

Annual Council

Agenda

Members of the Council

Mr D C Ward (Chairman)	Mrs J Leggett (Vice Chairman)
Mr A D Adams	Miss T E Lodge
Mrs C H Bannock	Mr I J Mackie
Mr D Buck	Mr Andrew M Mallett
Mr P H Carrick	Mrs T M Mancini-Boyle
Mr S M Clancy	Mr I N Moncur
Mrs J K Copplestone	Mr G K Nurden
Mr S Dunn	Mr F O'Neill
Mr J J Emsell	Mr G Peck
Mr G Everett	Mr A J Proctor
Mr J F Fisher	Mr V Ray-Mortlock
Mr R R Foulger	Mr S Riley
Mr R F Grady	Mrs B H Rix
Mrs S C Gurney	Mr D Roper
Mr C Harrison	Mr N C Shaw
Mr D G Harrison	Mr M D Snowling MBE
Mrs L H Hemsall	Mr V B Tapp
Miss J R Keeler	Mrs K A Vincent
Mr R J Knowles	Mr S A Vincent
Mr B S Kular	Mr J M Ward
Mr T W Landamore	Mr F Whymark
Miss S Lawn	Mr D B Willmott
Mr K G Leggett MBE	Mr S D Woodbridge

Group meetings:

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

Date

Tuesday 15 May 2018

Time

7.00pm

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

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3 May 2018

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 2018/19 Municipal Year | |
| 2 | Vote of thanks and presentation to the retiring Chairman | |
| 3 | Presentation of cheque by the outgoing Chairman to his chosen charity – Age UK Norfolk | |
| 4 | Appointment of Vice-Chairman | |
| | To appoint a Vice-Chairman for the 2018/19 Municipal Year | |
| 5 | To receive declarations of interest under Procedural Rule no 8 | |
| 6 | Apologies for absence | |
| 7 | <u>Minutes</u> | 5 – 14 |
| | To consider the Minutes of the meeting held on 17 April 2018 | |
| 8 | Matters Arising (if any) | |
| 9 | Announcements | |
| | To receive announcements from | |
| | <u>(1) The Chairman</u> | 15 |
| | (2) Head of Paid Service | |
| 10 | Election of Leader | |
| | To appoint a Leader for 2018/19 | |
| | Following the appointment of the Leader, the Leader will announce the names and designations of the Cabinet Members for 2018/19 | |
| 11 | <u>Appointments of Committees and Panels</u> | 16 – 19 |
| | To appoint the Council's Committees and Panels for 2018/19 | |
| 12 | <u>Appointment of Chairmen and Vice Chairmen of Committees and Panels</u> | 20 |
| | To appoint the Chairmen and Vice Chairmen of Committees and Panels for 2018/19 | |
| 13 | <u>Appointments to Outside Organisations</u> | 21 – 23 |
| | To determine appointments to outside organisations for 2018/19 | |

14 Standards Committee – Independent Members

In accordance with Procedural Rules, to confirm or deny appointment of the following independent, co-opted, non-voting, parish and town council members of the Standards Committee:

Maria Temple and John Pennells (2 vacancies to be filled)

15 Appointment of Data Protection Officer

To endorse the decision taken in principal at the last meeting on 17 April, to appoint Emma Pheby as the Council's Data Protection Officer and Helen Cowles as the deputy (Broadland).

16 Questions from the public

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

17 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)

18 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 on www.broadland.gov.uk

19 Confirmation of meeting dates for Council 2018/19

To confirm the following dates for Council meetings for 2018/19:

July 2018	Aug	Sep	Oct	Nov	Dec	Jan 2019	Feb	Mar	Apr	May
12		6		1		3	21	28		23*

20 [Planning Committee](#)

24 – 25

To receive the Schedule of Decisions of the meeting held on 25 April 2018

21 [Overview and Scrutiny Work Programme](#)

26 – 30

A draft Work Programme for 2018/19 is attached. Council will be asked to note that discussions are ongoing between the Head of Democratic Services and Monitoring Officer and the Chairman of the Overview and Scrutiny Committee as to how the programme will be delivered in the light of the recent resignation of the Overview and Scrutiny Research Officer.

To consider approval of the Annual Report for 2017/18 and receive a presentation on the work of the Audit Committee.

