

Minutes of a meeting of the **Council** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 17 April 2018** at **7.00pm** when there were present:

Mr D C Ward – Chairman

Mr A D Adams	Mr D G Harrison	Mr A J Proctor
Mrs C H Bannock	Mrs L H Hempsall	Mr S Riley
Mr D Buck	Mr R J Knowles	Mr D Roper
Mr P H Carrick	Mr T W Landamore	Mr N C Shaw
Mrs J K Copplestone	Mrs J Leggett	Mr M D Snowling MBE
Mr S Dunn	Mr K G Leggett MBE	Mr V B Tapp
Mr J J Emsell	Miss T E Lodge	Mrs K A Vincent
Mr G Everett	Mrs T M Mancini-Boyle	Mr S A Vincent
Mr J F Fisher	Mr I N Moncur	Mr J M Ward
Mr R R Foulger	Mr G K Nurden	Mr F Whymark
Mr R F Grady	Mr G Peck	Mr D B Willmott
Mrs S C Gurney		

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

109 PRESENTATION ON CRIME PROFILE OVERVIEW

The Chairman welcomed to the meeting T/Chief Inspector Hornigold and Inspector Sweeney who updated Members on progress with the Norfolk 2020 Plan for policing in Norfolk, crime and demand on police time in Broadland and proposals and operations currently underway. The 2020 Plan for Policing, implemented as from 1 April, had been led by changes in the nature of crime and the need to respond to a huge rise in demand for safeguarding. Whilst crime in Broadland was still low, there had been a 357% increase in crimes associated with the safeguarding and investigation department (S & I), including child abuse, rape, violence against a person, set against a very low increase in crimes associated with county policing command (CPC) eg safer neighbourhoods etc. Staffing resources in CPC had reduced by 139 and increased by 68 in S & I. Inspector Hornigold outlined the model of policing for the County which was aimed at targeting safeguarding and included allocating resources to work in tier 2 schools.

All PCSO roles had now been terminated and all PCSOs given support to either train as police officers, redeploy in other policing roles, take employment outside policing or take voluntary redundancy/retirement. In Broadland, 14 PCSO roles had been lost, 3 officers were being trained as police officers, 2 employed in the control room and the remaining had chosen redundancy/retirement or work outside the police force. An additional 97 front line police officer roles had been created.

With regard to the crime profile of Broadland, the greatest demand on police time was for public safety issues. The police attended 31 jobs per day, most relating to public order offences or domestic violence. There were approximately 4,500 recorded crimes on a rolling 12 month period; most of these relating to criminal damage and violence against a person. There were a number of hospitals and care homes in the district catering for vulnerable residents and a high number of incidents such as missing persons and violence occurring at these premises resulting in demand on police resources. Mental health was a huge area of concern and a dedicated mental health liaison officer had been assigned to work with the hospitals in a new approach to reducing crime levels. An increase in demand for police resources in Hellesdon, many associated with the hospital, had led to an additional beat manager in this area. An additional beat manager had also been assigned to the Acle area. A multi-agency approach to safeguarding was utilised particularly in relation to vulnerable children. The early help hub at Broadland was one of the most advanced early help hubs in the area and police resources were dedicated to working with partners in the hub.

All calls received were monitored on a daily basis and assessed to track any trends and divert resources accordingly.

With regard to investment in policing, all officers now carried body worn videos which had proven invaluable for capturing evidence particularly in sensitive domestic abuse situations, where victims were reluctant to come forward, and evidence had successfully been used in court. Assaults on officers had also reduced. All officers now had mobile phones and tablets which enabled them to enter data to central systems without having to return to the office. Increasing use was being made of automatic number plate recognition technology which was currently able to track all traffic entering the county from the west and the proposal was to extend this to track traffic entering from the east and entering the city, providing valuable data and intelligence. The police had also invested in the use of drones which were easier and cheaper to deploy than helicopters.

Inspector Hornigold acknowledged that the changes in the way crime was policed had seen resources being taken out of the front line and this needed to be mitigated. Proposals included using office based staff on restricted duty to carry out much of the investigative work on cases of making off without payment and retail crime previously undertaken by PCSOs and, if evidence was available, to then refer the matter to a police officer thus saving police officer time.

