

Annual Council

Agenda

Members of the Council

Mrs J Leggett (Chairman)	Mrs K A Vincent (Vice Chairman)
Mr A D Adams	Ms K E Lawrence
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
Mr R R Foulger	Ms C E Ryman-Tubb
Ms R M Grattan	Mrs L A Starling
Mrs S C Gurney	Mr D M Thomas
Ms N J Harpley	Miss J L Thomas
Mr D G Harrison	Mr N C Shaw
Mrs L H Hemsall	Mr M D Snowling MBE
Ms S I Holland	Mr S A Vincent
Mrs N C Karimi-Ghovanlou	Mr S C Walker
Mr K S Kelly	Mr J M Ward
Mr D King	Mr F Whymark
Miss S Lawn	

Date

Tuesday 21 May 2019

Time

7.00pm

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

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Council
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Group meetings:

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

13 May 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.

- 1 **Appointment of Chairman**
 To appoint a Chairman for the 2019/20 Municipal Year.

- 2 **Vote of thanks and presentation to the retiring Chairman**

- 3 **Appointment of Vice-Chairman**
 To appoint a Vice-Chairman for the 2019/20 Municipal Year.

- 4 **To receive declarations of interest under Procedural Rule no 8**

- 5 **Apologies for absence**

- 6 **Minutes** **6 – 19**
 To receive the Minutes of the meetings held on 28 March and
 25 April 2019.

- 7 **Matters Arising (if any)**

- 8 **Elections 2 May 2019** **20 – 35**
 To receive the report of the Returning Officer on the results of the
 elections held on 2 May 2019.

- 9 **Announcements**
 To receive announcements from

 (1) The Chairman. **36**
 (2) Head of Paid Service.

- 10 **Election of Leader**
 To appoint a Leader for 2019/20.

 Following the appointment of the Leader, the Leader will announce
 the names and designations of the Cabinet Members for 2019/20.

- 11 **Appointments of Committees and Panels** **114 – 119**
 To appoint the Council's Committees and Panels for 2019/20.

- 12 **Appointment of Chairmen and Vice Chairmen of Committees
 and Panels** **109**
 To appoint the Chairmen and Vice Chairmen of the Committees and
 Panels for 2019/20.

13 Appointments to Outside Organisations (non-executive functions)

120 – 122

To determine appointments to outside organisations for 2019/20.

14 Standards Committee – Co-opted Parish and Town Council Members

In accordance with the Procedural Rules, to confirm or deny the following appointment of co-opted parish and town council members of the Standards Committee: Ms R Goodall, Mr V Pennells and Mrs M Temple.

15 Appointment of Directors to Broadland Growth Limited

To determine the appointment of Directors to the Joint Venture Company.

16 Appointment of Member Champions

37

The following positions of Member Champions are open for nominations:

Community Engagement
Community Safety
Heritage
Older People
Sport
Young People

Nominations should be made to the Assistant Director of Governance and Business Support and will be considered by the Member Development Panel and its decision referred back to Council for endorsement. A summary of the role of a Member Champion is attached.

17 Questions from the public

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

18 Public Speaking

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

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

19 Scheme of Delegation

In accordance with the Procedural rules, to agree the Scheme of Delegation as set out in Part Three of the Constitution which can be viewed on the website at:

20 Council Meetings for 2019/20

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

<i>Jul</i>	<i>Sep</i>	<i>Nov</i>	<i>Dec</i>	<i>Feb</i>	<i>Mar</i>	<i>May</i>
18	17	7	10	20	24	14 AGM

21 Cabinet Minutes 38 – 61

To receive the Minutes of the meeting held on 9 April 2019.

The following items require consideration by Council:

Minute no: 118 - Pay Policy Statement 39

To agree the 2019/20 Pay Policy Statement. 41 – 50

Minute no: 119 – Unison Time Off and Facilities Agreement 40

To agree the UNISON Time Off and Facilities Agreement. 51 – 61

22 Broadland Business Plan 2019/23 62 – 71

To endorse the Business Plan agreed at Council on 28 March 2019.

23 Annual Report of the Audit Committee 72 – 77

To receive the Audit Committee's Annual Report.

24 Overview and Scrutiny Committee Work Programme 2019/20 78 – 83

To approve the Work Programme of the Overview and Scrutiny Committee.

25 Overview and Scrutiny Committee 84 – 93

To receive the Minutes of the meetings of the Overview and Scrutiny Committee held on 26 March and 2 April 2019.

26 Planning Committee 94

To consider the Decisions of the Planning Committee meeting held on 10 April 2019.

27 Licensing and Regulatory Committee 95 – 99

To consider the non-exempt Minutes of the Licensing and Regulatory Committee meetings held on 18 April 2019.

To consider the Minutes of the Standards Committee meeting held on 3 April 2019.

29 Questions from Members

To consider questions from Members received in accordance with Procedural Rule 12.4.

30 Motions

To consider the following Motion received under Procedural Rule 13.

Trevor Holden
Managing Director

Minutes of a meeting of the **Council** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 28 March 2019** at **7.00pm** when there were present:

Mrs J Leggett – Chairman

Mr A D Adams	Mr R F Grady	Mr A J Proctor
Mrs C H Bannock	Mrs S C Gurney	Mr S Riley
Mr D Buck	Mr R J Knowles	Mrs B H Rix
Mr P H Carrick	Mr B S Kular	Mr D Roper
Ms S J Catchpole	Mr T W Landamore	Mr M D Snowling MBE
Mr S M Clancy	Miss S Lawn	Mr V B Tapp
Mrs J K Copplestone	Mr K G Leggett MBE	Mrs K A Vincent
Mr S Dunn	Mrs T M Mancini-Boyle	Mr S A Vincent
Mr J J Emsell	Mr I N Moncur	Mr D C Ward
Mr G Everett	Mr G K Nurden	Mr J M Ward
Mr J F Fisher	Mr G Peck	Mr F Whymark
Mr R R Foulger		

Also in attendance were the Managing Director, the Head of Finance and Revenue Services, the Head of Democratic Services & Monitoring Officer and the Committee Officer (DM).

124 PRESENTATION BY DAVID ALLFREY, NORFOLK COUNTY COUNCIL HIGHWAYS INFRASTRUCTURE DELIVERY MANAGER ON THE NORWICH WESTERN LINK

The Chairman welcomed to the meeting, David Allfrey, Highways Infrastructure Delivery Manager. Mr Allfrey talked about transport infrastructure generally in the County and about the Norwich Western Link. He explained that the reasons for investing in transport infrastructure were to:

- Enable existing businesses to develop and grow
- Attract new businesses and more investment
- Create more jobs
- Plan ahead for growth
- Encourage more visitors
- Improve road safety
- Support a range of travel options
- Enhance quality of life
- Boost Norfolk's profile and competitiveness

The County Council's transport infrastructure priority projects were the Gt Yarmouth Third River Crossing (with construction planned to start in late 2020), the Norwich Western Link and the Long Stratton Bypass (with construction planned for 2021).

The Transport for Norwich programme was seeking to improve accessibility by all forms of transport around the City. A considerable response had been received to the consultation on the updated programme. Contrary to the national trend, there was an increase in the number of people using public transport in Norwich and the surrounding area. Work had been underway since 2013, including completion of the Broadland Northway and supporting public and sustainable transport measures. However, work was not just focusing on roads and the next steps involved Department for Transport's Transforming Cities funding to support investment in clean transport, creating a healthy environment, increasing social mobility and boosting productivity through better access to employment and learning. This focussed on three key corridors across Greater Norwich, linking homes and jobs. Transport for Norwich had been awarded £6.1m by the DfT in the first allocation of funding and schemes being put forward for the second wave of funding were under development. Greater Norwich was one of 12 city areas bidding for a share of the £1.2bn fund.

With regard to Highways England road investment and, in particular, the A47 improvements, projects already funded in Norfolk included North Tuddenham to Easton dualling, Thickthorn junction improvements, Blofield to North Burlingham dualling and the Great Yarmouth junction improvements. Priorities for the next round of funding included the Acle Straight dualling and the Tilney to East Winch dualling. The "Just Dual It!" campaign was pushing for funding to fully dual the A47 by 2030. There had been a period of delay in progress with these projects as Highways England went through a procurement exercise and Members were urged to continue to press Highways England for progress on these projects.

With regard to the Norwich Western Link, linking the A47 to the western end of the Broadland Northway had strong public and stakeholder support and aimed to tackle traffic congestion and improve travel to the west of Norwich, with significant knock-on benefits. These included improved travel and reduced journey times between areas to the north, west and south of Norwich, improved access to key growth and employment sites, improved emergency response times to the hospital and improved quality of life for Norfolk residents. There had been significant increases in ambulance activity, outpatient visits and emergency attendances at the hospital and the Norwich Western Link would help improve response times. The Link would create vital connections with key sites including Norwich Airport, the Research Park, the UEA and the Food Enterprise Zone. Two large-scale consultation exercises had taken place on the four identified possible routes and the detailed responses were still being analysed, but the preferred route was option D. Much liaison was taking place with interested parties regarding the environmental impact of the proposals. Additional guidance had been issued by the Department of Transport with regard to funding and there was a need to work with the Sub-National Transport Body in determining priorities for funding which were deliverable between 2020 to 2025. The timeline for the project allowed for the preferred route announcement and Strategic Outline

Business Case submission by summer 2019, the outline Business Case prepared by early 2020, procurement commencing during 2020, statutory processes taking place during 2021 and concluding by early 2022 with a start date for construction in late 2022.

Mr Allfrey then answered questions from Members. In response to disappointment at the timeframe for the Norwich Western Link, Mr Allfrey commented that the timeframe had been considered for some time and had been consistent. It was already very tight with a significant amount of work, consultations and statutory processes to be undertaken some of which were complex. He confirmed that consultation was ongoing with environmental groups about options for mitigating the impact of the Link on environmentally significant areas such as the Sites of Special Scientific Interest. A Member commented that, although they were disappointed about the delay, this was necessary for the successful delivery of the project, having regard to the processes to be followed and issues such as environmental concerns. The timing was ambitious and there was little scope for reductions. Much learning had been gained from the NDR project and the aim was to deliver this project on time and on budget. The provision of the Norwich Western Link would be of significant benefit to residents, visitors and businesses. The Leader of the Council reiterated the Council's continued support for the provision of the Norwich Western Link.

With regard to the A47 projects, concern was expressed about the delays in the planned start dates of these projects. Mr Allfrey shared these concerns and the County Council continued to press Highways England for an earlier commencement of these projects and to lobby MPs. He encouraged Members to reinforce this.

Mr Allfrey confirmed that the £6.1m of Transport for Norwich funding was for future projects. Those projects already underway had been funded with support of the Local Enterprise Partnership.

A concern was raised about traffic congestion at the bridge crossing in Wroxham and if there were any plans to consider a second river crossing but this was not Mr Allfrey's area of expertise. The Chairman thanked Mr Allfrey for attending.

125 APOLOGIES FOR ABSENCE

An apology for absence was received from Mr I J Mackie.

126 MINUTES

The Minutes of the meetings held on 21 February 2019 and 28 February 2019 were confirmed as a correct record and signed by the Chairman.

127 ANNOUNCEMENTS

Members noted the civic engagements undertaken by the Chairman and Vice-Chairman of the Council since the last meeting. The Chairman reported on the recent launch of Bright Map – an online digital map detailing community events, services and information. Further information would be provided in a future edition of the Members' Bulletin. With regard to her recent reception held at "The Nest", the Chairman thanked Members for attending and for supporting her chosen charity, Leeway. The raffle on the night had raised £276 bringing the year's total so far to £1750.

The Leader of the Council (Mr Vincent) took the opportunity to thank those Members who would not be standing at the forthcoming election for their hard work and contribution to serving the district.

The Portfolio Holder for Housing and Wellbeing (Mr Foulger) reported on planned changes within the NHS Primary Care service to look at combining GP practices with each combined practice engaging a Chief Officer.

128 QUESTIONS FROM THE PUBLIC

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

129 PUBLIC SPEAKING

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

130 OVERVIEW AND SCRUTINY COMMITTEE

The Minutes of the meeting held on 5 March 2019 were received.

Minute no: 119 - Overview and Scrutiny Annual Report 2018-19

RESOLVED

to approve the Overview and Scrutiny Annual Report for 2018-19 (attached at appendix 1 to the signed copy of these Minutes.)

131 CABINET REPORTS

The Minutes of the meeting held on 13 March 2019 were received.

Minute no: 108 – Broadland Business Plan 2019-23

The Leader invited Members to adopt the Plan.

RESOLVED:

to approve adoption of the Broadland Business Plan for 2019–23 (attached at appendix 2 to the signed copy of these Minutes).

Minute no: 109 – Treasury Management Strategy 2019-20

The Portfolio Holder for Finance (Mrs T Mancini-Boyle) invited Members to support the recommendations of the Cabinet.

RESOLVED

to approve

- (1) the Treasury Management Policy Statement (attached at Appendix 3 to the signed copy of these Minutes); and
- (2) the Treasury Management Strategy Statement 2019/20 (attached at Appendix 4 to the signed copy of these Minutes); and
- (3) the Annual Investment Strategy 2019/20 (attached at Appendix 5 to the signed copy of these Minutes).

Minute no: 110 – Discretionary Housing Payments

The Portfolio Holder for Finance invited Members to support the recommendations of the Cabinet.

RESOLVED:

to adopt the revised Discretionary Housing Payments Policy and Period of Award Matrix from 1 April 2019 (attached at appendix 6 to the signed copy of these Minutes).

132 PLANNING COMMITTEE

The Decisions from the meeting held on 6 March 2019 were received.

133 AUDIT COMMITTEE

The Minutes of the meeting held on 14 March 2019 were received.

Minute no: 34 – Annual Fraud Update

The Portfolio Holder for Finance invited Council to agree to continue to participate in the scheme drawing attention to a successful case whereby an overpayment of £14k had been successfully pursued with the Crown Prosecution Service and a full compensation order awarded to the Council.

RESOLVED

to continue to participate in the Norfolk Fraud Hub at a cost of £4,080 for 2019/20.

134 ADOPTION OF WROXHAM NEIGHBOURHOOD PLAN

Members noted the outcome of the referendum held on 21 March 2019 with 341 votes cast in favour of the Plan and 18 against. The local Member congratulated the parish council and the local community on their extensive efforts to put the plan together. The Portfolio Holder for Planning (Mr Moncur) invited Council to adopt the Plan.

RESOLVED

to adopt the Wroxham Neighbourhood Plan.

135 QUESTIONS FROM MEMBERS

It was noted that there had been no questions received from Members.

136 MOTIONS

It was noted that there had been no motions received from Members.

**137 CHANGES TO COMMITTEES AND OUTSIDE ORGANISATION
APPOINTMENTS**

No changes were proposed.

The meeting closed at 7:45pm

Minutes of an **Extraordinary** meeting of the **Council** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 25 April 2019** at **7.00pm** when there were present:

Mrs J Leggett – Chairman

Mr A D Adams	Mr R R Foulger	Mr S Riley
Mrs C H Bannock	Mrs S C Gurney	Mrs B H Rix
Mr D Buck	Mr R J Knowles	Mr D Roper
Ms S J Catchpole	Miss S Lawn	Mr N C Shaw
Mr S M Clancy	Mr K G Leggett MBE	Mrs K A Vincent
Mrs J K Copplestone	Mr I J Mackie	Mr S A Vincent
Mr S Dunn	Mrs T M Mancini-Boyle	Mr D C Ward
Mr J J Emsell	Mr A J Proctor	Mr J M Ward
Mr J F Fisher	Mr V Ray-Mortlock	Mr F Whymark

Also in attendance were the Managing Director, the Head of Democratic Services & Monitoring Officer, the Head of Finance and Revenue Services and the Committee Officer (DM).

138 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member / Officer	Minute No & Heading	Nature of Interest
Head of Democratic Services & Monitoring Officer (on behalf of all staff present who were affected by the senior management restructure)	97 Senior Management Structure	Personal interest as affected by the proposals

139 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr R F Grady, Mrs L H Hempsall, Mr I N Moncur, Mr G K Nurden and Mr G Peck.

140 PUBLIC SPEAKING

There was no public speaking.

141 SENIOR MANAGEMENT POSTS

Members considered the report of the Managing Director seeking Council approval of the appointments made by the Joint Appointment Panel, arising from the recent senior management structure interviews. The report was

being considered and agreement sought by both Broadland District Council and South Norfolk Council due to the proposed senior management appointments being joint roles across both Councils. The creation and use of these joint roles was in accordance with Section 113 of the Local Government Act 1972

In presenting the report, the Leader of the Council (Mr Vincent) commented that the feasibility study sought to have the senior management team in place by June 2019, and he drew attention to the appointments made so far as set out in the appendix to the report. Members had initially mandated the investigation into collaboration working between the two councils in September 2017 and a full feasibility study had been developed and agreed by Members of both councils in July 2018. The feasibility study stated that by working together across a larger population, a bigger local economy and greater scale would see the combined councils enabled to have a greater influence on a regional and national stage for residents and businesses.

The public sector as a whole was facing unprecedented financial challenges, with the revenue support grant being removed completely. It was anticipated that funding for public services would continue to reduce and councils would need to find more creative ways of working. Notwithstanding this, Broadland had a history of strong financial planning and had healthy levels of reserves at present. It was recognised however, that in the coming years there would still be financial pressures which needed to be addressed. Although financial savings were not the key strategic driver for collaboration, it was recognised that savings were an inevitable outcome of more efficient and intelligent joint working. The feasibility study outlined the potential indicative cost savings of nearly £8.6m combined over the first five years.

Since July, focus had been on the implementation of the feasibility study, with the aim of ensuring the key benefits outlined in the report could be delivered. There had been a high level of Member involvement through the process including input and direction by the Council, the Joint Lead Members Group, the Joint Scrutiny Committee and the Joint Appointment Panel.

The Joint Appointment Panel had undertaken the assessment and interview process, supported by external HR experts. Members of the Panel received detailed feedback on individuals who had applied for posts from the Strengths Based Assessment Centre and then undertook 4 days of interviews for the posts in the new senior management structure. The Panel had now completed the role that was delegated to it by the Council. Details of the senior management structure and proposed appointments that Council was being invited to approve were set out in the report. Following agreement of the new senior management structure and the subsequent outcome from the Joint Appointment Panel interviews, the role of Deputy Chief Executive had been removed and all parties agreed there were no suitable alternative employment opportunities. In line with Broadland District Council's Constitution, the Council was therefore being asked to approve the ceasing of

employment of the Deputy Chief Executive.

There continued to be a presumption of no redundancies and, following the outcome of the candidate assessments and interviews, the process for unsuccessful candidates was being followed as per Council policy and included appropriate efforts to support individuals. The process included seeking to secure alternative employment opportunities for unsuccessful candidates as well as support in their career transition. Vacant posts remaining in the senior management structure would be filled on an interim basis by the Managing Director using the delegated authority agreed by the Council. In parallel, expressions of interest from internal staff to these posts would be sought and the Joint Appointment Panel would be reformed as soon as possible after the May election.

Actual outcomes from the feasibility study so far were

- senior management net savings (including MD savings) of more than £1.5m over 5 years;
- staff structures, terms and conditions and organisational culture and values to be reviewed by September 2019;
- presumption against redundancy remained valid as did the indicative saving of £8.6m;
- the remaining Assistant Director posts were to be filled by the Member Joint Appointment Panel as soon as possible after the election;
- on track to achieve greater financial stability for the two authorities, helping to balance the Councils' budgets and closing the growing funding gap.

In conclusion, the Leader invited Council to ratify the decisions made by the Joint Appointment Panel as set out in the report.

The Leader of the Opposition (Mr Riley) raised a concern about a contradictory approach emerging relating to redundancies. The feasibility study envisaged natural wastage and turnover of staff which reflected Members' position on this of 6% in Broadland District Council and 14% at South Norfolk Council resulting in £2.7m savings over 5 years on non-filling of vacancies and no redundancies. He accepted the appointment process but felt it had not been clear going into that process that there would be redundancies and would continue to be so and this could have been done without redundancies. He therefore felt unable to support the proposals in the report. Another Member raised concerns at the impact of the proposals on people not offered roles at the same level as they currently held and the enormous cost of redundancies which needed to be accounted for.

