

Scrutiny Committee

Members of the Scrutiny Committee:

Mr G Minshull (Chairman)

Mr T Lewis (Vice Chairman)

Mr B Bernard

Mr B Duffin

Mr C Gould

Mr L Hornby

Mr T Palmer

Mr R Savage

Mrs J Wilby

This meeting may be filmed, recorded or photographed by the public; however, anyone who wishes to do so should 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

Date

Wednesday 21 November 2018

Time

9.30 am

Place

Colman & Cavell Rooms

South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE

Contact

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South Norfolk District Council
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NR15 2XE

Email: democracy@s-norfolk.gov.uk

**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

A G E N D A

1. **To report apologies for absence and to identify substitute members;**
2. **Any items of business which the Chairman decides should be considered as a matter 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 form and flow chart attached – page 4)
4. **To confirm the minutes of the Scrutiny Committee meeting held on 26 September 2018**
(attached – page 6)
5. **Member-Led Funding;** (report attached - page 9)
6. **Chairman's update on Collaborative Working;** (verbal update)
7. **Scrutiny Work Programme, Tracker and Cabinet Core Agenda;** (attached – page 23)

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.

DECLARATIONS OF INTEREST AT MEETINGS

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

<p>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</p>
<p>Does the interest directly:</p> <ol style="list-style-type: none"> 1. affect yours, or your spouse / partner's financial position? 2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner? 3. Relate to a contract you, or your spouse / partner have with the Council 4. Affect land you or your spouse / partner own 5. Affect a company that you or your partner own, or have a shareholding in <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</p>
<p>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</p>

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?

Do any relate to an interest I have?

A Have I declared it as a pecuniary interest?

OR

B Does it directly affect me, my partner or spouse's financial position, in particular:

- employment, employers or businesses;
- companies in which they are a director or where they have a shareholding of more than £25,000 face value or more than 1% of nominal share holding
- land or leases they own or hold
- contracts, licenses, approvals or consents

NO

YES

The interest is pecuniary – disclose the interest, withdraw from the meeting by leaving the room. Do not try to improperly influence the decision

If you have not already done so, notify the Monitoring Officer to update your declaration of interests

The interest is related to a pecuniary interest. Disclose the interest at the meeting. You may make representations as a member of the public, but then withdraw from the room

YES

Does the matter indirectly affect or relate to a pecuniary interest I have declared, or a matter noted at B above?

NO

The Interest is not pecuniary nor affects your pecuniary interests. Disclose the interest at the meeting. You may participate in the meeting and vote

YES

Have I declared the interest as an other interest on my declaration of interest form?
OR

Does it relate to a matter highlighted at B that impacts upon my family or a close associate?
OR

Does it affect an organisation I am involved with or a member of?
OR

Is it a matter I have been, or have lobbied on?

NO

You are unlikely to have an interest. You do not need to do anything further.



SCRUTINY COMMITTEE

Minutes of a meeting of the Scrutiny Committee of South Norfolk District Council held at South Norfolk House, Long Stratton on 26 September 2018 at 9.30am.

Committee Members Present: Councillors: G Minshull, B Duffin, C Gould, L Hornby, T Lewis, T Palmer, R Savage and J Wilby

Apologies: Councillor: B Bernard

Officers in Attendance: The Assistant Director of Resources (P Catchpole), the Accountancy Manager (M Fernandez-Graham) and the Senior Governance Officer (E Goddard)

1233 DECLARATIONS OF INTEREST

Councillor	Minute	Declaration
B Duffin	1235	Other Interest - Director on Saffron Housing Association Board
T Palmer	1235	Other Interest - Shareholder of Saffron Housing Association
L Hornby	1235	Other interest - Was a member of Cabinet when the Commercialisation Strategy was approved

1234 MINUTES

The minutes of the meetings of the Scrutiny Committee held on 27 June 2018 were confirmed as a correct record and signed by the Chairman.

1235 REVIEW OF COMMERCIALISATION STRATEGY PRIORITY OPPORTUNITIES

The Accountancy Manager introduced the report which sought to update the Committee on the progress made towards the priority opportunities outlined in the Commercialisation Strategy. He summarised the salient points in the report, advising members that more opportunities for commercialisation would be explored as part of the process of Shared Services with the collaboration of South Norfolk Council with Broadland District Council.

