

Scrutiny Committee

*Tuesday 2 January 2018

**2.00 pm, Cavell and Colman Rooms
South Norfolk House, Cygnet Court,
Long Stratton, Norwich, NR15 2XE*

If you have any special requirements in order to attend this meeting,
please let us know in advance

Large print version can be made available



Contact: Sue Elliott on 01508 533869 or democracy@s-norfolk.gov.uk

*Please note change of day and time

Members of the Scrutiny Committee:

Cllr G Minshull (Chairman)

Cllr T Lewis (Vice-Chairman)

Cllr B Bernard

Cllr B Duffin

Cllr C Gould

Cllr L Neal

Cllr T Palmer

Cllr R Savage

Cllr J Wilby

This meeting may be filmed, recorded or photographed by the public; however, anyone who wishes to do so must inform the chairman and ensure it is done in a non-disruptive and public manner. Please review the Council's guidance on filming and recording meetings available in the meeting room.

Agenda

1. **To report apologies for absence and identify substitute voting members (if any);**
2. **To deal with any items of business the Chairman decides should be considered as matters of urgency pursuant to Section 100B (4) (b) of the Local Government Act, 1972.** Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;
3. **To receive Declarations of Interest from Members;** (Please see guidance attached page 7)
4. **To confirm the minutes of the Scrutiny Committee meeting held on Wednesday 15 November 2017;**
(attached - page 8)

5. Broadland and South Norfolk - Collaborative Working Opportunities; (report attached - page 12)

To receive a report from the Joint Broadland and South Norfolk Feasibility Study Programme Team

Scrutiny Committee is recommended to consider the proposals (see below) and make any recommendations to South Norfolk Council's Cabinet;

Cabinet is **RECOMMENDED** to:

1. Agree the introduction of an interim shared planning management team between Broadland District Council and South Norfolk District on the basis set out in the report;
2. Agree that the new structure and post holders be in place by 22 January 2018; and
3. Review the impact of the interim arrangements 3, 6, 9 and 12 months after being established. Reviews will be taken back to the informal joint member groups at each reviewing stage. After 9 months, both Councils to consider whether as a result of the wider Feasibility Study outcomes the arrangement is made permanent and a formal recruitment process is undertaken;
4. Agree that officers be delegated authority to pursue other early opportunities without the need to go through the formal Member governance process;

6. Scrutiny Work Programme, Tracker and Cabinet Core Agenda; (attached - page 17)

Working style of the Scrutiny Committee and a protocol for those attending

Independence

Members of the Scrutiny Committee will not be subject to whipping arrangements by party groups.

Member leadership

Members of the Committee will take the lead in selecting topics for and in questioning witnesses. The Committee will expect members of Cabinet, rather than officers, to take the main responsibility for answering the Committee's questions about topics, which relate mainly to the Council's activities.

A constructive atmosphere

Meetings of the Committee will be constructive, and not judgmental, accepting that effective overview and scrutiny is best achieved through challenging and constructive enquiry. People giving evidence at the Committee should not feel under attack.

Respect and trust

Meetings will be conducted in a spirit of mutual respect and trust.

Openness and transparency

The Committee's business will be open and transparent, except where there are sound reasons for protecting confidentiality. In particular, the minutes of the Committee's meetings will explain the discussion and debate, so that it could be understood by those who were not present.

Consensus

Members of the Committee will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed recommendations.

Impartial and independent officer advice

Officers who advise and support the Committee will give impartial and independent advice, recognising the importance of the Scrutiny Committee in the Council's arrangements for governance, as set out in the Constitution.

Regular review

There will be regular reviews of how the overview and scrutiny process is working, and a willingness to change if it is not working well.

Programming and planning

The Scrutiny Committee will have a programme of work. Members will agree the topics to be included in the work programme, the extent of the investigation to be undertaken in relation to resources, and the witnesses to be invited to give evidence.

Managing time

The Committee will attempt to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.

