

Council

Agenda

Members of the Council

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

Group meetings:

Conservative Group	Trafford Room (6.00pm)
Liberal Democrat Group	John Mack Room (6.00pm)
Labour Group	Members Room (6.00pm)

Date

Thursday 18 July 2019

Time

7.00pm

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

Dawn Matthews tel (01603) 430404

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



E-mail: dawn.matthews@broadland.gov.uk



@BDCDemServices

10 July 2019

The Openness of Local Government Bodies Regulations 2014

Under the above Regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a protocol, a copy of which will be displayed outside of each meeting room and is available on request.

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

A G E N D A

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| 1 | Talk and video presentation by Dr C Bushby, Chief Executive of the Big C – the Chairman’s chosen charity | |
| 2 | <u>To receive declarations of interest under Procedural Rule no 8 – guidance and flow chart attached</u> | 5 – 6 |
| 3 | Apologies for absence | |
| 4 | <u>Minutes</u> | 7 – 17 |
| | To consider the Minutes of the meeting held on 21 May 2019 | |
| 5 | Matters Arising (if any) | |
| 6 | Announcements | |
| | To receive announcements from | |
| | (1) <u>The Chairman</u> | 18 |
| | (2) The Vice Chairman | |
| | (3) The Leader | |
| | (4) Members of the Cabinet | |
| | (5) Head of Paid Service | |
| 7 | Questions from the public | |
| | To consider any questions received from members of the public in accordance with Procedural Rule 10. | |
| 8 | 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) | |
| 9 | Overview and Scrutiny Committee | |
| | To receive the Minutes of the meetings held on | |
| | (1) <u>4 June 2019</u> | 19 – 22 |
| | (2) <u>18 June 2019</u> | 23 – 27 |
| | (3) <u>2 July 2019</u> | 28 – 34 |

10 Cabinet

- (1) To receive the [Minutes of the meeting held on 11 June 2019](#) 35 - 38

The following item needs consideration by Council:

[Minute no: 5 – Update to Local Development Scheme](#) 36

to approve the proposed amendments to the current Local Development Scheme ([Cabinet report attached](#)) 39 – 42

- (2) To receive the [Decisions from meeting held on 9 July 2019](#) 43 – 44
(Minutes to follow) 118 - 129

The following items need consideration by Council:

[Item no:10 – Joint HR Information System](#) 43

to agree that Broadland District Council transfers its HR information (including payroll) on to a commercial HR Information System (iTrent) and adopts a two stage approach, transferring HR employee data on to the system in the first phase and transferring employee and Member payroll data in the second phase. ([Cabinet report attached](#)) 45 – 52

Exclusion of Press and Public

The Chairman will move that the press and public be excluded from the meeting for items 15 and 16 below 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.

[Item no:15 – Disposal of Land in Broadland District Council Ownership](#) 44

to consider the sale land subject to the Heads of Terms for sale of the site and 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 ([Exempt Cabinet report attached](#)) 53 – 62

[Item no:16 – North-West Woodlands – Land Acquisition](#) 44

to agree to front fund the initial costs as set out in the report in order to purchase the land ([Exempt Cabinet report attached](#)) 63 – 96

11 Planning Committee 97

To receive the [Decisions of the meeting held on 12 June 2019](#)

12 [Licensing and Regulatory Committee](#) 98 – 99

To receive the non-exempt Minutes of the meeting held on 5 June 2019

13	<u>Audit Committee</u>	100 – 104
	To receive the Minutes of the meeting held on 4 July 2019	
14	<u>Aylsham Neighbourhood Plan</u>	105 – 112
	To note the outcome of the referendum held regarding the Aylsham Neighbourhood Plan and that the result was in favour of adopting the Plan	
15	<u>Monitoring Officer Report</u>	113 – 115
	To note the amendments to the membership of the Council's Panels, to note the Liberal Democrat representative on Joint Scrutiny and to approve the requirement for reports back from Members on outside bodies	
16	Appointment of Member Champions	
	To ratify the appointment of Member Champions agreed by the Member Development Panel at its meeting on 20 June 2019 as follows:	
	Community Engagement – Mr D King	
	Community Safety – Miss S Lawn	
	Heritage – Mrs K Vincent	
	Older People – Mrs S Prutton	
	Sport – Miss J Thomas	
	Young People – Ms R Grattan	
17	Questions from Members	
	To consider questions from Members received in accordance with Procedural Rule 12.4.	
18	Feedback from Members on Outside Bodies	
	To consider feedback from Members appointed to represent the Council on outside bodies:	
	<u>A47 Alliance Parliamentary Reception – 25 June 2019</u>	116
19	Motions	
	To consider any Motions received under Procedural Rule 13.	

Trevor Holden
Managing Director

DECLARATIONS OF INTEREST AT MEETINGS

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

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

Does the interest directly:

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

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

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

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

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

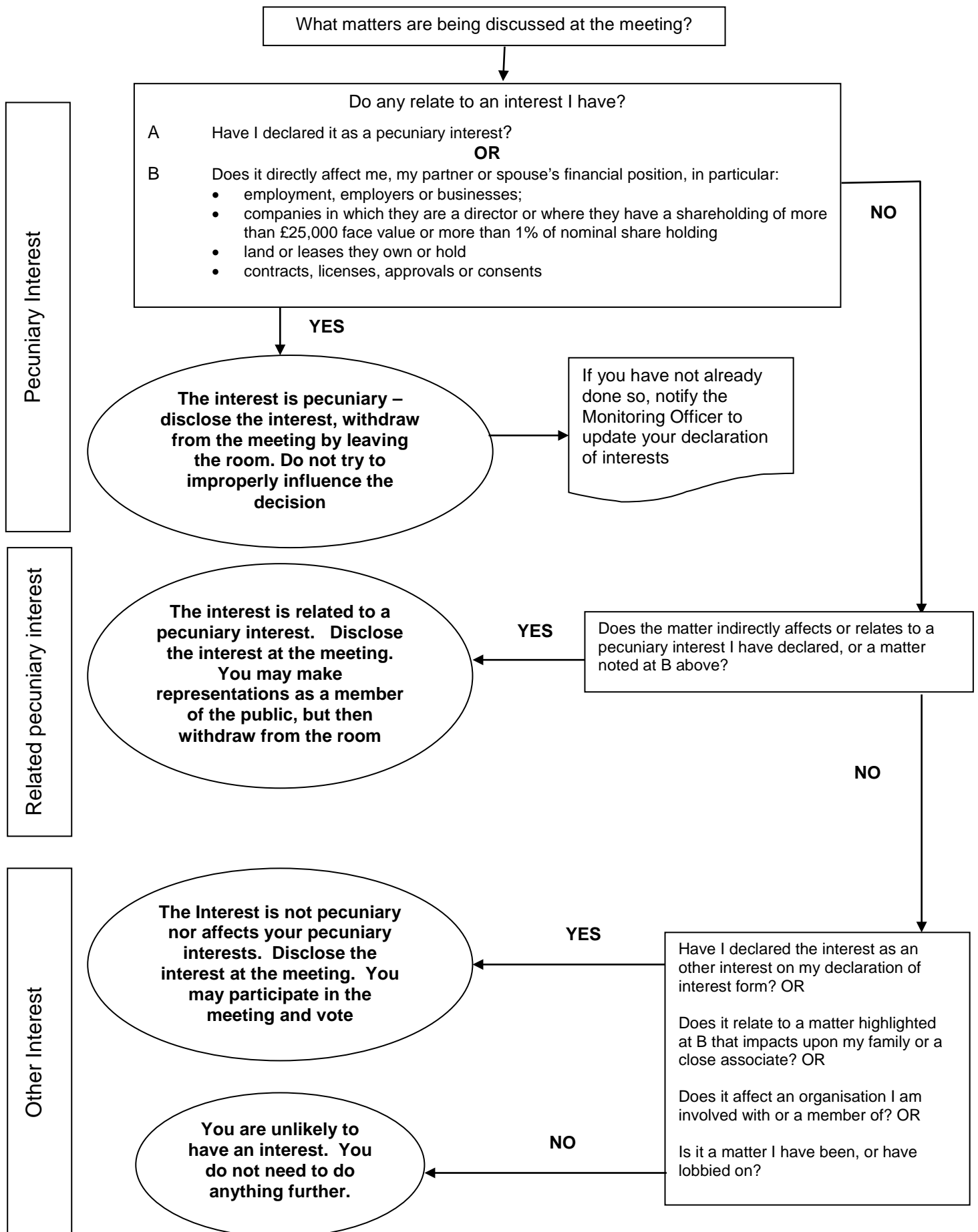
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

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

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Minutes of 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

CIVIC ENGAGEMENTS – 2019/20

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

June 2018		
1 st	2019 Kuk Sool Won™ European Championships & Masters' Exhibition hosted by the UK Schools Ltd at the University of East Anglia Sportspark	Chairman
4 th	South Norfolk Community Awards held at Diss Corn Hall	Chairman
6 th	Big C Volunteer & Staff Appreciation Day held at the Norfolk Broads Yacht Club, The Avenue in Wroxham	Chairman
6 th	75 th Anniversary of D Day hosted by Gt Yarmouth Borough Council in St Georges Park	Chairman
7 th	Unveiling of bench at Hellesdon Hospital commemorating the life of George Burrow hosted by the George Burrow Trust	Vice-Chairman
9 th	Civic Service marking the new Mayoralty for the Borough of King's Lynn & West Norfolk at King's Lynn Minster	Vice-Chairman
9 th	City Service to celebrate the role of both the Lord Mayor and Sheriff in civic life for the coming year at Norwich Cathedral	Chairman
14 th	Breakfast launch for the Stars of Norfolk & Waveney Awards 2019 at OPEN	Vice-Chairman
16 th	Choral Evensong giving thanks for Sir Richard Jewson's term of office as Lord Lieutenant of Norfolk held at Norwich Cathedral hosted by the Dean and Chapter	Chairman
28 th	Presentation to Joyce Warne of Taverham to celebrate 102 nd birthday	Chairman
30 th	Great British Cycling Festival hosted by the HSBC UK / National Road Championships at City Hall in Norwich	Chairman
July 2018		
4 th	Garden Reception to mark the retirement of HM Lord Lieutenant of Norfolk, Sir Richard Jewson, KCVO, JP hosted by the Chairman of Norfolk County Council at Gressenhall Farm and Workhouse	Chairman
6 th	Lord Mayor's Celebrations & Street Procession	Chairman

Updated: 10.05.19

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 4 June 2019** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams
Mr S C Beadle
Mr N J Brennan
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
Mrs C E Ryman-Tubb
Mr N C Shaw

Mr Emsell and Mrs Hemsall also attended the meeting for its duration.

Also in attendance were the Assistant Director Governance and Business Support, Spatial Planning Manager, UNISON Branch Secretary, HR Officer (JB) and the Committee Officer (JO).

1 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Assistant Director of Governance and Business Support	7 - Performance Related Pay 2019	Personal interest on behalf of all staff present as beneficiaries of the Pay Scheme

2 APOLOGY FOR ABSENCE

An apology for absence was received from Mr Bulman.

3 MINUTES

The Minutes of the meeting held on 2 April 2019 were confirmed and signed by the Chairman as a correct record.

Minute no: 137 – Minutes - Minute no. 133 – Overview and Scrutiny Committee Work Programme

The Chairman requested that Members be updated regarding progress with the provision of officer support for the Committee.