The Committee discussed the Big Sky proposals for the redevelopments in Diss and Wymondham and it was noted that, although feasibility studies had been completed on both sites, local members had not been consulted. The Committee considered that local members should be consulted, at an early stage, where plans for development, on South Norfolk Council-owned land, fell within their

Wards, and the Assistant Director of Resources advised he would discuss this with officers. In response to queries regarding the joint proposals with the New Anglia Local Enterprise Partnership (LEP) for the construction of a building on the Norwich Research Park Enterprise Zone site, officers advised that the feasibility study had identified a need for offices, for research purposes, and if taken forward, grant funding might be secured from the LEP. Members queried the potential for profit/income for the Council from the Norwich Research Park and were advised that South Norfolk Council would receive a share.

During discussion around Big Sky Property Management, the Assistant Director of Resources clarified that the purchase of two affordable houses was part of a pilot scheme utilising unspent Section 106 monies together with funding of £14,000 from the Local Government Association (LGA). Members were advised that Big Sky Property Management would manage the two shared-equity properties, which would be held as assets. Officers clarified that, unlike a housing association, Big Sky Property Management managed rental properties, built by Big Sky Developments, at the market rate. It was, however, suggested that the report did not contain sufficient information nor express the full ambition of Big Sky Developments.

In response to a member's question regarding the handyman service, officers clarified that the handyman was now managed by Big Sky Property Management but would still undertake South Norfolk Council work, such as home adaptations etc, which would be counter-charged to the Council.

Members discussed the commercial waste service and, in response to queries raised regarding the scrutiny of the service, were advised that this was undertaken as part of the Council's business planning process where any issues would be reported to Cabinet. The Assistant Director of Resources advised that all operational service reviews were undertaken by the Council's Business Improvement Team and, as far as he was aware, the relevant portfolio holder was usually made aware of the findings. Following further discussion, the Committee suggested that Cabinet Members should be involved in service reviews that related to their portfolios.

Members expressed some concerns regarding the potential consideration of a community lottery scheme, as detailed in the Strategy. It was clarified that the Council was reviewing a scheme, operated by Breckland District Council, which allowed community groups to set up a lottery scheme whereby residents could purchase tickets for a nominal fee with the majority of the profits repaid to the group, a lesser amount allocated to the Council to use for good causes in the area, with the remainder being paid to the company responsible for administering the scheme. It was noted that further information would be brought before members once the officer review had been completed.

In response to a member's question regarding the possible opportunities for commercialisation which might arise from the collaboration of South Norfolk Council with Broadland District Council, the Assistant Director of Resources advised that it was too early in the process for specific opportunities to be identified but, once the new Managing Director was in place, a more specific route map would start to develop. Responding to a member's question regarding how joint matters and decisions would be scrutinised, the Senior Governance Officer

advised that it would be inefficient and unmanageable for joint matters to be considered individually by both Scrutiny Committees, so these would instead be considered by a joint Scrutiny Committee with its recommendations presented to both Council's Cabinets.

The Committee requested that a further review of the Commercialisation Strategy be brought back to the Scrutiny Committee in 12 months and that the next report should contain more financial information and data relating to the income generated, and greater detail on Big Sky Developments. It was also suggested that the reference to 'profit' in the report should be amended to 'income'

It was then:

RESOLVED:

1. To note the progress made on the priority opportunities as set out in the Commercialisation Strategy;
2. That a further review, containing more financial information and data relating to the income generated, and greater detail on Big Sky Developments, should take place in 12 months; and
3. To recommend that Cabinet members are involved in service reviews relating to their portfolio.

1236 SCRUTINY WORK PROGRAMME, TRACKER AND CABINET CORE AGENDA

The Committee noted the Work Programme, Tracker and Cabinet Core Agenda. The Senior Governance Officer advised that an all-member Scrutiny workshop would take place, at a date to be advised, during the week commencing 10 December 2018.

(The meeting concluded at 10:28 am)

Chairman

Member-Led Funding

Report Author: Kerrie Gallagher, Communities Manager,
01508 533747, kgallagher@s-norfolk.gov.uk

Portfolio Holder: Cllr Keith Kiddie, Stronger Communities

Ward(s) Affected: All wards

Purpose of the Report:

To inform members of the Scrutiny Committee of proposed amendments to the current member-led funding schemes

Recommendation:

Members of the Scrutiny Committee are requested to consider the revisions to the current member ward funding scheme, the options presented for the future and to offer recommendations for consideration by Cabinet on 10 December 2018.