23 Questions from Members

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

24 Motions

To consider any Motions received under Procedural Rule 13.

P C Kirby
Chief Executive

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

CIVIC ENGAGEMENTS

Date	Event	Attended by
April 2018		
15 th	Civic Service hosted by the Chairman of Norfolk County Council at Thorpe St Andrew Parish Church	Chairman
22 nd	St George's Day Service & Celebrations hosted by the North East Norfolk District Scout Council at Stalham High School	Chairman
25 th	Launch of the Stars of Norfolk Awards 2018 at Archant offices in Norwich	Vice-Chairman
27 th	"Chairman's Challenge" presentation - celebrating the achievements of youth organisations in Norfolk hosted by the Chairman of Norfolk County Council at County Hall	Vice-Chairman
29 th	Civic Service hosted by the Chairman of Breckland Council at St Nicholas Church in Dereham	Vice-Chairman
May 2018		
3 rd	"Chairman's Challenge" Presentation Reception – celebrating the achievements of staff and various organisations to promote volunteering in Norfolk hosted by the Chairman of Norfolk County Council at County Hall	Chairman
13 th	Civic Service hosted by the Chairman of South Norfolk Council at All Saints Church in Tacolneston	????

Committee Allocations 2018/19

Committee Name	Conservative seats		Liberal Democrat seats	
Cabinet (6)	Mr S Clancy	Economic Development		
	Mr J Fisher	Environmental Excellence		
	Mr R Foulger	Communities & Housing		
	Mrs Mancini-Boyle	Finance		
	Mr A Proctor	Policy		
	Mr S Vincent	Planning		
Appeals Panel (10)* 3 Members sit at any one time	Mr A Adams		Mr D Harrison	
	Mrs C Bannock			
	Mrs J Copplestone			
	Mr J Emsell			
	Mrs L Hemsall			
	Miss S Lawn			
	Mr V Ray-Mortlock			
	Mr M Snowling			
	Mr F Whymark			
Appointments & Pay Panel (6) + subs pool	Mr S Clancy	Mrs S Gurney	Mr D Harrison	Mr S Riley
	Mrs T Mancini-Boyle	Mr C Harrison		
	Mr G Peck	Mrs J Leggett		
	Mr A Proctor	Mr I Mackie		
	Mr S Vincent	Mr J Ward		
Audit Committee (5) + subs pool *	Mr P Carrick	Mr G Everett	Mrs B Rix	Mr D Harrison
	Mr N Shaw	Mr R Knowles		
	Mr V Tapp	Mr I Mackie		
	Mrs K Vincent	vacancy		
Awards Panel (10) + subs	Mrs C Bannock		Mrs B Rix	Mr D Harrison
	Mr S Dunn			
	Mr G Everett			
	Mr R Grady			
	Mrs S Gurney			
	Miss S Lawn			
	Mr M Snowling			
	Mr V Tapp			
	Mrs K Vincent			

Committee Allocations 2018/19

Committee Name	Conservative seats		Liberal Democrat seats	
Licensing & Regulatory Committee (12) * for hearings 3 Members sit at any one time	Mrs J Copplestone		Mrs B Rix	
	Mr S Dunn			
	Mr R Grady			
	Mrs S Gurney			
	Mrs L Hemsall			
	Mr R Knowles			
	Mr K Leggett			
	Mr I Moncur			
	Mr V Ray-Mortlock			
	Mr V Tapp			
	Mr D Willmott			
Overview & Scrutiny Committee (15) + subs pool	Mr A Adams	substitutes - any Member not appointed to the committee or Cabinet	Mr D Harrison	any Lib Dem
	Mrs C Bannock			
	Mr D Buck			
	Mrs J Copplestone			
	Mr J Emsell			
	Mr R Grady			
	Mrs L Hemsall			
	Mr G Nurden			
	Mr V Ray-Mortlock			
	Mr V Tapp			
	Mrs K Vincent			
	Mr D Ward			
	vacancy			
	vacancy			
Planning Committee (11) + subs pool *	Mr A Adams	Mrs C Bannock	Mrs B Rix	Mr D Harrison
	Mr P Carrick	Mr R Foulger		Mr S Riley
	Mr G Everett	Mr R Grady		
	Mrs L Hemsall	Mrs T Mancini-Boyle		
	Mr R Knowles	Mr G Nurden		
	Miss S Lawn	Mr M Snowling		
	Mr K Leggett	Mrs K Vincent		
	Mr A Mallett	Mr S Vincent		
	Mr I Moncur	Mr D Ward		
	Mr J Ward	Mr D Willmott		