In response, the Assistant Director of Governance and Business Support informed the meeting that work was being undertaken to align staff structures and resources across a single workforce. An assessment of the needs of the

Committee and how it could be developed into a more Member-led body would be part of this process. It was intended to consult upon this in September.

Members expressed disappointment that a resource was not going to be put in place sooner for the Committee and it was

RESOLVED:

to agree that a meeting would be arranged for the Chairman and Vice-Chairman to meet with the Leader, the Managing Director and the Assistant Director of Governance and Business Support to discuss this matter further.

The Committee was also advised that the EcoCube Time and Task Limited Panel report would be deferred to the 27 August 2019 meeting.

4 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded the Committee that scrutiny training had been arranged for Monday 8 July 2019 at 6.00pm in the Council Chamber.

The Committee was also informed that Members' iPads were being prepared and would soon be available for collection.

5 APPOINTMENT OF THE PERFORMANCE MANAGEMENT SUB-COMMITTEE

The following Members were appointed to the Sub-Committee:

Mr Beadle, Ms Catchpole, Ms Holland, Mr Murrell, Mr Nurden and Mr Riley.

CABINET REPORTS

6 UPDATE TO LOCAL DEVELOPMENT SCHEME

The report proposed that amendments be made to the current Local Development Scheme (LDS).

The changes were in respect of the relationship of the LDS to other Local Plans and if the Greater Norwich Local Plan (GNLP) would supersede other development plan documents. Whilst the GNLP would supersede the Joint Core Strategy and the Broadland Site Allocations DPD, it had been concluded that it would be premature to supersede the Growth Triangle Area Action Plan

and the Development Management DPD at this stage although some elements might be added, amended or replaced.

RECOMMENDED TO CABINET

to recommend Council to approve the proposed amendments to the current Local Development Scheme (August 2018).

7 PERFORMANCE RELATED PAY 2019

The report asked Cabinet to determine the value of the Standard Merit Unit (SMU) for Performance Related Pay (PRP) for 2019. An SMU of 1.33 was proposed, which was in line with the budget agreed at Council in February 2019 and was approximately one percent of the payroll budget.

In February 2019, Council agreed a two percent growth in salary budgets, valued at £155,300, to provide funding for both the cost of living and PRP awards. In April 2019 a cost of living award of one percent was made to all staff. Therefore, one percent of the growth agreed in salary budgets was available for PRP.

The payment of PRP would recognise staff performance over the last year and the value of the SMU at 1.33 would keep payments within the budget agreed by Council in February 2019.

The Committee was informed that a new pay scheme was to be developed as a single staff structure was rolled out across Broadland and South Norfolk. Officers were looking at best practice at other local authorities to ensure that it met the needs of both authorities.

Members suggested that the PRP scheme was out of date and not fit for purpose, especially for those at the top of their band who would not be eligible for any PRP however good their performance.

The Assistant Director of Governance and Business Support emphasised that it was intended that the new scheme would be fair and equitable for all staff and Members' concerns would be taken into consideration when it was developed. She added that employment at Broadland and South Norfolk should not be compared on remuneration alone, as there were other benefits in both schemes and one was not necessarily better than the other.

The UNISON Branch Secretary advised the meeting that the union would be involved in the development of the new pay scheme. In respect of the report before the Committee, the union's primary concern was that staff at South Norfolk Council received a better pay award than Broadland staff. This was due to South Norfolk determining pay awards through a national scheme and

Broadland operating a local scheme.

UNISON, therefore, requested that in this interim period an additional one percent pay award for all staff, backdated to 1 April 2019 should be made on top of the 1.33 SMU. It was also requested that the local pay scales be amended to commence at the same level as those used by South Norfolk Council. The additional one percent would cost £75,500, but would be a significant boost to morale at a time of great uncertainty for staff.

In response to a query, the UNISON Branch Secretary confirmed that the Branch Committee did have a preference for determining pay through the National Joint Council, rather than through a local scheme.

In answer to concerns expressed about the decision making process in respect of the pay scheme, the Assistant Director of Governance and Business Support confirmed that the design of the scheme would be an officer decision, but it would have input from UNISON and staff and the Joint Lead Members' Group would receive progress updates. It was emphasised, however, that the budget for pay would continue to be determined by Council, as part of the budget setting process.

The Chairman also noted that the Feasibility Study stated that the joint structure, terms and conditions and implementation was intended to be agreed by September 2019.

RECOMMENDED TO CABINET

- (1) That Cabinet approve the Standard Merit Unit (SMU) of 1.33 for the Performance Related Payment scheme in recognition of staff's performance during 2018/19; and
- (2) To make an additional one percent pay award for all staff backdated to 1 April 2019; and
- (3) Consider using the National Joint Council to determine pay awards in future.

8 APPOINTMENTS TO OUTSIDE ORGANISATIONS (EXECUTIVE FUNCTIONS)

RECOMMENDED TO CABINET

To note and approve the appointments to outside organisations.

The meeting closed at 11.25 am

Minutes of a meeting of the **Overview & Scrutiny Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 18 June 2019** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams
Mr P E Bulman
Ms S J Catchpole
Ms N J Harpley
Ms S I Holland

Mr K S Kelly
Mrs C Karimi-Ghovanlou
Mr D King
Mr M L Murrell
Mr G K Nurden

Mrs S M Prutton
Mrs C E Ryman-Tubb
Mr N C Shaw

Also in attendance were the Director Resources, Assistant Director of Governance and Business Support (Monitoring Officer), Assistant Director Economic Growth Economic Development Manager, Economic Development (Partnerships & Growth) Manager and the Committee Officer (JO).

9 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Assistant Director of Governance and Business Support (Monitoring Officer)	11 – Minutes	Personal interest on behalf of officers present subject to the re-alignment of staff structures at the Council.

10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Beadle, Mr Brennan and Mr King.

11 MINUTES

The Minutes of the meeting held on 4 June 2019 were confirmed as a correct record and signed by the Chairman, save for the correction of a minor typographical error.

Minute no: 3 – Minutes

The Chairman wished to clarify that his concern in respect of the provision of officer support for the Committee was not about when it would be put in place, but if it would be provided at all. He advised Members that following his meeting with the Managing Director he had received an email confirming that the Corporate Management Leadership Team would:

- (1) Make provision for a support officer over both Councils, as part of the restructure.
- (2) Engage with the CfPS to deliver scrutiny training to Members.

The Chairman informed Members that he presumed the resource would be at least the same as the Committee had previously been provided with (ie 15 hours per week).

The Assistant Director of Governance and Business Support (Monitoring Officer) confirmed that this work was in progress but she emphasised that the resource allocated to the Committee might be one element of an officers' wider duties and the most important aspect was the outcomes from that resource, rather than the time allocated to it. She also confirmed that Members would be updated at key points as the new staff structure was developed and consulted upon.

Minute no: 7 – Performance Related Pay 2019

The Chairman advised the meeting that Cabinet had rejected the Committee's recommendation of an additional one percent pay award to all staff. The Cabinet, however, had seemed more receptive to considering using the National Joint Council to determine pay awards in the future.

It was:

AGREED

that Members' recommendations to Cabinet would be regularly reported back to the Committee at its following meeting in future.

12 ECONOMIC UPDATE

The report was an update on the activity of the Economic Development department over the last six months.

Key areas highlighted were:

- The wide range of support provided to new and existing businesses to help locate, expand and flourish.
- Broadland Council Training Service had delivered 106 courses during the year, for 630 learners.
- The Choices programme, which tackled long term unemployment often

related to low level maths and English skills, lack of confidence, anxiety and low self-esteem was open to any Broadland resident including people with special needs.

- Recent Broadland Business Breakfasts had been attended by over 65 people from 50 businesses.
- The Greater Norwich Manufacturing Group, facilitated by the Council to help businesses make contact and explore opportunities had increased in membership to over 150 businesses. In the terms of geography the makeup of the Group was flexible and extended as far as Beccles.
- The Council also facilitated a Financial Industries Group to promote and develop a financial and related professional services cluster in Norwich and Norfolk. The Group had over 60 firms signed up.
- Establishing groups for other sector areas such as food and tourism were to be explored shortly.
- The 2019-20 'Buy in Broadland' voucher booklet had over 90 Broadland businesses that agreed to take part in the scheme by offering a discount to residents.
- Broadland businesses had accessed LEADER funding approved grants of a total of £669,568.
- Total funding accessed through the New Anglia Local Enterprise Partnership (LEP): Growing Business Fund was £3,158,275 in grants to 19 businesses providing 410 jobs.
- Both Broadland and South Norfolk employed a number of apprentices.

Members were also advised that there had been a 15 percent drop in the numbers of 16 to 18 year olds taking up an Apprenticeship, alongside a drop of 12 percent in 19 to 24 year old starts. The Assistant Director Economic Growth was of the opinion that this was due to the introduction of the Apprenticeships Levy.

In response to a query, Members were advised that the Apprenticeships schemes were tightly regulated and monitored to ensure that there was no risk of exploitation.

Members expressed concerns about the fall in the take up of Apprenticeships and it was:

AGREED

To convene a Time and Task Panel to investigate the Apprenticeships Levy. Membership of the Panel was confirmed as: Ms Catchpole, Mrs Karimi-Ghovanlou, Mr Kelly, Ms Harpley and Mr Riley.

Members confirmed that in future economic updates they would like to see more evidence of the success of business start-ups. It was also requested that more information on how a lack of public transport was having a negative effect on apprenticeship take up.

In respect of tourism Members were advised that arrangements could be put in place for the Chief Executive of Visit East Anglia to provide an update on their activities. A summary of tourism statistics could also be provided for Members when they were available in September.

An update on the marketing of the Greater Norwich Manufacturing Group would also be included in the next Economic Update.

13 NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE

The Committee noted the Outcomes and Actions and Forward Plan of the 30 May 2019 meeting of the Norfolk Health Overview and Scrutiny Committee.

14 CORPORATE EQUALITIES GROUP

It was:

AGREED

To appoint the following Members to the Corporate Equalities Group:
Ms Catchpole and Mr Riley.

15 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

The Committee was informed that the Police and Crime Commissioner was to provide an all-Member briefing session later in the year.

The following items were added to the Work Programme:

- Tourism Statistics for the district 2019
- A presentation and question and answer session by the Chief Executive of Visit East Anglia.

The Assistant Director of Governance and Business Support (Monitoring Officer) confirmed that she would look at the timing of the collaboration item to ensure that it would be brought to the Committee at the appropriate time.

The Director of Resources confirmed that Members would be updated about the proposed new staffing structure, as it was progressed.

The meeting closed at 12.10 pm.

DRAFT

Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 2 July 2019** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams
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 D King
Mr M L Murrell
Mr G K Nurden

Mrs S M Prutton
Mrs C E Ryman-Tubb
Mr N C Shaw

Mrs Karimi-Ghovanlou was also in attendance for part of the meeting.

Also in attendance were the Director Place, Director Resources, Director People and Communities, Assistant Director Economic Growth, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, Interim Head of Housing and Environmental Services, Development Manager, Economic Development Manager, Environmental Protection Manager, Private Sector Housing Manager, HR and Customer Services Manager, Business Improvement Lead, Principal Planning Officer, Service Improvement Officer, Housing Enabler, Green Infrastructure and Woodlands Officer and the Committee Officer (JO).