Agenda Item: 3

DECLARATIONS OF INTEREST AT MEETINGS

Members are asked to declare any interests they have in the meeting. Members are required to identify the nature of the interest and the agenda item to which it relates.

- In the case of **other** interests, the member may speak and vote on the matter.
- If it is a **pecuniary** interest, the member must withdraw from the meeting when it is discussed.
- If it **affects or relates to a pecuniary interest** the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.
- Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.
- In any case, members have the right to remove themselves from the meeting or the voting if they consider, in the circumstances, it is appropriate to do so.

Should Members have any concerns relating to interests they have, they are encouraged to contact the Monitoring Officer (or Deputy) or another member of the Democratic Services Team in advance of the meeting.



SCRUTINY COMMITTEE

Minutes of a meeting of the Scrutiny Committee of South Norfolk District Council held at South Norfolk House, Long Stratton on 15 November 2017 at 9.30am.

Committee Members Present: Councillors: G Minshull (Chairman), B Duffin, D Fulcher, T Lewis, T Palmer, R Savage and J Wilby

Apologies: Councillor: B Bernard

Cabinet Member in Attendance: Councillor: K Mason Billig

Officers in Attendance: The Director of Growth and Business Development (D Lorimer), the Head of Early Help (M Pursehouse) and the Senior Governance Officer (E Goddard)

1207 MINUTES

The minutes of the meeting of the Scrutiny Committee held on 28 June 2017 were confirmed as a correct record and signed by the Chairman.

1208 SCRUTINY WORK PROGRAMME, TRACKER AND CABINET CORE AGENDA

The Committee noted the Work Programme, Tracker and Cabinet Core Agenda.

It was noted that a review of Member Grants was scheduled to take place in May 2018 but, as the Community Action Fund (CAF) budget had been fully allocated during the meeting of the CAF Panel held on 13 July 2017, there would be no CAF funding to consider at a May 2018 meeting. Officers agreed to remove the CAF element of this item.

Members also noted that, at the meeting of the Scrutiny Committee scheduled for 24 January 2018, the Committee would be assessing and considering the outcomes of the Business Plan Member Workshop, which was to be held on 11 December 2017.

1209 REVIEW OF THE COMMUNITY ACTION FUND AND MEMBER WARD GRANT SPENDING

Cllr Mason Billig advised the Committee that she was in attendance on behalf of Cllr Edney, who was unable to attend the meeting. Members passed on their well wishes to Cllr Edney for a speedy recovery. Members were advised that Cllr Billig would report any comments and recommendations from the Scrutiny Committee to Cabinet.

The Chairman reminded members that the process for Member Grants was member-led and advised that the Scrutiny Committee was required to assess the scheme and make any necessary recommendations regarding the process, rather than to scrutinise the individual funding decisions made by members.

The Committee firstly considered the Community Action Fund (CAF) and were generally in agreement that the process was working well. It was noted that the full CAF budget for 2017/18 had been allocated during the CAF Panel meeting held on 13 July 2017, as detailed on the decision notice contained within the Scrutiny Committee agenda.

In considering the Member Ward Fund process, members questioned the level of detail included in the decision notices, completed by members and were concerned that the limited information contained therein may not meet the requirements of the scheme nor enable the Council to identify how the funds were intended to be spent. It was suggested that members should be reminded of their obligations to ensure that the process was robust and transparent, and that they should be encouraged to insert more detailed and meaningful data within the decision notices.

In reviewing the process for both CAF and Member Ward funding, members were concerned to note that there was no audit trail to record outcomes from funded projects, no feedback or publicity around monies granted, no evidence of whether funded projects were sustainable, and no proof of whether the monies had in fact been used for the nature intended by members. Officers referred the Committee to the Member-Led Grant Rules and reminded members that, to comply with paragraph 7.6 in relation to the delivery of funded projects and activities, they must ensure that money was being spent appropriately and that delivery was as agreed. It was further noted that where monies were not used appropriately, members together with the Communities Manager, were responsible for

resolving disputes and taking action, including the withdrawal of funding, where appropriate. It was suggested that, for the Member Ward Fund, an additional column be added to the online table so that members could confirm when they had received notification that the funds granted had been used to deliver the intended outcome. It was also suggested that the link to the Member Ward Fund spend be included in future editions of the Members' Bulletin to remind members to complete this information.

