail, yet would serve as a restriction on the new Council.

The Portfolio Holder for Housing and Wellbeing also emphasised that the Business Plan was a framework that would develop and evolve in response to the challenges faced by the Council.

In response to a suggestion from a Member that the Business Plan had not been consulted on sufficiently, the Leader advised the meeting that a number of resident / stakeholder engagement activities had taken place to inform the development of the Business Plan. These included: one to one meetings with major private and public sector stakeholders; two workshops with stakeholders from across the business, voluntary and public sectors and an online residents' questionnaire.

The Portfolio Holder for Planning added that if Members wished to feed into policy and assist in the development of the Business Plan they should attend the advisory panels, which would welcome their input on these matters.

RESOLVED

to endorse the Business Plan for 2019/20, as attached at Appendix 5 to the signed copy of these Minutes.

22 ANNUAL REPORT OF THE AUDIT COMMITTEE

Council received the report, which summarised the work of the Audit Committee during 2018/19 and confirmed that it had operated in accordance with its Terms of Reference and complied with best practice.

RESOLVED

to note and approve the contents of the Annual Report of the Audit Committee attached at Appendix 6 to the signed copy of these Minutes

23 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

Council considered the Work Programme for the Overview and Scrutiny Committee for 2019/20.

The outgoing Chairman of the Overview and Scrutiny Committee emphasised that the Committee needed to have an Overview and Scrutiny Research Officer in post, in order to effectively fulfil its role.

RESOLVED

to endorse the Work Programme as submitted and attached at Appendix 7 to the signed copy of these Minutes.

24 OVERVIEW AND SCRUTINY COMMITTEE

The Minutes of the Overview and Scrutiny Committee meetings held on 27 March and 2 April 2019 were received.

25 PLANNING COMMITTEE

The decisions of the Planning Committee meeting held on 10 April 2019 were received.

26 LICENSING AND REGULATORY COMMITTEE

The Minutes of the Licensing and Regulatory Committee meeting held on 18 April 2019 were received.

27 STANDARDS COMMITTEE

The Minutes of the Standards Committee meeting held on 3 April 2019 were received.

The Assistant Director of Governance and Business Support advised the meeting that training on the Code of Conduct and Standards had been arranged for 4 July at South Norfolk Council and 5 July 2019 at Broadland District Council.

28 QUESTIONS FROM MEMBERS

There were no questions from Members.

29 MOTIONS

No Motions had been received.

The meeting closed at 8.18 pm