Committee Allocations 2018/19

Committee Name	Conservative seats		Liberal Democrat seats	
Service Improvement & Efficiency Committee (9)	Mrs J Copplestone		Mr S Riley	
	Mr C Harrison			
	Mrs L Hempsall			
	Mrs J Leggett			
	Mr G Nurden			
	Mr G Peck			
	Mr F Whymark			
	vacancy			
Standards Committee (5)	Mr R Grady		Mr D Roper	
	Mr R Knowles			
	Mr K Leggett			
	Mr F O'Neill			

*mandatory training required

Panel Name	Conservative Seats	Liberal Democrat Seats
Economic Success Panel (9)	Mr P Carrick	Mr S Riley
	Mr S Clancy	
	Mrs J Copplestone	
	Mr J Emsell	
	Mrs L Hemsall	
	Mr G Nurden	
	Mr G Peck	
	Mrs K Vincent	
Environmental Excellence Panel (9)	Mrs J Copplestone	Mrs B Rix
	Mr J Fisher	
	Mr R Grady	
	Mrs J Leggett	
	Mr I Mackie	
	Mr G Nurden	
	Mr V Tapp	
	Mr J Ward	
Member Development Panel (9)	Mrs C Bannock	Mrs B Rix
	Mr S Dunn	
	Mr J Emsell	
	Mr G Everett	
	Mrs S Gurney	
	Mrs J Leggett	
	Mr V Ray-Mortlock	
	Mr D Ward	
Place Shaping Panel (9)	Mr G Everett	Mr S Riley
	Mr R Foulger	
	Mrs L Hemsall	
	Mrs J Leggett	
	Mr I Moncur	
	Mr G Nurden	
	Mr F O'Neill	
	Mr S Vincent	
Wellbeing Panel (9)	Mr D Buck	Mr D Roper
	Miss J Keeler	
	Miss S Lawn	
	Mrs J Leggett	
	Mr A Proctor	
	Mr N Shaw	
	Mr D Ward	
	Mr F Whymark	

**APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF
COMMITTEES / SUB-COMMITTEES/ PANELS ETC
2018/19**

	Chairman	Vice-Chairman
Appeals Panel	Miss S Lawn	Mrs L Hemsall
Appointments & Pay Panel	Mr S Vincent	Mr G Peck
Audit Committee	Mr N Shaw	Mr P Carrick
Awards Panel	Mr V Tapp	Mrs K Vincent
Economic Success Panel	Mr S Clancy	n/a
Environmental Excellence Panel	Mr J Fisher	n/a
Member Development Panel	Mr J Emsell	Mrs C Bannock
Overview & Scrutiny Committee	Mr D Harrison	Mr J Emsell
Place Shaping Panel	Mr S Vincent	n/a
Planning Committee	Mr I Moncur	Miss S Lawn
Service Improvement & Efficiency Committee	Mr G Peck	Mr C Harrison
Standards Committee	Mr R Knowles	Mr K Leggett
Wellbeing Panel	Mr A Proctor	n/a

Note:

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

COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2018-19

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) TBA
- (2) BROADS AUTHORITY**

Nominated Representative: (1) Mrs L Hempsall
- (3) 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
- (4) COMMUNITY SAFETY PARTNERSHIP SCRUTINY PANEL**

Nominated Representative: (1) Mr N Shaw
Nominated Substitute (1) Mr R Grady
- (5) GREATER NORWICH DEVELOPMENT PARTNERSHIP BOARD**
(subs are Portfolio Holder for Communities & Housing and Vice-Chairman of Planning Committee)

Nominated Representatives: (1) Mr Moncur
(2) Mr Proctor
(3) Mr Vincent

Nominated Substitutes: (1) Mr Foulger
(2) to be left vacant
- (6) GREATER NORWICH GROWTH BOARD**
(automatic appointment of Leader)

Nominated Representative: (1) Mr A Proctor
Nominated Substitute (1) Mr S Vincent
- (7) 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 B Rix
(3) vacancy*