In response to a member's suggestion that, in the event of a project ceasing, the Council should be able to remove any assets purchased through its funding, the Director of Growth and Business Development stated that most assets would tend to depreciate and not be of much worth in such an instance, and that the onus should be placed on the member to make every effort to satisfy themselves that any projects they decided to fund should be sustainable. Members discussed how best to assess the sustainability of local community groups and small businesses and it was suggested that, where a group requested funding, members inspected their constitution and/or accounts to enable them to make a better-informed decision. The Head of Early Help advised members that the Community Capacity Team was experienced in dealing with such instances and had, in the past assisted the local member to reallocate assets to new groups, when projects had ended. He added that the team was able to help members with wider funding needs and requested that members think of grant funding as just part of the role the Council could play in helping community groups.

In response to a query regarding whether a project could be funded by both CAF and Member Ward funding, officers clarified that this would only be possible where the project was being funded by CAF monies and the member wished to simultaneously allocate some or all of their Member Ward Fund grant towards it.

Concerns were raised regarding whether the process and practices in place would meet the approval of auditors and it was suggested that the Council's internal auditors might be requested to examine the grants process to assess its compliance with legislation and to give a view on whether its objectives were being achieved.

Members discussed the level of the Member Ward Fund spent to date and it was reported that some members had found it difficult to identify projects in their Wards and although they had attempted to spend their budget, they had been unsuccessful for various reasons, such as restrictions in the ground rules and the availability of alternative funding. Although the Committee recognised that funding usually picked up towards the end of the financial year, some concerns were raised that unspent funds would be lost. Members questioned the future of the Member Ward Fund and suggested alternative ways in which the Member Ward Fund monies could be allocated. In response to a suggestion that members might be able to combine their budgets with other Wards, officers advised that the Council's Constitution would need to be amended and that there would be further legislative complications within the Scheme of Delegation if members considered using their funding for projects in Wards other than their own. It was instead suggested that there be a 'pot' of unspent monies which could either be carried over to their Member Ward Fund for the next year, or added to the CAF budget and allocated as a second tranche of CAF monies. Members generally felt that, as the CAF had been over-subscribed in 2017, any unspent Member Ward Fund monies remaining at the end of the calendar year, should be transferred to the

CAF and a second CAF Panel be held. However, due to the resource involved in convening an extra CAF Panel meeting, it was felt that this should only take place in that same financial year where the level of unspent funds totalled £10,000 or more, and where the unspent funds were less, this should be rolled over to the CAF for the next financial year.

It was then:

RESOLVED: to recommend to Cabinet that:

1. Internal auditors examine the grants process to assess the scheme to ensure compliance and that objectives are being achieved;
2. Members are reminded that to comply paragraph 4.6 of the Ground Rules in relation to a transparent audit trail of decisions, members should ensure that details in the Member Ward Grant decision notice adequately outlines what the money is being spent on and the outcomes to be achieved;
3. Members are reminded that to comply with paragraph 7.6 of the Ground Rules in relation to the delivery of funded projects and activities, members must make sure that money is being spent appropriately and ensure that delivery is as agreed. In doing so, it is also recommended that the table outlining spend of the Member Ward Grants, which is published on the council's website, includes an additional column to indicate when the local member has undertaken this;
4. The Ground Rules be amended at paragraph 7.4 in respect of unspent monies so that from 2018/19, any unspent monies in the Member Ward Grant budget as at 1 January is allocated to the Community Action Fund (CAF). If those monies total £10,000 or above, then a CAF Panel should be arranged before the end of the financial year. If the monies total £9,999 or below, the money will be rolled over to the next financial year.