On being put to the vote, it was

RESOLVED:

to

- (1) appoint Debbie Lorimer as the Director of Resources with immediate effect. This is a joint appointment across both Councils.
- (2) appoint Jamie Sutterby as the Director of People and Communities with immediate effect. This is a joint appointment across both Councils.
- (3) appoint Phil Courtier as the Director of Place with immediate effect. This is a joint appointment across both Councils.
- (4) appoint Debbie Lorimer as the Council's Chief Financial Officer (Section 151 Officer) from 28 May 2019 on the departure of Jill Penn the current Broadland District Council Section 151 Officer. This is a joint appointment across both Councils.
- (5) appoint Emma Hodds as the Council's Monitoring Officer with immediate effect. This is a joint appointment across both Councils.
- (6) (note the outcome of the Joint Appointment Panel interviews and all parties agreeing there are no suitable alternative employment opportunities) and ratify the redundancy of the Deputy Chief Executive with the delegation of the exit arrangements, including the effective date and terms, to the Managing Director and HR Manager, the details of which will be shared with the Broadland Leader and the Deputy Leader. This is in line with Broadland District Council's Constitution and the Local Authorities (Standing Orders) (England) Regulations 2001.

142 MOTION

The Council had received a Motion under Procedural Rule 13 from Mr J Fisher, seconded by Miss S Lawn.

Mr Fisher presented his Motion to Council:

“Broadland District Council recognises the serious impact of climate change and the need for urgent action globally. Over a number of years Broadland has taken a leadership role working with partners on major projects and programmes which are developing sustainable approaches, reducing emissions and mitigating effects of climate change especially on those communities and environments most vulnerable.

Looking to the future Broadland District Council commits to support the delivery of the Government's 'A Green Future: Our 25 Year Plan to improve the Environment' with local targets and priorities for safeguarding Broadland for future generations. <https://www.gov.uk/government/publications/25-year-environment-plan>

The Government has made a commitment to be the first generation to leave the environment in a better state than we inherited it and we welcome the Environment (Principles & Governance) Bill, the first in over 20 years. The Government has pledged to embed an 'environmental net gain' principle, and introduce higher environmental standards for new builds, green our towns & cities creating green infrastructure and planting 1 million urban trees, make sure resources are used more efficiently, minimise waste, tackle air pollution, and provide international leadership, leading by example to tackle climate change.

Broadland District Council will continue to commit to cutting down unnecessary resource use and waste, reducing our impact on the world and shaping a more efficient, sustainable and competitive economy. We must lead by example and demonstrate to the next generation our action and responsibilities in tackling climate change.

Taking action now we can help to achieve long term sustainable economic growth from low carbon and green industries across the District.

This Council agrees to:

- 1) Call on the Government to provide additional powers and resources to help deliver on National Targets limiting global warming to 1.5 degrees.*
- 2) Instruct the future cabinet to adopt a policy whereby all future key decisions are considered and a statement made for their environmental impact and for their alignment to the IPCC guidance.*
- 3) Continue to identify a cabinet member to have clear responsibility for environment and implementation of future environmental policy of the council.*

4) Continue the work on reviewing the Environmental Strategy through the Environment Excellence Panel or similar and to set ambitious targets and aspirations for future environmental policy.

Mr Fisher made reference to recent meetings with interested parties who had made representations at a previous Council meeting about climate change and that they welcomed the work being undertaken by the Council with the exception of the Council's support for the Norwich western link road.

There was general support for the Motion but amendments were proposed to strengthen the role of the Environmental Excellence Panel by changing it to a committee and to include reference to a pollinator action plan.

Mr Fisher responded that the work of the Environmental Excellence Panel was already fed into Cabinet and he outlined the pollinator initiatives already being undertaken by the Council. In relation to a comment about ensuring tree planting schemes included a range of species including some of the more old fashioned species he assured Members this was the case.

In welcoming the Motion, a Member commented that the Council could not condone the current action being taken to demonstrate concerns about climate change.

Mr Fisher invited Council to support the Motion without amendment and he added that a new Environmental Strategy would be ready for consideration by Cabinet in June 2019.

Members voted unanimously to support the Motion and it was

RESOLVED

to support the Motion presented to Council as set out above.

At the conclusion of the meeting the Leader expressed his thanks and appreciation to the following Members, who were not seeking re-election, for their hard work over a number of years:

Mrs C Bannock – 2000 - 2019
Mr D Buck – 2011 - 2019
Mr R Grady – 2015 - 2019
Mr C Harrison – 2015 - 2019
Mr T Landamore – 1998 - 2003 and 2015 - 2019
Mr T Lodge – 2015 - 2019
Mr F O'Neill – 2015 - 2019
Mr V Ray-Mortlock – 2015 - 2019
Mrs B Rix – 2009 - 2019
Mr V Tapp – 2015 - 2109

Mr D Ward – 2003 - 2007 and 2011 - 2019

Additionally, he thanked two former Leaders of the Council who were not seeking re-election: Mr S Woodbridge who had served on the Council for 20 years including as Leader for 9 years and Mr A Proctor who had served as Leader for 7 years during his 23 years on the Council. He thanked them for their service to the Council.

The Portfolio Holder for Finance (Mrs Mancini-Boyle) thanked the Head of Finance and Revenue Services – Jill Penn for the support and guidance given her over her term as Portfolio Holder and wished her well for the future.

The Chairman thanked all Members, the Head of Democratic Services & Monitoring Officer and the Committee Officer for their support during her time as Chairman. She added that this was the last Council meeting for the Head of Democratic Services & Monitoring Officer and she wished to thank him for his exemplary duty over the years. A formal thank you for the Head of Democratic Services & Monitoring Officer and the Deputy Chief Executive would take place at the Council's AGM.

In view of the recently called European Elections on 23 May 2019, the Chairman advised Members that the date of the Council's AGM had been rearranged from 23 May 2018 to 28 May 2019*.

The meeting closed at 7:30pm

*This was subsequently changed to 21 May 2019

ELECTIONS 2 MAY 2019

DISTRICT ELECTIONS RESULTS

Acle Ward

Turnout: 35.98%

Candidate name	Party	Votes	Elected
BARKER JAMES HERBERT VICTOR	LIBERAL DEMOCRATS	130	
HEMMINGWAY ANTHONY VERNON	LABOUR	243	
HEMPSALL LANA HELENA	CONSERVATIVE	422	Elected

Aylsham Ward

Turnout: 36.05%

Candidate name	Party	Votes	Elected
CATCHPOLE SUSAN JEANETTE	LIBERAL DEMOCRATS	1479	Elected
HARRISON DAVID GEORGE	LIBERAL DEMOCRATS	1409	Elected
HARWOOD PETER JOHN	LABOUR	260	
MILLS LLOYD RONALD		422	
RILEY STEVE	LIBERAL DEMOCRATS	1126	Elected
WILLIAMS PHILIP MARTYN	LABOUR	232	
WILTON JONATHAN	CONSERVATIVE	738	

Blofield with South Walsham Ward

Turnout: 33.02%

Candidate	Party	Votes	Elected
BRENNAN NIGEL JOHN	CONSERVATIVE	788	Elected
LEES CLAIRE MYRA	LABOUR	391	
PRIOR MALCOLM JOHN	LIBERAL DEMOCRATS	463	
SPRINGETT GLENN JOHN	LABOUR	283	
THOMAS JUSTINE LARA	CONSERVATIVE	747	Elected

Brundall Ward

Turnout: 37.82%

Candidate	Party	Votes	Elected
DAVIS JAN	GREEN	427	
FERNANDEZ CAROLINE MARY	GREEN	295	
FREE ALICE MYFANWY	LABOUR	441	
GIBBS MARIANNE HELENE	LABOUR	385	
GRATTAN REBECCA MARY	CONSERVATIVE	720	Elected
MASON ELEANOR ROSE	LIBERAL DEMOCRATS	304	
SNOWLING MICHAEL DOUGLAS	CONSERVATIVE	814	Elected

Burlingham Ward

Turnout: 30.27%

Candidate	Party	Votes	Elected
JONES CHRISTOPHER NICHOLAS	LABOUR	118	
RYMAN-TUBB CLARE ELIZABETH	CONSERVATIVE	213	Elected
SMITHDALE LYNN	GREEN	81	
THOMAS DEANNE	LIBERAL DEMOCRATS	79	
TINGLE GLENN STUART	INDEPENDENT	140	

Buxton Ward

Turnout: 33.4%

Candidate	Party	Votes	Elected
CATMULL TIMOTHY	CONSERVATIVE	303	
LAWRENCE KAREN ESTHER	LIBERAL DEMOCRATS	305	Elected
MCNAIR STEPHEN	LABOUR	64	

Coltishall Ward

Turnout: 32.36%

Candidate	Party	Votes	Elected
COPPLESTONE JOANNE KATE	CONSERVATIVE	374	Elected
CRANE SARAH LOUISE	LIBERAL DEMOCRATS	128	
JONES CAMPBELL HOWARD	LABOUR	163	

Drayton North Ward

Turnout: 28.57%

Candidate	Party	Votes	Elected
CROTCH ADRIAN DAVID	CONSERVATIVE	348	Elected
LEACH IAN RICHARD	LIBERAL DEMOCRATS	265	

Drayton South Ward

Turnout: 35.73%

Candidate	Party	Votes	Elected
CAWDRON MARY FRANCES	LIBERAL DEMOCRATS	165	
FOULGER ROGER	CONSERVATIVE	403	Elected
HEMMINGWAY CHRISTINE MARY	LABOUR	116	

Eynesford Ward

Turnout: 32.8%

Candidate	Party	Votes	Elected
EMMERSON JOANNA MARGARET	LABOUR	124	
PECK GREGORY	CONSERVATIVE	374	Elected
WILLIAMS THEODOTA	LIBERAL DEMOCRATS	296	

Great Witchingham Ward

Turnout: 34%

Candidate	Party	Votes	Elected
BULMAN PETER	CONSERVATIVE	317	Elected
GOODALL RUTH ELIZABETH	LABOUR	219	
PHILLIPS CAMERON THOMAS	LIBERAL DEMOCRATS	157	

Hellesdon North West Ward

Turnout: 28.56%

Candidate	Party	Votes	Elected
BABY BIBIN	LABOUR	324	
BALCOMBE PETER	LIBERAL DEMOCRATS	245	
CRUSH ANTONY JOHN	LABOUR	239	
GURNEY SHELAGH CASSANDRA	CONSERVATIVE	688	Elected
KING DAVID	CONSERVATIVE	536	Elected
MARKWELL JEAN DIANE	LIBERAL DEMOCRATS	126	
PARSONS KENNETH	GREEN	186	

Hellesdon South East Ward

Turnout: 29.63%

Candidate	Party	Votes	Elected
BRITCHER DAVID JOHN	LIBERAL DEMOCRATS	437	Elected
DUCKETT IAN JAMES	LABOUR	248	
JOHNSON WILLIAM RAYMOND	CONSERVATIVE	412	
MURRAY GILBERT FRANCIS	GREEN	161	
PRUTTON SUSAN MARY	CONSERVATIVE	474	Elected
SCRIVENS VICTOR KEITH	LIBERAL DEMOCRATS	255	
THOMPSON ANNIE GEMMELL	LABOUR	216	

Hevingham Ward

Turnout: 33.4%

Candidate	Party	Votes	Elected
CARRICK PAUL HENRI	CONSERVATIVE	271	
HEYWOOD DAVID ALEXANDER	LABOUR	78	
NEESAM JULIE AMANDA	LIBERAL DEMOCRATS	382	Elected

Horsford and Felthorpe Ward

Turnout: 30.35%

Candidate	Party	Votes	Elected
KEELER JOANNE ROSE	CONSERVATIVE	297	
LOXTON SEBASTIAN	LABOUR	115	
STARLING LISA ANGELA	LIBERAL DEMOCRATS	799	Elected
THOMAS DAVID MICHAEL	LIBERAL DEMOCRATS	657	Elected
WILLMOTT DAVID BRYAN	CONSERVATIVE	290	

Marshes Ward

Turnout: 33.6%

Candidate	Party	Votes	Elected
BARKER ALLISON MARIE	LIBERAL DEMOCRATS	180	
NURDEN GRANT KINLEY	CONSERVATIVE	426	Elected
WILLIAMS JULIE ANN	LABOUR	186	

Old Catton and Sprowston West Ward

Turnout: 31.7%

Candidate	Party	Votes	Elected
CALLAM MARTIN GOWER	LIBERAL DEMOCRATS	425	
FOWKES ROBERT ANTHONY	LIBERAL DEMOCRATS	433	
HOOKS JANET ELIZABETH	LABOUR	401	
JOHNSON KAHN CHRISTIAN	GREEN	344	
LEGGETT KENNETH GEORGE	CONSERVATIVE	985	Elected
MAXWELL THOMAS JAMES	LIBERAL DEMOCRATS	236	
OSBORNE BARRIE ALAN	LABOUR	351	
TAYLOR SARAH ANN	LABOUR	398	
VINCENT KAREN AMANDA	CONSERVATIVE	1024	Elected
WALKER SAMUEL CLARK	CONSERVATIVE	962	Elected

Plumstead Ward

Turnout: 34.3%

Candidate	Party	Votes	Elected
CAWDRON ANDREW MICHAEL	GREEN	413	
VINCENT SHAUN ANDREW	CONSERVATIVE	435	Elected

Reepham Ward

Turnout: 43.19%

Candidate	Party	Votes	Elected
BEADLE STUART CHARLES	LIBERAL DEMOCRATS	386	Elected
EVERETT GRAHAM	CONSERVATIVE	305	
MORGAN SARAH CATHERINE	GREEN	155	
RACKHAM JONATHAN	LABOUR	55	

Spixworth with St Faiths Ward

Turnout: 30.77%

Candidate	Party	Votes	Elected
COUZENS WILLIAM FREDERICK	LABOUR	126	
DUNN STUART	CONSERVATIVE	333	
HILL LAWRENCE PETER JAMES	CONSERVATIVE	335	
HOLLAND SUSAN INWARDS	LIBERAL DEMOCRATS	679	Elected
JONES BRENDA LESLEY	LABOUR	109	
ROPER DANIEL JOHN	LIBERAL DEMOCRATS	849	Elected

Sprowston Central Ward

Turnout: 35.26%

Candidate	Party	Votes	Elected
BERRY PETER CHARLES	CONSERVATIVE	487	
COOK BREANNE	LABOUR	713	Elected
GILSON JOHN LESLIE	UK INDEPENDENCE PARTY (UKIP)	189	
HARPLEY NATASHA JUNE	LABOUR	615	Elected
KNOWLES ROBIN JOHN	CONSERVATIVE	552	
KULAR BALVINDER SINGH	LIBERAL DEMOCRATS	134	

Sprowston East Ward

Turnout: 31.3%

Candidate	Party	Votes	Elected
ELLIOTT AUDREY RUTH	LIBERAL DEMOCRATS	271	
LEGGETT JUDITH CECILE	CONSERVATIVE	996	Elected
MONCUR IAN NICOL	CONSERVATIVE	1131	Elected
PAWSEY ALAN DAVID	LABOUR	459	
RUMSBY CHRISTINE TERESA	LABOUR	567	
SIRDAR SHAMSHER SINGH	LIBERAL DEMOCRATS	364	
TARLTON HARVEY WILLIAM	LABOUR	497	
WARD JOHN MARTYN	CONSERVATIVE	943	Elected
WRIGHT JANE	LIBERAL DEMOCRATS	260	

Taverham North Ward

Turnout: 27.8%

Candidate	Party	Votes	Elected
ADAMS ANTHONY	CONSERVATIVE	469	Elected
BALDRY LOUISE ANGELA	LABOUR	230	
BEADLE VERONICA MARY	LIBERAL DEMOCRATS	328	
GILL RICHARD	CONSERVATIVE	375	
KARIMI-GHOVANLOU NICOLE CAROLINE	LIBERAL DEMOCRATS	405	Elected
TURK TREVOR WOLFGANG	LABOUR	192	

Taverham South Ward

Turnout: 35.81%

Candidate	Party	Votes	Elected
BRUMMAGE NEIL HUNTER	LABOUR	181	
CLANCY STUART	CONSERVATIVE	851	Elected
CLAYTON MALCOLM JOHN	LIBERAL DEMOCRATS	191	
CLAYTON SHIRLEY JOAN	LIBERAL DEMOCRATS	207	
KELLY KENNETH STANLEY	CONSERVATIVE	658	Elected
STEEL MOIRA LYNNE MADSEN	LABOUR PARTY	161	

Thorpe St Andrew North West Ward

Turnout: 36.55%

Candidate	Party	Votes	Elected
FISHER JOHN FREDERICK	CONSERVATIVE	1184	Elected
GOODWIN JONATHAN	LIBERAL DEMOCRATS	309	
HOWE BRIAN MICHAEL	LIBERAL DEMOCRATS	313	
JENKINS AMY LOUISE	LIBERAL DEMOCRATS	302	
MACKIE IAN JAMES	CONSERVATIVE	1068	Elected
RODERICK ANNE MARIE	LABOUR PARTY	601	
SHAW NIGEL CHRISTOPHER	CONSERVATIVE	1042	Elected
WRIGHT ALAN DEREK	LABOUR PARTY	601	
WRIGHT SUSAN MARY	LABOUR PARTY	612	

Thorpe St Andrew South East Ward

Turnout: 35.24%

Candidate	Party	Votes	Elected
EMSELL JONATHAN JAMES	CONSERVATIVE	1019	Elected
GROOMBRIDGE SPENCER JAY	GREEN PARTY	297	
LAWN SUSAN PAMELA	CONSERVATIVE	1008	Elected
MANCINI-BOYLE TRUDY MARIA	CONSERVATIVE	873	Elected
MARTINS MALCOLM RONALD JOHN	LIBERAL DEMOCRATS	282	
PHILLIPS TERENCE	LABOUR	380	
RHIND KATHERINE ANN NICHOLSON	GREEN	285	
SCRIVENS PHYLLIDA ISOBEL MARGARET	LIBERAL DEMOCRATS	293	
TIBBITTS GARY	LABOUR	358	
TURNER GRANT WILLIAM	LIBERAL DEMOCRATS	242	
WILLIAMS NICHOLAS TREVOR	LABOUR	360	

Wroxham Ward

Turnout: 30.37%

Candidate	Party	Votes	Elected
ASPLAND LINDA	LIBERAL DEMOCRATS	281	
BALL NICHOLAS HENRY FRANCIS	GREEN	160	
CROOK DELYTH HELEN	GREEN	95	
DIMBLEBY CRAIG DOUGLAS	UK INDEPENDENCE PARTY (UKIP)	134	
HEARD STEPHEN PAUL	LIBERAL DEMOCRATS	327	
KEMP MALCOLM KENNETH	LABOUR	101	
MURRELL MARTIN LEE	CONSERVATIVE	546	Elected
WHEELER JULIA CAROL	LABOUR	79	
WHYMARK FRANCIS	CONSERVATIVE	585	Elected

PARISH/TOWN ELECTIONS RESULTS

Aylsham Town

Turnout: 34.78%

Candidate	Party (if any)	Votes	Elected
BENNETT JOAN APRIL		375	Elected
BENNETT TREVOR JOHN		841	Elected
CLARK-WARD RODNEY BRIAN		250	Elected
CURTIS DAVID ROBIN		345	Elected
EVANS MARY		809	Elected
HARRISON DAVID GEORGE		1280	Elected
LANCASTER BARRY JOHN		844	Elected
MARRIOTT NICHOLAS JAMES		237	
MILLS LLOYD RONALD		899	Elected
OVERTON ANNETTE MARY		1002	Elected
PREKOPP PATRICK RAYMOND ANDREW		623	Elected
RACKHAM JONATHAN WILLIAM		197	
SHAW VALERIE ANN		861	Elected
SPRINGALL EILEEN EDITH		1078	Elected
WHITE BARBIE		226	
WHITE STEPHEN		294	Elected

Parish of Beighton

Turnout: 34.67%

Candidate	Party (if any)	Votes	Elected
ASHCROFT KATHLEEN JOY		76	Elected
CATOR IVAN ANTHONY		49	Elected
HOWELL PETER JOHN		33	
MACK VALERIE ELIZABETH		70	Elected
MATTHEWS EDGAR DUDLEY WILSON		57	Elected
WRIGHT JOSEPH ALBERT DENNY		59	Elected
WRIGHT ALAN JOHN		34	Elected
YOUNG SOPHIE		73	Elected

Parish of Halvergate

Turnout: 38%

Candidate	Party (if any)	Votes	Elected
CANN GRAHAM FRANK		57	
CARTER THOMAS FRANK		86	Elected
HANNANT CAROL JUDITH		117	Elected
HANNANT STUART JOHN		87	Elected
HAYLES ROBERT		65	
MALLETT MICHAEL JAMES		86	Elected
MORE ROBERT JOHN		80	Elected
READER CHARLES DOUGLAS		76	Elected
SIMPSON CAROL JANE		73	Elected