8 INTERNAL DRAINAGE BOARDS

(8A) BROADS (2006)

Nominated Representatives: (1) Mrs J Copplestone
(2) Mr G Nurden
(3) Mr F O'Neill
(4) Mr V Tapp
(5) Mr D Ward

(8B) NORFOLK RIVERS

Nominated Representatives: (1) Mrs C Bannock
(2) Mr P Carrick
(3) Mr G Everett

(8C) WAVENEY, LOWER YARE & LOTHINGLAND

Nominated Representative: (1) Mr G Nurden

(9) NORFOLK ARTS FORUM EXECUTIVE COMMITTEE

Nominated Representative: (1) Mr D Buck
Nominated Substitute: (1) Mr J Ward

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

Nominated Representative: (1) Mrs L Hempsall
Nominated Substitute: (1) Mr J Emsell

(11) NORFOLK POLICE & CRIME PANEL

Nominated Representative: (1) Mr F Whymark
Nominated Substitute: (1) Mr R Foulger

(12) NORFOLK STRATEGIC PLANNING GROUP (Portfolio Holder for Planning and sub to be Portfolio Holder for Communities & Housing)

Nominated Representative: (1) Mr S Vincent
Nominated Substitute: (1) Mr R Foulger

(13) NORFOLK WASTE PARTNERSHIP (must be Leader or Cabinet Member responsible for waste matters)

Nominated Representative: (1) Mr J Fisher

(14) NORTH NORFOLK CLINICAL COMMISSIONING GROUP

Nominated Representative: (1) Mr Foulger

(15) NORWICH AIRPORT LIMITED CONSULTATIVE COMMITTEE

Nominated Representative: (1) Mr N Shaw

Nominated Substitute: (1) Mr D Ward

(16) RACKHEATH MASTER PLANNING BOARD

Nominated Representative: (1) Mr S Vincent

Nominated Substitute: (1) Mr R Foulger

(17) SCOTTOW ENTERPRISE PARK PARTNERSHIP BOARD

Nominated Representative: (1) Mr A Proctor

Nominated Substitute: (1) Mr S Clancy

(18) YOUTH ADVISORY BOARD

(automatic appointment of Member Champion for Young People)

Nominated Representative: (1) Mrs J Leggett

DECISIONS ON APPLICATIONS – 25 APRIL 2018

App'n No	Location	Description of Development	Decision
20161588	Land off Woodbastwick Road, Blofield	Erection of 4 dwellings and associated works (outline)	APPROVED subject to conditions
20170764	Equestrian Centre, Land off Lower Street, Salhouse	Residential development of up to 16 dwellings (outline)	REFUSED
20180224	149 Woodland Road, Hellesdon	Change of use of dwelling to accommodation providing supported living for up to 5 occupants living at the property	REFUSED
20180243	76 Gordon Avenue, Thorpe St Andrew	Raising of roof, rear extension and loft conversion	DEFERRED to enable officers to negotiate a reduction in the roof bulk
20171999	Land off Rosebery Road, Great Plumstead	Erection of 22 dwellings (1 to 4 bed) including a mix of 9 bungalows, 4 flats and 9 houses and associated works	Authority delegated to the HoP to APPROVE subject to satisfactory completion of a S106 Agreement relating to heads of terms and conditions
20172000	Land off Rosebery Road, Great Plumstead	Change of use from agricultural land to outdoor community use including allotments	Authority delegated to the HoP to APPROVE subject to dealing with the HSE issues and conditions
20180303	1 Hall Cottages, The Street, Halvergate	Construction of attached 2 bedroom house (revised submission)	REFUSED
20180073	Site adjacent to 6 Green Lane North, Thorpe St Andrew	Erection of a single storey dwelling – self-build plot (outline)	APPROVED subject to conditions
20180422	Nurse Jenners House, Palmer's Lane, Aylsham	Two storey rear extension and alterations	APPROVED subject to conditions

Planning Committee

20180131	Wood Farm Barn, Brandiston Road, Cawston	Conversion of agricultural barn to a residential dwelling, change of use of agricultural land to residential curtilage, porch extension and erection of detached carport	APPROVED subject to conditions
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HoP = Head of Planning

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018-19

Subject to change across the year accounting for any resource implications and/or matters arising from Councillors. Please consult agendas on our [website](#) before attending.