(The meeting concluded at 10:58 am)

Chairman

Broadland and South Norfolk - Collaborative Working Opportunities

Report to Joint Lead Members Group

Summary

The paper outlines the opportunity for a shared planning management team to support the delivery of an effective and efficient planning service at both Broadland District Council and South Norfolk Council. The paper follows on from the agreement of both Councils to develop a feasibility study to explore the opportunities for a shared culture and shared management team and the commitment to explore opportunities that emerge during the period of the feasibility study. The paper sets out the background to the feasibility study, the rationale for the early adoption of a shared management team for the two councils planning services, the proposal, benefits and any implications.

Background

At their Full Council meetings in September, Broadland District Council and South Norfolk Council unanimously agreed to support the development of a feasibility study to explore the opportunities for collaborative working including shared management, whilst maintaining individual council autonomy.

The rationale for undertaking this project is:

- To drive forward economic growth in Broadland and South Norfolk and strengthen the profile of Greater Norwich as a place in which to invest;
- To provide the capacity and resilience within the organisations to deliver good quality services to our residents;
- To address and respond to the challenges around financial sustainability given the uncertainty around the future funding of local government

The councils have agreed to explore the potential for shared arrangements as opportunities arise during the process of the feasibility study and this paper sets out the proposal for such an opportunity within the planning service.

Rationale for early introduction of a shared planning service

The councils have agreed to explore potential shared arrangements that present themselves during the collaborative working project, which support the rationale, but would not prejudice the outcome of the wider project. In respect of the planning function, South Norfolk will shortly have a vacancy in a senior post which presents an opportunity to consider whether a 'shared service' would be an appropriate interim arrangement.

- Both councils have economic and housing growth as a key objective; planning plays an important role in the growth agenda;
- Both councils have a history of collaborative working on strategic planning across Greater Norwich going back over ten years; and
- The two councils already have similar structures for the planning service;

Due to the established collaborative history around strategic planning, a 'shared planning service' would appear to present a natural 'fit' to the rationale for undertaking the collaborative working project and provide an early indicator as to the potential success of the wider project.

Proposal

It is proposed to combine the planning teams from Broadland and South Norfolk together, under a joint management team comprising 3 posts:

- Head of Planning;
- Development Manager – responsible for the running of the Development Management service.
- Spatial Planning Manager - responsible for running the Spatial Planning service.

The Head of Planning post will report to the Chief Executive at Broadland, and to the Director of Growth and Business Development at South Norfolk and will be responsible for the planning service for both Councils. The post holder will also represent both Councils in the senior Greater Norwich officer group. The manager posts will report to the Head of Planning. A proposed structure chart can be found in Appendix A.

It is suggested that the proposal is an interim arrangement lasting initially for up to 12 months. This time period has been proposed to enable the new roles to have time to embed, whilst also acknowledging the potential for wider opportunities which may arise during the feasibility study.

The structure below the management posts will initially remain largely as current in the two councils. This will maintain capacity within the councils and increase resilience at this time when the planning service is under increasing pressure.

Appointments to the new interim posts will be from existing staff. It is proposed that Phil Courtier will take on the role of Head of Planning, Helen Mellors will take on the role of Development Manager and John Walchester will take on the role of Spatial Planning Manager.

The next stage will be for the Head of Planning and the managers to review team structures, and identify if there are any opportunities for expanding service delivery, driving efficiencies and delivering further savings. The service will continue to be delivered from the respective council offices. The autonomy of the Planning Committees will remain as at present.

Any vacancies which arise during the interim period will first be reviewed to see if they need to be filled or whether they present opportunities for further collaborative working. If there is an established need for posts to be recruited to, then these will be advertised internally between the 2 councils, before considering external recruitment.

Should the interim arrangements be confirmed as permanent after 12 months, there would be formal processes put in place to recruit into the new permanent structure.

Principles for the interim arrangements for sharing services between Broadland and South Norfolk can be found in Appendix B.

Benefits

Aligning the development management teams allows the sharing of specialisms, creates additional resilience and enables a consistent service across the two councils. This is a positive response to requests from the local development industry obtained through the recent PAS study and would allow the local development industry to progress schemes through the planning system more effectively.