Parish of Hellesdon North West Ward

Turnout: 23.75%

Candidate	Party (if any)	Votes	Elected
AVENELL KINGSLEY GLENN DEREK	CONSERVATIVE	578	Elected
BABY BIBIN	LABOUR	446	
BRITTON GREGORY	CONSERVATIVE	577	Elected
BUCK DANNY	CONSERVATIVE	517	Elected
BUSH-TRIVETT SHAUN MICHAEL	CONSERVATIVE	550	Elected
CUNNANE KEVIN MICHAEL	LABOUR	415	
EVERETT GRAHAM	CONSERVATIVE	475	Elected
FAHY DAVID JOSEPH	CONSERVATIVE	595	Elected
GURNEY SHELAGH CASSANDRA	CONSERVATIVE	726	Elected
KING DAVID	CONSERVATIVE	575	Elected

Parish of Hellesdon – South East Ward

Turnout: 29.39%

Candidate	Party (if any)	Votes	Elected
ATTENBOROUGH DOROTHY MAY	CONSERVATIVE	583	Elected
BITCHER DAVID JOHN	LIBERAL DEMOCRATS	528	Elected
DUCKETT IAN JAMES	LABOUR	324	
FRANKLIN URSULA MARY	LIBERAL DEMOCRATS	453	Elected
FULCHER MARLON RAY	CONSERVATIVE	436	Elected
GRADY RICHARD FRANK	CONSERVATIVE	436	Elected
GREY NICHOLAS JASON	CONSERVATIVE	416	
JOHNSON WILLIAM RAYMOND	CONSERVATIVE	444	Elected
PRUTTON SUSAN MARY	CONSERVATIVE	483	Elected
RIVETT KENNETH ROBERT	CONSERVATIVE	404	
SPARKES PAULA MICHELLE	CONSERVATIVE	423	Elected
THOMPSON ANNIE GEMMELL	LABOUR PARTY	330	
WRIGHT JANE DENISE	LIBERAL DEMOCRATS	393	

Parish of South Walsham

Turnout: 40%

Candidate	Party (if any)	Votes	Elected
DEBBAGE DARREN JOHN		155	Elected
DEBBAGE JOHN THOMAS		144	Elected
DENNIS MALCOLM JOHN		168	Elected
JONES ROGER ROBERT		169	Elected
MILLER AMANDA CLAIRE		158	Elected
RUSSELL WILLIAM RODNEY		128	Elected
STEWART MALCOLM JOHN		138	Elected
TWIDDY DAVID DARREN	INDEPENDENT HONEST REPRESENTATION	74	

Sprowston Town – Central Ward

Turnout: 33.98%

Candidate	Party (if any)	Votes	Elected
BERRY PETER CHARLES	CONSERVATIVE	539	
COLEMAN DAWN	LABOUR	691	Elected
COOK BREANNE	LABOUR	749	Elected
COUZENS WILLIAM FREDERICK	LABOUR	737	Elected
FISHER JANE MARY	CONSERVATIVE	469	
KING DAVID	CONSERVATIVE	485	
KNOWLES ROBIN JOHN	CONSERVATIVE	602	Elected
LASHLEY BARBARA JUNE	LABOUR	725	Elected
LAWN SUSAN PAMELA	CONSERVATIVE	448	

Sprowston Town – North East Ward

Turnout: 24.27%

Candidate	Party (if any)	Votes	Elected
DYBALL SHEILA AGNES ANN	LABOUR	168	
FISHER JOHN FREDERICK	CONSERVATIVE	202	Elected
SHAW NIGEL CHRISTOPHER	CONSERVATIVE	197	Elected

Sprowston Town – South East Ward

Turnout: 33.2%

Candidate	Party (if any)	Votes	Elected
BARTON ANTHONY JOHN	CONSERVATIVE	721	Elected
LEAHY-MALLEN JOHN HENRY	CONSERVATIVE	832	Elected
LEGGETT JUDITH CECILE	CONSERVATIVE	851	Elected
MACKIE IAN JAMES	CONSERVATIVE	673	Elected
OSBORNE BARRIE ALAN	LABOUR	502	
RUMSBY CHRISTINE TERESA	LABOUR	519	Elected
SIRDAR SHAMSHER SINGH	LIBERAL DEMOCRATS	510	
TARLTON HARVEY WILLIAM	LABOUR	471	
WARD JOHN MARTYN	CONSERVATIVE	744	Elected

Sprowston Town – West Ward

Turnout: 30.91%

Candidate	Party (if any)	Votes	Elected
CALLAM MARTIN GOWER	LIBERAL DEMOCRATS	185	Elected
FOWKES ROBERT ANTHONY	LIBERAL DEMOCRATS	181	
LASHLEY KENNETH	LABOUR	139	
WALKER SAMUEL CLARK	CONSERVATIVE	248	Elected

Taverham – South Ward

Turnout: 34.39%

Candidate	Party (if any)	Votes	Elected
BARRINGTON-SMITH LINDA JEANNETTE		206	
CLARKE BRENDA JEAN		730	Elected
LATCHFORD JANET ELIZABETH		577	Elected
PARKINSON SANDRA	TAVERHAM RESIDENT SINCE 1979	725	Elected
SAVAGE PETER EDWARD		272	Elected
TEMPLE MARIA DOREEN		500	Elected
TYLER JUDITH MARGARET		587	Elected
WILSON-TOWN CHRISTOPHER ROBERT		600	Elected

Thorpe St Andrew Town – North West Ward

Turnout: 36.56%

Candidate	Party (if any)	Votes	Elected
BERRY PETER CHARLES	CONSERVATIVE	1076	Elected
FISHER JOHN FREDERICK	CONSERVATIVE	1224	Elected
FORDHAM TAYLOR GRANT	CONSERVATIVE	1001	Elected
GARNER TREVOR RODNEY	CONSERVATIVE	1001	Elected
HARWOOD PAMELA JEAN	LABOUR	831	
MACKIE IAN JAMES	CONSERVATIVE	1104	Elected
REEVES LEIGH ARRON	CONSERVATIVE	1015	Elected
RODERICK ANNE MARIE	LABOUR	749	
RODERICK TIMOTHY	LABOUR	679	
SHAW NIGEL CHRISTOPHER	CONSERVATIVE	1100	Elected
WARD JOHN MARTYN	CONSERVATIVE	1019	Elected
WRIGHT ALAN DEREK	LABOUR	764	
WRIGHT SUSAN MARY	LABOUR	769	

Thorpe St Andrew Town – South East Ward

Turnout: 35.3%

Candidate	Party (if any)	Votes	Elected
BOAST JOSHUA THOMAS LUKE	CONSERVATIVE	919	Elected
BOWE FRASER JOHN	CONSERVATIVE	955	Elected
BURNETT SABENA	LABOUR	572	
EMSELL JONATHAN JAMES	CONSERVATIVE	1032	Elected
FISHER JANE MARY	CONSERVATIVE	978	Elected
LAKE MARTIN ANDREW	CONSERVATIVE	884	Elected
LAWN SUSAN PAMELA	CONSERVATIVE	1008	Elected
MANCINI-BOYLE TRUDY MARIA	CONSERVATIVE	864	Elected
MARTINS MALCOLM RONALD JOHN	LIBERAL DEMOCRATS	603	
PHILLIPS TERENCE	LABOUR	546	
SCRIVENS PHYLLIDA ISOBEL MARGARET	LIBERAL DEMOCRATS	614	
SCRIVENS VICTOR KEITH	LIBERAL DEMOCRATS	585	
SNELLING STUART KEVIN	CONSERVATIVE	871	Elected
TIBBITTS GARY	LABOUR	529	
WIGY JILL	LABOUR	551	
WILLIAMS NICHOLAS TREVOR	LABOUR	559	

Parish of Weston Longville

Turnout: 46.66%

Candidate	Party (if any)	Votes	Elected
BANKS ROBERT GEORGE		56	Elected
COHU JUSTIN JEREMY CLOUSTON		66	Elected
COWLEY PAUL DONALD		61	Elected
GOODALL RUTH ELIZABETH		90	Elected
KEEN BARRIE		52	Elected
MORTON CLARE ELIZABETH		91	Elected
ROSS PETER JOHN		79	Elected
STAVELEY JOHN RICHARD CLOWES		51	

Trevor Holden
Managing Director and Returning Officer

Background Papers

None

For further information on this report call Emma Hodds on 01508 533791 or e-mail
ehodds@s-norfolk.gov.uk

CIVIC ENGAGEMENTS – 2018/19

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

April 2019		
5 th	Meet the gardening team and plant spring bulbs at Fairhaven Woodland & Water Garden as part of English Tourism Week 2019	Chairman
5 th	Charity Ball hosted by the Mayor of Thetford Town Council at the Carnegie Room in Thetford	Chairman
9 th	Annual Lord Lieutenant's Awards Ceremony at the Army Reserve Centre in Norwich for adult volunteers and cadets from the Sea Cadet Corps, Army Cadet Force and the RAF Air Cadets	Chairman
26 th	North Walsham Town Council Civic Dinner hosted by the Mayor at The Community Centre in North Walsham	Chairman
28 th	St George's Day Celebration and Activity Day including a renewal of Laws and Promise Service hosted by the Eastern Norwich Scout District at Norwich Cathedral	Chairman
28 th	Anzac Day Service hosted by the Britain-Australia Society at St Peter Mancroft Church	Chairman
May 2019		
3 rd	Norfolk County Council's Chairman's Reception at Norwich Castle	Chairman & Vice-Chairman
9 th	Royal visit by HRH the Earl of Wessex to Horstead Residential Centre to mark 50 years' service to the young people of the Diocese of Norwich	Chairman
9 th	"In Good Company" launch of the Big C's new corporate partnership programme at the Quadram Institute at the Norwich Research Park	Chairman
11 th	"Saturday Night at St George's" fund raising evening hosted by the Mayor of Gt Yarmouth at the St George's Theatre	Chairman
12 th	Service of Thanksgiving hosted by the Chairman of North Norfolk District Council at the Parish Church of St Andrew the Apostle in Holt	Chairman

Updated: 10.05.19

WHAT IS A MEMBER CHAMPION?

1. There is no legal requirement for local authorities to appoint Member Champions in the same way there is no legal bar on making such appointments, with many councils relying on the well being powers as being justification for making such appointments.
2. The Champion role is seen by many authorities as being an evolutionary role in the development of the Member role which has emerged particularly from the Local Government Act 2000.
3. A model job description has not been devised as each local authority has its own local or special circumstances. Following a review of job descriptions available from local authorities that have drawn them up a generic job description could cover the following:
 - Ensure issues of concern on the interest being championed are taken into account in the preparation of key service and corporate plans
 - Ensure issues of concern on the interest are taken into account by the relevant decision makers within the council and externally
 - Promote and take an interest in the needs of the client group/interest
 - Advocate good practice within the authority on matters relating to the interest
 - Work with key officers to ensure clear understanding of the relevant issues (i.e. by the Champion and by the Officers)
 - Engage with other Members in order to raise their awareness and to seek their views
 - Engage with relevant community groups
 - Undertake training relevant to the role.
4. It should be accepted that specific role descriptions might be available from specialist outside bodies e.g. for a Design and Heritage Champion, the Commission for Architecture and the Built Environment has produced a role description for Design Champions.

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

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J F Fisher	Environmental Excellence
Mr R R Foulger	Housing and Wellbeing
Mrs T M Mancini-Boyle	Finance
Mr G Peck	Transformation and Organisational Development

Also in attendance were the Director of Resources, Head of Democratic Services and Monitoring Officer, HR and Customer Services Manager, UNISON Branch Secretary and the Committee Officer (JO).

114 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Head of Democratic Services and Monitoring Officer	118 - Pay Policy Statement	Personal interest on behalf of all staff who were beneficiaries of the 2019/20 Pay Policy.

115 APOLOGY FOR ABSENCE

An apology for absence was received from Mr Moncur.

116 MINUTES

The Minutes of the meeting held on Wednesday 13 March 2019 were confirmed as a correct record and signed by the Chairman.

117 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 26 March 2019.

Cabinet received the draft Minutes from the 2 April 2019 meeting of the

Overview and Scrutiny Committee, which had reviewed today's Cabinet Agenda.

118 PAY POLICY STATEMENT

The report presented the annual Pay Policy Statement, which the Council was required to publish under the Localism Act 2011.

The main proposed amendments for 2019/20 were the inclusion of new pay principles for Chief Officers (Directors and Assistant Directors) in line with those to which the Managing Director was appointed. These principles were:

- (1) To appoint on a salary point within a salary range, rather than within a Local Grade;
- (2) The salary range to be market attractive;
- (3) The salary to be an all-inclusive salary (no other cash benefits will apply);
- (4) The terms and conditions of employment for Chief Officers, except those relating to rate of pay, were covered by the National Scheme for the Joint Negotiating Committee (JNC) for Chief Executives and Chief Officers;
- (5) Salary progression would be assessed annually as a minimum;
- (6) Annual cost of living increases, where applicable, would be applied in line with NJC increases;
- (7) Payment for membership of professional bodies would be paid where there was demonstrable benefit to the Council.

Members noted that the Overview and Scrutiny Committee had proposed an amendment to paragraph 3.3 (4) of the Pay Policy Statement (removing the requirement for the Managing Director to approve re-employment of staff following redundancy). However, Cabinet considered that the paragraph should remain unchanged, as it was in line with the current arrangements and there was a legal requirement to have reference to this principle in the Pay Policy Statement.

In response to a query from the Portfolio Holder for Finance, the HR and Customer Services Manager confirmed that a review of the Performance Related Pay scheme would be looked at shortly, as part of the revised terms and conditions for the new single workforce.

RECOMMENDED TO COUNCIL

to agree the 2019/20 Pay Policy Statement, as appended to the report (attached at Appendix 1 to the signed copy of these Minutes).

Reasons for decision

To meet legislative requirements.

119 UNISON TIME OFF AND FACILITIES AGREEMENT

The report proposed a formal arrangement for the treatment of facilities time to allow accredited union representatives carry out their recognised duties.

Broadland currently had an informal arrangement for union representatives to have paid time off to carry out trade union duties. As South Norfolk Council had an existing formal agreement and on 1 January 2019 the UNISON branches of Broadland and South Norfolk merged to become the Yare Valley UNISON Branch, it was considered an opportune time to formalise the arrangements at Broadland.

The Agreement, which had been drafted in consultation with the Managing Director, recommended that the Branch Secretary of UNISON be allowed to spend up to 15 hours per week, with pay, on trade union duties. Costs would be shared equally by Broadland and South Norfolk.

The Branch Secretary advised Members that the proposed arrangements would also provide for cover and backfill for her substantive work, when carrying out her union duties.

Cabinet was also informed that elected non-union staff representatives were already formally given time off to carry out their duties in representing staff. Members were asked to note that the Agreement would allow UNISON a greater opportunity to work with non-union representatives in supporting all staff.

RECOMMENDED TO COUNCIL

to agree the UNISON Time Off and Facilities Agreement, as appended to the report (attached at Appendix 2 to the signed copy of these Minutes).

Reasons for decision

To formalise an agreement between UNISON and the Council.

The meeting closed at 6.18 pm

PAY POLICY STATEMENT

1 INTRODUCTION

- 1.1 This Policy is required under sections 38 – 40 of the Localism Act 2011. The Policy aims to be transparent, coherent and relevant to current and future needs. These needs will include the ability to attract, retain and motivate staff to help achieve the organisation's vision and ambitions to drive economic and housing growth and improve the services delivered to residents.
- 1.2 The Council expects high standards of performance from its staff and believes a Pay Policy should reflect the contributions its staff make to helping the organisation achieve its vision and ambitions. Each member of staff makes an individual and collective contribution within their role to the effectiveness of Broadland District Council and to working collaboratively with South Norfolk Council. However, the adage 'the whole is greater than the sum of the individual parts' is particularly relevant in describing the collective strength of the Council's staffing resource and the ability of staff to work together collaboratively.

2 SCOPE OF POLICY

- 2.1 As required by the Act and in response to associated guidance it covers:
- the Policy on the level and elements of remuneration for Chief Officers. Chief Officer being defined as in section 2 of the Local Government and Housing Act 1989;
 - the Policy on the remuneration of the lowest paid employees; the definition of the 'lowest paid employees' and the rationale for that definition;
 - the relationship between the remuneration of Chief Officers and other staff;
 - other specific aspects of Chief Officers' remuneration: remuneration on recruitment: increases and additions to remuneration: use of Performance Related Pay and bonuses; termination payments; and benefits in kind.
- 2.2 In addition the Policy sets out:
- the principles on pay awards for all staff;

- information on the responsibilities of Chief Officers to aid public understanding of their roles, in accordance with the Local Government Transparency Code 2015;
- thresholds for salaries on appointments.

3 PRINCIPLES

3.1 Pay Principles applying to all staff excluding Chief Officers.

- (1) A local Performance Related Pay Scheme will apply to all staff except Chief Officers.
- (2) There are 13 Local Grades within the Broadland pay scheme. Posts are evaluated onto these grades using the Inbucon Job Evaluation Scheme.
- (3) The local grades will generally be wider than NJC grades and overlap allowing greater scope for progression linked to performance within a post.
- (4) Salaries will recognise the need to pay at a sufficient level to recruit and retain quality staff on market related salary scales.
- (5) The principle of checking salary grades for all staff within the market will continue to ensure the competitiveness of the salary/grading structure is maintained. Any market-related increases applicable will be due in April each year and will be applied to the grade minima / maxima and to individual salaries. This increase will be recommended by external and independent pay consultants.
- (6) Pay will recognise and reward performance not service.
- (7) Performance payments for all staff except Chief Officers, will be made through the Council's Performance Related Pay (PRP) scheme, which agrees specific objectives that the employee is then assessed against. However, there may be occasions where performance is recognised through the use of honoraria in addition to PRP. These occasions are likely to occur where an employee takes on additional responsibilities often related to long term staff absences/ vacancies.
- (8) Commencement salaries of staff will be made within the relevant local grade assuming the midpoint of the grade to be the market rate for the role in most cases.
- (9) Market supplements will only be used where there is evidence that

they are required.

- (10) Payments for fees, charges and allowances will be consistent across all staff.

3.2 Pay Principles Applying to Chief Officers

- (1) Chief Officers will be appointed to a salary point within a salary range;
- (2) The salary range should be market attractive;
- (3) The salary will be an all-inclusive salary. For the avoidance of doubt no other cash benefits will apply;
- (4) The terms and conditions of employment for Chief Officers, except those relating to rate of pay, are covered by the National Scheme for the Joint Negotiating Committee (JNC) for Chief Executives and Chief Officers;
- (5) Salary progression will be assessed annually as a minimum;
- (6) Annual cost of living increases, where applicable, will be applied in line with NJC increases.

3.3 Pay principles applying to all staff

- (1) The Council's policy on compensation payments for termination on the grounds of redundancy, early retirement and efficiency will be in accordance with the Adjustment to Staffing Agreement.
- (2) The Council's policy on flexible retirement, early payment of pension, the augmentation and / or award of additional pension will be in accordance with the Council's Pensions Discretionary Policy.
- (3) Staff in receipt of a Local Government Pension may be employed by the Council where there is a justifiable business case. This would be justifiable where the member of staff is the best match for the organisation's requirements. The salary level of the member of staff on appointment may be adjusted to reflect the payment of a pension through the Local Government Pension Scheme.
- (4) Staff who have received a redundancy or compensation payment from Broadland District Council will not normally be re-employed by the Council. Approval from the Managing Director will be required. If this occurs any re-engagement will be in accordance with 3.3 (3) above

- (5) Staff previously employed by Broadland District Council may be engaged under a contract for services where there is a business case for doing so. This may be for financial, risk mitigation and / or skills shortage reasons. Approval from the Managing Director will be required. If this occurs any re-engagement will be in accordance with 3.3 (3) above
- (6) Pay and benefits will be monitored and assessed to identify any discriminatory aspects and whether they benefit any group of employees with a particular protected characteristic(s). Protected characteristics particularly relevant include gender (Equal Pay issues) and age (Minimum Wage, and National Living Wage).
- (7) The Council will annually publish this Policy and associated pay data on the Council's website.

4 PUBLIC SECTOR EXIT PAYMENT CAP AND RECOVERY REGULATIONS

- 4.1 The Council will comply with any regulations aimed at capping public sector exit payments which may come into force in the next 12 months.
- 4.2 The Council will comply with any recovery regulations which may come into force within the next 12 months. These regulations being aimed at recovering exit payments from public sector employees who return to public sector employment.