16 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Adams	28 - North-West Woodlands – Land Acquisition	Local Choice Non Pecuniary Interest, Member of Norfolk County Council for Horsford and Felthorpe.

17 APOLOGY FOR ABSENCE

An apology for absence was received from Mr Kelly.

18 MINUTES

The Minutes of the meeting held on 18 June 2019 were confirmed and signed by the Chairman as a correct record, save for the following amendment:
Mr D King was removed from the list of those in attendance.

Minute no: 11 – Minutes

The Chairman informed Members that he had held a further meeting with the Leader and Managing Director to discuss the Overview and Scrutiny Research Officer post and as a temporary arrangement the Senior Governance Officer and Deputy Monitoring Officer would be providing the Committee with some support. The arrangement should be resolved permanently in September.

The Chairman advised the meeting that he had received a letter from the Assistant Director of Governance and Business Support (Monitoring Officer) regarding this issue and he would forward the letter to the Committee after the meeting.

Minute no: 15 – Overview and Scrutiny Committee Work Programme

A Member suggested that the reference to the Assistant Director of Governance and Business Support (Monitoring Officer) bringing the Collaboration Report back at the appropriate time, did not reflect the Committee's request that it be brought to the September meeting. However, another Member recalled that it had been decided to bring the item to an earlier meeting and divide it into the future vision for collaboration and the future staffing structure.

It was confirmed that the Assistant Director of Governance and Business Support (Monitoring Officer) would endeavour to bring the item to the 24 September 2019 meeting.

19 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that a meeting of the EcoCube Time and Task Limited Panel would be reconvened in order to agree its final report. A review of the relinquishment EcoCube lease was being conducted and this would be cross referenced with the Panel's final report.

CABINET REPORTS

20 COUNCIL PERFORMANCE 2018/19 – BROADLAND BUSINESS PLAN

The report provided an update on delivery of the Business Plan objectives for the period 1 April 2018 to 31 March 2019 as well as details of the Local Government Ombudsman decisions received and formal complaints received in the same time period.

It was intended to align Broadland's and South Norfolk's Performance Reports more closely in future and to publish them on a quarterly basis.

The Committee went through the Objectives appended to the report and they noted the following issues:

- The bid by the Reedham Village Team for LEADER programme funding to improve the quayside had been unsuccessful. The Council was working closely with the Team to access funding from alternative sources.
- The Council's waste collection contractors would be adding a further 1,500 properties to the Food Waste collection scheme in July 2019 at no extra cost.

- Although fly tipping was a national problem there was no discernible trend between DIY was being dumped and the charges introduced by Norfolk County Council at Household Waste Recycling Centres.
- Homes in Multiple Occupation had increased on the urban fringe of the District.
- The vast majority of residents in Temporary Accommodation in the District were in the Council's Private Sector Leasing Scheme properties.
- A new Housing with Care scheme would be rolled out shortly.

The provision of community grants had ceased and would be replaced by a Member Grants scheme, which would allow Members to allocate up to £500 to fund local projects. Members noted that South Norfolk Council had a similar scheme, but had been allocated £1,000 per annum.

The Committee requested that Cabinet increase the sum to £1,000 per Member for the Broadland scheme. It was also noted that the grants provided by the Council had been reduced, in recent years. The importance of grants in attracting match funding for community projects was also emphasised.

RECOMMENDED TO CABINET

Option (1)

To note and consider the progress made against the objectives outlined in the Appendices.

21 TREASURY MANAGEMENT PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2019

The report summarised the treasury management activity during 2018/19, and included an update on the Prudential Indicators.

The Council had £33.46m invested at 31 March 2019 in various financial instruments. The Council also held £481,300 for a number of parish councils. The Treasury Management Policy set an operational boundary for external debt. However, borrowing had not been required over the last year and was unlikely to be needed in the foreseeable future.

RECOMMENDED TO CABINET

Option (1)

To note the outcome in respect of 2018/19 Treasury Management activities.

22 JOINT HR INFORMATION SYSTEM

The report proposed adopting a HR Information System, to replace the current paper based in-house system used by the Council.

South Norfolk Council currently utilised a formal HR Information system (ITRENT) and it was proposed that Broadland adopt this system, which had been found to have the following system improvements and benefits:

- Streamlined systems
- Reduction in manual paperwork
- Reduction in duplication entry
- Improved data accuracy
- Quicker processing times – eliminate manual calculations and checking
- Reduced 'touch points'
- Removal of paper based processes
- Improved reporting and data accuracy
- Self-service access to personal data
- Self-service access for managers to team data
- Identify ownership within processes
- E-enabled HR processes
- Access to employee information regardless of location
- Release HR expertise to focus on the strategic and complex HR issues

It was considered that by moving to a consistent IT platform, it would improve efficiency by making it easier for both managers and staff to access and use their data.

It was estimated that the new system would save a minimum of five weeks in HR officer time spent on administration, which would free up HR staff to concentrate on delivering more value-added work. Full training would be provided for the new system.

A Member expressed concern that the Council was being asked to adopt a system used by South Norfolk that might not necessary be appropriate for Broadland. Concerns were also expressed about the additional cost of the system.

In response, Members were advised that investing in the system would allow for a more efficient service for managers across both Councils as well as a more professional HR service. It was also emphasised that there was no procurement costs associated with the proposal.

A Member noted that the Council should have a modern HR system in order for both managers and staff to handle their data efficiently.

RECOMMENDED TO CABINET

Options (1 and 2)

1. To agree that Broadland District Council transfers its HR information (including payroll) on to a commercial HR Information System (iTrent); and
2. To adopt a two-stage approach, transferring HR employee data on to the system in the first phase and transferring employee and Member payroll data in the second phase.

23 AFFORDABLE HOME OWNERSHIP IN BROADLAND AND SOUTH NORFOLK

The report proposed taking a common approach to affordable home ownership eligibility in Broadland and South Norfolk.

Broadland has seen a large supply of affordable home ownership products on sites across the District and analysis of Broadland and South Norfolk affordable home ownership data had shown that the largest proportion of purchasers already lived within the local authority area in which they purchased. It was, therefore, felt that it was unnecessary to restrict home ownership eligibility to local people. It was emphasised that properties built under exceptions policy would continue to be for local needs only.

Members raised concerns that changing the policy would lead to local residents losing out to people from areas where housing was more expensive.

It was also suggested that the Council was being asked to implement South Norfolk policies, rather than to develop its own as a sovereign Council.

In response, Members were advised that affordable home ownership was a market product and opening up the criteria would allow for more people in need to access housing. It was also emphasised that the proposal had been developed jointly and was not the adoption of an existing South Norfolk policy.

RECOMMENDED TO CABINET

Options (8.1 and 9.2)

1. To retain a local connection priority for affordable home ownership;
2. all applicants for affordable home ownership must register with the regional Help to Buy agency (or any successor body).

24 JOINT WORKING GROUP

Cabinet were asked to appoint a Member Working Group to take oversight and make recommendation on the waste services review, which would consider a collaborative model of waste collection, grounds maintenance and street cleansing.

The Working Group would include four members, (three Conservatives and one Liberal Democrat) and would operate for the duration of the project until

April 2022. The Working Group would work jointly with South Norfolk Council Members to agree any joint recommendations.

The Committee was informed that the Portfolio Holder for Environmental Excellence, would sit on the Working Group.

25 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.

26 NORTH RACKHEATH OUTLINE PLANNING APPLICATION

The report proposed making an investment from the Broadland Growth Fund for the submission of an outline Planning Application in North Rackheath.

It was confirmed that there was no conflict of interest in making a recommendation on this matter for Members of the Committee who were also Members of the Planning Committee.

Following consideration of the report, as detailed in the exempt Minutes, it was:

RECOMMENDED TO CABINET

Options (1 and 2, as amended)

1. To commit funding from the Broadland Growth Fund to the preparation and submission of an outline planning application for North Rackheath subject to securing the necessary commitments and legal agreements with the landowner; and
2. To delegate authority to the Director of Place in consultation with the Planning Portfolio Holder to negotiate the necessary commitments, *mitigation of financial risk* and legal agreements *through the Portfolio Holder decision making process*.

27 DISPOSAL OF LAND IN BROADLAND DISTRICT COUNCIL OWNERSHIP

The report proposed the sale of Council owned land to a property developer.

Following consideration of the report, as detailed in the exempt Minutes it was:

RECOMMENDED TO CABINET

Option (1)

To recommend to Council the sale of the land, subject to the Heads of Terms for sale of the site.

28 NORTH-WEST WOODLANDS – LAND ACQUISITION

The report proposed purchasing land to provide green infrastructure in the District.

Following consideration of the report, as detailed in the exempt Minutes it was:

RECOMMENDED TO CABINET

Option (1)

To recommend to Council front funding the initial sum required to purchase the woodland.

The meeting closed at 1.53 pm.

DRAFT

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 11 June 2019** at **6.00pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mr J J Emsell	Transformation and Organisational Development
Mrs L H Hemsall	Planning
Mrs J Leggett	Environmental Excellence
Mrs T M Mancini-Boyle	Finance
Mr F Whymark	Housing and Wellbeing

Mr Adams, Mr Murrell, Mr Riley and Mrs Vincent also attended the meeting for its duration.

Also in attendance were the Managing Director, Director of Place, Director of Resources, Director of People and Communities, Assistant Director Governance and Business Support (Monitoring Officer), Chief of Staff, HR and Customer Services Manager, Interim Communications and Engagement Manager and the Committee Officer (JO).

1 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Assistant Director of Governance and Business Support (Monitoring Officer)	6 – Performance Related Pay 2019	Personal Interest on behalf of all staff present as beneficiaries of the Pay Scheme.

2 APOLOGY FOR ABSENCE

An apology for absence was received from Mrs Copplestone.

3 MINUTES

The Minutes of the meeting held on 9 April 2019 were confirmed as a correct record and signed by the Chairman.

4 OVERVIEW AND SCRUTINY COMMITTEE

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 4 June 2019, as each item was considered.

5 UPDATE TO LOCAL DEVELOPMENT SCHEME

The report proposed that minor amendments be made to the current Local Development Scheme (LDS).

The changes were in respect of the relationship of the LDS to other Local Plans and to address what Development Plan Documents the Greater Norwich Local Plan (GNLP) would supersede.

It was proposed that whilst the GNLP would supersede the Joint Core Strategy and the Broadland Site Allocations DPD, it would be premature to supersede the Growth Triangle Area Action Plan and the Development Management DPD at this stage; although some elements might be added, amended or replaced.

The Leader noted that the LDS was a dynamic document that would be subject to amendment as it progressed.

RECOMMENDED TO COUNCIL

to approve the proposed amendments to the current Local Development Scheme (August 2018).

Reasons for decision

To maintain an up-to-date Local Development Scheme and meet legislative requirements.

6 PERFORMANCE RELATED PAY 2019

The report asked Cabinet to determine the value of the Standard Merit Unit (SMU) for Performance Related Pay for 2019. An SMU of 1.33 was proposed, which was in line with the budget agreed at Council in February 2019 and was approximately one percent of the payroll budget.

In February 2019, Council agreed a two percent growth in salary budgets, valued at £155,300, to provide funding for both the cost of living and Performance Related Pay awards. In April 2019, a cost of living award of one

percent was made to all staff. Therefore, one percent of the growth agreed in salary budgets remained available for Performance Related Payments.