1. SUMMARY

- 1.1 At the Scrutiny Committee meeting held on 16 May 2018, whilst considering the Member Ward Fund spend, it was agreed that the Ground Rules should be reviewed by officers in consultation with Members, a revised version is communicated to all Members and further training is arranged by officers after the election.
- 1.2 This report outlines the revisions which are proposed, for consideration by the Scrutiny Committee. With support from Members, the revisions will be taken to Cabinet on 10 December with a view to implementing the new rules in the next financial year (after the elections in May).

2. BACKGROUND

- 2.1 South Norfolk Council has successfully run Member Ward (MW) and Community Action Fund (CAF) grant schemes over the last four and a half years. In 2017 it was agreed that changes would be made to improve the mechanisms of awarding both the MW and CAF schemes to make them streamlined and reduce the overall CAF budget at the time.
- 2.2 Following the Scrutiny Committee meeting held on 16 May 2018, a Members' working group met with officers to review the current ground rules and recommend changes.
- 2.3 Officers have also been in discussion with colleagues at Broadland District Council who are looking to introduce a member led funding scheme; to share ideas and develop schemes which are alike, where possible.

3. CURRENT POSITION / FINDINGS

- 3.1 Currently each member has a budget of £1,000 to spend on projects which benefit their local community via the Member Ward Fund. The Community Action Fund meets up to twice per year and has £50,000 to allocate to larger projects across the district.
- 3.2 In 2017/18, 78 community projects were supported by the Member Ward funding, and 64 projects have been supported to date in 2018/19.
- 3.3 Over the last two years the Member Ward fund has been underspent (in 2016/17 by £10,569.92 and in 2017/18 by £3,305.94), and several projects have received funding which do not meet the criteria set with the Ground Rules. The last two CAF Panel applications have vastly exceeded the funding available (in 2017 the total amount requested was £96,895.60 and in 2018 the total requested was £185,796.86).
- 3.4 Members have requested more clarification of the Ground Rules, to understand which projects are able to receive funding.

4. PROPOSED ACTION

- 4.1 The following changes are proposed to the Member-led grants system for 2019/20; to be implemented from 6 May 2019 (Monday following elections on 2 May).

a) Ground Rules Review
(Member Ward and Community Action Fund)

The existing Ground Rules are split out into two documents; one for Member Ward funding, and the other for the Community Action Fund. The two funding streams are allocated in distinctly different ways, and therefore separate guidance documents would make the processes much easier to understand and follow. The format of the documents has been amended, a revised set of Ground Rules are attached to this report (appendix A and B).

The reason for this is to provide clearer guidance to the process

b) Introduction of restrictions of funding to Town and Parish Councils
(Member Ward and Community Action Fund)

Members raised concerns about the allocation of funding to precepting authorities, Precepting authorities raise their own budgets and therefore funding must not go to another local authority such as County, Town or Parish Council for projects / services that they are required to fund through their own precept, are a service that they normally fund, or that the precept could cover. Examples of what would not be included are village signs, parish notice boards, general maintenance.

Funds may be provided for additional services where the local authority is not required to fund or is a substantial investment that could not be normally covered by the local authority's precept. Examples of what could be funded include defibrillators, major refurbishments.

The reason for this is to provide a consistent approach to all precepting authorities.

c) Proper utilisation of funding
(Member Ward and Community Action Fund)

Members to have a more candid role in ensuring that funding allocated to groups is spent in accordance with the ground rules. An automatically generated email will go to members 9 months after funding is awarded, to prompt them to check that funding has been spent as agreed.

Where funding has not been spent, members will enlist support from the Communities Team to support the group in using their allocation within the 12-month window, or that the monies are recovered.

Members will advise the Communities Team via email that the project has been delivered, so that evaluation sheets can be sent to the group to measure the impact funding has had.

The reason for this is to ensure accountability for funding and that it is utilised to have the greatest impact within our communities.

d) Reduction of budget
(Member Ward Fund)

Reduce the current member ward £1,000 allocation to £500. The remaining funding would be reallocated to the Community Action Fund which is consistently over-subscribed. Though not the main driver for this change, it is of note that Broadland DC are looking to introduce a budget of £500 to each member, so this would create a consistent offer across the two councils.