5 CHIEF OFFICERS' REMUNERATION

- 5.1 Chief Officers within this Council will include the Managing Director; the Directors and the Assistant Directors and any other role that may be created at this level within the Senior Management Team.
- 5.2 Remuneration information for Chief Officers will include:
 - salary or where there is a contract for services, payments made by the authority for those services;
 - bonuses information;
 - any charges, fees or allowances payable (which would include election fees);
 - any increase in or enhancement of pension entitlement where that is the result of the resolution of the authority; and

- any amounts payable on ceasing to hold office or being employed by the authority other than amounts that may be payable by virtue of any enactment.
 - benefit in kind information.
- 5.3 Salary progression will be assessed annually as a minimum.
- 5.4 Annual cost of living increases, where applicable, will be applied in line with NJC increases.
- 5.5 The salary of the Managing Director will be reviewed at least annually by the Leader of Broadland District Council and Leader of South Norfolk Council.
- 5.6 The salary review of the other Chief Officers will be undertaken by the relevant line manager.
- 5.7 Payment for membership of professional bodies will only be paid where there is demonstrable benefit to the Council.
- 5.8 The Managing Director also receives Returning and Neighbourhood Planning Referenda Officer fees. The fees in respect of County, District and Parish Council Elections are set by the Norfolk Chief Executives Group and the fees for conducting European, Parliamentary and Police and Crime Commissioner elections are set by the Cabinet Office.
- 5.9 Information relating to Chief Officers' payments will be published annually to provide transparency. The information will include contextual data such as areas of responsibility, number of staff within the service, capital and revenue expenditure, salary ceiling, the contract type and identify any current vacancies.
- 5.10 For appointments on large salary packages, defined as ones in excess of £100,000 pa, Council approval will be obtained.

6 REMUNERATION OF LOWEST PAID EMPLOYEES

- 6.1 The Council's lowest paid employees are those employees in trainee / apprentice roles. These roles will be paid within Local Grade (LG)13. These roles will be for employees who are joining as the first step in their career.
- 6.2 The lowest pay point will be that of LG13. The bottom of LG 13 will be the National Minimum Wage for 18 – 20 year olds (£11,832 pa from April 2019).
- 6.3 All employees will be paid at least at a level equating to the National Minimum Wage legislation.

6.4 Employees aged 25 years and over will be paid at least at a level equating to the National Living Wage (NLW).

6.5 The lowest point of Local Grade 12 will be the NLW which will be £15,796 pa from April 2019.

7 RELATIONSHIP BETWEEN CHIEF OFFICER'S REMUNERATION AND OTHER STAFF

7.1 Pay relationships will be measured by the use of a pay multiple. This is defined as the highest paid taxable earnings for the year including base salary, variable pay, bonuses, allowances and the median earnings of the whole Council. The highest taxable earnings, will normally be no greater than 7 x the median earnings of the whole Council.

7.2 The pay multiple as at 1 January 2019 is 4.59. This is a decrease of 0.23 from 2018. The highest paid officer on 1 January 2019 was the Chief Executive and the taxable earnings of that post also include Returning Officer fees. No Returning Officer fees were paid during 2018, which accounts for the fluctuation in the multiplier.

8 RESPONSIBILITIES

8.1 This Policy will be approved by Council.

8.2 The appointment and appointment salaries for Chief Officers will be determined by Elected Members.

8.3 The appointment and starting salaries of staff new to the Council will be determined by an Officer Recruitment Panel, which will consist, as a minimum, of a management representative for the relevant service and a representative from HR.

8.4 The level of any annual pay awards will be determined in accordance with policy agreed by Council.

8.5 The level of any PRP awards will be agreed by Cabinet.

9 REVIEW OF POLICY

9.1 The Policy will be reviewed annually and the Council's approach for the following financial year will be confirmed.

9.2 However, the Council recognises that a variety of circumstances (foreseen or unforeseen) may arise and require the Pay Policy to be sufficiently flexible to

deal with these circumstances such as the use of market supplements. The Council will have regard to the extent to which the exercise of any flexibility could lead to a serious loss of confidence in the public service.

10 APPROACH FOR THE FORTHCOMING YEAR (2019/20)

- 10.1 As part of the budget setting process for 2019/20 a two percent annual increase in the salary budget is currently modelled as part of the Council's Medium Term Financial Plan.
- 10.2 The market related award applicable in April 2019 will be recommended by independent pay consultants. Any recommendation for a market related award will be applied to the Local Grades and to individuals' salary. Any market related award will be provided for as part of the two percent increase in the salary budget.
- 10.3 The Pay Scheme must be affordable taking into consideration the medium term budget implications for the Council. Therefore if, once the market related award has been applied, there is any excess budget this will be made available for PRP.
- 10.4 The lowest Local Grade (LG) of LG13 is identified as a trainee grade, specifically for those staff employed under apprenticeship / trainee arrangements. These arrangements are likely to apply where the employee is entering work with little and/or out dated experience.
- 10.5 Roles other than those evaluated as LG 13 may also be appropriate for apprentice employees. An apprentice employee will be someone who is studying for a recognised qualification that enhances and / or widens their skills and knowledge. Apprentices may study for a range of qualifications including National Vocational Qualifications (NVQs), degrees and professional qualifications. Apprentice employees will be paid within the appropriate grade for the role they are undertaking.
- 10.6 The minimum salary point for LG13 will be the National Minimum Wage for workers aged 18 – 20 years and will remain in line with this figure.
- 10.7 The minimum salary point for LG12 will be the NLW and will remain in line with this figure.
- 10.8 Work on the future design and funding options for the Council's Pay Scheme will be progressed as part of collaborative working.
- 10.9 Actual salaries of Chief Officers for the most recent financial year will be published on the website (as per the statutory code of recommended practice on data transparency).

10.10 No bonuses will be paid.

10.11 No benefits in kind will be made to Chief Officers.

10.12 An individual personal reward statement will be available for any member of staff where it is specifically requested by that individual. The statement will show the value of the individual's benefits package, including the value of the employer's pension contributions.

10.13 From 2 January 2019 Broadland and South Norfolk Council have appointed a Managing Director who will undertake to bring the two Councils together under one team. This means there will be a single officer team serving both independent Councils. As a result work will be undertaken throughout the year to achieve this including aligning terms and conditions of service.

Date	Ref	Comment
Feb 13	3.9	Replaced 'appointments' with 'commencement salaries.' Deletion of 'the midpoint is recognised as the salary reflecting the skills, experience, qualifications required for the role'.
	4.1	Replaced 'Head of Paid Service' with 'Chief Executive'.
	4.10	Inserted 'contextual'.
	6.1	Update to the year to show that the measure is still being met.
	9.1 & 9.2	Change to the year.
	9.6	Change to the benefits in kind figures and inserted the word 'innate'.
Aug 13	9.7	Reward statements will now only be produced where an employee requests their personal statement.
	2.1	Include 'associated guidance'.
	2.2	Insert fourth bullet point re thresholds.
	4.6	New point Performance assessments for DCE undertaken by CE.
	4.10	RO fees no longer agreed by Norfolk Branch of Assoc of DC but by CE group.
	4.12	New point re appointment of salaries of £100,000+.
	4.13	New point re severance packages of £100,000+.
	6.1	Updated to refer to 2014.
	9	References to year updated.
	9.6	Medical figures updated.
Jan 2015	3.6	Include principle of applying market award to grades and individual salaries.
	3.13	Pensions Discretionary Policy, 2008 removed.
	4.9	Deleted 'payments will be treated separately from salaries'.
	4.10	Additional info added (salary ceiling, contract type, vacant posts).
	4.11,	Inserted 'Full Council approval will be sought'.
	4.12	Inserted 'Full Council approval will be sought'.
	6.1	Definition of pay multiple added.
	6.2	Pay multiple as at Jan 2015 updated.
	7.3	Inserted new to the Council.
	9.1	Re-establish cost of living award.
	9.2	Market related award to be applied to individual salaries.

Date	Ref	Comment
	9.3	Efficiency savings becomes a permanent feature New point PRP pot calculation explained.
	9.7	Update to figures.
Jan 2016	3.15	New point Recovery of Public Sector exit payments.
	4.12	Reference that a new exit payment cap is likely of £95,000.
	5.4	Inclusion of National Living Wage.
	5.14	Removal of reference to other cash benefits e.g. car benefits
	6.2	Update on pay multiple.
	8.2	Appointments made by Elected Members (Appointments & Pay Panel removed)
	9.1	2 percent budget identified for salaries.
	9.3	Deletion of using efficiencies for PRP instead any excess from 2 percent budget to be for PRP.
	9.4	New point to work with staff reps to design a pay scheme for the future.
	9.8	Update on figures.
Jan 2017	2.1	Benefits in kind added to fourth bullet point.
	2.2	New point on public sector exit payments.
	2.3	Reference made to Transparency Code 2015.
	3.12	Added reference to Public Sector Exit Payment Regs.
	3.15	Reference to new Recovery regulations.
	3.16 3.17	Reference made to Public Sector Exit payment regs.
	3.18	New point.
	Sect 4	New section.
	Sect 5	Deletion of reference to exit payments in excess of £100,000.
	5.9	New wording fees set by Chairs of Norfolk Authorities Member Remuneration panels.
	6.5	Insert rate will be min of NMW for age.
	7.2	New multiplier figure.
	8.5	PRP agreed at Cabinet (not Council).
	10	Update to 2016/17 figures.
Jan 2018	2.1	New final bullet point re references to PS Exit Payments
	3.12	Removal of PS Exit Duty 2016
	4.0	This section contained details of how the PS exit payments and recovery regulations were to be applied but as these have not come into force, this section confirms the council's approach should the government progress these.
	7.2	Update to multiplier figure
	10	Year updated to 2018 /19
	10.4	LG 13 becomes an apprentice/trainee grade and comment re apprentices may be paid outside of LG13 deleted as not necessary
	10.5	Definition of apprentice explained
	10.6	Salary range of LG13 to be linked to NMW
	10.7	Salary minimum of LG12 linked to NLW
	10.11	Medical insurance decreased
Jan 2019	3.1 3.2 3.3	Separation of pay principles for Chief Offices and all other staff and new principles for Chief Officers
	5.1	Roles which are deemed Chief Officers
	5.4	Removal of reference to Local Grades. Removal of reference to additional benefits may be identified.

Date	Ref	Comment
	5.7	Payment for Professional membership may now be made where criteria met
	5.8	Inclusion of Neighbourhood Planning Referenda
	6.3 6.6	Update to figures
	10.8	Work on pay scheme now able to progress
	10.11	No benefits in kind, removal of reference of medical benefits and lease car
	10.13	New para

Appendix 2



UNISON TIME OFF AND FACILITIES AGREEMENT

between

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

South Norfolk Council
South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE

and

UNISON
130 Euston Road
London
NW1 2AY

1 DEFINITION OF TERMS

In this Agreement:-

The Organisations - refers to Broadland District Council and South Norfolk Council

The Union refers to the Yare Valley Branch of UNISON

Staff refers to all employees of the Organisations

2 COMMENCEMENT DATE

This Agreement commences on 1st January 2019

3 INTRODUCTION

- 3.1 The Organisations support the system of collective bargaining and the principle of solving employee relations problems by discussion and agreement.
- 3.2 All parties recognise that it is vital to good employee relations for the workforce to be properly represented by the recognised union. Furthermore all sides believe that a truly representative and effective union will enhance workforce employee relations.
- 3.3 The Trade Union and Labour Relations (Consolidation) Act 1992 (S168 - 170) makes provision for employees to be given the right to time off under various circumstances. The following sets out these provisions as agreed by the Trade Union and the Organisations in this respect.

4 REPRESENTATION

- 4.1 The provisions of this agreement shall apply to accredited representatives of the Union, who have been duly elected or appointed in accordance with the rules of the Union.
- 4.2 The Union will determine the appropriate number of representatives they wish to appoint, having regard for the size and location of its membership. The Union agrees to inform the Organisations in writing of the names of all elected representatives at the earliest possible opportunity and to notify the Organisations of any subsequent changes. Persons whose names have been notified to the Organisations shall be the sole representatives of the UNISON membership.
- 4.3 The union will issue written credentials and notify the Organisations of the number and location of constituencies for which each representative will be responsible.

5 TIME OFF FOR GENERAL TRADE UNION REPRESENTATION

- 5.1 This agreement seeks to establish a formal policy and procedure on trade union duties and activities in accordance with the legislative framework. It is recognised that it is not possible to be prescriptive about all duties, activities and the time required to carry them out. It is agreed that requests for time off will not be unreasonably refused.
- 5.2 Accredited representatives will be permitted paid time off during working hours to carry out duties that are concerned with any aspect of collective bargaining and representation of individual members, including:
 - terms and conditions of employment, including physical working conditions;
 - engagement, termination, transfer or suspension of employment;

- allocation of work or the duties of employment as between employees or groups of employees;
- discipline and grievance;
- activities associated with trade union membership;
- facilities for officials of the union;
- machinery for negotiation or consultation and other procedures; procedures for collective bargaining, disputes, joint consultation, communicating with members and other trade union branch officers.

6 THE FUNCTION OF REPRESENTATIVES AND OFFICIALS

6.1 The Organisations and the Union recognise that the industrial relations functions of representatives and officials are important duties in additions to their duties as employees of the Organisations. Their functions and responsibilities are as follows:

- To be responsible to and for a group of members;
- To undertake industrial relation duties operating within the policies of the Union. Issues may include members' grievances, discipline, learning, health and safety, equal opportunities, service conditions, and any matter listed in [section 5.2] of this Agreement;
- To promote Trade Union membership amongst all employees of the Organisations;
- To communicate with members and to communicate with Management, the Joint Negotiating bodies and with the relevant Union bodies;
- To represent the Union in the joint negotiating and joint consultative machinery at local, regional and national level;
- To meet with other representatives, officials or full-time Union officers on matters covered by this Agreement;
- To attend meetings of the Trade Union of which the person is a representative or of which he/she is an official, (such as Branch or Branch Committee Meetings);
- To seek to ensure that agreements are adhered to;
- To organise meetings of members during working hours in accordance with the ACAS Code of Practice and any prevailing local agreements.

7 TIME OFF FOR HEALTH AND SAFETY REPRESENTATIVES

7.1 The trade union is responsible for the appointment of health and safety representatives. The Organisations have the duty to permit safety representatives such time off with pay as necessary for the purposes of:

- Performing their functions under health and safety legislation;
- Undergoing such training as is reasonable;
- Attending Health and Safety meetings on local, regional and national levels where appropriate.

8 TIME OFF FOR UNISON LIFE LONG LEARNING ADVISORS/UNION LEARNING REPRESENTATIVES

8.1 Accredited UNISON Life Long Learning Advisors/Learning Representatives are entitled to take reasonable paid time off for the following specific purposes:

- Analysing learning or training needs;
- Providing information and advice about learning or training matters;
- Arranging learning or training;
- Promoting the value of learning or training;
- Consulting the employer in relation to such activities;
- Preparation in relation to such activities;
- Undergoing relevant training.

9 TIME OFF FOR INFORMATION AND CONSULTATION REPRESENTATIVES

9.1 Information and Consultation representatives, where they exist, are entitled to take reasonable paid time off during working hours for the following reasons:

- Performing their functions as such a representative, including preparing for meetings and consulting with their constituency;
- Undergoing relevant training.

9.2 Information and Consultation representatives shall not be subject to detriment or dismissal for actions related to their conduct as a representative.

9.3 These rights also apply to Information and Consultation representatives who are not union members, should they be elected or appointed.

10 TIME OFF FOR TRADE UNION ACTIVITIES

10.1 To ensure that workplace meetings are fully representative, paid time off for trade union representatives and members may be considered for:

- Attending workplace meetings to discuss and vote on the outcome of negotiations;
- Meeting full time officials to discuss issues relevant to the workplace;
- Conducting Union elections.

10.2 The Organisations and Union also recognise that it is in the interests of the effective and democratic operation of the Unions that representatives or officials participate in other activities of the Union. Reasonable time off during working hours will be granted for these purposes which may include:

- Participation, as a representative, in the following meetings of official policy making and consultative bodies of the Union:

Name of Meeting	Number of delegates	Frequency	Total number of working days
Regional Local Government Committee	1	5 times per year	5
Regional Council	2	4 times per year	8
Local government Conference	Up to 2	Annually	2
National Delegate Conference	Up to 2	Annually	8
Total number of working days			23

Subject to the approval of the Managing Director, reasonable time off during working hours will be granted with pay for the following, where there is a clear benefit to the business of the Organisations:

- Representing the Union on external bodies such as committees or working parties within the official union structure.
- Holding office on official bodies of the Union.

The Union will notify the Organisations at the beginning of each year of the anticipated calendar of such events wherever possible and the likely number of representatives who will be required to attend.

11 TIME OFF FOR BRANCH SECRETARIES AND SENIOR REPRESENTATIVES OF UNISON

- 11.1 The Branch Secretary of UNISON, or recognised deputy undertaking this role, will be allowed to spend up to 15 hours per week on trade union duties.¹
- 11.2 Additional facilities time for the Branch Secretary and/or other Unison Branch Officers (in addition to existing entitlement to time off where those Branch Officers are also accredited representatives) will be subject to agreement between the Branch Secretary and the Managing Director.
- 11.3 At the end of a period in office, the Branch Secretary shall:
- 11.3.1 EITHER return to their substantive posts subject to: some other arrangement agreed either prior to or during a term in office: and the availability of the post, e.g. in circumstances where their work area has been restructured, in which case prior consultation will have taken place.
- 11.3.2 OR: be redeployed to some other suitable post.
- 11.4 Representatives appointed as described in paragraph [4.1] will be given reasonable paid time off during normal working hours to carry out functions related to their representational responsibilities.

12 SPECIAL ARRANGEMENTS FOR TIME OFF

- 12.1 In the case of employees who work shifts or unsocial hours, the Organisations will allow reasonable time off for trade union duties and normally will make suitable arrangements when the duties fall outside their on-duty hours.
- 12.2 Where representatives attend meetings called by management, management will always try to ensure that the meetings take place while the appropriate representatives are on duty, either by adjusting dates of meetings, amending rotas where possible by agreement with the individual concerned.
- 12.3 When representatives, other than those with secondment, attend meetings called by management during their normal working hours which extend beyond normal finishing time, they will be paid at plain time rates for the additional hours worked, except that, where earnings vary with the work done, the amount will be calculated by reference to

¹ To be reviewed at the end of the organisational transition

the average hourly earnings for the work they are employed to do, including average bonus or contractual overtime payments.

- 12.4 Where representatives attend meetings called by management which occur in their off-duty time, they will be reimbursed for the hours spent at the meetings at plain time rates.
- 12.5 In the case of disabled representatives, the Organisations will allow additional time and facilities, if necessary, and make suitable arrangements to allow them to carry out their responsibilities.

13 TIME OFF FOLLOWING TRANSFERS OF EMPLOYMENT

- 13.1 Where a transfer of staff takes place through contracting out or internally to wholly owned subsidiaries, proportionate time off arrangements will be retained to allow representation of affected staff.

14 PAYMENT FOR TIME OFF

- 14.1 Trade Union representatives engaged on recognised duties as indicated above, will be paid either the amount they would have earned had they worked during the time taken or, where earnings vary with the work done, an amount calculated by reference to the average hourly earnings for the work they are employed to do. This amount will include average bonus or overtime payments where these are contractual.
- 14.2 Senior branch officers who spend the whole or part of their contractual time on trade union duties will be entitled to the full package of pay and conditions which they would normally have received had they been working, including all allowances and any rights to professional training or registration.
- 14.3 Travelling and subsistence costs will be reimbursed to accredited representatives for periods of work approved in accordance with this agreement as follows:
 - 14.3.1. Where the meeting is instigated by the Organisations, the employing Council will reimburse the travel and subsistence according to the individual representative's contract of employment;
 - 14.3.2. Where the meeting is instigated by the Union, the Branch will reimburse the travel and subsistence costs in accordance with UNISON's national guidance on expenses.

15 COVER AND BACKFILL

- 15.1 During the approved absence of UNISON workplace representatives carrying out their duties under this agreement, the Organisations will endeavour, wherever necessary, to provide alternative cover at the representative's workplace. In line with the ACAS

code on time off for trade union duties, alternatives shall include the allocation of duties to other employees, rearranging work to a different time or a reduction in workloads.

- 15.2 Where major projects [such as Agenda for Change in the NHS or Single Status in local government] require sustained time off for workplace reps, the project plan will take account of and fully fund backfill for the duration of the project to ensure that representatives can direct the full weight of their expertise throughout the process. The Organisations and the union will jointly agree the numbers of trade union representatives involved in each aspect of work and allow sufficient funds to be made available to facilitate the work as part of the project plan.

16 TRAINING

- 16.1 Reasonable time off with pay will be granted to attend training courses approved by the TUC or UNISON. The Organisations support the need for newly appointed trade union officials to be granted reasonable time off for initial training in basic representational skills as soon as possible after his or her appointment in order to gain ERA accreditation and for all trade union officials to complete their ERA re-accreditation every five years.