The payment of Performance Related Pay would recognise staff performance over the last year and the value of the SMU at 1.33 would keep payments within the budget agreed by Council in February 2019, as not all staff would receive an award.

The Chairman of the Overview and Scrutiny Committee advised the meeting UNISON had raised concerns that staff at South Norfolk received a better pay award than Broadland staff; as South Norfolk determined pay awards through the National Joint Council scheme and Broadland operated a local scheme.

UNISON had, therefore, requested that in this interim period an additional one percent pay award for all staff, backdated to 1 April 2019 should be made on top of the 1.33 SMU. It was also requested that the local pay scales be amended to commence at the same level as those used by South Norfolk Council. The additional one percent would cost £75,500, but would be a significant boost to morale at a time of great uncertainty for staff.

The Vice-Chairman of the Overview and Scrutiny Committee added that the current Performance Related Pay scheme was not fit for purpose, as staff at the top of their grade could not receive an additional reward however well they performed.

The Portfolio Holder for Transformation and Organisational Development advised the meeting that a review of the staff structure to create a single set of terms and conditions across both Council's would be completed and ready for consultation by September. He also emphasised that the report before Cabinet only requested the determination of the SMU, not the wider Performance Related Pay scheme.

The Portfolio Holder for Finance added that the budget for Performance Related Pay had been agreed in February 2019 and should not be subject to change. She agreed, however, that the Performance Related Pay scheme was no longer fit for purpose and welcomed its review.

The Managing Director advised the meeting that the intention of the review was to design an organisation that was an employer of choice in Norfolk and to have the plans in place for this by September.

RESOLVED

To approve the Standard Merit Unit (SMU) of 1.33 for the Performance Related Payment scheme in recognition of staff's performance during 2018/19.

Reasons for decision

To determine the Performance Related Pay award for 2019.

7 APPOINTMENTS TO OUTSIDE ORGANISATIONS (EXECUTIVE FUNCTIONS)

Cabinet received the proposed appointments to outside organisations.

RESOLVED

To note and approve the appointments to outside organisations for 2019/20 (attached at Appendix 1 to the signed copy of these Minutes).

Reasons for decision

To appoint Member representatives to outside organisations.

The meeting closed at 6.24 pm

UPDATE TO LOCAL DEVELOPMENT SCHEME

Report Author:	John Walchester, Spatial Planning Manager tel: 01603 430622 email: john.walchester@broadland.gov.uk
Portfolio Holder:	Planning
Wards Affected:	All
Purpose of the Report:	Amendments to the current Local Development Scheme

Recommendations:

1. It is recommended that Cabinet recommends Council to approve the proposed amendments to the current Local Development Scheme (August 2018).

1 SUMMARY

- 1.1 The report sets out amendments to the current Local Development Scheme (LDS). This sets out the timetable for new local plans and what they are to contain. Amendments are proposed that refer to the proposed Greater Norwich Local Plan and that this will not supersede the adopted Growth Triangle Area Action Plan and the adopted Development Management DPD but that some parts may be added to, amended or replaced.

2 BACKGROUND

- 2.1 It is a legislative requirement for the Council to publish a Local Development Scheme and to keep this up-to-date. The last update to the LDS (August 2018) was considered by Cabinet on 28 August 2018 and approved by Council on 6 September 2019. This can be viewed at:
https://www.broadland.gov.uk/downloads/file/4400/current_local_development_scheme_2018_to_2021.

3 CURRENT POSITION

- 3.1 As part of the work on the proposed Greater Norwich Local Plan(GNLP) it has become evident that amendments are needed to the LDS. Currently the LDS states that the GNLP will supersede the adopted Joint Core Strategy, Site Allocations DPD, and Growth Triangle Area Action Plan (GTAAP). However, the GTAAP deals with very large-scale development, and is effectively a masterplan to guide that development. Development in the Growth Triangle area is progressing, but the development is still in the early stages of a process that will take several years to be completed. As such, it would be premature to remove the GTAAP at this time. Consideration has been given to whether it should be incorporated into the new local plan, but it is now felt that it is better for it to remain separate and have the flexibility to be reviewed and updated as necessary as the developments progress.
- 3.2 Consequently, it is now proposed that it would not be necessary, nor beneficial, to wholly supersede the GTAAP by the GNLP though there may be some elements that are added to or amended e.g. the possibility of further land being allocated for development within the area of the GTAAP. Also, currently the LDS does not include reference to any potential amendments to the adopted Development Management DPD. Although it is not the intention to wholly supersede the Development Management DPD there may be some aspects that need to be changed through the new GNLP, and it would be useful for the LDS to refer to this possibility.

4 PROPOSED ACTION

- 4.1 To ensure that the latest situation on the proposed GNLP is properly reflected in the LDS, it is proposed that some amendments are made to the LDS and an updated LDS published. These changes are to page 11 under “What is the relationship with other Local Plans?”. The proposed revised text is:

“What is the relationship with other Local Plans?

In Broadland the GNLP will supersede

- (i) the Joint Core Strategy (JCS) for Broadland, Norwich and South Norfolk (adopted March 2011, amendments adopted January 2014),
- (ii) the Broadland Site Allocations DPD.

~~(iii)~~ *The Broadland OSRT Growth Triangle Area Action Plan (DPD) and the Development Management DPD will not be superseded, though there may be elements of the GNLP that add to, amend or replace parts of those documents.*

~~It~~ *The GNLP* will be a component of the overall Broadland Development Plan, in conjunction with the ~~Development Management~~ *other retained* DPDs and any made Neighbourhood Plans”.

5 OTHER OPTIONS

- 5.1 The alternative is to not make the amendments which would mean that the LDS is not up-to-date, or for the GNLP to be done differently than now intended i.e. including the GTAAP policies within it and not include any modifications to Development Management DPD policies. This would give a more complex Plan and mean that Development Management policies would not be able to be revised.

6 ISSUES AND RISKS

- 6.1 **Resource implications** – Production and publication of the revised LDS would be within the normal Spatial Planning Team resources. The work on the GNLP is resourced under the arrangements for the Greater Norwich Development Partnership.
- 6.2 **Legal implications** – Not having an up-to-date LDS would conflict with the Localism Act (2011) and result in emerging Local Plan documents not being ‘sound’ and legally valid. If the GNLP is not progressed the existing development plan documents will become increasingly out-of-date and of less relevance in the determination of planning applications.
- 6.3 **Equality implications** – In terms of the Equalities Act 2010 requirements, the LDS is not a policy but is the document that sets out the timetable for the

production of Development Plan Documents, in accordance with the legal requirements. As such, it does not itself impact on equalities. The timetable allows sufficient time for community engagement required under the Council's Statement of Community Involvement (SCI) which, itself, underwent an Equalities Impact Assessment. The Development Plan Documents will themselves be subject to Equalities Impact Assessment.

6.4 **Environmental impact** – None.

6.5 **Crime and disorder** – None.

6.6 **Risks** – The other authorities involved in the production of the GNLP could take a different stance, but the matter has been discussed and agreed in principle by the GNDP Directors, so this is unlikely.

7 CONCLUSION

7.1 In order to have an up-to-date Local Development Scheme it is necessary to amend the current one.

8 RECOMMENDATIONS

8.1 It is recommended that Cabinet recommends Council to approve the proposed amendments to the current Local Development Scheme (August 2018).

Background Papers

None.

CABINET MEETING – 9 July 2019

Decision List

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

ITEM & HEADING	DECISION
8 Council Performance 2018/19 – Broadland Business Plan Chief of Staff	RESOLVED To note the progress made against the objectives of the Council.
9 Treasury Management Performance for the Year Ended 31 March 2019 Director Resources	RESOLVED To note the outcome in respect of 2018-19 Treasury Management activities.
10 Joint HR Information System Assistant Director Governance and Business Support	RECOMMENDED TO COUNCIL <ol style="list-style-type: none"> 1. To agree that Broadland District Council transfers its HR information (including payroll) on to a commercial HR Information System (iTrent); and 2. To adopt a two-stage approach, transferring HR employee data on to the system in the first phase and transferring employee and Member payroll data in the second phase.
11 Affordable Home Ownership in Broadland and South Norfolk Director Place	RESOLVED To defer a decision on this matter.
12 Joint Working Group Director People and Communities	RESOLVED <ol style="list-style-type: none"> 1. To approve the formation of a Joint Working Group to conduct a review of waste services; 2. Membership of the Working Group to be confirmed in due course.

<p>14 North Rackheath Outline Planning Application</p> <p>Director Place</p>	<p>RESOLVED</p> <ol style="list-style-type: none"> 1. To commit funding from the Broadland Growth Fund to the preparation and submission of an outline planning application for North Rackheath subject to securing the necessary commitments and legal agreements with the landowner; and 2. To delegate authority to the Director of Place, in consultation with the Planning Portfolio Holder, to negotiate the necessary commitments, mitigation of financial risk and legal agreements through the Portfolio Holder decision making process.
<p>15 Disposal of Land in Broadland District Council Ownership</p> <p>Director Place</p>	<p>RECOMMENDED TO COUNCIL</p> <ol style="list-style-type: none"> 1. To sell the land, as set out in the report, subject to the Heads of Terms for sale of the site; 2. 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.
<p>16 North-West Woodlands – Land Acquisition</p> <p>Director Place</p>	<p>RECOMMENDED TO COUNCIL</p> <p>To front funding the initial sum required to purchase the woodland.</p>

JOINT HR INFORMATION SYSTEM

Report Author:	Dee Young HR & Customer Services Manager tel: 01603 430526 email: dee.young@broadland.gov.uk
Portfolio Holder:	Transformation and Organisational Development
Wards Affected:	N/A
Purpose of the Report:	This report proposes adopting a HR Information System for Broadland District Council

Recommendations:

1. To agree that Broadland District Council transfers its HR information (including payroll) on to a commercial HR Information System (iTrent); and
2. To adopt a two-stage approach, transferring HR employee data on to the system in the first phase and transferring employee and Member payroll data in the second phase.

1 SUMMARY

- 1.1 The HR teams within Broadland District Council (BDC) and South Norfolk Council (SNC) have differing systems to collect and manage employee data. BDC currently utilises an in-house system (excel spreadsheets) mixed with paper forms, whilst SNC utilises a formal HR Information system (ITRENT). This paper proposes for a way forward for both councils to move to a consistent IT platform, increasing automation of Broadland's employee data, thus improving efficiency for managers across the One Team and making it easier for both managers and staff to access and use their data.
- 1.2 A fit for purpose HR Information System will help transactional tasks be delivered with a transformational purpose, helping produce meaningful metrics to support business decision making and objectives. These metrics include absence, employee retention, succession planning and engagement. HR needs to be an integrated part of the organisation, effective technology will reduce the administration burden, thus providing the HR team with the time to work more productively with services, supporting them to deliver excellent customer service and drive the organisational agenda of collaboration.

2 BACKGROUND

- 2.1 As collaborative working progresses between the two councils opportunities to make efficiencies are being identified. Both councils collect, record and use their employee data to carry out operational HR duties and provide information to help inform strategic decision making.
- 2.2 The two councils collect their HR data separately, but under the One Team approach there are advantages for this information to be held using the same system and utilised consistently. This will support better analysis and reporting of data, for all line managers and particularly for the Corporate Management Leadership Team.
- 2.3 The HR Teams are currently being reviewed to ensure that by 1 September both councils are supported by one HR team, thus ensuring all staff across both councils get the same service. Introducing a single and consistent IT platform across both councils for the one HR team to work from will ensure efficient and effective working, further embed the One Team Two Councils ethos and better support both councils by giving us greater and improved data accessibility and analytics.