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
22 May 2018 17 July 2018 11 September 2018 6 November 2018 29 January 2019 26 March 2019	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
22 May 2018 29 January 2019	Public Health Update	Health Housing and Partnership Officer	To receive an update on progress being made against the delivery of Public Health responsibilities at a District level, including Council priorities.	Six Months
17 July 2018	Transport provision and sustainability	Highways England Representative Public Highways Representative Cllr Clancy	To hold a discussion with the public body to understand specific elements of future infrastructure planning in the district, plans for the NDR, Northern and Western Link roads.	Once
17 July 2018	A47 Dualling Campaign	A47 Alliance representative Norfolk Public Highways	To understand the remit of the campaign and the role BDC can contribute towards the lobbying of Government	Once
17 July 2018 29 January 2019	Economy Update	Head of Economic Development/ Portfolio Holder for Economic Development	An update on progress being made against Tourism, Funding Deprivation, Unemployment Figures, what BDC is doing to generate sustainable employment opportunities, and progress of the LEP.	Six Months
17 July 2018 29 January 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

Appendix A

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
17 July 2018 29 January 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
11 September	Health Services in Broadland and Social Care Crisis	Clinical Commissioning Group representatives	Committee to discuss various elements of the services they commission to better understand their role and services delivered across the District	Once
11 September 2018 26 March 2019	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.	Six Months
06 October 2018	Defences and Climate Change	Environment Agency representative	To understand how to protect Broadland for the future, specifically flood alleviation, planning on flood plains and establishing better planning for development.	Once
06 October 2018	Tourism and Business Development	New Anglia LEP representatives Head of Economic Development	Committee to gain insight as to how the New Anglia Strategy complements BDC policy; obtaining views of progress of New Anglia across Broadland; Understanding what has been delivered across the district and funding options beyond EU funding.	Once
16 October 2018 (after Committee meeting)	Joint Budget Meeting Preparation	Committee Officer	A facilitated discussion for the Committee to identify their questions for Cabinet ahead of the Joint Meeting. The Head of Finance and Revenues is invited to contribute towards the discussion to help the Committee set their questions	Annual
13 November or 11 December 2018	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
26 March 2019	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
26 March 2019	Committee Annual Report	Scrutiny Research 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
June 2019 (first after elections)	Council Policy Register	Committee Officer	Committee to receive an update of the Council's Policy and Strategy Register to enhance understanding of what exists and where such documentation is located for further reference. The Committee will be asked to identify any areas for further review as necessary.	4 Yearly after elections

Performance Management Sub Committee

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes
	Tourist department	Head of Economic Development Tourism Officer	To look at how the Council supports local businesses and art Initiatives and test how councillors can support further.
	Norwich Airport – Business Development	Economic Development Officers Norfolk Highways Team	Understand the masterplan for the airport; what impact will it have on local infrastructure – e.g. increased traffic and impact on businesses in Broadland.
	Fee's on DIY Waste	Norfolk County Council Portfolio Holder Waste Officer Farm watch representatives Police Officers dealing with waste reports. Parish/Town and District Council representatives	To understand: how were the fees determined and impacts on levels of fly tipping since the introduction of fees. The intention to improve waste services and residents understanding of recycling centre uses and how to report fly-tips.
	Rural Transport	Licensing Officers NCC Transport Parish/Town Councillors	To establish whether the Council has private operators in rural areas and how they are regulated. Determining any opportunities to invest in companies and how to assist rural villages to connect to main routes.
	Community at Heart	Communications Team	To understand the strategy and what has been achieved so far. Understand future aspirations and how Community at Heart feeds into parish councils and wider council strategy.
	Communications	Communications Team	Assess how communication has improved since implementation of revamped Comms Strategy. How are residents engaged in Council news How are papers utilised to promote the Council e.g. free-papers if Evening News/EDP aren't interested How parishes are supported in their communication

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 Scrutiny Research Officer	October
Work Programme Identification	To identify subjects to be included in the replacement work programme. Considering suggestions received from members of the public and parish/town councils. Agreeing membership of identified review panels and outlining their Terms of Reference.	Scrutiny Research Officer	April

ANNUAL REPORT OF THE AUDIT COMMITTEE

Portfolio Holder: Finance
Wards Affected: All

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 Full Council."
- 1.2 The purpose of this report is therefore to summarise the work of the Audit Committee during 2017/18, 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 2017/18 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 KEY DECISION

- 2.1 This is not a key decision.

