

Council Agenda

Members of the Council

Cllr R R Foulger (Chairman)	Cllr B Cook Cllr J K Copplestone Cllr A D Crotch	Cllr S Lawn Cllr K E Lawrence Cllr J Leggett	Cllr D Roper Cllr C E Ryman-Tubb Cllr N C Shaw
Cllr Cllr J F Fisher (Vice Chairman)	Cllr J J Emsell Cllr R M Grattan Cllr S C Gurney	Cllr K G Leggett MBE Cllr I J Mackie Cllr T M Mancini-Boyle	Cllr M D Snowling MBE Cllr L A Starling Cllr D M Thomas
Cllr A D Adams Cllr S C Beadle Cllr N J Brennan	Cllr N J Harpley Cllr D G Harrison Cllr L H Hemsall	Cllr I N Moncur Cllr M L Murrell Cllr J A Neesam	Cllr J L Thomas Cllr S A Vincent Cllr K A Vincent
Cllr D J Britcher Cllr P E Bulman Cllr S J Catchpole	Cllr S I Holland Cllr N C Karimi-Ghovanlou Cllr K S Kelly	Cllr G K Nurden Cllr G Peck Cllr S M Prutton	Cllr S C Walker Cllr J M Ward Cllr F Whymark
Cllr S M Clancy	Cllr D King	Cllr S Riley	

Date & Time:

Thursday 22 July 2021 at 7pm

Place:

Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU

Trevor Holden – Managing Director - 14 July 2021

Contact:

Dawn Matthews tel (01603) 430404
Email: committee.services@broadland.gov.uk
Website: www.broadland.gov.uk

PUBLIC ATTENDANCE:

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

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

You may register to speak by emailing us at committee.services@broadland.gov.uk no later than 5pm on Monday 19 July 2021. Please see further guidance on the options for public speaking at page 2 of the agenda. Places may be limited.

Guidance on Public Speaking

All public speakers are required to register to speak at public meetings by the date / time stipulated on the relevant agenda. Requests should be sent to:
committee.services@broadland.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 COVID, the Council cannot guarantee the number of places available for public attendance but we will endeavour to meet all requests.

All those attending the meeting in person must sign in on the QR code for the building and promptly arrive at, and leave the venue. 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 public speaking registration has been accepted.

AGENDA

Personal Tribute - to stand for a minutes silence in tribute to former Councillor George Debbage. George was first elected in 1991, as an independent councillor for South Walsham ward (later the Blofield with South Walsham ward) and served until 2011. During that time, he sat on a variety of committees, was Chairman of the Overview & Scrutiny Committee and represented the Council on various outside bodies. He was also a past Chairman of Broadland District Council during 1997-2000.

- 1. To receive declarations of interest from members;**
(guidance and flow chart attached – page 6)
- 2. To report apologies for absence and to identify substitute members;**
- 3. To confirm the minutes of the meeting held 27 May 2021;** (minutes attached – page 8)
- 4. Matters arising from the minutes;**
- 5. To receive Announcements from**
 - 5.1 The Chairman (list of engagements attached – page 21)
 - 5.2 The Vice Chairman
 - 5.3 The Leader
 - 5.4 Members of the Cabinet
 - 5.5 Head of Paid Service
- 6. Questions - to consider any questions received from members of the public in accordance with Procedural Rule 10.**
- 7. Public Speaking – to consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.** (note: In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only))
- 8. Overview and Scrutiny Committee – to receive the minutes of the meetings held on 8 June 2021, 15 June 2021 and 29 June 2021;** (minutes attached – page 22)

9. Cabinet - to receive the minutes of the meetings held on 15 June 2021 and 6 July 2021
(minutes attached – page 53)

The following item from the meeting on 15 June 2021 needs consideration by Council:

- 9.1 Minute no: 9 – Quarter 4 Strategic Performance and Finance;
(recommendation at page 60 of the Cabinet minutes attached - see also
Cabinet report paragraphs 3.21 and 3.23 [click here for Cabinet agenda](#)))

The following items from the meeting on 6 July 2021 need consideration by Council:

- 9.2 Minute no: 19 – Greater Norwich Local Plan (GNLP) – Submission to the
Secretary of State for Independent Examination; (recommendation at page 69)
- 9.3 Minute no: 20 – Capital Budget; (recommendation at page 71)
- 9.4 Minute no: 23 – Moving Towards a First Class Customer Service;
(recommendation at page 74 – and copies of Policies to be endorsed attached
at page 82)

10. Planning Committee - to receive the decisions of the meeting held on 3 June 2021
(decisions attached – page 91)

11. Audit Committee - to receive the minutes of the meeting held on 24 June 2021
(minutes attached – page 92)

**12. Licensing and Regulatory Committee - to receive the non-exempt minutes of the
meeting held on 23 June 2021**
(minutes attached – page 99)

13. Adoption of Taverham Neighbourhood Plan – to consider adoption of the Plan;
(report attached – page 102)

14. Adoption of Spixworth Neighbourhood Plan – to consider adoption of the Plan;
(report attached – page 112)

15. Monitoring Officer Report – to consider the report of the Monitoring Officer;
(report attached – page 121)

16. Review of the Broadland District Council Members Allowance Scheme – (report
of the Independent Remuneration Panel attached – page 133)

**17. Outside Organisations – to consider reports from members appointed to
represent the Council on outside organisations** (report attached – page 146)

18. Questions from Members – to consider the following questions received in accordance with Procedural Rule 12.4

Questions from Cllr C Karimi-Gouvanlou:

Q1. It has come to councillors attention that the current backlog on planning applications is in the region of 230 for Broadland, and over 100 for South Norfolk; with two senior planners resigning recently, individual case loads increasing by a third from approx. 30 to 50+, and officers having to work on two different planning systems - what is the council doing to rectify this backlog and retain the remaining experienced staff we have?