3 CURRENT POSITION

- 3.1 SNC currently uses the Midland iTrent system. This system's functionality includes Core HR, payroll, recruitment, absence management, and a financial systems interface.
- 3.2 Additionally, staff and managers have access to a wide range of self-serve

options, including; maintaining personal information, amending work patterns, claiming and approving expenses, additional hours, and requesting and approving leave and other absence. All these activities can be undertaken regardless of where the staff are, thus ensuring an efficient and effective way of working as One Team serving two autonomous councils.

- 3.3 iTrent is a hosted solution, managed and supported by Suffolk County Council (SCC). This management covers systems administration including upgrades and testing. Services are provided under a two year contract which expires in September 2020. The contract can be extended with the agreement of both parties for one year, followed by a further year.
- 3.4 SCC provides a full payroll bureau service to SNC. The SNC HR team updates employee records and these changes 'talk' to the payroll system without the need for further input. This automation has created efficiency savings and the 'single input' methodology reduces the margin for error. Checks and balances are in place to ensure accuracy of the payroll function.
- 3.5 SNC staff have access to online payslips and can also make arrangement to receive these via secure email. Both staff and managers have access to a range of self-serve options related to day to day people management including but not limited to leave and expense requests.
- 3.6 Using bespoke in-house designed spreadsheets, BDC operates its own in-house system to process and record HR employee data including absence management. Recruitment is partly automated as staff can apply for jobs electronically. However, there is no self-service functionality and claims for expenses, additional hours and leave are paper based.
- 3.7 Broadland's payroll is managed by Norfolk County Council (NCC). Payroll changes are collated by the Payroll Co-Ordinator who supplies this information to NCC. The contract with NCC expires on 30 June 2021. Initial conversations with NCC suggest that there would be no termination cost if the contract were to end on 31 March 2020. Through the current arrangement BDC staff access their payslips online.

4 PROPOSED ACTION

Key Outcomes required from an HR Information System

- 4.1 SNC undertook a procurement exercise when originally moving onto the iTrent system the procurement was designed to ensure the following outcomes and there is no reason to suggest that the improvements and benefits listed below would not also apply to a roll out of iTrent across BDC.

System Improvements and benefits:

- Streamlined systems
- Reduction in manual paperwork
- Reduction in duplication entry

- Improved data accuracy
- Quicker processing times – eliminate manual calculations and checking
- Reduced ‘touch points’
- Removal of paper based processes
- Improved reporting and data accuracy
- Self service access to personal data
- Self service access for managers to team data
- Identify ownership within processes
- E-enabled HR processes
- Access to employee information regardless of location
- Release HR expertise to focus on the strategic and complex HR issues

Timescales

4.2 It is proposed that the system is implemented through two phases.

Phase 1: To transfer BDC employees onto the HR Information System

Timeline: September to November (over a three-month implementation period)

Phase 2: To transfer BDC employees’ payroll information onto the HR Information System

Timeline: By the end of the financial year March 2020 (A transfer at the end of the financial year will help to avoid the risks and associated work with the transfer of tax and HMRC information data mid-year. It also helps to mitigate any possible disruption to staff’s cumulative payroll data.)

Costs

4.3 As noted elsewhere in the report NCC have agreed to terminate the existing payroll contract with them at nil cost to the Council due to the length of notice being provided.

The costs below therefore relate to the implementation and ongoing revenue cost associated to the

Implementation Costs		
HRIS (HR Information System)	£6,500	To be funded in 2019/20 as a one-off cost
Payroll	£6,500	To be funded in 2020/21 as a one-off cost
Total	£13,000	Funded over two years

Ongoing Annual Revenue Costs		
Existing Payroll (NCC) Annual revenue cost, which will end March 2020	£14,000	Already budgeted 2019/20
NEW HRIS (HR Information System) annual revenue cost	£17,655	To be funded on 2019/20 (pro rated) and then ongoing budget provision
NEW Payroll Annual revenue costs	£15,513	£14,000 already in budget – from 2020/21 (Budget utilised from existing payroll contract) Additional in year £1,513 needed
Total	£33,168	£19,168 additional budget requirement

4.4 In summary £13,000 is required over the next two financial years to fund the implementation of the HRIS and Payroll system a further £19,168 of annual revenue funding is required for the ongoing use of the HRIS, this is pro-rated in the current financial year.

4.5 It is important to note that there will be long term efficiency savings to introducing an HRIS which include:

- Time savings of a minimum of 5 weeks per annum based on current HR time spent on paper-based activities. This will enable us to ensure that HR activity is focused on the strategic issues of the Council instead of administrative tasks.
- A consistent HR and Payroll service and system for Managers which will provide efficiencies for those managers and for staff.
- Consistent management information across the two councils.

4.6 In conclusion the HRIS has already been procured by SNC, which means there will be no cost of procurement associated to this proposal. Benefits as noted above are already proven and it is due to both of these factors that we are recommending implementation of HRIS in a phased approach.

5 OTHER OPTIONS

Continue as is:

5.1 Both councils could continue to operate their own HR systems independently, however this will not support the Two Councils One Team approach and could cause further inefficiency. Joint managers will be required to source and process information across two systems, with information presented to them in differing formats and accessible in differing ways. the impact of this would

mean that further work would be required to align, resulting in inefficient and ineffective working practices. It will also mean that HR resources are tied up on manual transactional activities that could otherwise be delivered through automation or self-service, taking them away from more value-added work.

Procure an alternative HR systems provider:

- 5.2 It is important to ensure any system is fit for purpose, offers value for money and as part of this it is important to carry out market testing. The time and costs associated to undertake work associated to this ie undertaking a feasibility study and implementation of a new platform for South Norfolk, in the short term is prohibitive to progressing collaborative working. As with any contract there will however be a natural opportunity to consider this jointly when the current iTrent contract ends in September 2020.

6 ISSUES AND RISKS

- 6.1 **Resource implications** – This is covered elsewhere within the report, specifically section 4.
- 6.2 **Legal implications** – The preferred option requires that Broadland's contract for payroll services with Norfolk County Council will need to be ended one year early. If the contract is ended at the end of March 2020 and notice is given after Member approval, which this report seeks, there will be no termination cost.

South Norfolk can vary its HR Information contract with Suffolk County Council to include Broadland District Council. There are provisions under the Public Contract Regulations 2015 that allow contracts between authorities.

- 6.3 **Equality implications** – There are no direct equality implications, however any HR system will hold equality data which needs to be used mindful of equality legislation and employees' protected characteristics.
- 6.4 **Environmental impact** – There is no impact on the environment.
- 6.5 **Crime and disorder** – There is no impact upon crime and disorder.
- 6.6 **Risks** – Training for all staff and managers will need to be put in place to ensure effective use and management of the self-service functionality. However there is internal knowledge at SNC to enable this and ensure that this risk is mitigated.

Transferring payroll data at the end of the financial year will reduce the risk of data discrepancies and any delays in the reporting of information to HMRC. Late reporting incurs financial penalties.

7 CONCLUSION

- 7.1 The joining of two HR information systems will further support the councils'

collaborative journey and the Two Councils, One Team ethos. One joint HR information system (including payroll) will provide improved access to data for managers and staff, whilst giving us greater and improved data accessibility and analytics.

8 RECOMMENDATIONS

- 8.1 To agree that Broadland District Council transfers its HR information (including payroll) on to a commercial HR Information System (iTrent); and
- 8.2 To adopt a two stage approach, transferring HR employee data on to the system in the first phase and transferring employee and Member payroll data in the second phase.

Background Papers

None

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 53 to 96 are not available to the public because the information is confidential as it includes exempt information about the financial or business affairs of a person

DECISIONS ON APPLICATIONS – 12 JUNE 2019

App'n No	Location	Description of Development	Decision
20190392	25 Chenery Drive, Sprowston	Use of pool and pool building for private hire	WITHDRAWN FROM AGENDA
20190061	The Whiffler, Boundary Road, Hellesdon	Erection of conservatory extension to front elevation with retractable roof, single storey rear extension to form a new kitchen, provision of additional parking spaces and associated works	APPROVED subject to conditions
20181808	Beck Farm, Norwich Road, Reepham	Change of use of land to provide two new fishing lakes	DEFERRED as further information needed
20190352	Land at Seven Acres, Seven Acres Lane, Coltishall	Erection of dwelling and access	APPROVED subject to conditions
20190443	Church Farm Barns, The Street, Heydon	Extension and rebuilding of damaged farm buildings to form four commercial units for A1 and B1 use (part retrospective)	APPROVED subject to conditions
20190695	Land rear of 33 Sandhole Lane, Little Plumstead	Change of use of agricultural land to garden / residential curtilage (retrospective)	APPROVED subject to a condition
20190654	Lawn Bungalow, Tunstall Road, Halvergate	(1) Erection of replacement dwelling and detached garage / workshop; (2) change of use of agricultural land to residential curtilage	APPROVED subject to conditions
20190454	Oak Lodge, Scotts Corner, Woodbastwick	Change of use of part of an agricultural field to residential use and erect side and front extension	APPROVED subject to conditions

Minutes of a meeting of the **Licensing & Regulatory Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 5 June 2019** at **9.30am** when there were present:

Mrs S C Gurney – Chairman

Ms S Catchpole

Ms J L Thomas

The applicants (as identified in the exempt appendix to the signed copy of these Minutes) attended the meeting for consideration of their cases.

Also in attendance were Ms T Eddison (the Committee's legal advisor), the Senior Environmental Health Officer (Safety and Licensing), the Technical Officer - Licensing Enforcement and the Committee Officer (DM).

Also present observing the meeting were Mrs C Karimi-Ghovanlou and Mr M Murrell.

3 MINUTES

The non-exempt Minutes of the meetings held on 18 April and 21 May 2019 were confirmed as a correct record and signed by the Chairman.

4 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 Paragraphs 1, 3 and 7 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.

5 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – PRIVATE HIRE VEHICLE DRIVER LICENSING

The Committee considered an application for a Private Hire Vehicle Driver Licence, as detailed in the exempt appendix to the signed copy of these Minutes. After due consideration, it was

RESOLVED

to grant a Private Hire Vehicle Driver Licence for a period of one year, subject to satisfactory completion of the taxi/private hire driving assessment before

the licence is issued and to issue a written warning as to future conduct.

6 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 – PRIVATE HIRE VEHICLE DRIVER LICENSING

The Committee considered a renewal application for a Private Hire Vehicle Driver Licence, as detailed in the exempt appendix to the signed copy of these Minutes. w

After due consideration, it was:

RESOLVED

to

- (1) grant a Private Hire Vehicle Driver Licence for a period of one year, to issue a written warning as to future conduct and a reminder of the need to adhere to the requirements of the Blue Book;
- (2) request the licensing officers contact the operator concerned to remind them that all drivers should report all offences and cautions.

7 MINUTES

The exempt Minutes of the meeting held on 18 April 2019 were confirmed as a correct record and signed by the Chairman.

