

# COUNCIL AGM

Monday 14 May 2018

7.30 pm

Council Chamber

*South Norfolk House, Cygnet Court, Long Stratton, Norwich, NR15 2XE*

Mr B Duffin – Chairman of the Council

Mr J Overton – Vice-Chairman of the Council

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**



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.

**Group Meetings**

Conservatives	: Cavell & Colman Rooms 6.15pm
Liberal Democrats	: Blomefield Room 6.15 pm

Contact: Claire White on 01508 533669 or [democracy@s-norfolk.gov.uk](mailto:democracy@s-norfolk.gov.uk)

## **The Council's Prayer**

## **Agenda**

- 1. Apologies for Absence**
- 2. To Receive Declarations of Interest from Members** (please see guidance – page 5)
- 3. Chairman's Engagements** (engagements attached – page 6)
- 4. Appointment of Chairman of the Council for 2018/19 and Declaration of Acceptance of Office**
- 5. Appointment of Vice-Chairman of the Council for 2018/19 and Declaration of Acceptance of Office**
- 6. Election of Leader of the Council for 2018/19**
- 7. Vote of Thanks to the Retiring Chairman**
- 8. To confirm the minutes of the Special Council meeting held on Monday 16 April 2018** (attached – page 8)
- 9. Chairman's Announcements**

**10. Monitoring Officer Report** (report attached – page 12)

**11. Appointments to Outside Bodies** (report attached – page 19)

**12. Annual Reports / Questions to Chairmen and Portfolio Holders;**

**To take questions from Councillors and the Public**

Note: Time allocated to be at the discretion of the Chairman. No notice is required of questions; however, it may be necessary for written answers to be provided where an immediate response cannot be supplied. If members choose to submit questions in writing in advance, they will be circulated before the meeting.

**a. Cabinet**

Please [click here](#) to view the most recent Cabinet minutes available

**Questions to the Leader and other Cabinet members**

**NOTE:** The Leader will be appointed at the meeting after which the members of the Cabinet and their portfolios will be announced.

**b. Annual Review of the Scrutiny Committee 2017/18 and Questions to the Chairman** (report attached – page 24)

**c. Annual Report of the Finance, Resources, Audit and Governance Committee 2017** (report attached – page 41)

**d. Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee – Questions to the Chairman;**

Please [click here](#) to view the most recent Licensing Committee minutes

**e. Development Management Committee – Questions to the Chairman**

Please [click here](#) to view the most recent Development Management Committee minutes

**f. Electoral Arrangements Review Committee – Questions to the Chairman**

Please [click here](#) to view the most recent Electoral Arrangements Review Committee minutes

**13. Outside Bodies – Feedback from Representatives:**

(report from Cllr C Kemp regarding the Norfolk Police and Crime Panel attached – page 47)

## Agenda Item: 2

### 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.

## AGENDA ITEM 3

CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 20 February to 13 May 2018	
Date	Event
2 March	<b>Texas Independence Day Celebration</b> Held at RAF Mildenhall to celebrate Texas Independence Day.
4 March	<b>The Justice Service</b> Hosted by the High Sheriff of Norfolk at King's Lynn Minster
7 March	<b>Breakfast Briefing</b> A briefing on 'Walking4Norfolk' in support of Carers Within Norfolk and hosted by the High Sheriff of Norfolk.
28 March	<b>Launch</b> Press launch for the opening of the Norfolk Tank Museum, featuring a replica mark IV tank, Deborah II.
5 April	<b>Great Yarmouth Easter Fair</b> A fish and chip tea prior to the opening of the Easter Fair at Great Yarmouth.
6 April	<b>Civic Reception</b> A Reception hosted by the Chairman of Broadland District Council.
10 April	<b>Dedication and unveiling of Stone</b> To honour Victoria Cross recipient, Gordon Flowerdew.
13 April	<b>Civic Dinner</b> Dinner hosted by the Chairman of Forest Heath
15 April	<b>Civic Service</b> A service of Thanksgiving, hosted by the Chairman of Norfolk County Council.
22 April	<b>Parade</b> A St George's Day parade, where the Southern Norfolk Scouts renewed their promises.
23 April	<b>Lecture</b> A lecture at the John Innes Centre, based on Scientific communities in the nineteenth and twenty-first centuries.
27 April	<b>Chairman's Challenge Presentation Reception</b> The Chairman of NCC thanked youth organisations who took part in an activity to engage with lonely, isolated and vulnerable people in their local communities, after setting this challenge to groups across the county.
29 April	<b>Civic Service</b> A church service hosted by the Chairman of Breckland Council.
3 May	<b>Judging</b> The Chairman attended as one of the judges at the South Norfolk Community Awards
3 May	<b>Presentation Reception</b> The Chairman of NCC thanked staff who took part in a volunteering challenge to promote volunteering.

<b>CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 20 February to 13 May 2018</b>	
<b>Date</b>	<b>Event</b>
4 May	<b>Reception</b> A civic reception and tour of a museum, hosted by the Chairman of North Norfolk District Council.
11 May	<b>GEMs</b> The annual awards ceremony for staff of South Norfolk Council.
13 May	<b>SNC Chairman's Civic Reception</b> A church service held at All Saints Church in Tacolneston.



## **SPECIAL COUNCIL**

**Minutes of a Special meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 16 April 2018 at 7.30pm**

**Members Present:** Councillors; Duffin (Chairman), Amis, Bendle, Bernard, Bills, Broome, Dale, Dewsbury, Easton, Edney, Foulger, Fulcher, Fuller, Goldson, Gray, Hardy, J Hornby, L Hornby, Hudson, C Kemp, W Kemp, Larner, Legg, Lewis, Mason-Billig, Minshull, Mooney, Neal, Overton, Palmer, Pond, Riches, J Savage, R Savage, Stone, Thomas, Thomson, Wheatley, J Wilby and M Wilby.