Aligning the spatial planning resources will further contribute to the work on the Greater Norwich Local Plan. This new team will also allow specialisms to be shared to augment some of the delivery aspects of the current local plan, and broaden capacity around neighbourhood plans.

Financial implications

It is proposed that those roles taking on additional responsibilities will be given honoraria to recognise the additional responsibilities that they will be taking on. The below table sets out the additional costs, savings and overall financial implications of the proposed changes.

| | |
|---|-----------|
| Current salaries for 3 posts affected | £213, 835 |
| Increased staffing costs for 3 posts affected to reflect additional responsibilities | £32,075 |
| Savings from SNC Planning Policy Manager post to be used to cover increased staffing costs (2 days a week) | £26,272 |
| Remaining additional cost to cover increased staffing costs (to be split equally by SNC and BDC) | £5,803 |

Whilst the initial new structure has a small increase in overall staffing costs it is anticipated that in the medium and longer term opportunities will be identified to deliver savings through further collaborative working across the two planning services.

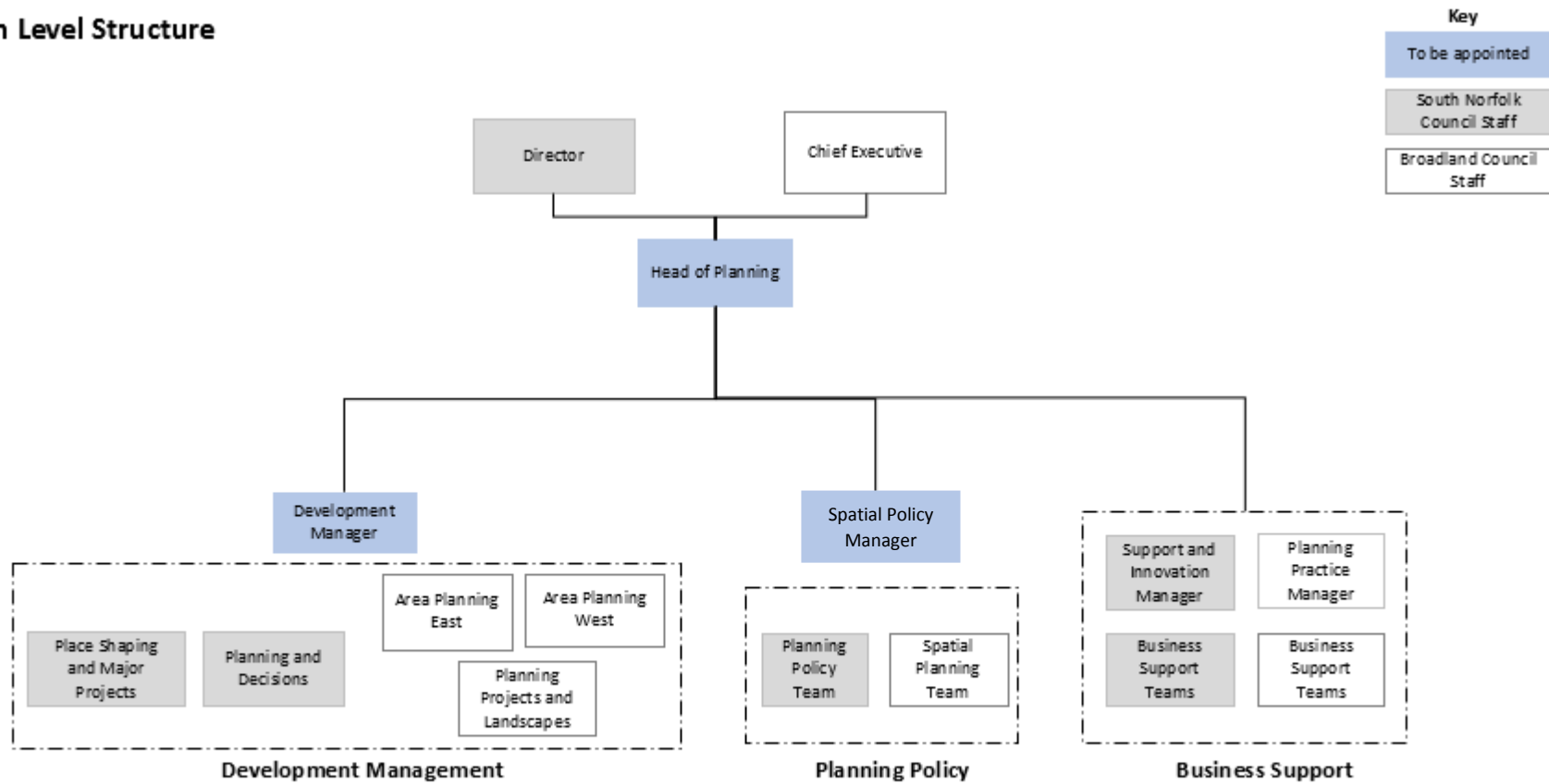
Risks

A move to a shared service in advance of the wider project being completed carries an inherent risk, in the event that the eventual decision is taken not to proceed down this route. However, it could be argued that the planning service is such an integral part of the growth ambitions of both councils that such a move would be a sensible approach to take regardless of other service alignments.

For the recommendations please refer to page 4 of the agenda.

Appendix A

High Level Structure



Appendix B - Interim Arrangements for Sharing of Services

The Councils shall always co-operate with each other and shall observe the following key principles, to meet future business need:

- trust, transparency, integrity and respect
- effective working relationships
- co-operation, collaboration, and information-sharing whilst respecting the confidentiality of the other Council
- shared/consistent communication and messaging
- accountability
- openness to change with focus being on improved outcomes
- respect of the commercial sensitivity of relevant data

Staff may be employed by either one of the Councils and having been so employed can be placed at the disposal of the Council who is not their employer, in accordance with their terms and conditions of employment and following consultation, if a business need is identified.

