

# Scrutiny Committee

## Agenda

### Members of the Scrutiny Committee:

Cllr G Minshull (Chairman)  
Cllr B Bernard  
Cllr B Duffin  
Cllr J Rowe  
Cllr J Wilby

Cllr V Clifford-Jackson (Vice Chairman)  
Cllr Y Bendle  
Cllr J Easter  
Cllr T Spruce

### Date & Time:

Wednesday 21 July 2021  
9.30am

### Place:

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

### Contact:

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### PUBLIC ATTENDANCE:

**This meeting will be live streamed for public viewing via the following link:**

<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

If a member of the public would like to observe the meeting, or speak on an agenda item, please email your request to [democracy@s-norfolk.gov.uk](mailto:democracy@s-norfolk.gov.uk), no later than 5.00pm on Monday 19 July 2021. Please note that due to the current rules on social distancing, places will be limited. Please see further guidance on attending meetings at page 2 of this agenda

### Large print version can be made available

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

## **Public Speaking and Attendance at Meetings**

All public wishing to attend to observe, or speak at a meeting, are required to register a request by the date / time stipulated on the relevant agenda. Requests should be sent to: [democracy@s-norfolk.gov.uk](mailto:democracy@s-norfolk.gov.uk)

Public speaking can take place:

- Through a written representation (which will be read out at the meeting)
- In person at the Council offices

Please note that due to the current rules on social distancing, the Council cannot guarantee that you will be permitted to attend the meeting in person. There are limited places in the Council Chamber and the numbers of public speakers permitted in the room will vary for each meeting.

All those attending the meeting in person must, sign in on the QR code for the building and arrive/ leave the venue promptly. The hand sanitiser provided should be used and social distancing must be observed at all times. Further guidance on what to do on arrival will follow once your initial registration has been accepted.

# AGENDA

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 5)
4. **Minutes from the meetings of the Scrutiny Committee held on 31 March 2021;**  
(attached at page 7)
5. **Community Safety Update**  
(report attached – page 11)
6. **Norfolk Health Overview and Scrutiny Committee 2019/21**  
(report attached – page 14)
7. **Scrutiny Work Programme and Cabinet Core Agenda;**  
(attached – page 16)

# **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"> <li>1. affect yours, or your spouse / partner's financial position?</li> <li>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</li> <li>3. Relate to a contract you, or your spouse / partner have with the Council</li> <li>4. Affect land you or your spouse / partner own</li> <li>5. Affect a company that you or your partner own, or have a shareholding in</li> </ol> <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 you should not partake in general discussion or vote.</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



## **Agenda Item: 4**

# **SCRUTINY COMMITTEE**

**Minutes of a remote meeting of the Scrutiny Committee of South Norfolk District Council held on Wednesday 31 March 2021 at 9.30am.**

<b>Committee Members Present:</b>	Councillors: G Minshull (Chairman), B Bernard, V Clifford-Jackson, B Duffin, J Rowe and R Savage
<b>Apologies for Absence:</b>	Councillor: J Wilby
<b>Substitute:</b>	Councillor: M Wilby
<b>Cabinet Member Present:</b>	Councillor: L Neal
<b>Other Members in Attendance:</b>	Councillors: D Bills, N Legg and V Thomson
<b>Officers in Attendance:</b>	The Assistant Director of Planning (H Mellors), the Assistant Director of Regulatory (N Howard), the Development Manager (T Lincoln), Senior Governance Officer (E Goddard) and the Committee Officer.

## **1284 MINUTES**

The minutes of the meeting held on Wednesday 27 January 2021, were confirmed as a correct record.

### ***Minute No: 1280 – BRIEFING REPORT ON RECENT FLOODING IN SOUTH NORFOLK***

The Assistant Director of Regulatory provided an update on the work undertaken following the Committees recommendations, he advised that:

- An article for the Link magazine was being prepared to provide residents with the relevant and up-to-date information on flooding support and prevention.
- 2 separate officer roles created to cover environmental enforcement and emergency incident response.

- A briefing for Town and Parish Councils had been arranged for April to cover local emergency response plans and resilience response groups.
- The Norfolk Strategic Flood Alliance had commenced a review on sandbags and methods of flood defence. Officers had decided to delay the review of the Councils own policy on sandbags until the outcome of the Flood Alliances review was known.

## **1285 BRIEFING REPORT ON HOW THE PLANNING SYSTEM ASSESSES FLOODING ISSUES**

The Portfolio Holder, Cllr L Neal introduced the report and asked the Committee to consider the planning related contributing factors of the recent flooding and recommend improvements that the Council could implement.