**Apologies:** Councillors; Bell, Blundell, Ellis, Gould, Kiddie and Worsley

**Officers in Attendance:** The Chief Executive (S Dinneen), the Director of Growth and Business Development (D Lorimer), the Assistant Director of Resources (P Catchpole), the Head of Business Transformation (H Ralph) and the Head of Governance and Monitoring Officer (E Hodds)

(The Press was also in attendance)

### **3431 CLLR K WORSLEY**

Cllr A Thomas explained that she had recently visited Cllr K Worsley in hospital, and she was pleased to report that he was in good spirits and was recovering well from his operation. Council wished to pass on to Cllr Worsley, its very best wishes for a speedy recovery.



### **3432 MINUTES**

Under minute number 3424, the Community Governance Review, it was agreed that after the words “unanimously resolved by Wymondham Town Council”, the words “by those present.” should be inserted.

The minutes of the meeting held on Monday 19 February 2018, were then agreed as a correct record, and signed by the Chairman.

### **3433 COLLABORATIVE WORKING**

Members referred to the report of the Chief Executive, which provided Council with an update on the progress made with a feasibility study, to explore the options and opportunities for shared working between South Norfolk and Broadland councils.

Cllr J Fuller introduced the report, thanking officers and members for their involvement so far. He drew attention to the joint Statement of Intent by the Leaders of both Broadland and South Norfolk, which set out the ambitions for the enhanced collaboration between the two councils, and he referred to the similarities of the two areas, in terms of economy, demographics and the makeup of the two organisations. A shared services approach would provide an opportunity to increase capacity and resilience, together with greater financial stability, whilst providing a better service and quality of life for residents and local businesses. He understood that staff might be fearful of the future but he referred to the Council’s excellent track record in redeploying staff when needed and making the most of their skills. He believed that the proposals would in fact create new career opportunities for staff and help to attract and retain the most talented. He referred to the success of the shared planning management team roles, and the development of the feasibility study generally, and he could see no reason why the work on collaborative working should not be progressed.

Mr P Grant, Unison Secretary for the South Norfolk branch, then addressed the Council. He suggested that whilst South Norfolk Council was no stranger to collaborative working, it appeared that some radical conclusions had been reached after only six months investigation. He queried whether, behind the scenes, decisions had already been made, and explained that it was felt that the project was progressing at too fast a pace. Unison had been surprised that the report already referred to a shared management team and a one shared officer team, yet there was no real evidence to support these recommendations. He asked where were the day to day improvements in working practices that had been achieved to support this approach? When would a public consultation take place? Officers were naturally concerned about the impact this might have on jobs, conditions of service, and service delivery. Unison believed that further work was required to obtain the confidence and support of staff, and that this required time. Any transition in to a shared culture and a shared workforce required buy in and negotiation and he stressed that the union would be striving for the “best terms and conditions” for any future shared workforce. He urged members to be clearer

about the future – was it to be a continued collaborative approach, or a totally integrated Shared Service model? He suggested that it might only be a matter of time before the two councils merged and became a single authority.

Cllr K Mason Billig, the Chairman of the Joint Informal Lead Members' Group stressed that this was an interim report only, and that no decisions on the way forward were required at this stage. She reminded members that primarily the proposed arrangements needed to benefit residents, help to sustain the local economy and provide greater influence through a joint voice with Broadland. Of course, the economies of scale would provide savings and help to ensure that both councils were financially resilient, however cost savings were not the main reason for the proposed arrangement. Staff were being kept fully informed and it had already been evident that some officers welcomed the proposal and the new opportunities and ways of working it might bring. She agreed that further work would be required with regard to the terms and conditions of staff, the shift to a joint culture, and a "one team" approach, and this would be considered in time, once a formal decision had been made.

In response to a query from Cllr T Lewis, the Chief Executive clarified the role of the Joint Consultative Committee, and explained it would become involved in future discussions concerning shared services, once a formal decision had been made by members. Following a number of further queries, Cllr Mason Billig agreed that the opportunity for public engagement was an important part of the process and she confirmed that it would form part of the next stage of work. With regards to a query concerning whether any final decision on shared services was irrevocable, Cllr Mason Billig doubted that it could not be unpicked if necessary, and she acknowledged that as no one knew what the future held in terms of Local Government Reorganisation, it could be that the two councils would have to modify their approach in future. However, she stressed that what was important, was whether or not members believed that it was currently the right thing to do for the residents of South Norfolk.

In response to a query regarding the need for two main district offices, should the collaboration go ahead, Cllr Fuller believed that it was premature to make decisions on such matters at this stage, however, did suggest that although not a complete substitute for face to face contact, technology might reduce the need for an office base for all. What was more important was a single workforce, with a shared culture, that delivered the highest degree of service and efficiencies. He stressed that this was an opportunity to reshape the delivery of local government in the area, and he urged members to support the recommendations of the report.

Cllr T Lewis confirmed that he was, in principle, in favour of taking the work on the feasibility study to the next stage.

Cllr C Kemp also expressed his support for the recommendations, explaining that as a member of the Joint Informal Scrutiny Group, he had been most impressed with the process so far. He added that in his experience, the culture of an organisation, and its ways of working, far outweighed the importance of location. He supported a gradual approach to change, and he fully commended the report to members.

It was unanimously

**RESOLVED:** To note the report attached at Appendix 1 on the progress report on the South Norfolk / Broadland Council Feasibility Study and to endorse the approach for the June / July feasibility as outlined in section 14 of the report.

(The meeting concluded at 8.06 pm)

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Chairman

**Council  
14 May 2018**

**Agenda Item No. 10**

## Monitoring Officer Report

**Report of the Monitoring Officer  
Cabinet Member: John Fuller, Leader of the Council**

**CONTACT  
Emma Hodds, 01508 533791  
ehodds@s-norfolk.gov.uk**

## **1. Introduction**

- 1.1 This report seeks approval to modify two portfolios, allocate seats on Committees, nominate Chairmen and Vice Chairmen and make minor amendments to the Constitution.