The Inspectors then answered questions from Members. In response to concern about the loss of the PCSO role, and the potential impact on responses to anti-social behavior, the Inspectors commented that support would be available to beat managers to continue to deal with these issues. The early help hub and the OPT also had a role in tackling antisocial behaviour and providing support to neighbourhoods. They reiterated that

demand on policing had changed and there was a need to look to safeguard vulnerable people. Reference was made to special constables and the Inspectors commented that Broadland had some award winning special constables operating in the district and one of the largest numbers of hours of special constable support. Recruitment of special constables continued and these were attached to Beat Managers.

The additional resource allocated to Hellesdon was welcomed and it was hoped this would help with the number of incidents arising in association with the hospital. An invitation was extended and accepted for the new beat managers to attend a meeting of Hellesdon Parish Council.

In response to a question about the police response to reported burglaries, the Inspectors commented that each situation was different but the response continued to be the same as it had been previously. Burglaries continued to be regarded as a crime having one of the biggest impacts on individuals. Where it was likely a suspect was still in the area, the target response time was 20 minutes. The target for a burglary to a domestic property after the event was 1 – 4 hours. All cases were investigated and trends monitored and resourced accordingly.

With regard to concerns about resources being diverted to the city centre in the evening at weekends leaving little resources to respond to antisocial behaviour in the surrounding areas as night clubbers returned home, the Inspectors commented that Broadland officers covered approximately 20% of the demand for policing in Norwich. Officers would attend any licensed premises in the outer ring road area if a call was received. They undertook to look at the Member's particular concerns for his area.

A question was raised about the use of drones and the Inspectors commented that police use of drones was strictly controlled and they were only used by qualified, trained personnel. One of the police drones was based in Aylsham. With regard to public use, there were rules applicable to flying drones depending on their size and shape, particularly near airfields. The police had not received any reported issues of misuse of drones.

The Chairman thanked the Inspectors for attending and for their informative presentation.

110 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member / Officer	Minute No & Heading	Nature of Interest
Mr F Whymark	118 – Cabinet Minutes – Council Tax – Local Discount for Care Leavers	Non-disclosable, local choice interest – employee of NCC Children's Services

	118 – Cabinet Minutes - North Rackheath Masterplan	Non-disclosable, local choice interest – Director of Rackheath Community Trust
The Head of Democratic Services and Monitoring Officer	151 – Pay Policy Statement – Annual Review	Personal interest on behalf of all staff present

111 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr S M Clancy, Mr C Harrison Miss S Lawn, Mr I J Mackie and Mrs B H Rix.

112 MINUTES

The Minutes of the meeting held on 22 February 2018 were confirmed as a correct record and signed by the Chairman.

113 ANNOUNCEMENTS

Members noted the civic engagements undertaken by the Chairman and Vice-Chairman of the Council since the last meeting. The Chairman commented that all the visits had been most enjoyable, in particular, the visit to Fairhaven Woodland and Water Garden.

The Vice-Chairman commented on her attendance at the launch of the Repton 200 celebrations and thanked all staff concerned for their contribution in organising such a good launch event.

The Leader (Mr Proctor) reported on the opening of the new Broadland Northway road (NDR) and looked forward to welcoming news on the western link of the road.

The Portfolio Holder for Environmental Excellence (Mr Fisher) congratulated the Environmental Excellence Team on their involvement in securing £3.2m of funding for a county-wide project to support the installation of central heating in homes without any, of which it was estimated there were 5,000 such properties in the Broadland area. A previous bid for funding for a South Norfolk / Broadland initiative had been unsuccessful. The funding was available for 2 years. He also reported that he had recently visited the AD Food Waste Plant near Duxford and encouraged other Members to visit the site when another visit was arranged. The processing of 1,800 tonnes of food waste collected from a small number of Broadland properties helped generate enough electricity for one street and contributed to the 55,000 tonnes in total collected with the end product spread as fertiliser by local farmers.