Those officers identified as the lead managers will divide their time fairly and reasonably between the two Councils and will not demonstrate bias towards one Council vis-à-vis the other. The teams below will remain unchanged, initially, however there will be an expectation that resources are shared to ensure the business need of both Councils are fully met. Improvements identified through working together may influence future structures.

Interim structures will normally be in place for up to 12 months with 3 monthly reviews to ensure the core business need is met, take learning and the opportunity to make identified changes that will contribute to the success of the shared arrangement.

Where possible interim structures will be supported by current staff of both Councils, without the need for a recruitment process. Any recruitment process will be ring fenced to current staff in the areas of work at both Councils prior to wider recruitment.

If an interim structure is made permanent then a formal recruitment process will follow, again ring fenced to current permanent staff.

If a vacancy arises in an interim structure, consideration will be given by both Councils as to how to proceed with this and the post will not be advertised unless both Council agree to this.

Officers will be reimbursed normal travel rates for any work undertaken at the partner Council's base or on behalf of the other Council.

Some interim arrangements may be short and very informal to allow each Council to clearly identify a resourcing gap and agree how to fill this. As a result one Council may be providing more support to the other at any given time, this is accepted to ensure continuity of business in both Councils; however, over time with give and take should balance out. If this approach is consistently benefitting one council, then by mutual agreement a financial arrangement could be entered into.

An exit strategy will be agreed at the commencement of each individual arrangement.

Scrutiny Committee – Work Programme

In setting future Scrutiny **TOPICS**, the Committee is asked to consider the following: **T**imely – **O**bjective – **P**erformance – **I**nterest – **C**orporate Priority

T Is this the right **time** to review this issue and is there sufficient **Officer time** and resource to conduct the review? What is the **timescale**?

O What is the reason for review; do officers have a clear **objective**?

P Can **performance** in this area be improved by input from Scrutiny?

I Is there sufficient **interest** (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.