## **2. Changes since the Last Council Meeting**

- 2.1 Council is advised that as a result of Cllr D Fulcher joining the Liberal Democrat Group back in February, there was a small change to the allocation of seats on the Development Management Committee. The Conservative Group allocation reduced from ten to nine, and the Liberal Democrat allocation increased from one to two. The Liberal Democrat Group also became entitled to an additional seat on the Substitute Pool. With the agreement of Group Leaders, the following changes took place with effect from 15 March 2018:

- Cllr C Gould stood down from the Committee
- Cllr V Bell was appointed to the Committee
- Cllr D Fulcher was appointed to the Substitutes Pool.

- 2.2 Members should note that the above changes may be superseded by the proposals outlined at paragraph 3.3 of this report.

## **3. Committee Structure and Appointments**

- 3.1 The Leader of the Council, if re-elected, has indicated that he intends to modify the Cabinet Portfolios slightly, but there will be no changes to the remit of the Policy Committees.
- 3.2 The modifications to the portfolios are as follows:
- The “shared services” function is to be added to the Environment and Recycling portfolio. This portfolio will also now include Information Technology, ICT Strategy & Telephony (moved from the Stronger Communities portfolio) and will be renamed “Shared Services, Waste and Recycling” portfolio.

- The Regulation and Public Safety Portfolio will now include Community Protection and Environmental Quality (moved from the former Environment and Recycling portfolio).

- 3.3 The Leader of the Council has also indicated that he wishes to amend the Development Management Committee's Terms of Reference in relation to membership. It is proposed to reduce the number of members of the Committee from eleven to nine (eight Conservatives and one Liberal Democrat). The Leader believes that this will create a more stable cohort of trained and knowledgeable members, which will improve consistency and reduce the reliance on substitutes.
- 3.4 The allocation of seats on each Committee is included in Appendix 1 for approval by Council. It is usual practice for the full membership of the Committees to be delegated by Council to the Group Leaders.
- 3.5 As with previous years, the Conservative Group will not take their full allocation of seats on the Scrutiny Committee, taking seven of the nine allocated seats. As this is contrary to the rules of Political Balance, a nem. con. resolution, with no member voting against, will be required with respect to this item of the decision.
- 3.6 An update of Appendix 2 to the report will be tabled at the meeting and will include the nominations for the Chairman and Vice Chairman of the Committees.

#### **4. Constitutional Amendments**

- 4.1 The Council's Constitution is currently being reviewed to allow delegations to be wider than just to South Norfolk Council employees, to enable the joint working with Broadland District Council, in particular the Planning Service. This is currently being finalised by the Monitoring Officer and the exact wording will be consulted upon with the relevant Members.

## **5. Recommendations**

Council is requested to:

- 5.1 Agree the allocation of seats on Council Committees in accordance with Appendix 1 to this report and appoint to those seats as advised by Group Leaders;
- 5.2 Appoint Chairmen and Vice-Chairmen as set out in Appendix 2 to this report (as tabled at the meeting);
- 5.3 Agree that all corresponding constitutional changes are delegated to the Monitoring Officer, in consultation with Cllr C Kemp and Cllr Lewis.

## **Appointments to Committees, 2018/19**

### **Allocation of seats on Committees**

#### Other Committees

##### **Scrutiny Committee (9)**

(7 Conservative / 2 Liberal Democrat – as the Conservative Group have elected not to take their full allocation of seats)

##### **Licensing and Standards Committee (15)**

(13 Conservative / 2 Liberal Democrat)

##### **Development Management Committee (9)**

(8 Conservative / 1 Liberal Democrat)

##### **Development Management Substitute Pool (7)**

(6 Conservative / 1 Liberal Democrat)

##### **Sites Sub- Committee (6)**

(5 Conservative / 1 Liberal Democrat)

##### **Emergency Committee (5)**

(4 Conservative / 1 Liberal Democrat)

##### **Electoral Arrangements Review Committee (6)**

(5 Conservative / 1 Liberal Democrat)

##### **Aldermanic Review Panel**

To be composed the Chairman of the Council, the leaders of both the majority and main opposition groups, and any current members who have previously served as Chairman of the Council

#### Committees of the Council's Executive

##### **Growth, Infrastructure and Environment (7)**

(6 Conservative / 1 Liberal Democrat)

##### **Housing, Wellbeing, Leisure and Early Intervention (7)**

(6 Conservative / 1 Liberal Democrat)

##### **Regulation and Planning Policy (7)**

(6 Conservative / 1 Liberal Democrat)

##### **Finance, Resources, Audit and Governance (7)**

(6 Conservative / 1 Liberal Democrat)



**Joint Consultative Committee (6)**

(5 Conservative / 1 Liberal Democrat)

**Community Action Fund Panel (3)**

To be composed Portfolio Holder for Housing, Wellbeing, Leisure and Early Intervention, Chairman of the Housing, Wellbeing, Leisure and Early Intervention Policy Committee, and Shadow Portfolio Holder

## Appointment of Chairmen of Committees

### Council Committees

<b>Body</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Council	John Overton	Graham Minshull
Scrutiny		
Development Management		
Licensing and Appeals		
Standards		
Emergency		
Electoral Arrangements		

### Executive Committees

<b>Body</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Cabinet	Leader of the Council	Deputy Leader of the Council
Growth, Infrastructure and Environment		
Regulation and Planning Policy		
Housing, Wellbeing, Leisure and Early Intervention		
Finance, Resources, Audit and Governance		
Joint Consultative Committee (JCC)	Member to be appointed by JCC	To be determined by JCC
Community Action Fund (CAF) Panel	Portfolio Holder for Stronger Communities	

**Council AGM  
14 May 2018**

**Agenda Item: 11**

## Appointments to Outside Bodies

**Report of the Democratic Services Officer  
Cabinet Member: John Fuller, Leader of the Council**

**CONTACT  
Sue Elliott 01508 533869  
[selliott@s-norfolk.gov.uk](mailto:selliott@s-norfolk.gov.uk)**

## **1. Introduction**

- 1.1 This report sets out the current organisations on which the Council has been represented during 2017/18, and those organisations that have invited Council representation for 2018/19. The Council needs to consider if it wishes to continue to appoint to outside organisations and which members to appoint as representatives.