The Assistant Director of Planning presented the briefing to the Committee where she outlined how planning officers assess planning applications and form decisions in line national advice and the Council's own development plan. She also advised members that the current Water Management Officer would soon be leaving the Council and that Members could consider expanding the role into a full-time post.

In response to member's question, the Development Manager advised that flood boards were not currently a condition in planning applications, and as the Council directs developments out of flood zone 2-3 areas it was not considered to be a relevant condition which could be added.

During a discussion on the types and importance of responses from statutory consultees, the Assistant Director of Planning informed members that Anglian Water commented on all applications which involved foul water and surface schemes, she noted that they were an important consultee and that planning officers have delayed determination in the past in order to receive the statutory response. She also advised the committee that consultee requests went the lead local flood authority for all applications of 10 or more properties, however they advised they would only respond to consultations on developments of 100 or more properties, due to a lack of resource in their department. The Council's own Water Management Officer provided consultee responses on applications of 1-10 properties and could where needed provide comments on applications of over 10 properties.

Several members noted their disappointment that the lead local flood authority were not responding to consultee requests of less than 100 properties.

One member queried whether there was evidence that a lack of maintenance of drainage systems contributed to the recent flooding in the district. The Assistant Director of Planning stated that the Council did not have evidence of



whether or not this contributed to the recent flooding. She advised members that the Council's current planning practice did not request completion reports from developers as evidence that works had been carried, however this could be added as a condition to applications if the committee felt it necessary, after further discussion the committee agreed that this recommendation should be made.

In response to comments that members would like to see factual local knowledge put forward by Parish Councils to be accessed by the lead local flood authority and environmental agency, the Assistant Director of Planning confirmed to members that evidence provided by Town and Parish Councils were already passed on as additional evidence, but highlighted that developer were responsible for the flood risk on their site only and not the local area.

Members discussed the possibility of expanding the role of the Water Management Officer into full-time position, where it was agreed that this increase in capacity would provide an opportunity for increased proactive work to take place.

In response to a members query regarding flooding caused by developments and not lack of maintenance, the Assistant Director of Regulatory advised that no figures were available, and explained that flooding was often the result of an accumulation of sources and not from a single source.

After further discussion, it was

## **RESOLVED**

1. To note the contents of the report
2. To recommend that:
  - a. Training regarding the role of planning in regard to how the planning system assesses flooding issues be provided to all members
  - b. The Water Management Officer post become a full-time role, in line with paragraph 2.34 of the report
  - c. An additional condition be added to all relevant planning application approvals, requiring a verification report to be submitted to provide assurance that drainage has been installed and meets relevant requirements, in line with paragraph 2.34 of the report
3. To note the Committee's disappointment that the Lead Local Flood Authority does not comment on planning applications of less than 100 houses.

## **1286 ANNUAL REVIEW OF THE SCRUTINY COMMITTEE 2020/21**

The Chairman introduced the report on the activity of the Scrutiny Committee over the last year. He highlighted to members that the recommendations of the committee were taken seriously and often implemented by Cabinet.

One member requested an update on the proposal for temporary free parking in the market towns which was brought before the committee in August. The Chairman advised that this proposal was withdrawn after the August meeting as there was no indication at the time that a 3<sup>rd</sup> lockdown would occur and explained that this work was delegated to officers for a decision. He requested that officers provide a report to the committee at its next meeting.

It was then,

### **RESOLVED**

To commend the Annual Review of the Scrutiny Committee 2020/21 to Council

## **1287 SCRUTINY WORK PROGRAMME AND CABINET CORE AGENDA**

The Committee noted the Work Programme and Cabinet Core Agenda.

The Chairman informed members that as current legislation on remote meetings ended on 7 May this would be the last remote meeting of the committee, members noted their disappointment that remote meetings were not allowed to continue.

The Chairman expressed his desire to limit the number of in person meetings whilst social distancing guidelines were still in effect and proposed that the June meeting of the committee be cancelled.

(The meeting concluded at 10.53am)

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Chairman

## **Community Safety Update**

**Report Author(s):** Mike Pursehouse  
Assistant Director  
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Nick Howard  
Assistant Director  
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**Portfolio:** Stronger Economy / Better Lives

**Ward(s) Affected:** All

### **Purpose of the Report:**

To update the committee on the Norfolk County Community Safety Partnerships current consultation on its strategic plan.