C Will the review assist the Council to achieve its **Corporate Priorities**?

| Date of meeting | Topic | Organisation / Officer / Responsible member | Objectives |
|-----------------|--|--|---|
| 24 Jan 2018 | 2018/19 Business Plan | Corporate Programmes – Project Manager & all cabinet members | For members to review the Business Plan and make recommendations as appropriate. The Committee to also assess the outcomes of the member Workshop in December 2017 and receive feedback regarding the recommendations/suggestions that were put forward at the Workshop. |
| 7 Feb 2018 | 2018/19 Budget | Assistant Director – Resources & Cllr B Stone | Scrutiny Committee to consider the Council's 2018/19 budget and the recommendations of Cabinet. The Committee should formulate a recommendation to Council regarding the budget for consideration at its meeting at the end of February 2018. |
| 21 Feb 2018 | <i>To be held in the event of a call-in only</i> | | |
| 4 April 2018 | <i>No items scheduled</i> | | |
| 16 May 2018 | Review of CAF and Member Ward Grant spending | Cllr M Edney | For members to review the grants awarded from the Community Action Fund (CAF) and Member Ward budget. The Committee to make appropriate recommendations in relation to the operation of the CAF and Member Ward Budget |
| 27 June 2018 | Review of the Leisure Centre Refurbishments / Enhancements | Head of Health and Leisure Services & Cllr Y Bendle | For members to receive details of usage, income and membership figures since the refurbishments and improvements of the Council's Leisure Centres. The Committee to evaluate the impact of the enhancements and whether the outcomes have met targets set and delivered an increase in membership numbers and usage in comparison to previous figures. Members to make recommendations as appropriate. Members to also receive details of Council expenditure in relation to the Leisure Centres. |
| 8 Aug 2018 | <i>To be held in the event of a call-in only</i> | | |
| 26 Sept 2018 | <i>No items scheduled</i> | | |

| Date of meeting | Topic | Organisation / Officer / Responsible member | Objectives |
|-----------------|---------------------------|---|------------|
| 21 Nov 2018 | <i>No items scheduled</i> | | |
| 19 Dec 2018 | <i>No items scheduled</i> | | |

Scrutiny Recommendation Tracker 2016/17

| Date | Topic | Responsible Officer | Resolution and Recommendations | Progress | Outcome |
|-------------|---|---------------------|--|---|--|
| 25 May 2017 | REVIEW OF THE COUNCIL'S COMPLIANCE AND ENFORCEMENT POLICY | Development Manager | <p>The Committee RESOLVED:</p> <ol style="list-style-type: none"> 1. to endorse the proposals set out in paragraph 4 of the report and note that a training session, as detailed in paragraph 4, had been arranged for all members and would take place on 29 November 2017; 2. to recommend that officers email town and parish council clerks to bring the Enforcement Policy to their attention, in order to highlight the process and powers available to South Norfolk Council. This email would include references to permitted development; 3. to recommend that officers review the Scheme of Delegation with regard to enforcement action and recommend changes to Council, as appropriate. | <p>No action required</p> <p>Email sent to town and Parish Clerks</p> <p>Officers have reviewed the Scheme of Delegation and made recommendations to Council, which were accepted. The Scheme of Delegation has been updated.</p> | <p>Members gained a better understanding of the enforcement process. In doing so, members made a number of recommendations, which have been fully accepted.</p> <p>The changes to the scheme of delegation has provided a more streamlined process that can more effectively deal with issues as they arise, whilst involving local members in the resolution.</p> |