The meeting closed at 12.35pm

Minutes of a meeting of the **Audit Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 4 July 2019** at **10.00am** when there were present:

Mr G K Nurden – Chairman

Mr P E Bulman
Mrs K A Vincent

Mr A D Crotch

Ms S I Holland

Mr M L Murrell also attended the meeting. The Chairman pointed out that, in addition to attending as a named substitute for a Committee Member unable to attend, he welcomed attendance by other substitute Members to observe the work of the Committee.

Also present were the Director of Resources, the Internal Audit Manager and the Committee Officer (DM).

1 MINUTES

The Minutes of the meeting held on 14 March 2019 were confirmed and signed by the Chairman as a correct record.

Minute no: 31 – Minutes – Risk Register and Performance Report

The risk register and performance report had been due to be considered at the Committee's meeting in June/July, but it was acknowledged that a comprehensive review of performance reports had recently been undertaken by the Overview and Scrutiny Committee who would now be undertaking this on a quarterly basis. In endeavouring to undertake its role in relation to the management of the Council's risks, and in the absence of a risk register, the Audit Committee had sought to review the performance reports as these incorporated information on the Council's management of risk. The Internal Audit Manager advised that she was currently reviewing the process for management of risk across both councils and would be reporting back to the Committee on her review. Members welcomed such a review and an alternative way of managing risk other than via analysis of performance reports. They did not wish to wait until the next scheduled meeting of the Committee to consider this matter and agreed that an additional meeting of the Committee be held in September/October to consider the issue of management of risk.

Minute no: 34 – Annual Fraud Update

In response to a question as to whether the Council had as yet been able to establish if involvement in the Fraud Hub had value for money, the Director of Resources undertook to update Members on this matter.

Minute no: 35 – Independent Audit Committee Member

Consideration of this matter had been deferred until after the May elections. Members felt there were benefits to be gained from having an independent member on the Committee in terms of skills and objectivity, and were keen to progress consideration of engaging an independent member. The Internal Audit Manager undertook to report back with further information on this to the meeting in September/October.

[Note: the remaining order of business on the agenda was changed]

2 PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY

Members considered the report of the Internal Audit Manager reviewing the work performed by Internal Audit in delivering the Annual Internal Audit Plan for 2018/19 during the period 21 December 2018 to 13 March 2019, including executive summaries in respect of audit reviews which were finalised over that period. Members noted that the date referred to in paragraph 2.1 of the report should read January 2019 and not January 2015. With regard to the three final reports issued by Internal Audit Services, six recommendations had been made within accounts payable, payroll and HR, and key controls and assurances. Two of these were regarded as priority 2, (important) and four were priority 3, (needing attention). The Internal Audit Manager then highlighted each of the recommendations.

RESOLVED

to note the progress in completing the Internal Audit work and the outcomes of the completed audits to date for the 2018/19 financial year.

3 FOLLOW UP WORK ON INTERNAL AUDIT RECOMMENDATIONS

Members considered the report of the Internal Audit Manager advising them on progress made in relation to management's implementation of agreed internal audit recommendations falling due by 31 March 2019. Members noted that a number of the deadlines had now passed and were updated on progress as follows:

Purchase Orders (BRD1809 key controls and assurance work) – the date for compliance in ensuring that purchase orders were used for all purchases made had been extended twice and had now been set at March 2020. Members raised questions as to where the issues were occurring and for what reasons purchase orders were not being used. They were concerned about the non-compliance with this requirement and felt it was a matter which needed to be addressed urgently. They felt it would help to have an understanding of the reasons for non-compliance to ensure appropriate

measures were put in place to achieve complete compliance. This could include a hard touch approach of non-payment of any invoices received without a purchase order. A review of the exemptions list would also be helpful. It was agreed that the target date for compliance with this requirement should be amended from March 2020 to September/October 2019 and the Director of Resources undertook to report back to the Committee on measures put in place to ensure compliance with the requirement.

BRD 1901 – Procurement – progress was being made and it was noted that the target date for compliance had now been amended to September 2019.

BRD 1902 – Cyber Crime – progress was being made and funding had been sourced. The target date for compliance had been amended to July 2019.

It was noted that, going forward, any references to previous post holders such as the Head of Democratic Services and Monitoring Officer needed to be updated to reflect new post titles.

RESOLVED

to note the position in relation to the completion of agreed Internal Audit recommendations subject to the above comments and suggestions.

4 ANNUAL REPORT AND OPINION 2018/19

Members considered the report of the Internal Audit Manager on the internal audit activity undertaken during 2018/19. It provided the annual opinion concerning the organisation's framework of governance, risk management and control, the conclusion of the effectiveness of Internal Audit and key information for the Annual Governance Statement. The overall opinion was that the framework of governance, risk management and control at Broadland for the year ended 31 March 2019 was deemed reasonable representing a stable control environment which was to be welcomed. All nine assurance audits completed concluded in a positive assurance grading with a "substantial" assurance grading given for council tax and NNDR which was the highest level.

RESOLVED

to note

- (1) the contents of the Annual Report and Opinion of the Head of Internal Audit.
- (2) that a **reasonable** audit opinion has been given in relation to the framework of governance, risk management and control for the year

ended 31 March 2019.

- (3) that the opinions expressed together with significant matters arising from internal audit work and contained within the report should be given due consideration, when developing and reviewing the Council's Annual Governance Statement for 2018/19.
- (4) the conclusions of the Review of the Effectiveness of Internal Audit.

5 ANNUAL GOVERNANCE STATEMENT 2018/19

Members considered the report of the Director of Resources asking the Committee to review the Annual Governance Statement for 2018/19 to ensure that it reflected the reports that had been considered over the past year and that it supported the Committee's general understanding of the Council's Governance arrangements. The Council was required to produce the Governance Statement prior to signing off its final accounts. The Governance Statement also reflected the matters dealt with in the previous reports considered by the Committee. Overall the Governance Statement for Broadland Council was a very positive one with no issues raised.

In response to questions, officers confirmed that the Constitution, including the Terms of Reference of all Committees/Panels was being reviewed. They also confirmed that, whilst the Audit Committee's terms of reference allowed for the them to commission ad hoc work from internal/external audit, this facility was also available to the Managing Director who had commissioned a piece of work on the Eco Cube which would be considered by the Overview and Scrutiny Committee. It was noted that the reference in the report to the Assistant Director Finance should have still been the Head of Finance and Revenue Services.

Members welcomed the positive report and it was

RESOLVED

to approve the Annual Governance Statement for 2018/19.

6 EXTERNAL AUDIT FINAL FEE LETTER

Members received the letter from Ernst and Young LLP (EY) setting out the final fee for 2017/18 following completion of the audit work undertaken.

The Director of Resources reported that, whilst the fee was derived from national guidelines set by PSSA Ltd, discussions with them indicated that there may be scope for a reduction in this fee from EY having regard to the

fact that the Council was regarded as being stable and low risk.

The final outcome of the Audit was awaited pending minor adjustment to reflect national changes relating to pensions, but indications were for a very positive outcome and that the working papers had improved.

RESOLVED

to note the final fee for 2017/18.

7 WORK PROGRAMME

The work programme was updated as follows:

25 July 2019	<ul style="list-style-type: none">• Final Accounts 2018/19• Audit of Accounts• Performance Report
September/October 2019 (additional meeting date tbc)	<ul style="list-style-type: none">• Risk Management Assessment• Independent Audit Committee Member• BRD1809 - Key Controls and Assurance Work - Purchase Orders
9 January 2020	<ul style="list-style-type: none">• Internal Audit Progress Report• Internal Audit Follow Up Report• Audit Committee Self-Assessment
12 March 2020	<ul style="list-style-type: none">• Strategic and Annual Internal Audit Plan 2020• Fraud Update

The meeting closed at 11:15 am

ADOPTION OF AYLSHAM NEIGHBOURHOOD PLAN

- Report Author:** Richard Squires
Senior Community Planning Officer
tel: 01603 430637
email: richard.squires@broadland.gov.uk
- Portfolio Holder:** Planning
- Ward Affected:** Aylsham
- Purpose of the Report:** To note the outcome of the referendum regarding the adoption of the Aylsham Neighbourhood Plan.
- Recommendation:**
1. The Council is asked to note the outcome of the referendum which brings into force the Aylsham Neighbourhood Plan.

1 SUMMARY

- 1.1 This report summarises the results of the referendum that was held on 13 June 2019 in relation to the Aylsham Neighbourhood Plan and asks Council to note the outcome which brings into force the Plan.

2 BACKGROUND

- 2.1 The Neighbourhood Plan for Aylsham commenced in October 2012, following designation of the project as one of the Government's 'Neighbourhood Plan Front-runners'. Following the designation of the neighbourhood area in early 2013, the steering group established by the Town Council undertook a variety of early engagement and evidence gathering exercises before the project was put on hold for a period of time. This was largely due to the need for the Town Council to shift its attention to several significant development proposals that were emerging in the town at that time.
- 2.2 Work to develop the Neighbourhood Plan picked up again after a few years and, following the re-formation of a steering group and appointment of an external consultant, further consultation and evidence gathering took place in the town with which to inform the Plan's policies.
- 2.3 The Neighbourhood Plan looks forward to 2038 and is founded on a vision which seeks to protect the 'individuality and historical importance' of the town 'whilst promoting its unique character, excellent location and strong sense of community'.
- 2.4 The policies within the Plan (the elements which have now become part of the Development Plan) cover issues such as the design of development, protection of open spaces, accessibility, employment and tourism, community facilities, and traffic impact, amongst others.
- 2.5 The formal, pre-submission consultation on the draft document took place during late 2017 / early 2018, and the Neighbourhood Plan and supporting documents were submitted to Broadland District Council in October 2018.
- 2.6 Broadland District Council subsequently undertook a six week formal consultation on the submitted Neighbourhood Plan and supporting documents, between November and December 2018.
- 2.7 In March this year, following the formal consultation, an appointed independent examiner approved the Neighbourhood Plan to go to a referendum, subject to specific modifications. Broadland District Council subsequently approved these modifications and a referendum date was set for 13 June 2019.
- 2.8 Details of the referendum were published on the Broadland District Council website. These details were also made available at the Broadland District Council offices and at Aylsham Library.

- 2.9 The Electoral Services team sent out polling cards to registered electors within the parish and made other statutory preparations for the referendum.
- 2.10 The Neighbourhood Plan referendum was held on Thursday 13 June 2019. During the referendum, 87% of those voting, voted in favour of the Neighbourhood Plan, meaning that it can now be adopted or 'made' by the local planning authority. 17.4% of the Aylsham electorate voted in the referendum.

3 CURRENT POSITION / FINDINGS

- 3.1 Following the result of the referendum, Broadland District Council can now bring into force the [Aylsham Neighbourhood Plan](#).
- 3.2 Once a successful result is announced, following a Neighbourhood Plan referendum, that Plan automatically becomes part of the statutory Development Plan for the area. Aylsham Neighbourhood Plan has therefore formed part of the Development Plan since the referendum result was announced on 13 June 2019.
- 3.3 The Neighbourhood Plan will now be used, alongside existing Local Plan documents, in the determination of planning applications that fall within the Neighbourhood Area (parish boundary).

4 PROPOSED ACTION

- 4.1 The Council is asked to note the outcome of the referendum which brings into force the Aylsham Neighbourhood Plan.