## **2. Background**

- 2.1 Council is responsible for making appointments of representatives to serve on outside organisations.
- 2.2 Representation on outside bodies strengthens the community leadership role of elected members. It ensures that the Council is made aware of issues within partner organisations and ensures the interests of the Council and its residents are presented in the wider community

## **3. Current Position**

- 3.1 Attached at Appendix 1 is a current list of organisations on which the Council is represented and the appointed representatives for 2017/18.
- 3.2 Appendix 2 lists those organisations that have invited Council representation for 2018/19.
- 3.3 It should be noted that the Council has been advised that the Norwich Fringe Project Joint Advisory Panel no longer exists.

## **4. Proposals**

- 4.1** It is proposed that the Council continues to appoint to outside organisations during 2018/19, as listed at Appendix 2 of the report and Group Leaders have been asked to consider member appointments.

## **5. Risks and implications arising**

- 5.1** Financial - there is a direct cost to the Council in members' travelling and subsistence costs, but this is taken into account in the current budget.

## **6. Other options**

- 6.1** The Council could decide not to accept invitations to be represented on outside bodies.

## **7. Recommendation**

- 7.1** To recommend that Council makes appointments to those outside organisations listed in Appendix 2 of the report, for 2018/19.

<b>Appointed Representatives on Outside Bodies for 2017/18</b>		
<b>ORGANISATION</b>	<b>No. REPS</b>	
A47 Alliance	One	Margaret Dewsbury
Aldeby Pits Liaison Committee	One	William Kemp
Border Hoppa	One	Brian Riches
Broads Authority	One	Vic Thomson
CNC Board	One	David Bills
Community Safety Partnership (Scrutiny)	One (+sub)	Robert Savage (Tony Palmer)
Diss, Thetford and District Citizens Advice Bureau	One	Tony Palmer
District Council's Network	One (+ sub)	John Fuller (Michael Edney)
East of England Leaders' Board	One (+sub)	John Fuller (Michael Edney)
Greater Norwich Development Partnership	Three	Charles Easton, John Fuller, Lee Hornby
Greater Norwich Growth Board	One	John Fuller
Hingham Education Trust	One	Yvonne Bendle
Local Government Ass. - General Assembly	One (+ sub)	John Fuller (Michael Edney)
Local Government Ass -Rural Services Network	One (+ sub)	Jeremy Savage (Charles Easton)
Local Government Information Unit	One (+ sub)	Yvonne Bendle (Phil Hardy)
Norfolk Arts Forum Steering Committee	One (+ sub)	Andrew Pond (Trevor Lewis)
Norfolk Citizens' Advice Bureau	One	Lisa Neal
Norfolk Duty to Co-operate Member Forum	One (+ sub)	John Fuller (Lee Hornby)
Norfolk Health Overview and Scrutiny Committee	One (+ sub)	Nigel Legg (Colin Foulger)
Norfolk Health and Wellbeing Board	One (+ sub)	Yvonne Bendle (Florence Ellis)
Norfolk Joint Museums Committee	One (+ sub)	Robert Savage (Jenny Wilby)
Norfolk Leaders' Group	One	John Fuller
Norfolk Parking Partnership Joint Committee	One (+ sub)	Lee Hornby (Kay Mason Billig)
Norfolk Police and Crime Panel	One (+ sub)	Christopher Kemp (Robert Savage)
Norfolk Rail Policy Group	One (+ sub)	Leslie Dale (Trevor Lewis)
Norfolk Records Committee	One (+ sub)	Christopher Kemp (Murray Gray)
Norfolk Rivers Internal Drainage Board	Three	Colin Foulger, Nigel Legg, Peter Broome
Norfolk Waste Partnership	One (+ sub)	Kay Mason Billig (Graham Minshull)
North East Suffolk CAB (NESCAB)	One	Colin Gould
Norwich Area Museums Committee	One	Phil Hardy
Norwich Fringe Project – Joint Advisory Panel	One (+ sub)	Andrew Pond (Vivienne Bell)
Nplaw Board	One	Kay Mason Billig
Royal Norfolk Agricultural Ass. - Council	One	John Fuller
SNC Wholly Owned Companies (Shareholder Rep)	One	Leader of the Council
South Norfolk Older Peoples Forum	One	Colin Gould
Venta Icenorum JAB	Three	Florence Ellis, Leslie Dale, Trevor Lewis
Water Management Strategy Forum	One	Robert Savage
Waveney Valley Local Action Group	One	Florence Ellis
Waveney, Lower Yare & Lothingland IDB	Up to seven	Colin Gould, Jeremy Savage, Kevin Worsley, Brendon Bernard

## Appointments to Outside Bodies 2018/19

ORGANISATION	No. of REPS	REPRESENTATION FOR 2018/19 WEF MAY 2018 AGM
A47 Alliance	One	
Aldeby Pits Liaison Committee	One	
Border Hoppa	One	
Broads Authority	One	
CNC Board	One	
Community Safety Partnership (Scrutiny)	One (+sub)	
Diss, Thetford and District Citizens Advice Bureau	One	
District Council's Network	One (+ sub)	
East of England Leaders' Board	One (+sub)	
Greater Norwich Development Partnership	Three	
Greater Norwich Growth Board	One	
Hingham Education Trust	One	
Local Government Ass. - General Assembly	One (+ sub)	
Local Government Ass -Rural Services Network	One (+ sub)	
Local Government Information Unit	One (+ sub)	
Norfolk Arts Forum Steering Committee	One (+ sub)	
Norfolk Citizens' Advice Bureau	One	
Norfolk Duty to Co-operate Member Forum	One (+ sub)	
Norfolk Health Overview and Scrutiny Committee	One (+ sub)	
Norfolk Health and Well Being Board	One (+ sub)	
Norfolk Joint Museums Committee	One (+ sub)	
Norfolk Leaders' Group	One	
Norfolk Parking Partnership Joint Committee	One (+ sub)	
Norfolk Police and Crime Panel	One (+ sub)	
Norfolk Rail Policy Group	One (+ sub)	
Norfolk Records Committee	One (+ sub)	
Norfolk Rivers Internal Drainage Board	Three	
Norfolk Waste Partnership	One (+ sub)	
North East Suffolk CAB (NESCAB)	One	
Norwich Area Museums Committee	One	
Nplaw Board	One	
Royal Norfolk Agricultural Ass. - Council	One	
SNC Wholly Owned Companies (Shareholder Rep)	One	
South Norfolk Older Peoples Forum	One	
Venta Icenorum JAB	Three	
Water Management Strategy Forum	One	
Waveney Valley Local Action Group	One	
Waveney, Lower Yare & Lothingland IDB	Up to seven	

## **Annual review of the Scrutiny Committee 2017-18**

Introduction by Cllr Graham Minshull, Chairman of the Scrutiny Committee



I am pleased to present this Annual Report of South Norfolk Council's Scrutiny Committee.