3 INTRODUCTION / BACKGROUND

- 3.1 Broadland District Council's Audit Committee has been meeting on a regular basis since its inaugural meeting on 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.
- 3.2 This is the sixth 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.

4 MEMBERSHIP / ROLE AND REMIT / REPORTS**Membership of the Audit Committee**

- 4.1 During 2017/18 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

- 4.2 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.
- 4.3 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 2017, where full compliance was noted. This assessment ensures that the Committee continues to meet best practice and identifies where training would be beneficial.
- 4.4 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 2017/18Annual Governance Statement 2016/17

- 4.5 At the meeting on 29 June 2017 the Committee received the Annual Governance Statement for the financial year 2016/17. 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 also noted that a review had been undertaken of the Council's Code of Corporate Governance. The Committee discussed this document and confirmed that there were no significant governance issues that needed addressing.

Statement of Accounts 2016/17

- 4.6 The Committee received the Statement of Accounts at the meeting held on 27 July 2017. The Comprehensive Income and Expenditure Statements was

discussed as this was being presented in a new format, which meant that it was now tailored to the Council's internal reporting practice. The second change was the addition of the Expenditure and Funding Analysis, which showed how annual expenditure was used and funded from resources.

- 4.7 The Committee's attention was drawn to the Pension Fund liability, and it was also confirmed that no events had taken place after the publication of the Statement of Accounts that required reporting.
- 4.8 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

- 4.9 Over the course of the financial year the Finance Team have sought to keep the Committee up to date with key items, such as; the Corporate Prosecution Policy.

Internal Audit

- 4.10 Throughout 2017/18 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 2016/17, to regular updates provided in relation to the progress made against the 2017/18 Internal Audit Plan and the status of agreed recommendations and finally the Strategic and Annual Audit Plans for the forthcoming (2018/19) financial year.
- 4.11 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

- 4.12 The Committee had also received reports from its External Auditor; Ernst and Young throughout 2017/18.
- 4.13 The Audit Results Report for year ended 31 March 2017 confirmed that it was expected that an unqualified audit opinion on the Council's Financial Statements would be issued and that there were no matters to report on arrangements to secure economy, efficient and effectiveness in the Council's use of resources. The Annual Audit Letter, received by the Committee in September 2017, reaffirmed these conclusions.

- 4.14 The Committee also received the Certification of Claims and Returns Annual Report for 2016/17, which covers the Housing Benefit Subsidy, in January 2018. Members were advised that very few errors had been identified by the audit and a reduction in the certification fee had been made as a result.
- 4.15 Finally, at the meeting in March 2018 the Committee were provided with the external auditor's plan of work to review the accounts for the financial year 2017/18.

Fraud Updates

- 4.16 The Committee regularly receives an update on the work undertaken in relation to Counter Fraud, and a report was received in March 2018 in relation to the work undertaken in the prior year and also on the work that was planned for 2018/19. In 2017/18 the focus continued to be on the prevention of fraud and raising the profile of the service both internally and externally. The 2018/19 plan of work was planned in conjunction with the Internal Audit plan of work to ensure that the work was complimentary. Key areas of focus are; procurement, single person discount in relation to Council Tax, proactive role in the Fraud Hub and data matching work.

Training

- 4.17 The Committee receives 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, annual training is provided to the Audit Committee to ensure continuous knowledge building of the Members on the Committee.

5 DISCUSSION OR ALTERNATIVE COURSE OF ACTION

- 5.1 No other options are necessary.

6 PROPOSED ACTION

- 6.1 That the report is approved by Council.

7 RESOURCE IMPLICATIONS

- 7.1 There are no resource implications arising from this report.

8 LEGAL IMPLICATIONS

- 8.1 There are no legal implications arising from this report.

9 CONCLUSION

- 9.1 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.

10 RECOMMENDATION

- 10.1 The Council is **RECOMMENDED** to note and approve the contents of the Annual Report of the Audit Committee.

Emma Hodds
Head of Internal Audit for Broadland District Council

Background Papers

None.

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