5 OTHER OPTIONS

- 5.1 Even if a referendum results in a successful outcome, Broadland District Council can refuse to adopt the Neighbourhood Plan if it considers that the Plan would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998). In this instance the Neighbourhood Plan would cease to be part of the Development Plan.
- 5.2 However, it is not considered that the Neighbourhood Plan is in breach of this legislation. Broadland District Council has already approved the Plan in this respect (through a delegated decision to the Head of Planning, in consultation with the portfolio holder), following submission of the documents to the authority.
- 5.3 In addition, the examiner of the Neighbourhood Plan has stated that, subject to the modifications recommended, they are satisfied that the Neighbourhood Plan meets the basic conditions and other statutory requirements.

6 ISSUES AND RISKS

Resource implications

- 6.1 Adoption of the Neighbourhood Plan requires a small amount of officer time in order to publicise the fact that the Plan will now form part of the criteria for determining planning applications within the respective parish.
- 6.2 Planning officers will consider the Neighbourhood Plan alongside existing Local Plan documents when determining planning applications within the parish. However, this will form part of the existing process in determining applications and should not require extra resources.
- 6.3 The cost of the referendum has been met from the 'Neighbourhood Planning New Burdens funding' for local planning authorities, provided by MHCLG (currently amounting to £20,000 for each Neighbourhood Plan that reaches the referendum stage) and therefore there is no direct cost to the Council.
- 6.4 **Legal implications** – The steps outlined in this report comply with appropriate legislation within the Neighbourhood Planning (General) Regulations 2012 (as amended) and the Neighbourhood Planning (Referendums) Regulations 2012. The Neighbourhood Plan now forms part of the Development Plan and is one of the main considerations in the determination of applications within the parish.
- 6.5 **Equality implications**
- 6.6 There are no significant equalities implications associated with the proposed Neighbourhood Plan. A full Equality Assessment was carried out following submission of the Plan to Broadland District Council. This assessment was approved by the authority alongside the Neighbourhood Plan documents.
- 6.7 There have been no substantial changes to the policies within the Neighbourhood Plan since its submission and so the result of the EQIA assessment has not changed. The original EQIA has been included with this report as Appendix 1.
- 6.8 **Environmental impact** – There are no significant environmental impacts associated with the adoption of the Aylsham Neighbourhood Plan. The Basic Conditions for Neighbourhood Plans, detailed in legislation, require that such Plans are accompanied by supporting assessments that consider the impact of the Plan on the environment and that demonstrate how it contributes to sustainable development. These assessments have been carried out in support of the Aylsham Neighbourhood Plan.
- 6.9 **Crime and disorder** – There are no significant implications relating to crime and disorder, in the adoption of the Aylsham Neighbourhood Plan.
- 6.10 **Risks** – There are no significant risks associated with the matters covered in this report.

7 CONCLUSION

- 7.1 The appropriate legislation within the Neighbourhood Planning Act 2017 states that at the point of a successful outcome being declared, following a referendum, the Neighbourhood Plan in question immediately forms part of the statutory Development Plan. The bringing into force (or 'making') of the Plan is therefore the last formal stage in the process.
- 7.2 Unless the Council considers that the Plan would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998), then it cannot refuse to adopt the Neighbourhood Plan. As detailed in section 5 of this report, it is not considered that the Plan is in breach of this legislation.

8 RECOMMENDATIONS

- 8.1 The Council is asked to note the outcome of the referendum which brings into force the Aylsham Neighbourhood Plan.

Background Papers

None



Equality Impact Assessment

Vicky West

Name of Officer/s completing assessment:
Date of Assessment:
8th October 2018

1. What is the proposed Policy?

The Aylsham Neighbourhood Plan is a community led document for guiding the future development of the Parish. It is the first of its kind for Aylsham and forms part of the Government's current approach of devolving planning powers to communities, as set out in the Localism Act 2011.

The Neighbourhood Plan is about the use and development of land over the next ten years. It sets out a number of policies, developed by the local community, to shape development for the period 2018 to 2038.

Early on in the process, the Neighbourhood Plan Steering Group established a vision for the Plan, as outlined below:

"The market town of Aylsham is renowned for its individuality and historical importance. It is vital that these are protected whilst promoting its unique character, excellent location and strong sense of community".

The vision is backed up by a series of twelve objectives. These objectives are, in turn, addressed through a series of land use policies, which form the backbone of the Neighbourhood Plan. There are sixteen policies in total.

The Neighbourhood Plan has been prepared according to the Neighbourhood Planning (General) Regulations 2012 (as amended 2015 and 2016) and, if adopted following an examination and a subsequent local referendum, it will become part of the statutory Development Plan for the district.

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

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

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

Please include:

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

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

The Plan contains land-use and development management policies that do not focus on or particularly impact any one of the protected groups more so than others. Objectives and policies relating to connectivity, enhancing local amenities and delivering sustainability perhaps have most relevance for the characteristics of 'age' and 'disability', in terms of accessibility and suitability of facilities and services.

The NDP includes statements of evidence and justification alongside each of the proposed policies, explaining how public consultation with residents has informed the policy being proposed. One of the supporting documents published alongside the NDP is a Consultation Statement which provides more detail of how and when public consultation and engagement was carried out and what the results of this were. In addition, a sustainability appraisal has been carried out by the Town Council, alongside the development of the Plan, which examines the potential economic, environmental and (most relevant in this regard) social implications of each different proposed policy within the Plan and how any potential negative impacts will be mitigated.

A Neighbourhood Plan Steering Group was formed by the Town Council to lead on the project with the help of an external consultant. Throughout the process the steering group ensured that the local community and stakeholders were kept informed of the process and were able to get involved in the development of the Neighbourhood Plan.

Communications methods used during the process included local press releases in the local magazine and other media, posters and town council website. During the plan process, several public consultation events were held. The statutory, pre-submission Neighbourhood Plan consultation took place between 7th December 2017 and 19th January 2018.

Throughout this process the emerging policies were discussed, tested and updated with local residents and stakeholders, before the submission draft and accompanying documents were submitted to Broadland District Council in October 2018.

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

Please include:

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

Supporting information alongside each of the NDP policies explains the evidence for and justification of that policy - in other words, demonstrating how consultation and engagement with residents and stakeholders has influenced the development of the policy on question. This is a statutory requirement of Neighbourhood Plans and is formally required through the production of a Consultation Statement, to be submitted alongside the Neighbourhood Plan. Legislation requires that such a Consultation Statement show how consultation and engagement has been carried out in the preparation of the Plan and how the main issues raised have been addressed within the document.

As discussed above, the Town Council has consulted with appropriate stakeholder bodies in the development of their Neighbourhood Plan, which include Norfolk County Council, neighbouring parish and town councils, the Environment Agency, Natural England and Broadland District Council, amongst others.

Support has been provided by Broadland District Council from officer resource and also financially, along with support through Locality. The document, however, has been produced and submitted by Aylsham Town Council, with the help of an external consultant.

This assessment does not identify any particular gaps or equalities-related issues concerning the Aylsham Neighbourhood Plan. If successful, the Plan will be primarily monitored by the Town Council but Broadland District

Council will also be able to assess its implementation from a development management point of view and the determination of planning applications within the parish.

Signed by evaluator:

Signed by responsible head of department:

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

MONITORING OFFICER REPORT

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

Portfolio: Leader (Policy)

Ward(s) Affected: All

Purpose of the Report:

The purpose of this report is to note the amendments to the membership of the Council's Panels, to note the Liberal Democrat representative on Joint Scrutiny and to approve the requirement for reports back from Members on outside bodies.

Recommendations:

1. To note the updated membership for the Council's Panels and the updated appointments.
2. To note the Liberal Democrat representatives on the Joint Scrutiny Committee.
3. To approve the requirement for Members to report back on outside body meetings.

1 SUMMARY

- 1.1 The purpose of this report is to note the amendments to the membership of the Council's Panels, to note the Liberal Democrat representative on Joint Scrutiny and to approve the requirement for reports back from Members on outside bodies.

2 ADVISORY PANELS

- 2.1 At the Annual General Meeting (AGM) of the Council on 21 May 2019 the committee allocations for 2019/20 were confirmed and appointed to. At this meeting, the Leader was requested to considered increasing the number of seats on the Panels to 10 to enable the Labour Group to have a seat on each Panel.
- 2.2 The following Panels currently consist of nine seats each:
- Economic Success Panel
 - Environmental Excellence Panel
 - Member Development Panel
 - Place Shaping Panel
 - Wellbeing Panel
- 2.3 The Panels are non-widdecombed with a split of: Conservative – 7, Liberal Democrat - 2.
- 2.4 The Leader has reflected on the request at the AGM in May and has decided to expand the number of seats on each of the above Panels to 10, thereby allocating the Labour Group a seat on each of the Panels. The split would therefore be Conservative – 10, Liberal Democrat – 2 and Labour - 1.

3 JOINT SCRUTINY

- 3.1 At the AGM of the Council on 21 May 2019 the Liberal Democrat seat on Joint Scrutiny was confirmed as Cllr Riley. Cllr Riley also has a seat on the Joint Lead Member Group, although this position is not formally recognised through Council.
- 3.2 The Joint Lead Member Group oversees the progress of collaboration with South Norfolk Council, provides a steer and acts as a consultative group on the programme of work and provides political leadership. This group is politically balanced to ensure appropriate representation.
- 3.3 Joint Scrutiny meets on an ad-hoc basis linked to the key stages of collaborative working between Broadland District Council and South Norfolk Council, as reports are progressed through for Member decision at each authority.
- 3.4 Good governance practice should ensure distinction between the group providing a steer and the group reviewing the steer and decisions being made by the Council. Cllr Riley has therefore indicated that he will update the Council at the meeting to confirm which Councillor will be on Joint Scrutiny.

4 OUTSIDE BODIES

- 4.1 At the AGM on 21 May 2019 the Council made appointments to outside organisations (non-executive functions). Representation on outside bodies strengthens the community leadership role of elected Members. It ensures that the Council is made aware of issues within partner organisations and ensures the interests of the Council and its residents are presented in the wider community.
- 4.2 In line with best practice, the Leader has recognised the need to ensure that regular and relevant update reports are brought back to Council to ensure that there is a full understanding of the value that is being sought from being on such bodies. It also enables the Council to have a full awareness of the outcomes of these partner organisations.

5 ISSUES AND RISKS

- 5.1 **Resource Implications** – none
- 5.2 **Legal Implications** – Panels are non-widdecombed so no legal implications in this regard.
- 5.3 **Equality Implications** – none.
- 5.4 **Environmental Impact** – none.
- 5.5 **Crime and Disorder** – none.
- 5.6 **Risks** – none.

6 CONCLUSION

- 6.1 This report asks the Council to agree the changes to the Council's Panels, to update the membership of Joint Scrutiny and to confirm the requirement on Members to report back on meetings with Outside Bodies.

7 RECOMMENDATIONS

- 6.1 To note the updated membership for the Council's Panels and the updated appointments.
- 6.2 To note the Liberal Democrat representative on the Joint Scrutiny Committee.
- 6.3 To approve the requirement for Members to report back on outside body meetings.

A47 ALLIANCE PARLIAMENTARY RECEPTION 25 JUNE 2019

As Broadland District Council representative on the A47 Alliance I attended the above reception hosted by Brandon Lewis M.P. for Great Yarmouth. Also present were Michael Ellis, Minister of State for Transport, Sir Henry Bellingham, business leaders and local authority representatives.

The Minister was urged to ensure that a start should be made on the funded projects under Road Infrastructure Structure Strategy Phase 1 scheduled to run from 2015 to 2020. Funded projects include the dualling of the sections from Blofield to Burlingham and North Tuddenham to Easton completion of which will provide a dual carriageway from Dereham to Acle.