All scrutiny has been carried out by the Committee, there have been no Task and Finish Groups this year. An informal Joint Scrutiny Group has been set up with Broadland District Council, which I chair with Broadland's Scrutiny Committee Chairman. This Joint Group has been established to oversee the collaborative working proposal between the two Councils. In addition, I also update the Council's Scrutiny Committee when required on developments regarding this work and key reports or developments are considered by the Committee for valuable pre-scrutiny.

A wide variety of issues were scrutinised by the committee this year and I am pleased to report all of our recommendations were accepted by Cabinet or Council. Any South Norfolk member or parish council can suggest a topic for investigation or review by the committee and all are welcome to attend our meetings.

We repeated the Directorate Plan workshop in December which was very well attended. It allows all members to take part in informal scrutiny of the Directorate Plans, should they wish to do so, and is a good alternative to committee based scrutiny. The officers and members who took part this year felt that it worked very well.

I would like to thank all the officers who contribute the information and research required for our committee work, and our Scrutiny Officer, Emma Goddard, for her support and for co-ordinating everything so effectively.

I commend the report to the Council.

Graham Minshull



## **Working style of the Scrutiny Committee**

### **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.

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## **The membership of the Scrutiny Committee 2017-18**

At South Norfolk Council the scrutiny function is carried out by the Council's Scrutiny Committee and any Scrutiny Task and Finish Groups that it may appoint to investigate specific issues in greater depth. The Scrutiny Committee is politically balanced and is made up of councillors from the political groups that make up the Council. Only non-cabinet members can be on the committee and this allows those members to have an active role in the Council's decision-making process.

The Scrutiny Committee is chaired by Cllr Graham Minshull, who is a member of the Conservative party which is the majority party at South Norfolk Council. The Committee's Vice-Chairman is Cllr Trevor Lewis, who is a member of the Liberal Democrat Party. The Scrutiny Committee is made up of nine Councillors and membership is as follows:

### **Councillors:**

Graham Minshull **(Chairman)**  
Trevor Lewis **(Vice-Chairman)**

Brendon Bernard  
Barry Duffin  
Colin Gould  
Lisa Neal  
Tony Palmer  
Robert Savage  
Jenny Wilby

Other non-executive members also took part as substitute members as and when required

## **The Scrutiny Year and how it operates at South Norfolk**

### **What is scrutiny and how does it select topics for scrutiny?**

Scrutiny is an essential part of ensuring that the Council, its partners and other public bodies remain effective and accountable. Scrutiny can examine and monitor all or part of the activity of a public sector body with the aim of improving the quality of public services. Scrutiny ensures that executives are held accountable for their decisions, that their decision-making process is clear and accessible to the public and that there are opportunities for the public and their representatives to influence and improve public policy.

Predominantly, Scrutiny Committee carries out most of its work in relation to the Council's Cabinet. It undertakes this through scheduled reviews of decisions and policies that have been agreed by the Cabinet in order to hold it to account. In addition, Scrutiny considers call-ins. A summary of decisions made by Cabinet is published immediately after each meeting of Cabinet and any three members of the Council may call-in a decision for Scrutiny to consider, which effectively means the decision is delayed until Scrutiny can examine the decision at its next meeting. After examination, Scrutiny can decide to recommend an alternative option or endorse the decision of the Cabinet. There was one call-in for the period that this Annual Report covers.

### **Support for the Scrutiny function**

The Scrutiny function is supported by Democratic Services. The Senior Governance Officer provides advice to both members and officers and supports the Scrutiny Committee and the various Task and Finish groups that may be set up. Democratic Services Officers produce agendas and clerk the meetings. Senior officers and managers of the Council are expected to attend Scrutiny Committee and present reports at the request of the Committee. In addition, Cabinet members are often present to aid the Committee's understanding of a particular item, which makes scrutiny more effective and constructive.

### **Policy Committees**

Policy development is undertaken by the Policy Committees. This enables a clear segregation between scrutiny and policy development. In the past, the Scrutiny Committee supported the development of policy, whilst also evaluating and assessing policies at an early stage. This structure affords the Scrutiny Committee a more independent role when challenging service delivery. In addition, the Scrutiny Committee may still appoint Task and Finish Groups to look at matters in more depth when required.

The Policy Committees feed directly into Cabinet and make recommendations based on their research and findings. Working on a formal and informal basis, these Committees are flexible to programme their work around upcoming policy and are able to focus on specific areas of the Council.

### **The work programme for Scrutiny Committee**

The Scrutiny Committee has a structured work programme that sets out the investigations and reviews that will be carried out and reported to Committee, which is decided by members. There are also opportunities for parish councils to suggest topics for the Committee to look into. This process is known as the Community Reference Scheme and was developed by the Council some years ago and remains unique to South Norfolk. This demonstrates the commitment South Norfolk has to scrutiny and the involvement of others in the process. Members of the Council are also able to raise topics by way of a simple form or discussion with the Chairman or the Scrutiny Officer. Potential reports are assessed by way of the Council TOPIC analysis which evaluates the merits of scrutinising the issue in terms of Timeliness, Objectives, Performance, Interest and Corporate priorities.

- 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**?