Following this further reasonable time should be considered:

- For further training, particularly where the official has special responsibilities;
 - To deal with changes in the structure or topics of negotiation, or where significant changes in the organisation of work are contemplated;
 - Where legislative changes affect the conduct of employee relations.
- 16.2 The Branch Secretary and/or Education Coordinator will oversee the training available for accredited representatives to perform their roles effectively. Due consideration will be given to the positive impact will have on the business of the Organisations.
- 16.3 The Trade Unions must give adequate advance notice of course dates in writing to relevant line-mangers and co-operate in making arrangements to cover jobs during the absence of Representatives on courses. Details of the course should be provided, upon request.
- 16.4 Part-time employees who are required to attend recognised training courses as detailed above will be paid for the whole of their attendance time, even if it exceeds their normal working hours.

17 PROCEDURES

- 17.1 Before taking time off, the accredited representatives must obtain the permission of their manager, informing the manager of the general purpose of the time off, the

intended location, the expected timing and duration of time off required.

- 17.2 Representatives will be required to complete and submit facility time-recording sheets on a regular basis to the Branch Secretary who will forward information to the appropriate HR office to fulfil the requirements of the Local Government Transparency Code and the Trade Union (Facilities Time Publication Requirements) Regulations 2017.
- 17.3 The employer will ensure that management at all levels are familiar with agreements and arrangements relating to this agreement.

18 TRADE UNION FACILITIES

- 18.1 The Organisations agree to provide defined facilities to the Union representatives to enable them to discharge their duties including: provision of secure office space; a notice board; access to confidential telephone, fax, internal mail and email; reasonable use of equipment such as telephones, franking machines, photocopiers, and PCs; reasonable accommodation for meetings and trade union education, and reasonable access to administrative support and secretarial services.

19 NO DETRIMENT AND CONFIDENTIALITY

- 19.1 Individuals will not be discriminated against during the course of their employment for membership of a trade union or activities as a union representative.
- 19.2 In line with the ACAS code on time off for trade union duties, the Organisations will respect the confidential and sensitive nature of communications between union representatives and unions members. There shall be no monitoring of union emails other than in a highly exceptional circumstance, as defined by the Information Commissioner. If the Organisations believe such exceptional circumstances apply, there reasons shall be set out to union reps for their consideration.

20 DISPUTES

- 20.1 The Organisations and the Union agree to make every effort to resolve disputes in relation to time off for trade union duties and activities.
- 20.2 Where permission to take time off is withheld, an explanation for the reason(s) will be given by the appropriate representative of management.
- 20.3 If the UNISON official is dissatisfied with the decision, the matter may be referred to the Managing Director.

- 20.4 If agreement cannot be reached, the matter may be referred to the UNISON Eastern Regional Office.
- 20.5 The Organisations recognise that individual union representatives have the right to take a claim to an Employment Tribunal if internal procedures fail to resolve a dispute related to time off for trade union duties.

21 REPORTING

- 21.1 Reporting and collection of facility time data will be limited solely to those details required under section 13 (3) of the Trade Union Act;
- 21.2 The Organisations will ensure confidentiality for union reps in publication of pay bill information by avoiding the naming of individual reps and applying the provisions of section 4 (3) of the Trade Union (Facility Time Publication Requirements) Regulations 2017 for substituting notional hourly rates for actual hourly rates where an individual might be identified if the actual hourly rates were published.
- 21.3 Alongside any publication of facility time costs, the Organisations will state its support for facility time and the net cost benefits it generates for taxpayers as follows:
- Facility time is a vital part of ensuring good employment relations.
 - Independent studies have found facility time to play a key role in resolving conflict before issues escalate into more serious and costly problems, as well as ensuring necessary changes to operations are managed efficiently²
 - Research has shown that for every £1 spent on trade union facility time taxpayers receive £2.31 back in savings³ and employee representatives in the workplace result in⁴:
 - 13,000 to 25,000 fewer dismissals each year across the UK, creating a benefit of £107m to £213m for employers.
 - 17,000 to 34,000 fewer voluntary 'exits', worth a saving of £72m to £143m to employers
 - 8,000 to 13,000 fewer injuries, equivalent to 161,000 to 241,000 fewer working days lost. Benefits range from £136m to £371m to society.
 - 3,000 to 8,000 fewer cases of work related illness equivalent to 125,000 to 375,000 fewer working days lost. Benefits range from £45m to £207m to society.

² NatCen, The Value of Trade Union Facility Time, June 2012

³ Professor Gregor Gall, University of Bradford, The Benefits of Paid Time Off for Trade Union Representatives, February 2016

⁴ TUC, Facility Time for Union Reps - Separating Fact from Fiction, June 2012

22 AMENDMENT OR TERMINATION OF AGREEMENT

21.1 Either side may submit proposals in order to amend this agreement. Such proposals will be in writing to the sides concerned will be the subject of joint discussions.

21.2 Both sides agree to review this Agreement in twelve months and annually thereafter.

BUSINESS PLAN 2019-2023

Introduction

Broadland is a great place to live and work. Set in the picturesque Norfolk landscape it harbours significant economic potential. This potential must be realised while at the same time preserving its unique character.

Our vision is to shape our local area to make it one of the best places to live and work in the country. Together with our partners we want to bring more homes, more jobs and more opportunities to the District and ensure Broadland plays its part in driving the economy of Norfolk for the benefit of all residents.

For the next four years our key ambitions will be

- Driving growth and prosperity for all.
- Delivering environmental excellence.
- Improving health and wellbeing and quality of life.
- Supporting our residents and businesses to stay safe.
- Increasing our financial resilience and capacity, in collaboration with South Norfolk Council.

Despite our finances being more challenged than they have ever been, our continued commitment to providing high quality services to residents means we must look to economic growth as a way of ensuring delivery.

Therefore, as a Council, we will become more innovative and collaborate with others both formally and informally, to deliver the best for our communities.

Our Vision, Ambitions and Objectives are detailed within the following pages.

Shaun Vincent
Leader of the Council.

Trevor Holden
Managing Director.

Background

Our Business Plan is a concise, strategic document setting out our vision, ambitions and objectives for the local area and explaining how we will use our resources to best deliver services.

We took the opportunity to consult widely for the new Plan, engaging with the community and gaining important feedback to help shape it.

The Council's interaction with residents and stakeholders had a real impact on this Plan and a number of specific changes were made as a result of this engagement.

Our consultation included the Chief Executive and Leader of the Council holding face-to-face meetings with major stakeholders across the District – both in the public and private sector.

The Council also ran a series of workshops in December 2018, which were attended by a range of additional stakeholders.

An online resident's questionnaire was published through the December 2018 edition of *Broadland News*, aimed at gathering the same information as the workshops.

The consultation process was primarily designed to assess how well we had performed against the previous Business Plan, and identify priorities for the future.

As a result of the consultation, we have updated our Ambitions and supporting Objectives and made them clearer and more engaging.

We have also revised the Plan to ensure we clearly evidence how well we meet our Ambitions and Objectives and placed effective partnership working with South Norfolk Council at the core of what we do.

Our Vision

Shaping our local area to make it one of the best places to live and work in the country.

Our Ambitions

- Delivering growth and prosperity for all

Delivering economic success is about creating vibrant, engaged communities that work together with businesses to celebrate and enhance what is good about the District to influence and drive a thriving marketplace. Our primary ambition is to put Broadland at the forefront of opportunities and ensure it is a place where people and businesses flourish.

Our aim is to have a high level of inward investment and business growth, as a strong economy is essential in order to deliver services to our residents and businesses. We have well over 3,500 business premises within the District and some 5,000 businesses based here – we believe we are the ‘place to do business’ and have worked hard to reduce bureaucracy and the burden of regulation on our business community.

We can be proud of our business start-up rates being amongst the highest in Norfolk and the survival rate of these businesses after three and five years are consistently better than county, regional and national averages. What’s more, the rate of unemployment is frequently the lowest in the County, and better than regional and national averages.

The support we provide to companies of all sizes enables people to launch and grow a business they are passionate about, through our training courses and ongoing advice. We help businesses access external funding to assist their growth and development, and bring tangible benefits to the District; we support the Financial Industries Group; and we set up the Greater Norwich Manufacturing Group. Our ongoing work raises the profile of these sectors and ensures networking and collaboration opportunities are brought to fruition.

Our aim is to foster a growing economy by taking a joined up approach to service delivery as we recognise that many services across the council can help deliver this ambition.

Our ambitions for growth include creating great places for people to live and work in. These places will offer a mixture of facilities and recreational opportunities and people will have a choice regarding how they get about. They will be able to drive their car, cycle, walk or get the bus. They will be well connected.

By planning for these new and sustainable communities, we are seeking to meet the increasing demand for housing and trying to do that through high-quality places. We will also ensure that a range of homes which meet peoples’ varying needs are built.

We also aim to ensure that there is sufficient investment to provide the right infrastructure. In other words, delivering the right infrastructure in the right place at the right time to serve these communities, with the help of the Community Infrastructure Levy and other funds.

- Delivering environmental excellence

We are passionate about achieving environmental excellence in everything we do. We will continue to strive for our residents and businesses to be environmentally sustainable in terms of waste and energy efficiency.

It’s important that we set ourselves ambitious objectives in this area, in order to help address climate change and to stimulate the economy and provide jobs, creating opportunities for economic success.

As a Council, we have strong green credentials and this ambition is about further strengthening our reputation. Keeping Broadland beautiful through maintaining a clean, tidy and healthy District is a continuing priority.

We recognise the contribution the planning system can make to maintaining and enhancing environmental excellence. This includes consistently applying the principles of sustainable development, maintaining the natural and built heritage we currently enjoy, and mitigating and adapting to climate change.

In formulating planning policy, whether at the district level or in the Greater Norwich partnership, we will apply the above principles having regard to the need to deliver growth and prosperity for all.

- Improving health and wellbeing and quality of life

We are committed to ensuring that people in Broadland enjoy every opportunity to live healthy and happy lives. The health and wellbeing levels of people in Broadland stand above the national average, but we still have issues to address, such as tackling economic, health and wellbeing inequalities, as well as reducing waste and carbon emissions.

Areas such as housing, economic development, planning and a host of environmental health services all have an important impact on the health and wellbeing of our residents. As such, this ambition and the objectives that sit behind it, focus on a variety of different elements that we believe will greatly improve quality of life for our residents.

We run our own programmes of prevention and early intervention e.g. the Handy Person Plus scheme. We also work with others, including local communities, to identify health needs and jointly design services that best meet those needs, with the aim of increasing overall levels of health and wellbeing in the District.

- Supporting our residents and businesses to stay safe

We pride ourselves on the low level of crime and anti-social behaviour in Broadland and this ambition is about continuing to keep people safe and secure.

We will continue to develop our preventative approach, including designing out potential crime areas in new developments. Other examples include the Tots2Teens scheme, which is not just about childcare but preventing anti-social behaviour by giving young people something to do. We also offer support through a range of targeted health programmes.

We also deal with issues such as domestic abuse and protecting vulnerable communities, who are more likely to be the victims of crime. For example, Broadland provided funding to Norwich City Council for rough sleepers who had migrated from the District to Norwich. Taking this preventative approach helps keep Broadland safe and peaceful.

We also see an opportunity to look at key demographics and develop additional policies accordingly.

- Increasing our financial resilience and capacity in collaboration with South Norfolk Council

While focusing on our corporate priorities, we also need to ensure that we deliver our wide range of day-to-day services effectively and efficiently. Additionally, as a publicly funded body, we have a duty to deliver value for money.

The Council has gone through a programme of Systems Thinking interventions, which was designed to improve services, maximise income and deliver savings and efficiencies. Total savings delivered through the programme are currently running at £440,000 per annum.

The Finance Team sets the annual budget together with senior management and budget holders, to ensure it is appropriate and affordable. Throughout the year, regular budget meetings take place to ensure budget holders are on track with their expenditure and if not, the Finance Team works with them to keep overspend to a minimum.

By delivering value for money on a continuous basis we ensure that the Council remains viable and sustainable for the future. To this end, Broadland and South Norfolk Council entered into an agreement last year to join our workforces together in support of the two Councils to deliver better outcomes for our residents and businesses, whilst achieving efficiencies in service delivery.

Objectives and Measures

This section of the Business Plan sets out in more detail how we intend to deliver on our ambitions and how we will assess our performance.

It contains a number of specific objectives together with the measures we will use to evidence how successfully we are delivering on the plan.

The measures will be a mixture of numerical and narrative data, designed to promote learning and improvement.

Objectives and measures for the 2019-2023 Business Plan

	Objective	Measures	Supporting Ambition(s)
1	To back local businesses by providing information, advice and guidance to help them establish, grow and prosper.	<p>1 Numbers and types of support given to businesses approaching the Council directly through the Economic Development Team</p> <p>2 Number of businesses engaging with sector groups facilitated by the Economic Development Team</p> <p>Financial Industries</p> <p>Manufacturing Group</p> <p>Tourism and Heritage Network</p> <p>3 Business collaborations resulting from engagement</p> <p>Financial Industries</p> <p>Manufacturing Group</p> <p>Tourism and Heritage Network</p> <p>4 Number and type of actions devised to deliver against 'The East Economic Strategy for Norfolk and Suffolk' produced by the New Anglia Local Enterprise Partnership</p>	<p>Driving growth and prosperity for all</p> <p>Improving health and wellbeing and quality of life</p> <p>Supporting our residents and businesses to stay safe</p>
2	To support our local communities by offering a range of opportunities, skills and employment prospects	<p>1 Number of Broadland businesses offering apprenticeships and the Apprenticeships Framework being offered.</p> <p>2 Businesses and residents engaging in training programmes provided by the Council and in</p>	Driving growth and prosperity for all

		<p>partnership with other organisations. Both accredited and non-accredited courses</p> <p>3 Number of Broadly Active clients and those showing an improvement after 12 weeks</p> <p>4 Number of children and young people engaged with Council facilitated activities and percentage of those with Special Education Needs or from low income families.</p>	Improving health and wellbeing and quality of life
3	Enable and encourage our communities to recycle more.	<p>1 Recycling rate</p> <p>2 Kg of residual waste collected per household</p> <p>3 Number of Brown bins</p> <p>4 Food Waste tonnage</p>	Delivering environmental excellence
4	To improve energy efficiency and increase the uptake of renewable energy throughout the local area	<p>1 Number and type of energy efficiency improvements in homes (improvement in energy efficiency rating as measured by Energy Performance Certificate)</p> <p>2 Number and type of energy efficiency improvements in commercial premises (measured as above)</p>	<p>Delivering environmental excellence</p> <p>Improving health and wellbeing and quality of life</p>
5	To further enhance the high quality local environment	<p>1 Number of fly tips</p> <p>2 Time taken to collect fly tips</p> <p>3 Number of reports of dog fouling</p> <p>4 Air quality analysis</p>	Delivering environmental excellence

6	To work collaboratively to maximise the investment and funding available for the necessary infrastructure, homes and opportunities for local residents	1 Income from New Homes Bonus 2 Amount of Community Infrastructure Levy (CIL) collected and overdue 3 S106 income	Driving growth and prosperity for all
7	To maximise the delivery of the right homes in the right place to meet our residents' needs.	1 Number of new homes delivered a) Total b) through Broadland Growth Ltd 2 Number of new affordable homes delivered a) Total b) through Broadland Growth Ltd 3 Number of Empty Homes (CTB1) 4 Number of supported homes delivered	Driving growth and prosperity for all Improving health and wellbeing and quality of life
8	To improve the condition of housing through support and regulation	1 Number of homes improved through advice and enforcement 2 Number and amount of Improvement Grants/Loans 3 Number of Homes in Multiple Occupation to legislative standards	Improving health and wellbeing and quality of life Supporting our residents and businesses to stay safe
9	To understand people's housing problems and help them solve them.	1 Overall demand on the service 2 Effectiveness of Housing Options (help, complaints, reviews) 3 Nominations	Improving health and wellbeing and quality of life

		4 Use of temporary accommodation	Supporting our residents and businesses to stay safe
10	To address the needs of vulnerable residents to ensure they can continue to live independently.	1 Number of Disabled Facilities Grants (DFGs) completed for older people (age 60+) 2 Housing options available for older people 3 Number of interventions to assist vulnerable people in their own homes (HIA/Handyperson) 4 Number of residents increasing disposable income through benefits check, switch and save etc.	Improving health and wellbeing and quality of life Supporting our residents and businesses to stay safe
11	To address community concerns and reduce the incidence of crime through targeted action.	1 Overall levels of crime 2 Rates of prevalent types of ASB/domestic abuse/hate crime 3 Numbers and type of demand for services in Help Hub 4 Impact and outcomes of interventions	Improving health and wellbeing and quality of life Supporting our residents and businesses to stay safe
12	To effectively manage our finances.	1 Spend against revenue/capital 2 Collection rates for Council Tax and Business Rates 3 Amount of investment income 4 Value of savings and efficiencies identified in financial year 5 Type and value of new income streams.	Increasing our financial resilience and capacity in collaboration with South Norfolk Council
13	To use systems thinking principles to improve services	1 Numbers and progress of service interventions	Increasing our financial resilience and capacity in

	and deliver savings and efficiencies	2 Summary of key improvement in services	collaboration with South Norfolk Council
14	To maximise staff engagement	1 Level of staff engagement as evidenced through surveys 2 Staff turnover 3 Staff attendance (sickness absence)	Increasing our financial resilience and capacity in collaboration with South Norfolk Council
15	To enhance public safety and minimise health risks	1 Number of food premises inspected 2 Number of food premises achieving 5 star rating 3 Number and type of communicable disease notifications 4 Number of appeals a) lodged b) upheld 5 Number and type of health and safety notifications	Improving health and wellbeing and quality of life Supporting our residents and businesses to stay safe
16	To work with partners to tackle health inequalities and improve the life chances of residents	1 Analysis of social mobility index factors	Improving health and wellbeing and quality of life
17	To broaden the scope, impact and significance of joint working through partnerships.	1 Outcomes from the following partnerships: GNGB, H&WB Board, Broadland Growth etc	All of them

ANNUAL REPORT OF THE AUDIT COMMITTEE

Report Author:	Emma Hodds Assistant Director of Governance and Business Support tel: 01508 533791 email: ehodds@s-norfolk.gov.uk
Portfolio Holder:	Finance
Ward Affected:	All
Purpose of the Report:	This report summarises the work of the Audit Committee during 2018/19, confirms that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its five meetings.

Recommendations:

1. Council is recommended to note and approve the contents of the Annual Report of the Audit Committee.

1 SUMMARY

- 1.1 The Terms of Reference of the Audit Committee require ‘...a formal Annual Report of the Committee’s work and performance during the year to Council.’
- 1.2 The purpose of this report is, therefore, to summarise the work of the Audit Committee during 2018/19, confirm that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its five meetings.
- 1.3 Thus, this report looks back over 2018/19 and examines the range of reports which have been brought to the attention of the Committee by various parties; Senior Management, Internal Audit and External Audit.

2 BACKGROUND

- 2.1 Broadland District Council’s Audit Committee has been meeting on a regular basis since its inaugural meeting on the 23 August 2012, following approval of the Terms of Reference by Council on 28 June 2012. The Committee was established to play a pivotal role in the delivery of corporate governance at the authority, improve standards of internal control, review financial information including such items as the Annual Statement of Accounts, and to allow for more specialist consideration to be given to Internal and External Audit related matters, and Risk Management provisions. This wide-ranging remit ensures that the Committee is meeting best practice.
- 2.2 This is the seventh year that an Annual Report has been produced, which sets out to analyse the work of the Audit Committee and in doing so fulfil the requirements within the Terms of Reference of the Committee and to demonstrate compliance with best practice.

3 CURRENT POSITION

MEMBERSHIP OF THE AUDIT COMMITTEE

- 3.1 During 2018/19 the Committee has met on five occasions, with a review of the Minutes from these meetings highlighting that attendance by Members is high, with apologies provided where needed and substitutes attending as appropriate. There has also been a consistently strong level of officer support throughout the year, with regular representation from Finance, Internal Audit, the Council’s External Auditors and officers attending to present reports as required.

THE ROLE AND REMIT OF THE AUDIT COMMITTEE

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

- 3.3 The Committee also ensures that it operates to the highest standards, and with this in mind, a self-assessment exercise is undertaken. The form of the assessment has recently been updated and the review was undertaken in September 2018. This assessment ensures that the Committee continues to meet best practice and identifies where improvements would be beneficial. The Committee has been assessed as partially effective in the following areas:
- The role and purpose of the Audit Committee could be better understood and accepted across the Council.
 - Arrangements to hold the Committee to account for its performance could be improved.
 - Membership of the Committee has not been assessed against the core knowledge and skills framework.

As a result, of the above assessment the Audit Committee has committed to the following action point to further enhance effectiveness;

a) To attach a Glossary of Terms to future Committee Agendas.

- 3.4 In addition, a Work Programme is in place which is reviewed and discussed at each meeting, to ensure reports are considered and received by the Committee at appropriate times over the course of the year.