To date Highways England have not been able to commence work on any of the RIS1 funded projects and the projected timescale has slipped to 2021/22. After considerable pressure from a number of speakers the Minister undertook to address the concerns raised particularly as delegates did not wish to see the projects earmarked under RIS 1 drift into the schedule for RIS 2 which will run from 2020 to 2025. The most important project for RIS 2 is the proposed dualling of the Acle straight.

I have been advised that a Development Consent Order for the Blofield to Burlingham section is likely to be produced in January 2020 to be signed of by the Secretary of State within 18 months as no material Planning issues are anticipated.

Cllr. Roger Foulger

Broadland District Council Representative A47 Alliance

08 July 2019

COUNCIL

Thursday 18 July 2019

Final Papers

Item	Details	Page No
10	<u>Cabinet</u>	
	To receive the Minutes of the meeting held on 9 July 2019 (pages 127 – 129 are exempt Minutes)	118 – 129

DEMOCRATIC SERVICES

Broadland District Council

Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU

Tel: 01603 430428

Email: cst@broadland.gov.uk

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 9 July 2019** at **6.00pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J J Emsell	Transformation and Organisational Development
Mrs L H Hemsall	Planning
Mrs T M Mancini-Boyle	Finance
Mr F Whymark	Housing and Wellbeing

Mr Adams, Mr Beadle, Mr Murrell, Mr Riley and Mrs Vincent also attended the meeting for its duration.

Also in attendance were the Managing Director, Director Place, Director People and Communities, Chief of Staff, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Individuals and Families, Interim Head of Housing and Environmental Services, Development Manager, HR and Customer Services Manager, Business Improvement Lead, Principal Planning Officer, Housing Enabler, Green Infrastructure and Woodlands Officer, Service Improvement Officer and the Committee Officer (JO).

8 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Whymark	19 - North Rackheath Outline Planning Application	Local choice, non-pecuniary interest as a Rackheath Parish Councillor

9 APOLOGIES FOR ABSENCE

An apology for absence was received from Mrs Leggett.

10 MINUTES

The Minutes of the meeting held on 11 June 2019 were confirmed as a correct record and signed by the Chairman.

11 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.

12 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 18 June 2019.

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 2 July 2019, as each item was considered.

13 COUNCIL PERFORMANCE 2018/19 – BROADLAND BUSINESS PLAN

The report provided an update on delivery of the Business Plan objectives for the period 1 April 2018 to 31 March 2019, as well as details of the Local Government Ombudsman decisions received and formal complaints received over the same time period.

It was intended to align Broadland's and South Norfolk's performance reports more closely in future and to publish them on a quarterly basis. However there were some concerns about reporting quarterly and it was felt this needed further consideration before any decision was taken.

The Portfolio Holder for Economic Development highlighted the following areas:

- Over the year, seven Broadland businesses had been awarded a total of £669,568 in LEADER funding grants.
- Total funding accessed through the New Anglia Local Enterprise Partnership Growing Business Fund was £3,158,275 in grants to 19 businesses providing 410 jobs.
- Cluster groups, such as the Greater Norwich Manufacturing Group and the Financial Industries Group were proving to be very effective in generating economic growth.
- 89 separate businesses in the district had taken on apprentices.

The Portfolio Holder for Environmental Excellence had submitted a statement that highlighted the following areas:

- The recycling rate has dropped slightly from 50% in 2018/19 due to an increase in material being rejected at the Materials Recycling Facility caused by stricter recyclate markets worldwide.

- An additional 124 tonnes of food waste had been collected over 2018/19 due to an additional 3,000 households being added to the food waste scheme within the urban fringe. A further 1,500 properties would be added to the scheme in July 2019. Some rural areas, however, were too remote to make collection of food waste economically viable.
- Another 1,000 customers had taken up the Brown Bin service in the last twelve months.
- The Norfolk Waste Partnership was conducting campaigns to reduce contamination.
- 350 homes at risk of fuel poverty received grants towards the cost of insulation and heating improvements up to the end of December 2018.
- Although the number of fly tips had increased over the last 12 months, no discernible link had been found to the fees introduced by the County Council for the disposal of DIY waste.

The Portfolio Holder for Planning drew Members' attention to the following issues:

- Significant amounts of New Homes Bonus, S106 and Community Infrastructure Levy continued to be collected.
- A bid to the Transforming Cities Fund would be submitted later in the year.
- 641 new homes were delivered in the district in 2018/19

The Portfolio Holder for Housing and Wellbeing highlighted the following areas under his Portfolio:

- 46 homes in the district had been improved through advice and enforcement over the last year.
- 277 grants for home improvements had been awarded over the same period.
- Of the 76 Low Level Grants delivered by the Handyperson+ service in 2018/19, 22 were to assist hospital discharge, which illustrated how effectively the Council was working with partner agencies.
- There was a slight decrease in the number of people approaching the service seeking assistance with housing problems over the period.
- The vast majority of people in temporary accommodation were housed in the Council's Private Sector Leasing Scheme, which was much more appropriate than B&B accommodation.
- 78 Disabled Facilities Grants had been awarded in 2018/19.
- The Help Hub continued to grow, with officers from a wide variety of

organisations now based there. Recent additions included the Department of Work and Pensions, Tackling Loneliness and Social Isolation workers, Social Prescribing Teams and a Mental Health Nurse.

The Portfolio Holder for Finance informed the meeting that:

- Broadland's Council Tax and Business Rate collection rate for 2018/19 was the best in Norfolk and the 12th best in the country.
- Housing Benefits overpayments continued to reduce.
- Broadland had a sufficient budget set aside to cover Business Rate appeals.

The Portfolio Holder for Transformation and Organisation Development highlighted the following issues:

- The Council's Business Improvement resource had been mainly focused the collaboration programme over the past year.
- The Council had very good levels of staff engagement, with low levels of turnover and sickness.

The Chairman noted that the workforce were key to the performance of the Council and deserved to be congratulated for their efforts during this period of organisational change.

Members noted that only one of the 15 complaints against the Council during 2018/19 had been found to be justified.

RESOLVED

To note the progress made against the objectives of the Council.

Reasons for decision

The report was a factual account.

14 TREASURY MANAGEMENT PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2019

The report summarised the treasury management activity during 2018/19, and included an update on the Prudential Indicators.

The Council had £33.46m invested at 31 March 2019 in various financial instruments. The Council also held £481,300 for a number of parish councils. The Treasury Management Policy set an operational boundary for external debt. However, borrowing had not been required over the last year and was unlikely to be needed in the foreseeable future.

Members noted that the Council must endeavour to make its money work harder in future, for example through more development by Broadland Growth Ltd.

RESOLVED

To note the outcome in respect of 2018-19 Treasury Management activities.

Reasons for decision

The report was a factual account.

15 JOINT HR INFORMATION SYSTEM

The report proposed adopting a HR Information System to replace the current paper based in-house system used by the Council.

South Norfolk Council currently utilised a formal HR Information system (ITRENT) and it was proposed that Broadland adopt this system, which had been found to have the following system improvements and benefits:

- Streamlined systems
- Reduction in manual paperwork
- Reduction in duplication entry
- Improved data accuracy
- Quicker processing times – eliminate manual calculations and checking
- Reduced 'touch points'
- Removal of paper based processes
- Improved reporting and data accuracy
- Self-service access to personal data
- Self-service access for managers to team data
- Identify ownership within processes
- E-enabled HR processes
- Access to employee information regardless of location
- Release HR expertise to focus on the strategic and complex HR issues

It was considered that moving to a consistent IT platform would improve efficiency by making it easier for both managers and staff to access and use their data.

It was estimated that the new system would save a minimum of five weeks in HR officer time spent on administration, which would free up HR staff to concentrate on delivering more value-added work. It was also confirmed that there was a module in the system that could be used for appraisals, as it was rolled out across both local authorities.

RECOMMENDED TO COUNCIL

- (1) To agree that Broadland District Council transfers its HR information (including payroll) on to a commercial HR Information System (iTrent); and
- (2) To adopt a two-stage approach, transferring HR employee data on to the system in the first phase and transferring employee and Member payroll data in the second phase.

Reasons for decision

To adopt a new, more efficient, HR Information System.

16 AFFORDABLE HOME OWNERSHIP IN BROADLAND AND SOUTH NORFOLK

The report proposed taking a common approach to affordable home ownership eligibility in Broadland and South Norfolk.

Broadland had seen a large supply of affordable home ownership products on sites across the district and analysis of Broadland and South Norfolk affordable home ownership data had shown that the largest proportion of purchasers already lived within the local authority area in which they purchased. It was therefore felt that it was unnecessary to restrict home ownership eligibility to local people. It was emphasised that properties built under exceptions policy would continue to be for local needs only.

Members were generally uncomfortable with withdrawing the local connection criteria, but a willingness to extend the eligibility criteria to South Norfolk (and vice versa) was expressed.

It was therefore

RESOLVED

To defer a decision on this matter.

Reasons for decision

To await further information before a decision was taken.

17 JOINT WORKING GROUP

Cabinet were asked to appoint a Member Working Group to take oversight and make recommendation on the waste services review, which would consider a collaborative model of waste collection, grounds maintenance and street cleansing.

The Working Group would include four Members, (three Conservatives and one Liberal Democrat) and would operate for the duration of the project until April 2022. The Working Group would work jointly with South Norfolk Council Members to agree any joint recommendations.

RESOLVED

- (1) To approve the formation of a Joint Working Group to conduct a review of waste services;
- (2) Membership of the Working Group to be confirmed in due course.

Reasons for decision

To establish a Working Group to conduct a Waste Management Review.

18 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.

19 NORTH RACKHEATH OUTLINE PLANNING APPLICATION

The report proposed making an investment from the Broadland Growth Fund for the submission of an outline Planning Application in North Rackheath.

Following consideration of the report, as detailed in the exempt Minutes, it was:

RESOLVED

- (1) To commit funding from the Broadland Growth Fund to the preparation and submission of an outline planning application for North Rackheath subject to securing the necessary commitments and legal agreements with the landowner; and
- (2) to delegate authority to the Director of Place, in consultation with the Planning Portfolio Holder, to negotiate the necessary commitments, mitigation of financial risk and legal agreements through the Portfolio Holder decision making process.

Reasons for decision

To facilitate the delivery of development in an area designated for strategic growth.

20 DISPOSAL OF LAND IN BROADLAND DISTRICT COUNCIL OWNERSHIP

The report proposed the sale of Council owned land to a property developer. Following consideration of the report, as detailed in the exempt Minutes, it was:

RECOMMENDED TO COUNCIL

- (1) To sell the land, as identified in appendix 1 and subject to the Heads of Terms for sale of the site (detailed in the exempt Minutes) and
- (2) 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.

Reasons for decision

To dispose of Council owned land for the delivery of development.

21 NORTH-WEST WOODLANDS – LAND ACQUISITION

The report proposed purchasing land to provide green infrastructure in the District.

Following consideration of the report, as detailed in the exempt Minutes, it was:

RECOMMENDED TO COUNCIL

To front funding the initial sum required to purchase the woodland.

Reasons for decision

To meet the Council's statutory planning obligation to deliver Green Infrastructure.

The meeting closed at 8.08 pm

DRAFT

Pages 127 to 129 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