### **Scrutiny Business Plan Workshop**

In December each year an informal Scrutiny-led member Workshop is organised to review the Council's Business Plans. This gives all Councillors the opportunity to shape the activities of the Council and how these are measured in order to deliver the priorities and outcomes determined by Cabinet. Directors and key officers are present at the workshop to answer queries and discuss the Plans.

The session allows members to assess:

- The extent to which the proposals deliver the Council's priorities and outcomes
- The extent to which the proposals are realistic and achievable
- The impact of the proposals on customers

- The extent to which the proposals offer value for money

### **Joint scrutiny bodies**

**Norfolk County Health Overview and Scrutiny Committee (HOSC);** South Norfolk Council has a member representative who sits on the Norfolk County HOSC plus one substitute member. For the period 2017-2018 the member representative has been Councillor Nigel Legg. Councillor Legg attends South Norfolk Council's scrutiny committee every six months in order to update members on issues discussed at HOSC meetings.

The role of the Norfolk County HOSC is to look at the work of the clinical commissioning groups and National Health Service (NHS) trusts and the local area team of NHS England. It acts as a 'critical friend' by suggesting ways that health related services might be improved. It also looks at the way the health service interacts with social care services, the voluntary sector, independent providers and other county council services to jointly provide better health services to meet the diverse needs of Norfolk residents and improve their well-being.

Please follow the link to the Norfolk County Council website for papers and minutes concerning the above:

[http://norfolkcc.cmis.uk.com/norfolkcc/Committees/tabid/62/ctl/ViewCMIS\\_CommitteeDetails/mid/381/id/22/Default.aspx](http://norfolkcc.cmis.uk.com/norfolkcc/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/22/Default.aspx)

**Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel;** South Norfolk Council has a member representative who sits on the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel plus one substitute member. For the period 2017 – 2018 the member representative has been Councillor Robert Savage.

The role of the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel is to:

- Scrutinise the actions, decisions and priorities of the Norfolk Countywide Community Safety Crime and Disorder Partnership in respect of crime and disorder on behalf of the (County) Community Services Overview and Scrutiny Panel
- Scrutinise the priorities as set out in the annual Countywide Community Safety Partnership Plan
- Make any reports or recommendations to the Countywide Community Safety Partnership and/or where considered appropriate to the communities Committee.

## The work of the Scrutiny Committee and outcomes

The scrutiny tracker provides an overview of the work carried out by the Scrutiny Committee over the last 12 month period. It is apparent that scrutiny investigation can not only produce outcomes in terms of feeding into the decisions that are made but that it can also play a valuable role in informing and developing knowledge for members.

### Scrutiny Recommendation Tracker 2017-2018

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
25 May 2017	REVIEW OF THE COUNCIL'S COMPLIANCE AND ENFORCEMENT POLICY	Development Manager	<p><b>The Committee RESOLVED:</b></p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>3. to recommend that officers review the Scheme of Delegation with regard to enforcement action and recommend changes to Council, as appropriate.</li> </ol>	<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</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
				accepted. The Scheme of Delegation has been updated.	
<b>28 June 2017</b>	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

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
					progress or outcome of any of the issues raised.
<b>28 June 2017</b>	WASTE AND RECYCLING COLLECTION SERVICE	Head of Environmental Services	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.
<b>15 Nov 2017</b>	REVIEW OF THE COMMUNITY ACTION FUND AND MEMBER WARD GRANT SPENDING	Head of Early Help	<p><b>RESOLVED:</b> 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</p>	Cabinet agreed to all recommendations	The Head of Early Help will ensure that the recommendations are acted upon and that the amendments subsequently agreed by Cabinet are adopted.

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
			<p>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;</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</p>		

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
			total £9,999 or below, the money will be rolled over to the next financial year.		
<b>2 Jan 2018</b>	BROADLAND AND SOUTH NORFOLK – COLLABORATIVE WORKING OPPORTUNITIES	Head of Business Transformation	<p><b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Endorse Recommendation 1 in the report;</li> <li>2. Endorse Recommendation 2 in the report;</li> <li>3. Endorse Recommendation 3 in the report and that South Norfolk Council's Scrutiny Committee consider the review in 6 months-time at its meeting scheduled for 27 June 2018;</li> <li>4. Endorse Recommendation 4 in the report and recommend to Cabinet that the additional wording: "regarding shared posts where vacancies arise and other contract opportunities" be added after the wording: "to pursue other early opportunities..."</li> <li>5. Add a standing item to the Scrutiny Committee work programme to allow</li> </ol>	<p>Cabinet agreed to all recommendations</p> <p>Standing Item added to the Work Programme for future agenda items</p>	<p>Members found the pre-scrutiny of this item insightful and made valuable recommendations to Cabinet in light of discussions at the Committee.</p> <p>Members also benefitted from information put before the Committee.</p>

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
			<p>the Chairman to update the Committee on work undertaken at the Joint Scrutiny Group meetings;</p> <p>6. Recommend that the Head of Business Transformation seek the views of the Broadland District Council's Scrutiny Committee and communicate this, as required;</p> <p>and</p> <p>7. Recommend that Officers expand on the rationale contained within the report prior to its consideration by Cabinet on 8 January 2018.</p>		
<b>24 Jan 2018</b>	REVIEW OF THE 2018/19 BUSINESS PLAN	Business Improvement Lead	<p><b>TO RECOMMEND THAT CABINET:</b></p> <p>1. Approves the 2018/19 Business Plan, subject to:</p> <p>a) An explanation in the Plan, as to why some activities are repeated across different themes, and how spend is apportioned;</p> <p>b) That officers check the £145k capital spend against activity M4 MFT/OD.</p> <p>2. That in future years:</p> <p>a) The Plan details sources of funding that have been secured in relation to</p>	<p>a) Business Plan update to reflect</p> <p>b) Information checked and Plan updated accordingly</p> <p>Recommendations to Cabinet were supported in full</p>	Members reviewed the Business Plans and were happy with the planned direction of the Council in 2018/19. The Committee was pleased to commend the Plans to Cabinet, subject to the additional recommendations.