OVERVIEW OF KEY ITEMS CONSIDERED AND REVIEWED IN 2018/19

Annual Governance Statement 2017/18

- 3.5 At the meeting on the 28 June 2018 the Committee received the Annual Governance Statement for the financial year 2017/18. This sets out how the Council had complied with its responsibilities to ensure that its business was conducted in accordance with the law and that public money was safeguarded and used economically, efficiently and effectively. The report noted poor rate of completion by Members of the General Data Protection Regulation (GDPR) training and it was advised that an assessment of Member responsibilities would be undertaken as part of the GDPR Internal Audit review due to take place in 2018/19 Internal Audit Plan. The Committee discussed this document and confirmed that there were no significant governance issues that needed addressing.

Statement of Accounts 2017/18

- 3.6 The Committee received the Statement of Accounts at the meeting held on the 26 July 2018. The Comprehensive Income and Expenditure Statement was discussed.
- 3.7 The Committee's attention was drawn to the deficit of the Local Government Pension Scheme which the Council was required to top up annually. The Minutes from the meeting reflect the level of discussion that was held

regarding the accounts, highlighting the importance of the work of this Committee.

Finance Updates

- 3.8 Over the course of the financial year the Finance Team have sought to keep the Committee up to date with key items, such as; Financial Risks and Treasury Management. At the meeting held 28 June 2018 the Head of Finance and Revenue Services provided the Committee with an overview of the types of financial risk facing the Council and how the team goes about mitigating these. At the meeting held 14 March 2019 Members received a presentation from Chris Scott, Head of Treasury Team at Link Market Services.

Risk Management

- 3.9 The Chair of the Audit Committee has made a request of officers to provide a Risk Register covering the key risks facing the Council for review by Members at each meeting. In response to this a report was presented at the meeting on 19 January 2019 to explain that the Council had adopted a Systems Thinking approach to Risk Management and no formal Risk Register is, therefore, produced. It was advised that risks are reported through a half yearly performance report.
- 3.10 The Head of Internal Audit confirmed that Broadland's approach to risk management was not in line with recommended best practice and suggested that a Risk Management Maturity Assessment is undertaken to evaluate the risk management framework. The assessment would seek to provide assurance that the Council was identifying risks that threatened the achievement of strategic objectives and evaluate whether it was mitigating risks within a defined risk appetite.
- 3.11 It was agreed that the Risk Maturity Assessment would be undertaken by Internal Audit in 2019/20. It was also agreed that the Audit Committee would be provided with the Council's half yearly performance reports going forward.

Internal Audit

- 3.12 Throughout 2018/19 the Audit Committee has received regular reports from Internal Audit; these range from the Annual Report and Opinion of the Head of Internal Audit, which includes the Review of the Effectiveness of Internal Audit for 2017/18, to regular updates provided in relation to the progress made against the 2018/19 Internal Audit Plan and the status of agreed recommendations and finally the Strategic and Annual Audit Plans for the forthcoming (2019/20) financial year.
- 3.13 This approach ensures that the Committee are kept up to date in relation to the internal controls that the Council has in place and whether they are operating adequately, effectively and efficiently. The audit reviews also ensure that risks are appropriately managed and that the governance framework is effective.

External Audit

- 3.14 The Committee had also received reports from its External Auditor; Ernst and Young throughout 2018/19.
- 3.15 The Audit Results Report for year ended 31 March 2018 summarised the preliminary conclusion of External Audit in respect of Broadland District Council and confirmed the opinion that the Council's financial statements gave a true and fair view of its financial position for the year ended 2017/18. In respect of Value for Money, External Audit was satisfied that the Council had sufficient reserves to remain well above the approved minimum level of £2m to 2021. Several misstatements had been identified by the audit and these had since been corrected by management.
- 3.16 The 2017/18 Annual Audit Letter from Ernst and Young was reviewed by the Audit Committee in the 20 September 2019 meeting. The letter gave an unqualified opinion that the financial statements gave a true and fair view and confirmed that the Governance Statement was consistent with External Audit's understanding of the Council and there were no other matters to report in any other areas of External Audit Work.
- 3.17 In January 2018 the Committee received the Certification of Claims and Returns Annual Report for 2017/18, which covers the Housing Benefit Subsidy. Members were advised that two minor errors had been identified by the audit and a good assurance could be issued. External Audit also provided the Committee with a report covering the auditor's plan of work to review the accounts for the financial year 2018/19.

Fraud Updates

- 3.18 The Committee regularly receives an update on the work undertaken in relation to Counter Fraud, and a report was received in March 2019 in relation to the work undertaken in the prior year and also on the work that was planned for 2019/20.
- 3.19 In 2018/19 the focus continued to be on working alongside a number of services to prevent fraud including the Police, Norfolk County Council, Trading Standards and the Department for Work and Pensions. A notable success had been the Crown Prosecution Service pursuit of a Housing Benefit overpayment of £14,674.62 which had led to a Proceeds of Crime Act 2002 hearing where the Council was awarded a full compensation order and the claimant given six months to repay the overpayment in full or face a custodial sentence.

Training

- 3.20 The Committee receive quarterly briefing notes from the External Auditors, covering issues which may have an impact on the Council, the Local Government Sector and the audits that are undertaken. In addition, mandatory training is provided to the Audit Committee to ensure continuous knowledge building of the Members on the Committee.

4 PROPOSED ACTION

- 4.1 Council is asked to note the work of the Audit Committee during 2018/19 and approve the contents its Annual Report, which shows how it has operated in accordance with its Terms of Reference by complying with best practice and demonstrating effective challenge during its five meetings.

5 OTHER OPTIONS

- 5.1 No other options are necessary.

6 ISSUES AND RISKS

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

7 CONCLUSION

- 7.1 This report highlights that the Committee continues to operate in accordance with best practice requirements and in line with its Term of Reference. It plays an important part in the Council's scrutiny and governance framework, remaining active and conscientious in the delivery of its remit and reviews a wide range of items, providing appropriate levels of challenge.

8 RECOMMENDATIONS

- 8.1 The Council is **RECOMMENDED** to note and approve the contents of the Annual Report of the Audit Committee.
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OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

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

Portfolio Holders: All

Wards Affected: All

Purpose of the Report: To present the proposed 2019-20 Overview and Scrutiny Committee Work Programme for endorsement by Council.

Recommendations:

1. To endorse and approve the Annual Work Programme; or
2. To endorse and approve the Annual Work Programme with amendments.

1 SUMMARY

- 1.1 The Overview and Scrutiny Committee is required under the Council's Constitution to identify an Annual Work Programme to be approved by Council. This report aims to present the proposed Work Programme for endorsement.
- 1.2 The Committee considered and identified the main subjects for inclusion in the 2019-20 Work Programme at their meeting on 26 March 2019.
- 1.3 This report presents those topics suggested for review and a full draft Work Programme for endorsement (attached at Appendix 1).

2 BACKGROUND

- 2.1 Overview and Scrutiny is a Member-led function within a Cabinet/Leader system. The role of Overview and Scrutiny provides advice and challenge to the Executive and decision makers; enables the voice and concerns of the public; drives improvement in public services; and is carried out by independent minded councillors who lead and own the scrutiny process.
- 2.2 The Committee sets its own Work Programme for an 11 month period (typically running June to April). Overview and Scrutiny is the most enabled Council Committee to be able to collaborate with residents and parish level local government in order to improve the quality of life in Broadland.

3 CURRENT POSITION

- 3.1 The Committee seeks to shape a Work Programme that will assess activities, bodies and organisations in the District to better understand how their work contributes to Council's Objectives and Ambitions.
- 3.2 The Work Programme also includes reviews and performance monitoring of policy objectives, performance targets and particular service areas. This happens through performance reports and budget consultation and monitoring. The Work Programme is flexible, allowing the addition of new reviews as the need arises.

4 PROPOSED ACTION

- 4.1 Council is requested to approve the Overview and Scrutiny Committee Work Programme 2019-20, with or without amendments.

5 ISSUES AND RISKS

- 5.1 **Resource implications** – it is considered that the Work Programme, as drafted is achievable within existing resources.

- 5.2 **Legal implications** – the Local Government Act 2000 (amended 2010) requires the Council to have at least one Overview and Scrutiny Committee when operating a Cabinet system.
- 5.3 **Equality implications** – there are no equality implications arising from this report. Any future Overview and Scrutiny reviews will consider equality implications on a case by case basis.
- 5.4 **Environmental impact** – there are no environmental implications arising from this report
- 5.5 **Crime and disorder** – there are no crime and disorder implications arising from the report.
- 5.6 **Risks** – are there no other risks associated with the report.

6 CONCLUSION

- 6.1 Council is requested to approve the Overview and Scrutiny Committee Work Programme, as required under the Council's Constitution.

7 RECOMMENDATIONS

- 7.1 To endorse and approve the Annual Work Programme; or
- 7.2 To endorse and approve the Annual Work Programme with amendments.

Background Papers

None

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018-19

Subject to change due for any resource implications and/or matters arising from Councillors.

Topics brought to Committee for Information:

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
	Performance Report	Committee Officer	Committee to allocate areas for investigation to the Performance Management Sub Committee (PMSC) when the report is received under Cabinet papers.	Six Months
	Committee Representation Updates	Committee Representatives	Opportunity for Committee Representatives from Norfolk Health Overview and Scrutiny Committee, Broadland Corporate Equalities Group, Norfolk Police and Crime Panel and Norfolk Health and Wellbeing Board to report back any key information to Committee or for Committee Members to raise any questions for representatives to take forward.	Bi-Monthly
18 June 2019	EcoCube Time and Task Limited Panel Recommendation Report	The Chairman of the Time and Task Limited Panel	To receive the Panel's Recommendation Report following its investigation into the disposal of the lease of the EcoCube.	Once
18 June 2019	Economic Update	Assistant Director Economic Growth	An update on the economy in the District and beyond.	Six Months
18 June 2019	Early Intervention and Community Safety Update	Community Safety Manager	To receive an update from the Community Safety Coordinator on progress being made by the Norfolk County Community Safety Partnership with particular reference to any progress directly impacting the Broadland District.	Annual
18 June 2019	Fee's on DIY Waste	Environmental Protection Manager	To receive an update how the fees were determined and impacts on levels of fly tipping since their introduction.	Once
Monday 8 July 2019 at 6.00pm	Scrutiny Training	Centre for Public Scrutiny	Scrutiny Training for Members.	Once
13 August 2019	Citizens Advice Council Tax Protocol	Interim Revenues and Benefits Manager	To receive a report setting out options for the Council in respect of the Citizens Advice Council Tax Protocol.	Once
13 August 2019	Traffic flows in areas adjoining Broadland Northway	Norfolk County Highways	To assess if Broadland Northway has eased traffic pressures in adjoining areas.	Once

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
8 October 2019	Future Infrastructure Provision in Broadland	Greater Norwich Planning Policy Team	To identify what infrastructure provision was proposed for the District. In particular what progress was being made for the development at Beeston Park.	Once
8 October 2019	Recommendation Update	Committee Officer	To review the Committee's recommendations from Scrutiny Reviews; establish how recommendations have progressed and been implemented; review any recommendation as necessary.	Six Months
8 October 2019	Resilience Update	Emergency Planning Manager	In place of the Broadland Resilience Forum, Members to receive an update on work being delivered and future plans.	Six Months
8 October 2019	Recommendation Update	Committee Officer	To review the Committee's recommendations from Scrutiny Reviews; establish how recommendations have progressed and been implemented; review any recommendation as necessary	Six Months
8 October 2019	Resilience Update	Emergency Planning Manager	An update on emergency planning activity and resilience work being carried out in the District and the County.	Six Months
3 December 2019	Joint Budget Meeting	Head of Finance and Revenues All PH's	To address Portfolio Holders with the agreed questions drafted at a workshop to be arranged separately from the agenda in October.	Annual
28 January 2020	Economic Update	Head of Economic Development/ Portfolio Holder for Economic Development	An update on the economy in the District and beyond.	Six Months
28 January 2020	Collaboration	Managing Director	To identify how the respective Leaders and the Managing Director envisage how shared services would develop over the next five years.	Once
28 January 2020	Broadband and Mobile Phone Coverage in the District	Better Broadband for Norfolk	To assess the level of broadband and mobile phone coverage in the District.	Once
17 March 2020	Council Partnership Register Review	Committee Officer	Committee to receive an update against the Council's partnership register. Committee will be asked to identify any partnership concerns that may require further investigation by a nominated time and task limited panel	Annual
17 March 2020	Committee Annual Report	Committee Officer	Committee to approve the drafted Annual Report for presentation to Council.	Annual

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
TBC	GP and Dentist provision in the District		To identify what measures were being taken to ensure that there was adequate provision of GPs to meet the level of growth in the District.	Once
TBC	Water – supply, management and climate change	Anglian Water	To investigate how water was being managed in the District and what measures were being put in place to address climate change.	Once
TBC	Staff turnover at Broadland	HR and Customer Services Members	To receive a report setting out the levels of staff turnover from 2015 to the present.	Once
TBC	Housing Allocations Policy		To undertake a joint scrutiny with South Norfolk Council to contrast and compare the Housing Allocation Policies of each authority.	Once
TBC	Affordable Housing Provision		A joint scrutiny with South Norfolk Council to investigate how effectively each authority delivered affordable housing. This should also include an assessment of why Clarion Housing, the largest stock holder in Broadland, was no longer building affordable housing in the District.	Once

Workshops

Topic	Objectives	Lead Officers	Month
Preparing to meet with Cabinet to discuss budget performance	A workshop format facilitated by the Scrutiny Research Officer and Head of Finance and Revenue for Committee Members to identify, agree, and allocate questions for Cabinet to answer at the Joint Budget meeting.	Head of Finance and Revenue Services Finance Team staff Committee Officer	October

Minutes of a meeting of the **Overview & Scrutiny Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 26 March 2019** at **10.00 am** when there were present:

Mr D G Harrison – Chairman

Mr A D Adams
Mrs C H Bannock
Mr D Buck
Ms S J Catchpole

Mr J J Emsell
Mr R F Grady
Mr G K Nurden
Mr V Ray-Mortlock

Mr S Riley
Mr V B Tapp
Mrs K A Vincent
Mr D C Ward

Also in attendance were the Director of People and Communities, Interim Head of Housing and Environmental Services, Emergency Planning Manager, Pollution Control Officer and the Committee Officer (JO).

The Chairman welcomed Jamie Sutterby, the Director of People and Communities, to the meeting. The Director of People and Communities advised the meeting that he had been Director of Communities and Wellbeing at South Norfolk Council for the last 18 months and had previously worked at Hertfordshire County Council and the NHS. His directorate included housing, early help and leisure and had a common theme of health, wellbeing and social mobility running through it.

Members noted that collaboration would lead to significant changes to the structure of the Council and emphasised the importance of keeping staff fully informed about the new management arrangements, as it could be a very unsettling process.

126 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Everett and Mr O'Neill.

127 MINUTES

The Minutes of the meeting held on 5 March 2019 were confirmed as a correct record and signed by the Chairman.

128 AIR QUALITY IN THE DISTRICT

The Pollution Control Officer informed the meeting about the activities that Broadland undertook to monitor air quality in the district.

All local authorities were required to submit an Air Quality Status Report on an annual basis. These were produced by locating Nitrogen Dioxide monitoring tubes at 24 locations across Broadland in areas where traffic regularly queued or was slow moving, such as the Pound Lane/ Yarmouth

Road junction, Wroxham Road and Boundary Road, Hellesdon. Other locations included Acle and Aylsham and areas around four schools. Funding for more monitoring points in locations near schools was to be sought as part of the Bike, Walk, Scoot programme. The monitoring tubes were located in appropriate and representative sites for a period of one month before being replaced by a new tube and the removed tube sent for analysis. Air quality in Broadland had been found to be generally good.

Broadland would produce a combined Air Quality Status Report with South Norfolk Council in future, although separate data would be gathered for each authority.

Broadland and South Norfolk were also part of the Greater Norwich Air Quality Group, which sought to reduce vehicle emissions and encourage better use of public transport. Although the Group had a focus on the urban area of Greater Norwich, it was anticipated that their work would also benefit the surrounding countryside.

Broadland was also a Member of the Norfolk Environmental Protection Group, which was developing an event for Clean Air Day on 20 June 2019 at The Forum in Norwich. The event would seek to help residents recognise the financial and health benefits of reducing emissions by doing straightforward things such as making better use of public transport and turning engines off when idling in traffic. The Group were also trying to link in with schools for Clean Air Day.

The Council was considering acquiring particulate emission monitors in partnership with South Norfolk Council, Norwich City Council and the County Council. These monitors had recently become more affordable and less obtrusive and would provide detailed and continuous monitoring.

In response to a query, it was confirmed that emissions from large factories, such as the British Sugar factory at Cantley, were regulated by the Environment Agency who published their own data. It was confirmed that a link to the Environment Agency website would be placed on the Council's Air Quality Reports webpage, so that the data could be reviewed.

It was noted that construction, such as that which took place for Broadland Northway could cause temporary peaks in emissions. It was anticipated, however, that in the longer term the road should reduce emissions on the inner ring road. Developers were also being increasingly required to produce air quality reports for the construction phase of larger sites to mitigate pollution.

The Interim Head of Housing and Environmental Services advised the meeting that a joint Environmental Strategy was being drafted with South Norfolk Council that would articulate the ambition to access external funding

for monitoring of particulates. The Strategy would be brought to Cabinet later in the year.

Members noted the report.

129 RESILIENCE UPDATE

The Emergency Planning Manager advised the meeting that since his last update in July 2018, there had been no major incidents to report. A fire had taken place at Rackheath Industrial Estate in early March, but this had been contained by the Fire and Rescue Service with no requirement for additional support from the Council.

A lot of preparation had taken place for Brexit through the Norfolk Resilience Forum. Risks identified, such as disorderly demonstrations and disruptions to food and fuel supplies had all been assessed as 'medium'. Consumer behaviour in stockpiling goods was seen as the most likely cause of any shortages as a result of Brexit.

All local authorities had been informed that they would receive £35,000 contingency funding for Brexit, but this had not been forthcoming so far. [Following the meeting it was confirmed that £17,484 had been received on 4 March 2019 and the remainder would be received in 2019/20.]

Emergency Planning work was ongoing in preparation for the District Elections in May. The Space would be used for the Count this year, but in future joint Counts with South Norfolk might be held at the Royal Norfolk Showground.

The two Councils had worked collaboratively on Emergency Planning for a number of years, but once the management restructure was in place the alignment of Business and Continuity Plans would be looked at in greater depth. It was also planned to hold some joint Emergency Planning training exercises for staff and Members.

The Committee was informed that Thorpe St Andrew Town Council was currently drafting its Community Resilience Plan and Cantley Parish Council had just completed theirs.

Broadland also sought to support businesses through the Business Emergency Resilience Group (BERG), which aimed to help big businesses support small businesses in disaster recovery.

Members noted the report.

130 PARTNERSHIP REGISTER UPDATE

The report presented an annual update of the Council's Register of Partnerships, which gave the Committee the opportunity to assess partnership performance and identify any areas that they wish to investigate further.

The Committee considered the Register and raised the following queries that they wished to have clarified:

- What was the annual cost of the Council's contribution to the Greater Norwich Growth Board?
- Why was the Council contributing £7,000 per annum to the Local Enterprise Partnership, when it was accessing significant external funding itself?
- Was the Norfolk One Public Estate Board offering value for money for the £5,000 that the Council had paid for an initial two years?
- What was the cost to the Council over the last three years of being a member of the Norfolk Waste Partnership?

Responses to the above questions would be forwarded to Members following the meeting.

In answer to a query, the Interim Head of Housing and Environmental Services advised the meeting that the local safeguarding partnerships that the Council participated in were currently going through an internal review process the outcomes of which would be reported back when completed.

A Member recommended that a senior officer be appointed to the Norfolk Community Relations and Equality Board (this role had formerly been held by the Deputy Chief Executive).

Members were advised that the cost of participation in the Norfolk Housing Alliance, which assisted in the delivery and management of affordable housing in the district was officer time. Until recently non-stockholding local authorities had not participated in the Alliance.

The Committee was informed that Pathways Norwich Homeless Services delivered against the Greater Norwich Homelessness Strategy and replaced funding lost when County Council housing and support funding was cut. The £46,000 per annum that the Council contributed was used to prevent rough sleeping mainly in Norwich, which was where most rough sleepers from Broadland gravitated to. The service was due to be evaluated at the end of its first year and the outcomes would be reported back to Members as part of the Housing Briefing in June 2019.

The Norfolk Fraud Hub, which the Council had joined in January 2019, would be added to the Partnership Register.

AGREED

to note the content of the Partnership Register.

131 COMMITTEE RECOMMENDATION RECORD UPDATE

The report presented a record of the Committee's recommendations in order to monitor their progress.