| Date | Topic | Responsible Officer | Resolution and Recommendations | Progress | Outcome |
|--------------|--|---------------------|---|---------------------------------------|---|
| 28 June 2017 | UPDATE FROM THE COUNCIL'S REPRESENTATIVE ON NORFOLK HEALTH AND OVERVIEW SCRUTINY COMMITTEE | Cllr N Legg | The Committee thanked Cllr Legg for his update | No action required | The Committee learned of the topic being discussed by the Norfolk Health and Overview Scrutiny Committee and were able to consider whether input from South Norfolk Council might benefit the progress or outcome of any of the issues raised. |
| 28 June 2017 | WASTE AND RECYCLING COLLECTION SERVICE | Bob Wade | To note the contents of the report | No action required | The Committee was pleased to learn that the remodelling of the Council's recycling and collection service has realised its objectives and achieved the financial savings anticipated. Therefore, members did not consider that any recommendations were required. |
| 15 Nov 2017 | REVIEW OF THE COMMUNITY ACTION FUND AND MEMBER WARD GRANT SPENDING | Mike Pursehouse | <p>RESOLVED: to recommend to Cabinet that:</p> <p>1. Internal auditors examine the grants process to assess the scheme to ensure compliance and that objectives are being achieved;</p> <p>2. Members are reminded that to comply paragraph 4.6 of the Ground Rules in relation to a transparent audit trail of decisions, members should ensure that details in the Member Ward Grant decision notice adequately outlines what the money is being spent on and the outcomes</p> | Cabinet agreed to all recommendations | |

| Date | Topic | Responsible Officer | Resolution and Recommendations | Progress | Outcome |
|------|-------|---------------------|---|----------|---------|
| | | | <p>to be achieved;</p> <p>3. Members are reminded that to comply with paragraph 7.6 of the Ground Rules in relation to the delivery of funded projects and activities, members must make sure that money is being spent appropriately and ensure that delivery is as agreed. In doing so, it is also recommended that the table outlining spend of the Member Ward Grants, which is published on the council's website, includes an additional column to indicate when the local member has undertaken this;</p> <p>4. The Ground Rules be amended at paragraph 7.4 in respect of unspent monies so that from 2018/19, any unspent monies in the Member Ward Grant budget as at 1 January is allocated to the Community Action Fund (CAF). If those monies total £10,000 or above, then a CAF Panel should be arranged before the end of the financial year. If the monies total £9,999 or below, the money will be rolled over to the next financial year.</p> | | |

CABINET CORE AGENDA 2017/18

| | Decisions: Key, Policy, Operational | Key Decision/Item | Lead Officer | Cabinet Member | Exempt Y/N |
|---------------------------------|---|--|--|-------------------|---------------|
| Council 11 December | | | | | |
| 8 Jan 18 | K | Shared Services Update | S Dinneen | J Fuller | N |
| | K | Future Management of Street Lights | B Wade | K Billig | N |
| | O | Guidelines for Recreation Provision in New Residential Developments – Revised Consultation Draft | T Horspole | J Fuller | N |
| 5 Feb | O | Performance Risks and Finance Budget Position Q3 | E Goddard / A Mewes / M Fernandez-Graham | B Stone | N |
| | O | Proposed 2018-19 Business Plan | A Mewes | B Stone | N |
| | O | Budget Consultation 2018/19 | M Fernandez-Graham | B Stone | N |
| | K | Revenue Budget, Capital Programme and Council Tax 2017/18 | M Fernandez-Graham | B Stone | N |
| | O | Treasury Management Strategy April 2018 to March 2021 | M Fernandez-Graham | B Stone | N |
| | K | Adoption of Norfolk Strategic Planning Framework | S Marjoram | J Fuller | N |
| | O | Leisure Pricing 2018/19 | S Goddard | Y Bendle | N |
| Council 19 February 2018 | | | | | |
| 19 Mar | K | Legal Services | E Hodds | B Stone | N |
| | O | Response to Changes to the National Planning Policy Framework | S Marjoram | J Fuller | N |
| | | | | | |

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|-----------------|---|---|------------|----------|---|
| 30 April | O | Statement of Co-operation with Waveney District Council | S Marjoram | J Fuller | N |
| | | | | | |

Key decisions are those which result in income, expenditure or savings with a gross full year effect of £100,000 or 10% of the Council's net portfolio budget whichever is the greater which has not been included in the relevant portfolio budget, or are significant (e.g. in environmental, physical, social or economic) in terms of its effect on the communities living or working in an area comprising two or more electoral divisions in the area of the local authority.