If the above is agreed, it is proposed that the minimum funding amount for the CAF is reduced to £500 to close the gap between the two funds.

The reason for this is to redistribute funds between the two Member-Led Funding options, in order to allocate monies where they are needed the most.

e) Communities Team – support to Members
(Member Ward Fund)

In 2017 members were enabled to self-regulate the eligibility of spend and were given delegated authority to allow them to submit directly to the finance team to process the grant payment, without authorisation from an officer. The proposal is to introduce a check between the Member and the Payments team – whereby the form is reviewed by an officer of the communities Team to help support the member with the ground rules criteria.

This does not remove the decision to fund from the member, but rather offers them extra support and guidance to ensure that the grant is having maximum impact and is spent within the guidelines. In addition, this assists the communities team in keeping abreast of new and developing community groups across the district so that the team can engage effectively with those who need assistance. No additional resource is required, this will be absorbed by the current structure.

The reason for this is to and ensure that all other routes to access funding have been explored and utilised so that member-led funding is spent effectively.

5. ISSUES AND RISKS

- 5.1 **Resource Implications** – if implemented the proposals do not impact upon staff time within the Communities Team, with regard to the review of funding decision notices to ensure the most appropriate use of funding. This impact would be accommodated within existing resources and would not require any additional budget.
- 5.2 **Legal Implications** – officers have considered the legal implications of delegated authority to councillors. Members will continue to make the final decision for funding that directly benefits their residents.

6. CONCLUSION

- 6.1 This report outlines the opportunities to refresh our current member ward funding in light of concerns raised by members. These changes will ensure good governance and that funds are spent on SNC priorities and provide the maximum benefit to our residents.

7 RECOMMENDATION

- 7.1 Members of the Scrutiny Committee are requested to consider the revisions to the current member ward funding scheme, the options presented for the future and to offer recommendations for consideration by Cabinet on 10 December 2018.

South Norfolk Council Member-Led Grant Rules

MEMBER WARD FUND

These ground rules set the criteria in awarding grants from the Member Ward Fund. The purpose is to be flexible and responsive to local decision-making; therefore, members are encouraged to make quick, sound decisions which support groups or initiatives that meet identified local need.

1. Role of members

- 1.1 The Council supports its members in meeting the ambitions of the community and identifying and delivering local solutions, which in turn support the Council's corporate priority areas and the way in which we work.
- 1.2 All members should take a central role in identifying and delivering improvements to the quality of life of people in their communities. Members are expected to be active in consulting with the community, identifying local needs and working with the communities to identify how best to achieve these needs.
- 1.3 This means combining and utilising all the experience, knowledge, skills and networks of the members to understand what goes on in their communities and what the important issues are for local people, and to come up with innovative and effective solutions to make the necessary improvements.
- 1.4 Each member will be allocated a budget (the Members' Ward Fund) to:
 - increase levels of community capacity at a very local level;
 - allow flexible and timely funding of very small initiatives within communities;
 - enable communities to help themselves, as early as possible; and
 - enhance the social, economic or environmental wellbeing of the community.
- 1.5 Each member is accountable for making decisions to allocate funding from their budget. The decisions must meet the following criteria:

- The payment must be over £100;
- The funding will normally go to a community group, but may be awarded to social enterprises, businesses, charitable organisations or other public agencies if the aims are being met - but **NOT** to an individual.
- The granting of the funding is for a specific activity and will not imply an ongoing commitment by the Council nor have a revenue implication;
- The activity being funded:
 - Has not already taken place (retrospective funding is not permitted);
 - Could not easily be funded elsewhere
 - Does not cover costs of routine maintenance
 - Can demonstrate support in the community
 - Has not received member-led Council funding over the past 2 years.
- The project or activity must promote communities working together and enhances the quality of life of people living or working in the Ward, this may be within the Ward boundary or beyond. If outside the boundary it must be evident that such activity is not available for residents within the Ward.
- The funding can be used by the community group during the 12 months following receipt.
- The funding cannot be used to support any activity more than once in a two-year period.
- As far as the member is aware, making the payment to the recipient would not result in fraudulent or illegal activity or any practices which would bring South Norfolk Council into disrepute. This would include ensuring that all recipients have any required permissions in place.
- The funding must not replace funding previously provided by other statutory agencies such as the County Council.
- Precepting authorities raise their own budgets and therefore funding must not go to another local authority such as County, Town or Parish Council for projects / services that they are required to fund through their own precept, are a service that they normally fund, or that the precept could cover. Examples of what would not be included are village signs, parish notice boards, general maintenance.
- Funds may be provided for additional services where the local authority is not required to fund or is a substantial investment that could not be normally covered by the local authority's precept. Examples of what could be funded include defibs, major refurbishments.