Date	Topic	Responsible Officer	Resolution and Recommendations	Progress	Outcome
			identified capital spend, i.e grant, income or loan; b)Where capital costs exceed £250k, a brief explanation is provided regarding what the spend is for.		
<b>7 Feb 2018</b>	2018/19 BUDGET REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX 2018/19 and TREASURY MANAGEMENT STRATEGY 1 APRIL 2018 TO 31 MARCH 2021	Assistant Director – Corporate Resources	To endorse the recommendations of Cabinet for the Revenue Budget, Capital Programme and Council Tax 2018/19.  And  To endorse the recommendations of Cabinet for the Treasury Management Strategy 1 April 2017 to 31 March 2020.	No action required	Members were satisfied with the budget that was recommended to Council by Cabinet.

## **A Quick Guide to Scrutiny**

### **Recommendations and Reporting**

Once a piece of scrutiny work has taken place, recommendations are sometimes made and reported to the Cabinet for consideration. This is usually done as part of the relevant report or paying regard to the minutes of the Scrutiny Committee in informing the final decision.

Recommendations should strive to be, as much as possible, specific measurable achievable relevant and timed - SMART.

### **What happens next?**

Once agreement to a scrutiny recommendation has taken place, whether it be something that officers have agreed to, or the cabinet, this should not always be where the scrutiny process ends. It is good practice for the Scrutiny Committee to set a review date to receive an update from the relevant portfolio holder on the cabinet or officers, on the progress that has been made towards implementation of the Scrutiny Committee's recommendations.

### **Scrutiny Task and Finish Groups**

Task and Finish Groups are time-limited focus groups that report their review findings to the main committee or Cabinet and are supported by relevant officers of the council and or outside contributors.

If a Task and Finish Group is to be set up in place of a full committee review taking place, interested members should volunteer to be involved. It is usual that task & finish groups are not politically balanced unless a strong need exists. This is because the main scrutiny committee which is balanced has to agree the findings, or delegates the task & finish group on behalf of the whole committee to report directly to the cabinet. Actually, it is much more important to appoint those members with an interest or expertise in the issue, irrespective of political groups.

The Centre for Public Scrutiny promotes the value of scrutiny and accountability in modern and effective government and supports non-executives in their scrutiny role. <http://www.cfps.org.uk/>

## **Public involvement and getting in touch with scrutiny**

Meetings of the Scrutiny Committee are usually as informal as possible and as well as scrutiny members, are attended by portfolio members, officers, partners and anyone else who can assist with the work and provide evidence for reviews. Members of the public are also welcome to attend the scrutiny committee meetings and can participate at the discretion of the committee's Chairman.

### **Getting in touch with scrutiny**

If you are a member of the public and wish to find out more about the scrutiny process and the committee, or if you have any queries regarding this Annual Review, please feel free to contact the officer named below. If you have any topic suggestions for scrutiny please raise this first with your local Councillor, who details can be found here: <https://www.south-norfolk.gov.uk/your-councillors>

#### **Emma Goddard**

Senior Governance Officer

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**Finance, Resources, Audit and Governance Committee and Full Council  
9 March 2018 and 14 May 2018**

**Agenda Item 12c**

## **Annual Report of the Finance, Resource, Audit and Governance Committee 2017**

**Report of the Head of Governance  
Cabinet Member: Cllr Barry Stone, Resources**

**CONTACT  
Emma Hodds, 01508 533791  
[ehodds@s-norfolk.gov.uk](mailto:ehodds@s-norfolk.gov.uk)**

## **Introduction**

- 1.1 This report is to update members of the work of the Finance, Resources, Audit and Governance Committee for 2017.

## **2. Background**

- 2.1 South Norfolk Council's Finance, Resources, Audit and Governance Committee has been in operation since 2012, and this is the fourth annual report of the Committee.
- 2.2 This annual report will look back on the meetings held in 2017, and the activity of the Committee during this time.

## **3. Current Position/Findings**

- 3.1 The Terms of Reference of the Committee are well established in the Council's Constitution, and the key features include reviewing:
- The draft and final statement of accounts;
  - The external auditors report on the statement of accounts; and
  - The external auditors plan of work.

The Committee is also required to approve

- The statement of accounts;
- The annual governance statement;
- The internal audit plan of work; and
- The Head of Internal Audit's annual report and opinion.

- 3.2 The Committee has met formally on five occasions in 2017 and Member attendance is high, with the Portfolio Holder for Resources also attending the meetings of the Committee. There is a consistent strong officer attendance throughout the year, with regular representation from Accounts, Internal Audit and the Council's External Auditors.

- 3.3** The Committee also ensure that it operates to the highest standards, and with that in mind a self-assessment is undertaken against best practice. The Committee assessed itself at an informal session in November 2017, with the Chair concluding on this assessment with the Head of Governance, the results of which are being reported to the March 2018 meeting.
- 3.4** In addition, a work programme is in place which is reviewed and discussed at each formal meeting and in line with good practice a pre-agenda meeting is also held between the Chair of the Committee and key officers who will be presenting reports at the upcoming meeting.
- 3.5** The Committee also has the option to meet informally, this was undertaken twice during 2017 for the above mentioned self-assessment and also for a more detailed review of the accounts.
- 3.6** Overview of the key items considered and reviewed during the year.

**3.7** Statement of Accounts 2016/17 and Annual Governance Statement

An informal meeting was held to review the draft statement of accounts, following the formal meeting in June 2017. This provided members with the opportunity to go through the accounts in detail and resolve any detailed queries that they had. The audited statement of accounts for 2016/17 were presented to the Committee in July 2017.

As the accounts were in the final stages of being finalised the minor adjustments to the accounts were noted and delegated authority was given to the Accountancy Manager to make any further adjustments. Due to the timing of meeting it was also agreed to delegate to the Chair and the Section 151 Officer authority to sign the letter of representation.

At this meeting the Annual Governance Statement was also considered by the Committee and approved for signature by the Chief Executive and Leader.

Following on from the review of the statement of accounts the Committee requested a presentation by the External Valuers to enable a greater understanding to be sought as to how values can change, this was provided to the Committee in November 2017.