### **Recommendations:**

1. The committee are asked to comment on the consultation and its relevance to South Norfolk district issues.

## 1 SUMMARY

- 1.1 South Norfolk Council is a safe place to live and work and has low numbers of crime and antisocial behaviour. The Council is a strategic partner on the Norfolk County Community Safety Partnership which brings a range of organisations together to tackle crime and antisocial behaviour <https://www.norfolk-pcc.gov.uk/police-and-crime-plan/working-in-partnership/community-safety/>

## 2 BACKGROUND

- 2.1 The partnership is looking to refresh its plan for the next three years. A strategic assessment of crime and community safety issues affecting Norfolk has informed the seven proposed priorities which are
- Serious violence
  - Domestic and sexual abuse
  - Preventing terrorism
  - Criminal exploitation, including modern slavery and county lines
  - Neighbourhood crimes like robbery, burglary, anti-social behaviour, vehicle crime, and other theft offences
  - Hate crime and community tensions
  - Fraud.
- 2.2 The Community Safety Partnership has proposed setting 12 long-term outcomes, which it will work to achieve over the course of the next three years. They are spread across four strategic areas, which are set out below:
- .1 Building Resilient Cohesive Communities
    - .1.1 People feel safe from crime and anti-social behaviour in Norfolk
    - .1.2 Reduce overall levels of hate crime, fraud and anti-social behaviour
    - .1.3 Victims feel confident reporting their experience and are able to cope and recover
  - .2 Tackling and Reducing Neighbourhood Crime
    - .2.1 Victims of neighbourhood crime are supported to cope and recover from their experience
    - .2.2 Reduce overall neighbourhood crimes levels
    - .2.3 Reduce reoffending
  - .3 Reducing the Threat of Criminal Exploitation
    - .3.1 People are prevented from being drawn into Criminal exploitation and terrorism
    - .3.2 Victims of exploitation are made to feel safe
    - .3.3 People most at risk of criminal exploitation in Norfolk are identified and supported as early as possible.
  - .4 Safeguarding Communities from Abuse and Serious Violence
    - .4.1 Victims are more confident reporting their experience and are satisfied with the response

- .4.2 Victims of abuse and violence are supported to cope and recover
- .4.3 Reduce overall victimisation, risk, harm, perpetration and reoffending for:
  - Rape and sexual offences
  - Domestic abuse
  - Serious violence

### **3 PROPOSED ACTION**

- 3.1 The committee are asked to comment on these priorities and 12 long term outcomes, and its relevance to South Norfolk district issues.

### **4 OTHER OPTIONS**

- 4.1 None

### **5 ISSUES AND RISKS**

- 5.1 None, this is a consultation about future priorities.

### **6 CONCLUSION**

- 6.1 Keeping South Norfolk a safe place to live and work has always been a key aim for the Council, and by playing an active part in the consultation and the partnership, the Council can ensure we maintain low numbers of crime and antisocial behaviour.

### **7 RECOMMENDATIONS**

- 7.1 The committee are asked to comment on the consultation and its relevance to South Norfolk district issues.

## **Agenda Item: 6**

Scrutiny meeting 21<sup>st</sup> July

Report for members on the workings of Norfolk Health Overview and Scrutiny Committee 2019-21

Committee comprises 8 County Councillors and 7 District Councillors

Meets 5/6 times a year. Also visits various health care sites on fact finding missions. Forms Task and Finish Groups to investigate some specific concerns.

Topics for consideration chosen informally in conjunction with members, Chairman and Scrutiny Support Manager.

Two or three agenda items per meeting depending on demand and likely length of agenda.

Invited attendees must be given due notice. Other work during the pandemic has prevented some from attending. Providers and Commissioners should attend. Experts, etc can also be invited to give evidence.

The meetings are held in public but the pandemic has necessitated video-conferencing.

Public speaking is by pre-arrangement with the chairman.

Some agenda items are revisited either as a follow up or due to perceived inadequacies that require to be addressed.

Items considered include Norfolk and Suffolk Foundation Trust and Queen Elizabeth Hospital following adverse CQC reports.

Access to NHS Dentistry

Access to Palliative Care

Ambulance response times

NHS Workforce shortages

St James surgery Kings Lynn relocation

Cancer Services

Access for those with Sensory Impairments

Suicide prevention

City Reach Service

Childhood Immunisations

Adult Autism diagnosis

Neurodevelopmental Disorders

Adult Autism diagnosis

Speech Therapy for children

Corona Virus Report

There was also a Joint Great Yarmouth and Waveney Health Scrutiny Committee made up of representatives from Norfolk and Suffolk Health Scrutiny Committees. This considered issues concerning the locality. It was disbanded at the end of 2020.