Member Ward Fund: allocation of funds



2. Follow Up

2.1 It is the members responsibility to ensure that the funded projects and activities are delivered as agreed. Where that is not the case, the member, together with the Communities Manager will be responsible for resolving disputes and taking action, including withdrawal of funding where appropriate.

2.2 If a grant has been used for the purpose that it was not originally intended or has not been spent within the given time period then the Communities Manager will work alongside the member who awarded the funds, to follow the Corporate Debt Policy to recover the funds from the community group.

2.3 Twice a year, grants awarded will be presented to the Scrutiny Committee for review, including outcomes achieved. The Scrutiny Committee will hold members to account, and request that members present their reasons for funding projects to the panel for scrutiny.

3. Governance

3.1 There must be a transparent audit trail in respect of decisions. In compliance with the legislation, the individual member is responsible for ensuring a record is made in writing of any decision or action she or he has taken. The online member Ward Grant Notice of Decision Form will form both the request to process a payment and also the record of that decision and reasons for it.

3.2 Following submission of the online decision form the Finance team will process payment of the grant. From the point that the form and all supporting evidence is received, officers in the Finance team have 5 working days to process the payment.

3.3 The fund will start on April 1st each year and must be spent by 31st December each year. The only exception is an election year when the fund will start the day after the election, and close on 31st December.

3.4 If more than £10,000 is left in the budget then money will be rolled over into a CAF Panel, if less than £10,000 then will be put into savings.

South Norfolk Council Member-Led Grant Rules

COMMUNITY ACTION FUND

These ground rules set the criteria in awarding grants from the Community Action Fund. The Community Action Fund is aimed at empowering communities by providing funding to enable community organisations to help themselves.

1. Role of Members

- 1.1 The Council supports its members in meeting the ambitions of the community and identifying and delivering local solutions, which in turn support the Council's corporate priority areas and the way in which we work.
- 1.2 All members should take a central role in identifying and delivering improvements to the quality of life of people in their communities. Members are expected to be active in consulting with the community, identifying local needs and working with the communities to identify how best to achieve these needs.
- 1.3 This means combining and utilising all the experience, knowledge, skills and networks of the members to understand what goes on in their communities and what the important issues are for local people, and to come up with innovative and effective solutions to make the necessary improvements.

2. The Community Action Fund

- 2.1 The Community Action Fund (CAF) is in place to support groups who require a larger amount of funding than the Members Ward Fund can support. District Councillors are responsible for receiving, considering and proposing applications for funding between £500 and £15,000.

The application process is outlined in Appendix A

- 2.2 The aim of this funding is to:

- build capacity within communities so that groups are enabled to be self-sustaining without ongoing practical and financial support from the Council,
- stimulate local economic growth, and
- facilitate creative partnership approaches to helping people in need at the earliest opportunity.

- 2.3 Each member is responsible for receiving, considering and proposing applications for funding from the allocated budget. Funding can be used for new or existing projects.
- 2.4 The Panel will meet in accordance to the rules in Appendix B. The applications must meet the following criteria:

- The funding will normally go to a local community group, but may be awarded to social enterprises, businesses, charitable organisations or other public agencies if the aims are being met - but **NOT** to an individual.
- The granting of funding is for a specific activity and will not imply an ongoing commitment nor have a revenue implication for the council
- The activity being funded:
 - Has not already taken place (retrospective funding is not permitted)
 - Could not easily be funded elsewhere
 - Can demonstrate how it meets a local need and provides support to the community
 - Does not cover costs of routine maintenance
 - Supports the Council's priority areas
 - Has not received Member-Led funding from the Council funding over the past 2 years.
- Priority will be given to projects which have secured match funding
- The project or activity must promote communities working together and enhance the life of local people.
- The funding can be used by the community group during the 12 months following receipt
- The funding cannot be used to support any activity more than once in a two-year period
- As far as the member is aware, making the payment to the recipient would not result in fraudulent or illegal activity or any practices which would bring South Norfolk Council into disrepute. This would include ensuring that all recipients have any required permissions in place
- Precepting authorities raise their own budgets and therefore funding must not go to another local authority such as County, Town or Parish Council for projects / services that they are required to fund through their own precept, are a service that they normally fund, or that the precept could cover. Examples of what would not be included are village signs, parish notice boards, general maintenance.
- Funds may be provided for additional services where the local authority is not required to fund or is a substantial investment that could not be normally covered by the local authority's precept. Examples of what could be funded include defibs, major refurbishments.
- Members should also be satisfied that the project or activity being funded would increase community capacity and enhance the quality of life for residents. They should also be clear that it will promote sustainable development in the area (that is, it balances social, economic and environmental objectives and does not cause damage in any of these areas).