The Portfolio Holder for Communities and Housing (Mr Foulger) reported on his attendance on 19 March at the A47 Alliance meeting in King's Lynn. Jesse Norman MP, Parliamentary Under Secretary of State for the Department for Transport, had attended the meeting together with 3 Norfolk MPs. The main focus of the meeting had been to urge Ministers to avoid any delays in the start of the dualling works on the A47 following the allocation of funding. He made reference to the proposal by Greater Anglia for new trains and services in late 2018/2019. Representatives from Greater Anglia had been invited to attend the Council meeting in September to brief Members. He also reported that signalling works on the Wherry Line were proceeding and Greater Anglia had not experienced any problems to date.

The Portfolio Holder for Planning (Mr Vincent) reported that the Norfolk Strategic Planning Member Forum had met last week and the work programme for 2018 was progressing. The National Planning Policy Framework was currently the subject of public consultation and the Place Shaping Committee would be considering the Council's response to the consultation at its meeting on 3 May. He invited any interested Members to attend the meeting.

114 QUESTIONS FROM THE PUBLIC

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

115 PUBLIC SPEAKING

The following representation was made:

Ms B Tye, Unison Branch Secretary, spoke in relation to the progress report exploring options for collaborative working with South Norfolk Council. Unison had furnished all Members with its comments on the report. She stated that Members were being asked to consider the final report and make a decision on collaborative working at its meeting in July, some 10 weeks away and she asked Members to consider if this allowed sufficient time for them to examine all the issues associated with this very important decision which would affect the way the Council moved forward in the future. She asked if it would have allowed time for the necessary consultations with the community and residents and allow for the best decision to be made. Reference was made in the report to the joint approach to recruitment and retention and becoming the "employer of choice" in the region. To attract and retain the best staff, there was a need to ensure staff and Unison were engaged with the process when employment matters were being considered. She invited the Council to commit to no compulsory redundancies and no detrimental changes in terms and conditions for any staff.

116 OVERVIEW AND SCRUTINY COMMITTEE

The Minutes of the Overview and Scrutiny Committee meetings held on 27 February, 20 March and 3 April 2018 were received.

117 OVERVIEW AND SCRUTINY ANNUAL REPORT

Members considered the annual report of the Overview and Scrutiny Committee.

RESOLVED

to endorse the annual report (attached at Appendix 1 to the signed copy of these Minutes).

118 CABINET

The Minutes of the Cabinet meetings held on 6 March and 10 April 2018 were received.

6 March 2018

Minute no: 138 – Council Tax – Local Discount for Care Leavers

The Portfolio Holder for Finance (Mrs T Mancini-Boyle) advised that the Council was being encouraged to offer a reduction in council tax for young people between 18 and 21 years of age who were leaving care to assist them to live independently. Cabinet were inviting Council to endorse its decision to support this vulnerable group. An opposition Member commented that he was delighted to support this proposal; Broadland would be the second council in Norfolk to do so and he hoped others would support the initiative including the County Council who had initially not supported it.

RESOLVED

to endorse Cabinet's decision to adopt the Policy (attached at Appendix 2 to the signed copy of these Minutes).

Minute no: 139 – Local Government Association Mutual Founding Member

The Portfolio Holder for Finance advised that the Council had been invited to participate in the new Local Government Association Mutual as a founding member. Cabinet had agreed to participate and had agreed that the Portfolio Holder for Finance be nominated as the Council's representative.

RESOLVED

to approve attendance at meetings of the Mutual as an approved duty under the Members' Allowances Scheme.

Minute no: 140 – North Rackheath Masterplan

The Portfolio Holder for Planning invited Council to endorse the Masterplan which would see the development of a large strategic site in the growth triangle area of the district including homes, businesses, retail facilities, cycle ways, recreational and formal open space, allotments and other facilities.

RESOLVED

to endorse the Rackheath Master Plan (attached at Appendix 3 to the signed copy of these Minutes).

10 April 2018

The Leader drew attention to Minute 152 – Performance Related Pay 2018 and the decision to make provision for an allowance for performance related pay awards for 2018 which would now be incorporated into the budget in addition to the 2% cost of living pay award already agreed. This action was welcomed by a Member of the opposition.

Minute no: 151 Pay Policy Statement: Annual Review

The Leader invited Council to approve the updated Pay Policy Statement, drawing attention to the main changes.

RESOLVED

to approve the Pay Policy Statement (attached at Appendix 4 to the signed copy of these Minutes).