The Committee confirmed that they did not require any additional details on progress with the recommendations at this stage.

AGREED

to note the contents of the Recommendation Record.

132 NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE UPDATE

The Committee noted the outcomes and actions from the 28 February 2019 meeting of the Norfolk Health Overview and Scrutiny Committee.

133 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

The Committee received a paper which listed the following suggestions that Members had made for the 2019/20 Work Programme:

- Water – supply, management and climate change
- GP and dentist provision in the district
- Traffic flows in the areas adjoining Broadland Northway
- Future Infrastructure Provision in Broadland
- Broadband and mobile phone coverage in the district
- Collaboration: the views of the respective Leaders and the Managing Director on how they envisaged shared services would develop over the next five years.

It was requested that reports on GP and dentist provision, Infrastructure Provision (especially for the delivery of Beeston Park) and Water be given priority on the next Work Programme.

The following items were also suggested for the Work Programme:

- Staff turnover at Broadland District Council since 2015 to the present.
- Housing Allocations Policies at Broadland and South Norfolk – this might be carried out as a joint scrutiny investigation.
- Affordable housing provision – another possible joint scrutiny to compare and contrast how effectively each authority delivered affordable housing. This should also include an assessment of why Clarion Housing, the largest stock holder in Broadland, was no longer building affordable housing in the district.

It was confirmed that scrutiny training for Members was being arranged for the new municipal year.

In response to a question about providing support for the Committee by filling the vacant Overview and Scrutiny Research Officer post, the meeting was informed that this issue would be looked at once the Assistant Director of Governance and Business Support was in post.

AGREED

to note the proposed 2019/20 Work Programme.

134 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.

135 EXEMPT MINUTES

The exempt Minutes of the meeting held on 5 March 2019 were confirmed as a correct record and signed by the Chairman.

The meeting closed at 11.51 am

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 April 2019** at **10.00 am** when there were present:

Mr D G Harrison – Chairman

Mr A D Adams
Mrs C H Bannock
Ms S J Catchpole
Mr J J Emsell

Mr G Everett
Mr R F Grady
Mr G K Nurden
Mr V Ray-Mortlock
(from 10.46am)

Mr S Riley
Mr V B Tapp
Mr D C Ward

Also in attendance were the Assistant Director of Governance and Business Support, Head of Democratic Services and Monitoring Officer, HR and Customer Services Manager, UNISON Branch Secretary and the Committee Officer (JO).

The Chairman welcomed Emma Hodds, the Assistant Director of Governance and Business Support, to the meeting.

136 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Buck and Mrs Vincent.

137 MINUTES

The Minutes of the meeting held on 26 March 2019 were confirmed as a correct record and signed by the Chairman.

Minute no. 133 – Overview and Scrutiny Committee Work Programme

The Assistant Director of Governance and Business Support advised the meeting that she would be discussing officer support for the Committee with the Managing Director and would report back on this issue to Members in due course.

The Chairman of the EcoCube Time and Task Limited Panel informed Members that the Panel's report had now been reworked for a third time. He confirmed that he was disappointed that it had been circulated to senior officers for comment before he had given it final approval. The report should now be coming to the Committee in June 2019.

Other Members expressed concern that South Norfolk ways of working were taking precedence over those of Broadland and that the Council should reassert its position as a sovereign authority. For example, Members were

no longer receiving hard copies of the Budget Book, which was inconvenient. It was also emphasised that when policy documents were amended the changes should be highlighted for Members.

The Assistant Director of Governance and Business Support assured Members that she would take on the points that Members had raised. She also confirmed that Members would continue to receive the same level of support and access to senior officers at Thorpe Lodge, as they had previously enjoyed.

CABINET REPORTS

138 PAY POLICY STATEMENT

The Council was required to publish a Pay Policy Statement under the Localism Act 2011.

From January 2019 the Council had been working collaboratively with South Norfolk Council and during 2019/20 work would begin to bring together the workforces from both Councils to form a single workforce.

The report proposed new pay principles for Chief Officers in line with those to which the Managing Director was appointed. These included: to appoint on a salary point within a salary, range rather than within a Local Grade; for the salaries to be all inclusive and for the annual cost of living increase to be in line with Joint Negotiating Committee increases.

Members noted that Performance Related Pay currently differed between Broadland and South Norfolk, but would be aligned as the single workforce was brought together.

A Member suggested that Broadland should not have appointed three Cabinet Members to the Joint Appointment Panel, as only Cabinet Members could call-in an appointment.

The Committee was informed that the Localism Act 2011 required the Policy to clearly set out its pay principles. For example, that no bonuses would be paid. It did not, however, require an explanation of how bonuses would be calculated if they were paid.

It was confirmed that the Council currently paid more than the statutory minimum when making posts redundant. It was also confirmed that an HMRC online test would need to be passed for staff previously employed by the Council to be engaged under a contract for services, as well as approval by the Managing Director.

A Member emphasised that redundancy should only be undertaken as an efficiency and should not occur when staff retire.

The Assistant Director of Governance and Business Support advised Members that reference to redundancy in the Pay Policy Statement was a means of safeguarding the public purse by setting out a principle that the Council would not normally re-employ staff who had received such a payment. However, a principle to never employ staff who had received redundancy, would place an unnecessary restriction on the Council's ability to fill posts.

It was confirmed that any redundancy costs would be paid by each Council. In response, a Member noted that costs, as well as any savings, from collaboration should be provided in the Medium Term Financial Plan.

It was proposed and **AGREED** to amend paragraph 3.3 (4) of the Pay Policy Statement to:

- (4) Staff who have received a redundancy or compensation payment from Broadland District Council will not normally be re-employed by the Council. ~~Approval from the Managing Director will be required. If this occurs any re-engagement will be in accordance with 3.3 (3) above.~~

A Member also suggested that the salary of the Managing Director should be reviewed by both Cabinets, rather than the Leaders. However, it was explained that this was set out in the Managing Director's terms and conditions of employment, so was not subject to amendment.

The HR and Customer Services Manager confirmed that a new pay scheme for the single service was being developed.

RECOMMENDED TO CABINET

Option (1)

To **recommend to Council** to agree the 2019/20 Pay Policy, as amended.

139 UNISON TIME OFF AND FACILITIES AGREEMENT

The report proposed a formal arrangement for the treatment of facilities time to allow accredited union representatives to carry out their recognised duties.

Broadland currently had an informal arrangement for union representatives to have paid time off to carry out trade union duties. As South Norfolk Council had an existing formal agreement and on 1 January 2019 the UNISON

branches of Broadland and South Norfolk merged to become the Yare Valley UNISON Branch, it was considered an opportune time to formalise the arrangements at Broadland.

The agreement recommended that the Branch Secretary of UNISON be allowed to spend up to 15 hours per week, with pay, on trade union duties. Costs would be shared equally by Broadland and South Norfolk.

The UNISON Branch Secretary confirmed that she had drafted the agreement in consultation with the Managing Director and was happy for the arrangement to be adopted. A similar agreement had been adopted by West Suffolk Council.

In response to a query about any disagreement about additional facilities time, the UNISON Branch Secretary drew Members' attention to paragraph 20.4 of the agreement, which confirmed that unresolved disputes could be referred to the UNISON Eastern Regional Office.

It was also confirmed that the provisions of the agreement would apply to accredited and elected representatives of the union, as well as the Branch Secretary. The agreement would also support newly appointed union officials gain Employment Relations Act accreditation, so they could gain the skills to effectively represent union members.

A Member expressed surprise that the Equality Impact Assessment that accompanied the report did not list the agreement as having an impact on any protected characteristics. However, it was accepted that any individual union member could have a protected characteristic.

The HR and Customer Services Manager reported that approximately 40 percent of the workforce at Broadland were members of UNISON.

It was suggested that the commencement date for the agreement be amended to 1 February 2019.

RECOMMENDED TO CABINET

Option (1)

To **recommend to Council** to agree the UNISON Time Off and Facilities Agreement, with a commencement date of 1 February 2019.

The meeting closed at 11.28 am

DECISIONS ON APPLICATIONS – 10 APRIL 2019

App'n No	Location	Description of Development	Decision
20181623	Hill House, Hall Lane, Drayton	Demolition of dwelling and erection of 56 bed Nursing Care Home, new vehicular access and associated landscaping	DEFERRED to enable officers to discuss with the applicant options for the provision of a footpath along Hall Lane to connect to Drayton village centre
20171464	Land off Green Lane West, Rackheath	Construction of 322 dwellings with associated access, open space, landscaping, associated works & increasing height of bund to NDR	Authority delegated to the HoP to APPROVE subject to completion of a Section 106 Agreement and conditions
20182040	Land at rear of 33 Norwich Road, Strumpshaw	Construction of 7 dwellings, ancillary garaging and works and demolition of storage building	Authority delegated to the HoP to APPROVE subject to the satisfactory completion of a Section 106 Agreement and conditions
20190202	Hill Rest, Clarks Loke, Blofield	Change of use from agricultural land to residential curtilage and erection of detached garage	APPROVED subject to conditions
20190178	Land to the rear of 30 St Pauls Close, Horsford	Change of use of land from agricultural to residential curtilage	APPROVED subject to conditions
20190113	Unit H, Sapphire House, Roundtree Way, Sprowston	Part change of use of office (b1) to Gym and Sports Rehabilitation Centre (D2)	APPROVED subject to conditions

HoP = Head of Planning

Minutes of a meeting of the **Licensing & Regulatory Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 18 April 2019** at **9:30am** when there were present:

Mrs S C Gurney – Chairman

Mr S Dunn

Mr V Tapp

In attendance were Mr D Lowens (the Committee's legal advisor), the Food, Safety and Licensing Team Manager, the Technical Officer – Licensing Enforcement and Licensing Administrator and the Committee Officer (JO).

Also present were:

- (1) Kevin Smith (Head of Food) and Stuart Jefferies (Area Manager) – for the applicant.
- (2) Sue Holland and Peter Lumb, Spixworth Parish Council – objecting.
- (3) Anthony Lee, near neighbour of the store – objecting.

48 LICENSING ACT 2003 – APPLICATION TO VARY A LICENCE

The Chairman welcomed everyone to the meeting and invited all present to introduce themselves. She referred to the procedure to be followed and sought confirmation from all present that they all had copies of the papers for the meeting.

The Committee was asked to consider an application to vary a Premises Licence in respect of the East of England Co-op, 113-117 Crostwick Lane, Spixworth, Norwich, NR10 3AF for the sale of alcohol by retail for consumption off the premises.

The Food, Safety and Licensing Team Manager advised Members that the applicant had requested an amendment to the submitted application, as it had been pointed out that the premises was only permitted to open between 7am and 11pm Monday to Sunday.

The amended application was therefore: Monday to Saturday (including Good Friday): 07:00am to 23:00pm and Sunday 07:00am to 22:00pm.

The Food, Safety and Licensing Manager reminded the Committee that, to be relevant, any representations received had to relate to one of the four licensing objectives which were:

- The Prevention of Crime and Disorder
- The Protection of Children From Harm
- The Prevention of Public Nuisance
- Public Safety

No correspondence had been received from the Responsible Authorities in respect of the application, save for the Planning Department which had raised the issue of the store hours permitted by planning permission and was the reason for the applicant's request to amend the original application to align with its licensed hours with its permitted opening hours.

Representations from the Parish Council, as well as neighbouring residents had been received in objection to the application.

The Food, Safety and Licensing Team Manager advised the meeting that revised Government guidance under section 182 of the Licensing Act 2013 (April 2018 edition) recommended that the benefit of the doubt should be given to those making representation to the Committee. He also emphasised that the Committee should only take into account matters that were relevant to the clear purpose of the licensing objectives.

The Government guidance also suggested that a licensed premises should be able to sell alcohol when open unless there were very good reasons for it not to do so.

Members were asked to note that beyond the immediate vicinity of a premises individuals were personally accountable for public nuisance under the law and their behaviour was not the responsibility of the shopkeeper.

The Committee then heard representation from the applicant. Mr Smith informed the Committee that the Co-op was extending its off-licensing hours to align with its opening hours in order to improve the business.

In response to a query, the Committee was informed that the Co-op had policies in place to prevent the sale of alcohol to those under the age of 18. Staff actively challenged individuals seeking to buy alcohol who were perceived to be under 25 and required photo ID before any sales were made. A Refusal Register was also maintained and staff received training on a six monthly basis. Shops were subject to internal audit on a regular basis, as well as an independent test purchase service for retailers of age restricted products.

The Committee were advised that there had only been seven incidents of anti-social behaviour in the vicinity of the store in the last five years and were provided with the statistics confirming this (attached at Appendix 1 to the signed copy of these Minutes). Members were also asked to note that the

East of England Co-op had an Anti-Social Behaviour Manager, 24 hour response teams and CCTV monitoring as well as an educational team for crime and anti-social behaviour awareness.

Mr Lee, who lived in a neighbouring property, informed Members that the additional licensing hours would lead to more vehicle movement and noise, which would negatively impact on his quality of life.

Mr Lumb from the Parish Council added there had been an increase in anti-social behaviour in the area, as well as the amount of litter and he was concerned that the additional licensing hours could make it worse.

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

The Chairman advised those present that the Committee had considered the application in the light of the four Licensing Objectives and had concluded the following:

- As there had been no Police response to the application, the Committee had concluded that there were no issues in respect of the Prevention of Crime and Disorder.
- The Committee was satisfied that the store had robust policies, controls and checks in place to prevent the sales of alcohol to under 18s. So children were adequately protected from harm.
- There were few incidents of public nuisance in the vicinity of the store, which was confirmed by the lack of response from the Police to the application.
- There were no Public Safety issues relating to the application that were not covered by the policies and processes and procedures of the company. It was also noted that the Co-op was not responsible for activity outside its curtilage.

Having therefore carefully considered the above representations and information, the Committee granted the variation, as applied for.

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

The meeting closed at 11.21am

Minutes of a meeting of the **Licensing & Regulatory Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 18 April 2019** at **11.30am** when there were present:

Mrs S C Gurney – Chairman

Mr S Dunn

Mr V Tapp

The applicant (as identified in the exempt appendix to the signed copy of these Minutes) attended the meeting for consideration of his case.

Also in attendance were Ms T Eddison (the Committee's legal advisor), the Food, Safety and Licensing Team Manager, the Technical Officer (Licensing Enforcement) and the Committee Officer (DM).

The Director of Place attended part of the meeting as an observer.

49 MINUTES

The Minutes of the meeting held on 20 March 2019 were confirmed as a correct record and signed by the Chairman.

50 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.

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

The Committee considered matters involving a private hire vehicle driver as detailed in the exempt appendix to the signed copy of these Minutes. After due consideration, it was

RESOLVED

to not renew the driver's private hire vehicle driver's licence.

52 EXEMPT MINUTES

The exempt Minutes of the meeting held on 20 March 2019 were confirmed as a correct record and signed by the Chairman.

The meeting closed at 1:15pm

DRAFT

Minutes of a meeting of the **Standards Committee** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Wednesday 3 April 2019** at **11am** when there were present:

Mr R J Knowles – Chairman

Elected Members

Mr R F Grady
Mr K G Leggett MBE
Mr D Roper

Co-opted Parish and Town Council Members

Mr N Brennan
Ms R Goodall
Mr V J Pennells
Mrs M Temple

Also in attendance were the Head of Democratic Services & Monitoring Officer and the Senior Committee Officer.

1 APOLOGIES FOR ABSENCE

No apologies for absence had been received.

2 MINUTES

The Minutes of the meeting held on 6 November 2017 were confirmed as a correct record and signed by the Chairman.

Minute no: 3 – Code of Practice for Planning Members

Members expressed their pleasure at Council accepting all of the changes proposed by the Committee.

3 MONITORING OFFICER'S REPORT – NOVEMBER 2017 TO APRIL 2019

In introducing his report, the Head of Democratic Services & Monitoring Officer advised the Committee that this was his last meeting of the Standards Committee. The Council would be appointing its new Monitoring Officer at its meeting on 25 April 2019.

In terms of the report, this supported assurance statements included in the draft Annual Governance Statement and provided a review of the Monitoring Officer's work as part of the Council's governance arrangements and system of internal control. The reporting period covered a slightly extended period as it was aimed at covering off the time leading up to the introduction of the new senior management structure as part of the collaboration work with South Norfolk Council. Appended to the report was a summary of the Code of

Conduct complaints for the same period, together with the outcome.

The Head of Democratic Services & Monitoring Officer reported that a considerable amount of work had taken place behind the scenes, particularly with parish and town councils. There had been issues with two parish councils in particular, which had ceased to function for a period of time. He had recently been appointed to serve on Blickling Parish Council but it was anticipated they would have sufficient parish councillors after 2 May. Historically, the parish council had not undergone any elections for the past 30 years; with the third generation of a family chairing the meetings. However, all the parish councilors had recently resigned and there was a suggestion that the parish council be disbanded. However, a number of people had subsequently expressed their interest in joining the parish council and five were co-opted as parish councilors. In addition, a number of nominations had been received for the forthcoming parish council elections on 2 May. The Clerk had advised that she would shortly be retiring and the Clerk to Aylsham Town Council had subsequently agreed to assist for the next 12 months.

Gt Witchingham Parish Council had gone through a particularly difficult period; this was mainly due to personality issues with the parish councilors resulting in “tit for tat” complaints but also some issues with the Parish Clerk. However, all issues had now been resolved and the parish council was fully functional.

The Head of Democratic Services & Monitoring Officer concluded that training would be provided by the new Monitoring Officer fairly early in the new municipal year.

On behalf of the Committee and Members generally, the Chairman thanked the Head of Democratic Services & Monitoring Officer for all his good work in the past and wished him well for the future.

The meeting closed at 11:08am

COUNCIL

Tuesday 21 May 2019

Final Papers

Item	Details	Page No
11	<p><u>Appointments of Committees and Panels</u></p> <p>To receive the nominations of the Conservative and Labour Groups to the Council's Committees and Panels for 2019/20.</p>	103 – 108
12	<p><u>Appointment of Chairmen and Vice Chairmen of Committees and Panels</u></p> <p>To receive the nominations of the Conservative Group to the Chairmen and Vice Chairmen of the Committees and Panels for 2019/20.</p>	109
13	<p><u>Appointments to Outside Organisations (non-executive functions)</u></p> <p>To receive the nominations of the Conservative Group to outside organisations for 2019/20.</p>	110 – 112
15	<p>Appointment of Directors to Broadland Growth Limited</p> <p>To determine the nomination of the following three Directors to the Joint Venture Company:</p> <p>Mrs L Hemsall, Mr T Holden and Mr S Vincent.</p>	

DEMOCRATIC SERVICES

Broadland District Council

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

Tel: 01603 430428

Email: cst@broadland.gov.uk

Committee Allocations 2019/20 – Nominations by the Conservative and Labour Groups

Widdecombed

Substitutes are based on a pool system and are listed in alphabetical order for each group

Committee Name	Conservative		Liberal Democrat	
	Member	Portfolio	Member	Portfolio
Cabinet (7)	Mrs J Copplestone	Economic Development		
	Mrs J Leggett	Environmental Excellence		
	Mr F Whymark	Housing & Wellbeing		
	Mrs T Mancini-Boyle	Finance		
	Mrs L Hemsall	Planning		
	Mr S Vincent	Policy		
	Mr J Emsell	Transformation & Organisational Development		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Appeals Panel (8)	Mr A Adams			
	Miss S Lawn			
	Mr M Murrell			
	Mrs S Prutton			
	Mr M Snowling			
	Miss J Thomas			

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Audit Committee (5)	Mr P Bulman	Mr N Brennan		
	Mr A Crotch	Mr D King		
	Mr G Nurden	Mr M Murrell		
	Mrs K Vincent	Mr N Shaw		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Awards Panel (10)	Mr N Brennan	Mr A Adams		
	Mr J Fisher	Mr S Clancy		
	Ms R Grattan	Mr R Foulger		
	Miss S Lawn	Mrs S Gurney		
	Mr K Leggett	Mrs L Hemsall		
	Mrs K Vincent	Mr G Nurden		
	Mr J Ward	Ms C Ryman-Tubb		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Joint Appointment Panel (4)	Mr S Clancy	Mrs L Hemsall		
	Mr J Emsell	Mrs J Leggett		
	Mrs T Mancini-Boyle	Mr G Peck		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Joint Scrutiny Committee (6)	Mr A Adams	Mr N Brennan		
	Mr P Bulman	Mr J Fisher		
	Mr D King	Ms R Grattan		
	Mr G Nurden	Mr K Kelly		
	Mr N Shaw	Mr M Murrell		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Licensing & Regulatory Committee (12)	Mr A Adams			
	Mr R Foulger			
	Mrs S Gurney			
	Mr K Kelly			
	Mr D King			
	Mr K Leggett			
	Mr M Murrell			
	Mr N Shaw			
	Miss J Thomas			