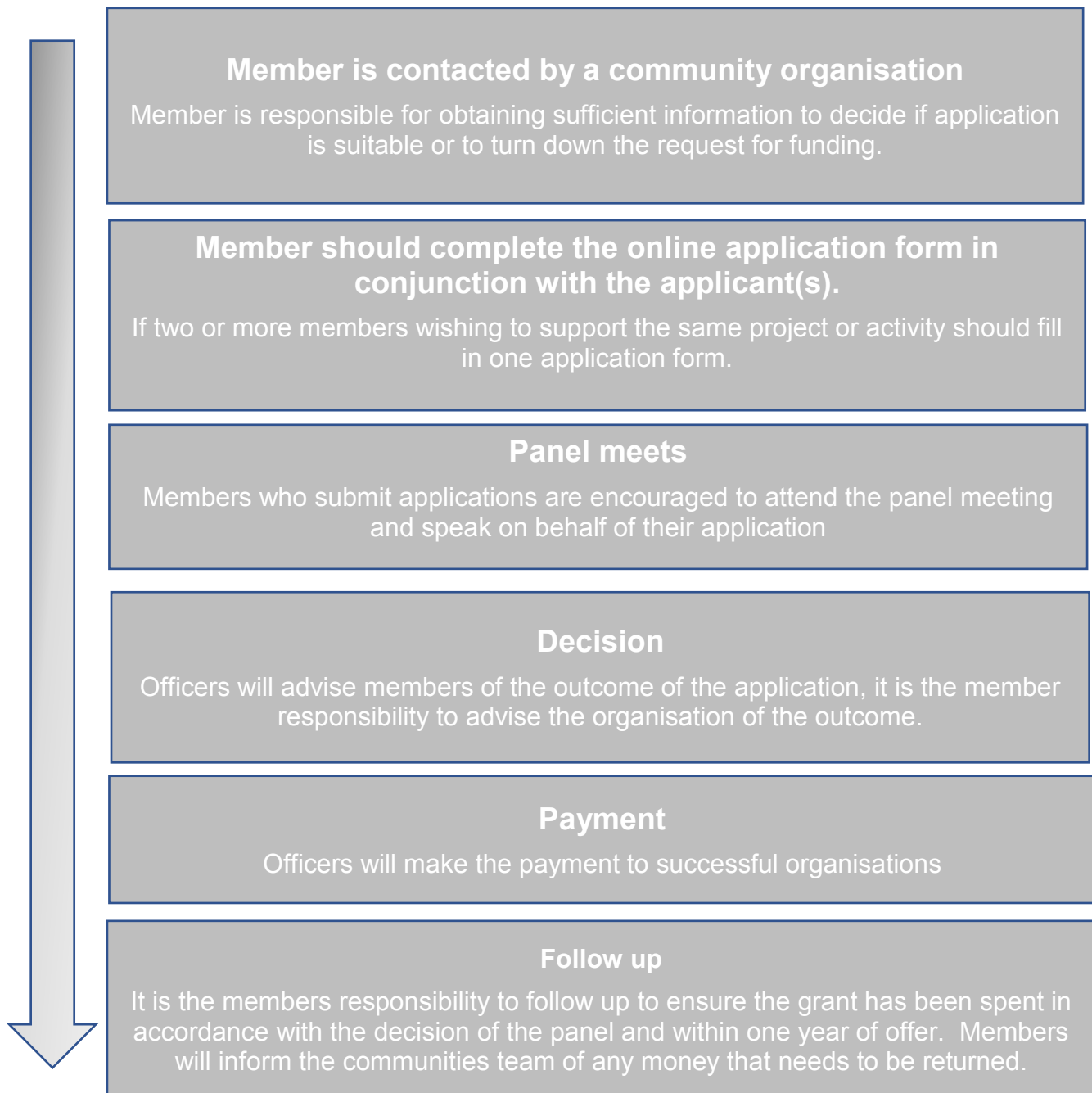
3. Follow Up

- 3.1 It is the members responsibility to ensure that the funded projects and activities are delivered as agreed. Where that is not the case, the member, together with the Communities Manager will be responsible for resolving disputes and taking action, including withdrawal of funding where appropriate.
- 3.2 If a grant has been used for the purpose that it was not originally intended or has not been spent within the given time period then the Communities Manager will work alongside the member who awarded the funds, to follow the Corporate Debt Policy to recover the funds from the community group.

4. Governance

- 4.1 There must be a transparent audit trail in respect of decisions. In compliance with the legislation, the CAF Panel is responsible for ensuring a record is made in writing of any decision or action it has taken.
- 4.2 Following the CAF Panel and written confirmation of decisions made the Finance team will process payment of the grant, officers in the Finance team have 5 working days to process the payment.
- 4.3 The fund will be renewed each financial year, and all applications will be considered at the Community Action Fund Panel which meets up to twice a year (May/June and September/ October).

Appendix A: The Application Process



Appendix B: Community Action Panel Rules

Rules of the Panel.

- a) All applications will be considered at the Community Action Fund Panel which meets up to twice a year (May/June and September/ October).
- b) The Panel will consider all applications to reach a decision as to which projects should receive funding, and how much. In some cases, the Panel may make a recommendation to assign a proportion of the total monies requested to ensure that the budget is optimised.
- c) The Community Action Panel consists of:
 - Portfolio Holder for Stronger Communities **or** substituted by another Cabinet member.
 - Chairman of the Housing, Wellbeing, Leisure and Early Intervention Policy Committee, **or** Deputy Chairman, if not available, another member from the Committee can be substitute.
 - Shadow Portfolio Holder, **or** substitute from their political party.

The following officers are also in attendance at panel meetings, but not voting members:

- Director responsible for Communities (or substitute Director if necessary)