119 AUDIT COMMITTEE

The Minutes of the meeting held on 15 March 2018 were received. The Chairman of the Committee reported that the Head of Finance and Revenue Services and the Internal Audit Manager would deliver a presentation on the role of Audit Committee at the next meeting on 15 May 2018.

120 APPOINTMENTS AND PAY PANEL

The Minutes of the meeting held on 10 April 2018 were received.

121 PLANNING COMMITTEE

The decisions of the meetings held on 27 February and 28 March 2018 were received.

122 COLLABORATIVE WORKING

Members considered the report on progress with the Feasibility Study exploring options and opportunities for shared working between South Norfolk and Broadland Councils.

At the recent joint Member / officer informal gathering, attendees had been invited to comment on the proposals and the Chief Executive stated that posters incorporating these comments were on display at the meeting.

The Leader thanked officers and Members of both authorities for their work to date and said that much progress had been made since the process started. The response to the proposals had been very positive. Presentations had been made to staff on the updated position. He commented that collaborative working was not a new initiative and was being explored and implemented by a number of organisations.

With regard to references made about consultation with residents and the community, he commented that, in the main, they wanted to see the Council getting on with the job of providing local services. Partners and local businesses wanted clarity about the future and when, why and how the proposals would occur. He suggested these would emerge as the project progressed. At a recent business breakfast, attendees had expressed support for the proposals but would be looking for enhanced services. He emphasised the aim to become the employer of choice and attract and retain the best staff and felt the proposals would create opportunities for this. With regard to the shared officer team, there would be similarities and differences and these would be enhanced where appropriate and used to the advantage of the combined workforce. Collaborative working within the planning service had commenced and, whilst it was not without its difficulties, it was progressing well. The business plans and the corporate plans of both authorities were similar and could become even more aligned over time. Initial costs / savings had been estimated on the basis of a 45/55 split based on current evidence, leading ultimately to a 50/50 split. Alongside the formal work being undertaken on collaborative working, much day to day working together was being undertaken. The ultimate desire was to facilitate more control, resilience, capacity and stability.

RESOLVED

to note the report on the progress on the South Norfolk / Broadland Feasibility Study and endorse the approach for the June / July feasibility as outlined in paragraph 14 of the report (attached at Appendix 5 to the signed copy of these Minutes).

123 MEMBER DEVELOPMENT AND ENGAGEMENT

Members considered the report regarding the development of a Member Development Strategy and role definitions. The Chairman of the Member Development Panel commented on the valuable work undertaken by the Panel on Member development and engagement, mindful of the district elections in 2019 and invited Council to support the Strategy and the role definitions.

RESOLVED

to adopt the Member Development Strategy and the role definitions for Councillors, Group Leader, and Committee Chairman (attached at Appendices 6 and 7 to the signed copy of these Minutes).

124 APPOINTMENT OF DATA PROTECTION OFFICER

Members considered the report of the Head of Democratic Services and Monitoring Officer, who explained that the Council needed to comply with the requirements of the new General Data Protection Regulations and, to this end, had engaged the Information Governance Manager at South Norfolk Council to help with this task. Subject to finalisation of detailed arrangements, he invited Members to support the proposals in the report, in principle, including the appointment of the Information Governance Manager as the Broadland Data Protection Officer. In response to a question, it was confirmed that training on the new regulations would be available for Members in due course and information available on their iPads.

RESOLVED

to agree, in principle, to

- (1) appoint Emma Pheby as the Council's Data Protection Officer on the terms set out in paragraph 4 of the report (attached at Appendix 8 to the signed copy of these Minutes);

- (2) appoint Helen Cowles as Deputy Data Protection Officer and that this additional responsibility be reviewed by the Executive Team in respect of any remuneration issues arising therefrom.

125 QUESTIONS FROM MEMBERS

It was noted that no questions had been received from Members in accordance with Procedural Rule 12.4.

126 MOTIONS

No motions had been received in accordance with Procedural Rule 13.

127 CHANGES TO COMMITTEES / OUTSIDE ORGANISATIONS

To note the resignation of Councillor Graham and that no changes be made at the present time.

The meeting closed at 8:10pm