### **3.8** Internal Audit

On an annual basis the Committee reviews and approves the Strategic and Annual Internal Audit Plans for the forthcoming year. The Committee also receives regular updates in relation to the progress of the completion of the annual plan and updates on the implementation of audit recommendations raised on conclusion of the audit reviews. Finally, at the end of the financial year the Annual Report and Opinion of the Head of Internal Audit is considered by the Committee in terms of the conclusion made in relation to the adequacy and effectiveness of the Council's governance, risk management and control framework.

### **3.9** External Audit

Throughout the financial year the Committee has received reports from the Council's External Auditors; Ernst Young. The Committee are provided with the plan of work in March, and the results of this are then reported through to the Committee in July within the Audit Results Report and Opinion, alongside the statement of accounts reported by the Accounts Team. Finally, the Annual Audit Letter is provided to the Committee in November, which summarises all work carried out within the year and confirms the opinion reached.

The outcome from the certification of claims and returns (Housing Benefit Subsidy) is also reported through to the Committee on an annual basis. In addition, Ernst Young provide quarterly local government briefing notes for the Committee, which highlights areas and developments which the Committee need to be aware of.

### Key Governance Documents

### **3.10** Code of Corporate Governance

In April 2017 the Committee considered the new Code of Corporate Governance ahead of it's approval by Cabinet and Full Council. The code had been updated to reflect the updated guidance provided by the Chartered Institute of Public Finance and Accountancy (CIPFA). Members noted the improvements that had been made to the document and endorsed this for approval.

### **3.11** Commercialisation Strategy

Also in April 2017 the Committee reviewed the Commercialisation Strategy which had been developed to provide a clear framework from which the Council's activities could be directed and driven. A robust discussion was held regarding the content of the Strategy, which was then endorsed for approval.

**3.12**    Commercial Property Strategy

The Committee had approved the Asset Management Plan in 2016, and in support of this the Commercial Property Strategy had been developed. Members discussed the gross yield being achieved from the commercial assets and other typographical amendments were made, following which the Strategy was endorsed for approval.

**3.13**    Rules for Financial Governance

It is good practice to regularly review these rules and the Section 151 Officer presented the Committee with the changes as a result of the recent review in June 2017, which were mainly reflecting the changes to the establishment. The Committee recommended that Full Council approved the revised Rules for Financial Governance.

**3.14**    Procurement Strategy

Also at the meeting in June 2017 the Committee reviewed the Procurement Strategy which had been recently updated, the Committee requested a few amendments to the report, which was then endorsed for presentation to Full Council.

**3.15**    Local Government Ombudsman Report 2017

This was the second time the Committee received such a report, which summarised the Council's approach to dealing with complaints, including those which had been referred to the Local Government Ombudsman (LGO) in 2017. The Committee were pleased to note that officers took complaints seriously and the content of the report was noted.

## **4. Proposals**

- 4.1**      This report looks back over the 2017 year and has reported on the range of reports that have been brought to the Committee's attention. The report highlights the breadth of information that is received by the Committee both formally and informally in ensuring that the Committee carries out its terms of reference.

## **5. Risks and implications arising**

- 5.1**      Not applicable to this report.

## **6. Recommendation**

**6.1** That members note the contents of the Annual Report.

## POLICE AND CRIME PANEL FOR NORFOLK

*It is but a small portion of the public business of a country which can be well done by the central authorities; and even our own government busies itself far too much with local affairs, employing the supreme power of the State in cutting small knots which there ought to be other and better means of untying.*

John Stuart Mill, *Considerations on Representative Government*, (1861), Chapter XV

### NATIONAL ASSOCIATION OF POLICE, FIRE AND CRIME PANELS

1. On 19<sup>th</sup> April 2018 I represented the Police and Crime Panel for Norfolk at the inaugural meeting of the National Association of Police, Fire and Crime Panels at the Headquarters of the Local Government Association. The Association has been established as a Special Interest Group of the LGA. Norfolk was one of the twelve founding members. More than half-a-dozen additional panels were represented and will join the Association when their own internal governance arrangements have been completed.
2. The core function of the Association is to provide a collective representation for the Police, Fire and Crime Panels in England and Wales and to liaise with the Home Office on matters of mutual concern. Notwithstanding the inclusion of "Fire" in the style of the Association, the Association is inclusive of the Panels for those Police Areas where the governance of the local Fire and Rescue Service has not been transferred to their Commissioner as well as of those where that governance has been so transferred.

### TRANSFER OF FIRE AND RESCUE GOVERNANCE TO POLICE AND CRIME COMMISSIONERS

3. In fact, at the time of writing this report there are five Panels where the local Commissioner has had Fire and Rescue governance transferred to him — Essex, West Mercia (which covers Herefordshire, Shropshire and Worcestershire), Staffordshire, Cambridgeshire and Northamptonshire. The Home Secretary is currently considering the business cases presented by the Commissioners for Hertfordshire and North Yorkshire.
4. On 23<sup>rd</sup> February 2018, following consideration of the Options Appraisal he had commissioned from Grant Thornton, the Norfolk Commissioner decided to proceed to the preparation a full business case for the transfer to him of the governance of the Norfolk Fire and Rescue Service from Norfolk County Council under the Policing and Crime Act 2017. To satisfy the Home Secretary that the transfer should proceed, the business case must demonstrate that the statutory criteria are met, namely that the transfer:
  - (a) is in the interests of economy, efficiency and effectiveness; and
  - (b) is in the interests of public safety.
5. The Commissioner anticipates that the full business case will be published by the end of June. There will then be a widespread consultation in which the public in general and other key stakeholders, the County Council and all seven Districts in Norfolk will be specifically consulted.
6. At my suggestion the Commissioner has agreed to arrange for a presentation of the full business case to be given to South Norfolk Council's Scrutiny Committee. This will allow that Committee to carry out a detailed review and to report thereon to full Council thus allowing the Council to express its informed and considered view in the matter.

(Dr) C J Kemp,  
30/04/2018