- Either the Communities Manager or the Head of Early Help

A minimum of two members must be present at the Panel for it to be quorate.

The voting members will make recommendations for allocation of the grant monies; the final decision will be with the Director for Communities (or substitute) who will consider the views of voting members of the Panel.

- d) Members who submit applications can attend the panel meeting and speak on behalf of their application.
- e) The Panel cannot defer an application. It is either awarded or rejected at the meeting. If it's refused due to insufficient information, the application can be resubmitted at the next Panel meeting. However, an application cannot be submitted more than twice. If it is refused twice, a period of 12 months must pass before being submitted again.
- f) There is no limit to the amount awarded at any one Panel; but the total budget must be spent within the financial year and will not be carried over.
- g) All funding allocations and outcomes achieved will be made public on the Council's website and will be reported back to the Scrutiny Committee through monitoring reports up to twice a year.
- h) Those recipients of funding towards a physical asset are encouraged to place a Council plaque or sticker on the asset to recognise the funding contribution.

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**?

Chairman's update regarding collaborative working with Broadland District Council will be provided if required
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Date of meeting	Topic	Organisation / Officer / Responsible member	Objectives
19 Dec 2018	No items scheduled – to be cancelled if no items added		
2 Jan 2019	To be held in the event of a call-in only		
23 Jan 2019	2019/20 Business Plan	Business Improvement Lead & 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 2018 and receive feedback regarding the recommendations/suggestions that were put forward at the Workshop.
6 Feb 2019	2019/20 Budget	Assistant Director – Resources & Cllr M Edney	Scrutiny Committee to consider the Council's 2019/20 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 2019.
20 Feb 2019	To be held in the event of a call-in only		
10 April 2019	No items scheduled		
28 June 2019 (Friday)	No items scheduled		
7 Aug 2019	To be held in the event of a call-in only		