Committee Name	Conservative Seats		Labour Seats	Liberal Democrat Seats	
	Member	Substitute(s)	Member	Member	Substitute(s)
Overview & Scrutiny Committee (14)	Mr A Adams	Mr A Crotch	Ms N Harpley		
	Mr N Brennan	Mr J Fisher			
	Mr P Bulman	Mr R Foulger			
	Mr K Kelly	Ms R Grattan			
	Mr D King	Mr K Leggett			
	Mr M Murrell	Mr I Mackie			
	Mr G Nurden	Mr G Peck			
	Mrs S Prutton	Miss J Thomas			
	Ms C Ryman-Tubb	Mrs K Vincent			
	Mr N Shaw	Mr J Ward			

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Planning Committee (11)	Mr A Adams	All Conservative Members who have undertaken mandatory training		
	Mr S Clancy			
	Mr J Fisher			
	Mr R Foulger			
	Ms R Grattan			
	Miss S Lawn			
	Mr I Moncur			
	Mr J Ward			

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Service Improvement & Efficiency Committee (11)	Mr P Bulman	Mr N Brennan		
	Mr J Emsell	Mr S Clancy		
	Mr D King	Mr A Crotch		
	Mr I Mackie	Mr K Kelly		
	Mr M Murrell	Miss S Lawn		
	Mr G Nurden	Mr I Moncur		
	Mrs S Prutton	Mr G Peck		
	Miss J Thomas	Mr S Walker		

Committee Name	Conservative Seats	Labour Seats	Liberal Democrat Seats
	Member	Member	Member
Standards Committee (6)	Mr N Brennan	Mrs B Cook	
	Mr K Leggett		
	Ms C Ryman-Tubb		
	Mr J Ward		

Non-Widdecombed

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Economic Success Panel (9)	Mr P Bulman	Mr N Brennan		
	Mrs J Copplestone	Mr S Clancy		
	Mr A Crotch	Miss S Lawn		
	Ms R Grattan	Mr G Nurden		
	Mr D King	Mr N Shaw		
	Mrs T Mancini-Boyle	Miss J Thomas		
	Mrs K Vincent	Mr S Walker		

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Environmental Excellence Panel (9)	Mr J Fisher	Mr P Bulman		
	Mr K Kelly	Mr D King		
	Mrs J Leggett	Miss S Lawn		
	Mr G Nurden	Mr K Leggett		
	Mrs S Prutton	Mr I Mackie		
	Mr S Walker	Mr N Shaw		
	Mr J Ward	Miss J Thomas		

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Member Development Panel (9)	Mr T Adams	Mr P Bulman		
	Ms R Grattan	Mr A Crotch		
	Mr K Kelly	Mrs S Gurney		
	Mr D King	Mrs J Leggett		
	Mr M Murrell	Mr N Shaw		
	Ms C Ryman-Tubb	Miss J Thomas		
	Mr S Walker	Mr F Whymark		

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Place Shaping Panel (9)	Mr N Brennan	Mr A Crotch		
	Mr S Clancy	Mr J Fisher		
	Mrs L Hemsall	Mr R Foulger		
	Miss S Lawn	Ms R Grattan		
	Mr G Nurden	Mr D King		
	Miss J Thomas	Mr G Peck		
	Mr J Ward	Ms C Ryman-Tubb		

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Wellbeing Panel (9)	Mr A Crotch	Mr T Adams		
	Mr R Foulger	Mrs S Gurney		
	Miss S Lawn	Mr D King		
	Mr M Murrell	Mr G Peck		
	Mrs S Prutton	Ms C Ryman-Tubb		
	Mr N Shaw	Mr S Walker		
	Mr F Whymark	Mr J Ward		

**APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMAN OF
COMMITTEES / SUB-COMMITTEES/ PANELS ETC
2019/20
CONSERVATIVE NOMINATIONS**

	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 & Efficiency Committee	Mr J Emsell	Mr G Nurden
Standards Committee	Mr N Brennan	Mr K Leggett

Notes:

¹The Performance Management Sub Committee and the Licensing & Regulatory Committee appoint their own Chairman and Vice-Chairman

² *The chairmanship is shared between BDC & SNC with the host authority taking the chair for that meeting

	Chairman	Vice-Chairman
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

COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2019-20

CONSERVATIVE NOMINATIONS

- (1) **AYLSHAM CITTASLOW COMMITTEE**
(must have resided in Aylsham, or within 3 miles of it, for the last 12 months or occupied as owner or tenant any land or premises therein or had their principal or only place of work there)
- Nominated Representative: (1)
- (2) **BROADS AUTHORITY**
- Nominated Representative: (1) Mrs L Hempsall
- (3) **CNC BUILDING CONTROL**
(automatic appointment of Portfolio Holder for Planning and substitute is Chairman of Planning Committee)
- Nominated Representative: (1) Mrs L Hempsall
Nominated Substitute: (1) Miss S Lawn
- (4) **COMMUNITY RAIL NORFOLK**
(appointee has option to join both the Bittern Line Partnership and Wherry Lines Partnership Working Groups)
- Nominated Representative: (1) Mr R Foulger
- (5) **COMMUNITY SAFETY PARTNERSHIP SCRUTINY PANEL**
- Nominated Representative: (1) Mr N Shaw
Nominated Substitute (1) Ms R Grattan
- (6) **GREATER NORWICH DEVELOPMENT PARTNERSHIP BOARD**
(must include Leader and Portfolio Holder for Planning)
- Nominated Representatives: (1) Mrs L Hempsall
(2) Miss S Lawn
(3) Mr S Vincent
- Nominated Substitutes: (1) Mrs T Mancini-Boyle
(2) Mr J Ward
- (7) **GREATER NORWICH GROWTH BOARD**
(automatic appointment of Leader)
- Nominated Representative: (1) Mr S Vincent
Nominated Substitute (1) Mrs L Hempsall

- (8) HMP BURE LIAISON COMMITTEE**
(two must be Members of Wards adjoining the prison (ie Buxton & Coltishall);
the third to be Council's own choice*)

Nominated Representatives: (1) Mrs J Copplestone
(2) Mrs K Lawrence
(3) Mr F Whymark*

9 INTERNAL DRAINAGE BOARDS

- (9A) BROADS (2006)**

Nominated Representatives: (1) Mrs J Copplestone
(2) Ms R Grattan
(3) Mr K Kelly
(4) Mr G Nurden
(5) Miss J Thomas

- (9B) NORFOLK RIVERS**

Nominated Representatives: (1) Mr K Kelly
(2) Mr N Shaw
(3) Miss J Thomas

- (9C) WAVENEY, LOWER YARE & LOTHINGLAND**

Nominated Representative: (1) Mr G Nurden

- (10) NORFOLK ARTS FORUM EXECUTIVE COMMITTEE**

Nominated Representative: (1) Mr J Ward
Nominated Substitute: (1) Miss J Thomas

- (11) NORFOLK HEALTH OVERVIEW & SCRUTINY COMMITTEE**
(must be Members of the District Council's O & S Committee)

Nominated Representative: (1) Mrs S Prutton
Nominated Substitute: (1) Mr P Bulman

- (12) NORFOLK POLICE & CRIME PANEL**

Nominated Representative: (1) Mr S Clancy
Nominated Substitute: (1) Mr P Bulman

- (13) NORFOLK STRATEGIC PLANNING GROUP**
(Portfolio Holder for Planning and sub to be Portfolio Holder for
Housing & Wellbeing)

Nominated Representative: (1) Mrs L Hempsall
Nominated Substitute: (1) Mr F Whymark

- (14) NORFOLK WASTE PARTNERSHIP**
(must be Leader or Cabinet Member responsible for waste matters)
- Nominated Representative:** (1) Mrs J Leggett
Nominated Substitute: (1) Mrs S Prutton
- (15) NORTH NORFOLK CLINICAL COMMISSIONING GROUP**
- Nominated Representative:** (1) Mr F Whymark
Nominated Substitute: (1) Mr R Foulger
- (16) NORWICH AIRPORT LIMITED CONSULTATIVE COMMITTEE**
- Nominated Representative:** (1) Mr N Shaw
Nominated Substitute: (1) Mr A Adams
- (17) SCOTTOW ENTERPRISE PARK PARTNERSHIP BOARD**
- Nominated Representatives:** (1) Mrs J Copplestone
Nominated Substitute: (1) Mr A Crotch
- (18) TRANSFORMING CITIES MEMBER GROUP**
- Nominated Representative:** (1) Mrs L Hemsall
Nominated Substitute: (1) Miss S Lawn
- (19) YOUTH ADVISORY BOARD**
(automatic appointment of Member Champion for Young People)
- Nominated Representative:** (1) to be confirmed

COUNCIL

Tuesday 21 May 2019

Further Final Papers

Item	Details	Page No
11	<p><u>Appointments of Committees and Panels – Update</u></p> <p>To receive the nominations of the Conservative, Labour and Liberal Democrat Groups to the Council's Committees and Panels for 2019/20.</p>	114 – 119
13	<p><u>Appointments to Outside Organisations (non-executive functions) – Update</u></p> <p>To receive the nominations of the Conservative and Liberal Democrat Groups to outside organisations for 2019/20.</p>	120 – 122

DEMOCRATIC SERVICES

Broadland District Council

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

Tel: 01603 430428

Email: cst@broadland.gov.uk

Committee Allocations 2019/20 – Nominations by the Conservative, Labour and Liberal Democrat Groups

Widdecombed

Substitutes are based on a pool system and are listed in alphabetical order for each group

Committee Name	Conservative		Liberal Democrat	
	Member	Portfolio	Member	Portfolio
Cabinet (7)	Mrs J Copplestone	Economic Development		
	Mrs J Leggett	Environmental Excellence		
	Mr F Whymark	Housing & Wellbeing		
	Mrs T Mancini-Boyle	Finance		
	Mrs L Hemsall	Planning		
	Mr S Vincent	Policy		
	Mr J Emsell	Transformation & Organisational Development		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Appeals Panel (8)	Mr A Adams		Ms S Catchpole	
	Miss S Lawn		Ms K Lawrence	
	Mr M Murrell			
	Mrs S Prutton			
	Mr M Snowling			
	Miss J Thomas			

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Audit Committee (5)	Mr P Bulman	Mr N Brennan	Ms S Holland	vacancy
	Mr A Crotch	Mr D King		
	Mr G Nurden	Mr M Murrell		
	Mrs K Vincent	Mr N Shaw		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Awards Panel (10)	Mr N Brennan	Mr A Adams	Ms S Catchpole	vacancy
	Mr J Fisher	Mr S Clancy	Mr D Harrison	vacancy
	Ms R Grattan	Mr R Foulger	Mrs N C Karimi-Ghovanlou	vacancy
	Miss S Lawn	Mrs S Gurney		
	Mr K Leggett	Mrs L Hemsall		
	Mrs K Vincent	Mr G Nurden		
	Mr J Ward	Ms C Ryman-Tubb		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Joint Appointment Panel (4)	Mr S Clancy	Mrs L Hemsall	Mr S Riley	vacancy
	Mr J Emsell	Mrs J Leggett		
	Mrs T Mancini-Boyle	Mr G Peck		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Joint Scrutiny Committee (6)	Mr A Adams	Mr N Brennan	Mr S Riley	vacancy
	Mr P Bulman	Mr J Fisher		
	Mr D King	Ms R Grattan		
	Mr G Nurden	Mr K Kelly		
	Mr N Shaw	Mr M Murrell		

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Licensing & Regulatory Committee (12)	Mr A Adams		Ms S Catchpole	
	Mr R Foulger		Mr D Harrison	
	Mrs S Gurney		Mrs N C Karimi-Ghovanlou	
	Mr K Kelly			
	Mr D King			
	Mr K Leggett			
	Mr M Murrell			
	Mr N Shaw			
	Miss J Thomas			

Committee Name	Conservative Seats		Labour Seats	Liberal Democrat Seats	
	Member	Substitute(s)	Member	Member	Substitute(s)
Overview & Scrutiny Committee (15)	Mr A Adams	Mr A Crotch	Ms N Harpley	Mr S Beadle	Mr D Harrison
	Mr N Brennan	Mr J Fisher		Ms S Catchpole	Mrs N C Karimi-Ghovanlou
	Mr P Bulman	Mr R Foulger		Ms S Holland	Ms K Lawrence
	Mr K Kelly	Ms R Grattan		Mr S Riley	Mr D Roper
	Mr D King	Mr K Leggett			
	Mr M Murrell	Mr I Mackie			
	Mr G Nurden	Mr G Peck			
	Mrs S Prutton	Miss J Thomas			
	Ms C Ryman-Tubb	Mrs K Vincent			
	Mr N Shaw	Mr J Ward			

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Planning Committee (11)	Mr A Adams	All Conservative Members who have undertaken mandatory training	Mr S Beadle	Mr D Harrison
	Mr S Clancy		Mrs N C Karimi-Ghovanlou	Mrs L Starling
	Mr J Fisher		Mr S Riley	Mr D Thomas
	Mr R Foulger			
	Ms R Grattan			
	Miss S Lawn			
	Mr I Moncur			
	Mr J Ward			

Committee Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Service Improvement & Efficiency Committee (11)	Mr P Bulman	Mr N Brennan	Ms S Catchpole	Mr S Riley
	Mr J Emsell	Mr S Clancy	Ms J Neesam	vacancy
	Mr D King	Mr A Crotch	Mr D Roper	vacancy
	Mr I Mackie	Mr K Kelly		
	Mr M Murrell	Miss S Lawn		
	Mr G Nurden	Mr I Moncur		
	Mrs S Prutton	Mr G Peck		
	Miss J Thomas	Mr S Walker		

Committee Name	Conservative Seats	Labour Seats	Liberal Democrat Seats
	Member	Member	Member
Standards Committee (6)	Mr N Brennan	Mrs B Cook	Mr D Roper
	Mr K Leggett		
	Ms C Ryman-Tubb		
	Mr J Ward		

Non-Widdecombed

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Economic Success Panel (9)	Mr P Bulman	Mr N Brennan	Mr S Beadle	Mr S Riley
	Mrs J Copplestone	Mr S Clancy	Ms S Catchpole	vacancy
	Mr A Crotch	Miss S Lawn		
	Ms R Grattan	Mr G Nurden		
	Mr D King	Mr N Shaw		
	Mrs T Mancini-Boyle	Miss J Thomas		
	Mrs K Vincent	Mr S Walker		

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Environmental Excellence Panel (9)	Mr J Fisher	Mr P Bulman	Mr D Britcher	Mr D Thomas
	Mr K Kelly	Mr D King	Ms K Lawrence	vacancy
	Mrs J Leggett	Miss S Lawn		
	Mr G Nurden	Mr K Leggett		
	Mrs S Prutton	Mr I Mackie		
	Mr S Walker	Mr N Shaw		
	Mr J Ward	Miss J Thomas		

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Member Development Panel (9)	Mr T Adams	Mr P Bulman	Mr D Britcher	vacancy
	Ms R Grattan	Mr A Crotch	Ms S Holland	vacancy
	Mr K Kelly	Mrs S Gurney		
	Mr D King	Mrs J Leggett		
	Mr M Murrell	Mr N Shaw		
	Ms C Ryman-Tubb	Miss J Thomas		
	Mr S Walker	Mr F Whymark		

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Place Shaping Panel (9)	Mr N Brennan	Mr A Crotch	Ms J Neesam	Mr S Riley
	Mr S Clancy	Mr J Fisher	Mrs L Starling	Mr D Thomas
	Mrs L Hemsall	Mr R Foulger		
	Miss S Lawn	Ms R Grattan		
	Mr G Nurden	Mr D King		
	Miss J Thomas	Mr G Peck		
	Mr J Ward	Ms C Ryman-Tubb		

Panel Name	Conservative Seats		Liberal Democrat Seats	
	Member	Substitute(s)	Member	Substitute(s)
Wellbeing Panel (9)	Mr A Crotch	Mr T Adams	Mrs L Starling	Ms J Neesam
	Mr R Foulger	Mrs S Gurney	Mr D Thomas	vacancy
	Miss S Lawn	Mr D King		
	Mr M Murrell	Mr G Peck		
	Mrs S Prutton	Ms C Ryman-Tubb		
	Mr N Shaw	Mr S Walker		
	Mr F Whymark	Mr J Ward		

COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2019-20

CONSERVATIVE AND LIBERAL DEMOCRAT NOMINATIONS

- (1) AYLSHAM CITTASLOW COMMITTEE**
(must have resided in Aylsham, or within 3 miles of it, for the last 12 months or occupied as owner or tenant any land or premises therein or had their principal or only place of work there)

Nominated Representative: (1) Ms S Catchpole
- (2) BROADS AUTHORITY**

Nominated Representative: (1) Mrs L Hemsall
- (3) CNC BUILDING CONTROL**
(automatic appointment of Portfolio Holder for Planning and substitute is Chairman of Planning Committee)

Nominated Representative: (1) Mrs L Hemsall
Nominated Substitute: (1) Miss S Lawn
- (4) COMMUNITY RAIL NORFOLK**
(appointee has option to join both the Bittern Line Partnership and Wherry Lines Partnership Working Groups)

Nominated Representative: (1) Mr R Foulger
- (5) COMMUNITY SAFETY PARTNERSHIP SCRUTINY PANEL**

Nominated Representative: (1) Mr N Shaw
Nominated Substitute (1) Ms R Grattan
- (6) GREATER NORWICH DEVELOPMENT PARTNERSHIP BOARD**
(must include Leader and Portfolio Holder for Planning)

Nominated Representatives: (1) Mrs L Hemsall
(2) Miss S Lawn
(3) Mr S Vincent

Nominated Substitutes: (1) Mrs T Mancini-Boyle
(2) Mr J Ward
- (7) GREATER NORWICH GROWTH BOARD**
(automatic appointment of Leader)

Nominated Representative: (1) Mr S Vincent
Nominated Substitute (1) Mrs L Hemsall

- (8) HMP BURE LIAISON COMMITTEE**
(two must be Members of Wards adjoining the prison (ie Buxton & Coltishall);
the third to be Council's own choice*)

Nominated Representatives: (1) Mrs J Copplestone
(2) Mrs K Lawrence
(3) Mr F Whymark*

9 INTERNAL DRAINAGE BOARDS

- (9A) BROADS (2006)**

Nominated Representatives: (1) Mrs J Copplestone
(2) Ms R Grattan
(3) Mr K Kelly
(4) Mr G Nurden
(5) Miss J Thomas

- (9B) NORFOLK RIVERS**

Nominated Representatives: (1) Mr K Kelly
(2) Mr N Shaw
(3) Miss J Thomas

- (9C) WAVENEY, LOWER YARE & LOTHINGLAND**

Nominated Representative: (1) Mr G Nurden

- (10) NORFOLK ARTS FORUM EXECUTIVE COMMITTEE**

Nominated Representative: (1) Mr J Ward
Nominated Substitute: (1) Miss J Thomas

- (11) NORFOLK HEALTH OVERVIEW & SCRUTINY COMMITTEE**
(must be Members of the District Council's O & S Committee)

Nominated Representative: (1) Mrs S Prutton
Nominated Substitute: (1) Mr P Bulman

- (12) NORFOLK POLICE & CRIME PANEL**

Nominated Representative: (1) Mr S Clancy
Nominated Substitute: (1) Mr P Bulman

- (13) NORFOLK STRATEGIC PLANNING GROUP**
(Portfolio Holder for Planning and sub to be Portfolio Holder for
Housing & Wellbeing)

Nominated Representative: (1) Mrs L Hempsall
Nominated Substitute: (1) Mr F Whymark

- (14) NORFOLK WASTE PARTNERSHIP**
(must be Leader or Cabinet Member responsible for waste matters)
- Nominated Representative:** (1) Mrs J Leggett
Nominated Substitute: (1) Mrs S Prutton
- (15) NORTH NORFOLK CLINICAL COMMISSIONING GROUP**
- Nominated Representative:** (1) Mr F Whymark
Nominated Substitute: (1) Mr R Foulger
- (16) NORWICH AIRPORT LIMITED CONSULTATIVE COMMITTEE**
- Nominated Representative:** (1) Mr N Shaw
Nominated Substitute: (1) Mr A Adams
- (17) SCOTTOW ENTERPRISE PARK PARTNERSHIP BOARD**
- Nominated Representatives:** (1) Mrs J Copplestone
Nominated Substitute: (1) Mr A Crotch
- (18) TRANSFORMING CITIES MEMBER GROUP**
- Nominated Representative:** (1) Mrs L Hemsall
Nominated Substitute: (1) Miss S Lawn
- (19) YOUTH ADVISORY BOARD**
(automatic appointment of Member Champion for Young People)
- Nominated Representative:** (1) to be confirmed