Nigel Legg

## Scrutiny Committee – Work Programme

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

- T** Is this the right **time** to review this issue and is there sufficient **officer time** and resource to conduct the review? What is the **timescale**?
- O** What is the reason for review; do officers have a clear **objective**?
- P** Can **performance** in this area be improved by input from Scrutiny?
- I** Is there sufficient **interest** (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.
- C** Will the review assist the Council to achieve its **Corporate Priorities**?

Date of meeting	Topic	Organisation / Officer / Responsible member	Objectives
25 Aug 2021	Call-in only		
29 Sept 2021	No items scheduled		
3 Nov 2021	No items scheduled		
8 Dec 2021	No items scheduled		
19 Jan 2022	Environment Strategy	Environment Manager and Portfolio Holder for Clean & Safe Environment	Scrutiny Committee to review the effectiveness of the 2020-2025 Environment Strategy and assess whether outcomes have been achieved. To make recommendations as appropriate.
10 Feb 2022	2022/23 Budget & Longer-Term Financial Strategy	S151 Officer; and Portfolio Holder for Finance & Resources	Scrutiny Committee to consider the Council's 2022/23 budget and the recommendations of Cabinet. Members to also formulate a recommendation to Council regarding the budget for consideration at its meeting later in February 2022.
23 Feb 2022	Call-in only		
30 March 2022	No items scheduled		
5 May 2022	Early Help Approach and model	Assistant Director – Individuals & Families; and Portfolio Holder for Better Lives	The Committee to consider and review the Council's Early help Approach and the future model and make any recommendations to Cabinet. Partners in the Hub to also be invited to attend the meeting to provide further evidence.



## CABINET CORE AGENDA 2021

<b>Date</b>	<b>Key</b>	<b>Title of Report</b>	<b>Responsible Officer</b>	<b>Portfolio Holder</b>	<b>Exempt</b>
<b>19 Jul</b>	Key	Business Case Finance System	Rodney Fincham	Josh Worley	Exempt
	Key	Insurance Contract – Request for Delegation to Award Contract	Rodney Fincham/ Darren Slowther	Josh Worley	
		Pensions Discretion Policy	Emma Hodds/ Serena Bremner	Josh Worley	
		Skills and Training Programme	Mike Pursehouse Lucy Kirkham	Josh Worley	
		Moving Towards a First-Class Customer Service	Shaun Crook/Dan Moore/Charis Brown	John Fuller	
	Key	IT Strategy and Digital Strategy	Chris Balmer	Josh Worley	
	Key	Submission of the Greater Norwich Local Plan to the Secretary of State for Independent Examination	Paul Harris	Lisa Neal	
	Key	Adoption of Conservation Area Boundaries and Conservation Area Appraisals for the conservation areas of Burston, Forncett, Gissing, Thorpe Abbots, Winfarthing and Wrampingham	Chris Bennett	Lisa Neal	
	Key	Procurement Consortium	Rodney Fincham	Josh Worley	Exempt
		Emergency Planning Structures	Nick Howard	John Fuller	
	Key	Long Stratton Neighbourhood Plan	Richard Squires	Lisa Neal	
<b>13 Sept</b>	Key	Capital Funding for SNC Growth Programme	Phil Courtier	Josh Worley	
	Key	Regulatory Enforcement Policy	Nick Howard	Michael Edney	Exempt
		Future Office Accommodation Project	Debbie Lorimer/ Leigh Booth	Kay Mason Billig	
		Tree Management Policy	Tig Armstrong	Lisa Neal	
	Key	Residual Side Waste Charging Mechanism	Michaela Beaumont	Michael Edney	
		Prevention Advice and Support Model	Mike Pursehouse	Alison Thomas	
<b>18 Oct</b>	Key	Redesign of Care and Repair and Disabled Facilities Grant Service Element of Integrated Housing Adaptations Team	Kevin Philcox/ Leigh Booth	Alison Thomas	
		Alignment of Waste Customer Services	Simon Phelan	Michael Edney	

<b>Date</b>	<b>Key</b>	<b>Title of Report</b>	<b>Responsible Officer</b>	<b>Portfolio Holder</b>	<b>Exempt</b>
	Key	South Norfolk Village Clusters Housing Allocations Regulation 19 Publication	Paul Harris	Lisa Neal	
		Charging Policy	Madeleine Bussens	Josh Worley	

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 wards in the area of the local authority.