Date of meeting	Topic	Organisation / Officer / Responsible member	Objectives
25 Sept 2019	Review of commercialisation Strategy Priority Opportunities	Director of Business Development and Growth & Cllr M Edney	<p>The Committee to review progress on the Priority Opportunities outlined in the Council's Commercialisation Strategy 2017-2021 and what the outcome of this work has been (including detailed financial information). Committee members to also consider this in relation to the objectives set out in the "How we will measure success" section of the strategy. Members to also consider the work planned in relation to medium/longer-term activities.</p> <p>Members to make comments and any recommendations regarding the future direction of the Strategy in light of this.</p>
30 Oct 2019	<i>No items scheduled</i>		
27 Nov 2019	<i>No items scheduled</i>		

Scrutiny Recommendation Tracker 2018/19

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
27 June 2018	COLLABORATIVE WORKING – THE FEASIBILITY REPORT	Head of Business Transformation	<ol style="list-style-type: none"> 1. The Scrutiny Committee recommends that Cabinet approve recommendations 1 and 2 as outlined in paragraphs 8.3.1 and 8.3.2 of the report; and 2. The Committee records its thanks to officers for their considerable work in putting together the Feasibility Report. 	Cabinet resolved to approve the recommendations 1 and 2 set out in the report	<p>Consideration of this report gave Scrutiny Committee the opportunity to pre-scrutinise the future of collaborative working, before a final decision by Cabinet.</p> <p>Members raised questions regarding various aspects of the feasibility report and were satisfied that progressing the collaboration with Broadland District Council was advantageous and in the best interests of South Norfolk Council.</p>
27 June 2018	LEISURE SERVICE PERFORMANCE	Head of Leisure and Health Services	To note the report and commend officers on the successes achieved.	n/a	Members were able to consider the performance across the Council's Leisure Centres and also comment on the future delivery of the in-house service. This is in light of major investments over the last few years.
26 Sept 2018	REVIEW OF COMMERCIALISATION STRATEGY PRIORITY OPPORTUNITIES	Director of Growth & Business Development	<ol style="list-style-type: none"> 1. To note the progress made on the priority opportunities as set out in the Commercialisation Strategy; 2. That a further review, containing more financial information and data relating to the income generated, and greater detail on Big Sky Developments, 	<p>Further item has been added to the work programme.</p> <p>Officers supported the proposal regarding cabinet</p>	Members were able to consider progress made on the priority opportunities as set out in the Commercialisation Strategy.

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
			<p>should take place in 12 months; and</p> <p>3. To recommend that Cabinet members are involved in service reviews relating to their portfolio.</p>	members being involved in service reviews.	The Committee made comments on various aspects of the Strategy, however felt that they needed more financial information to consider the outcomes and a further update in 12 months' time will enable further consideration

CABINET CORE AGENDA 2018/19

	Decisions: Key, Policy, Operational	Key Decision/Item	Lead Officer	Cabinet Member	Exempt Y/N
10 Dec	O	Conservation Area Boundaries and Appraisals for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham.	C Bennett	L Neal	N
	O	Electronic Vehicle Charging Points	D Disney	M Edney	N
	K	Council Tax Support Scheme	R Dunsire	Y Bendle	N
	O	Developing the Early Help Model	M Pursehouse	Y Bendle	N
	O	Member-Led Grants	M Pursehouse	K Kiddie	N
	O	SNC Response to NCC's Budget Proposals for 2019/20	S Dinneen	J Fuller	N
	K	Leisure Core Pricing Proposals	S Goddard	Y Bendle	Y
Council 10 December					
7 Jan 2019	O	Disabled Facilities Grants	T Cooke		N
	O	Medium Term Financial Plan – Impact of LG Settlement	M Fernandez Graham	M Edney	N
	O	Greater Norwich Five Year Investment Plan	D Lorimer	J Fuller	N

4 Feb	O	Performance, Risks, Revenue and Capital Budget Position Report for Quarter Three 2018/19	E Pepper/M Fernandez-Graham/ E Goddard	M Edney	N
	K	2019/20 Business Plan	E Pepper	M Edney	N
	O	Budget Consultation 2019/20	J Brown	M Edney	N
	K	Revenue Budget, Capital Programme and Council Tax 2019/20	M Fernandez-Graham	M Edney	N
	K	Treasury Management and Capital Strategy 1 April 2019 to 31 March2022	M Fernandez-Graham	M Edney	N
	K	Waste Re-optimisation	D Lorimer	K Mason Billig	N
Council 18 February 2019					
25 March					

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.