Q2. With reference to the governments proposals to reform the planning system - Does the leader agree with the motion passed in the House of Commons last month by Steve Reed MP, to protect the rights of local communities to object to individual planning applications in their area?

19. Motions – to consider any motions received in accordance with Procedural Rule 13

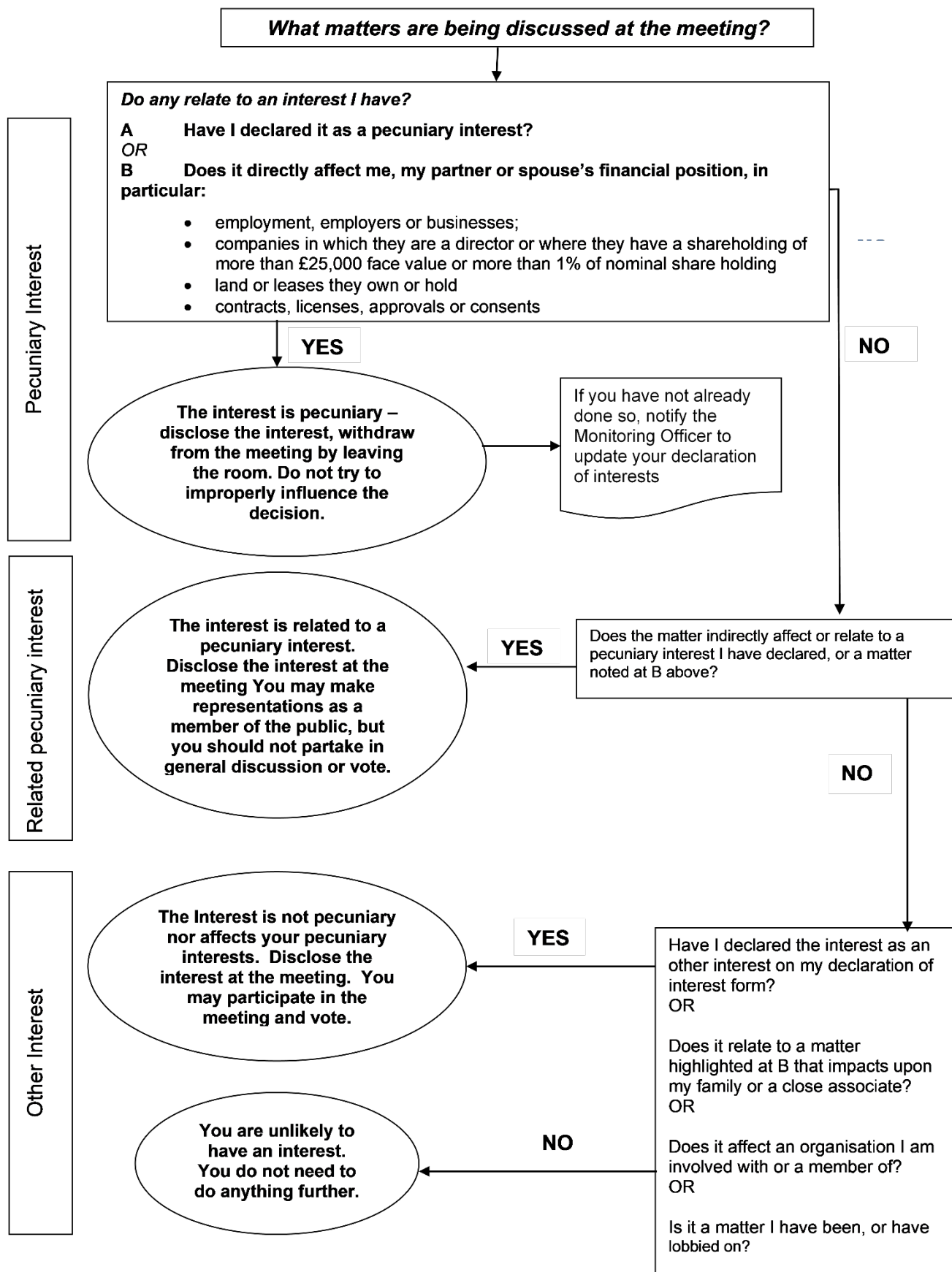
DECLARATIONS OF INTEREST AT MEETINGS

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 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





COUNCIL AGM

Minutes of the Annual Council Meeting of Broadland District Council, held on 27 May 2021 at 7pm at Octagon Barn, The Octagon, Hospital Road, Little Plumstead

Committee Members Present:

Councillors: S C Beadle, N J Brennan, D J Britcher, S J Catchpole, S M Clancy, B Cook, J K Copplestone, A D Crotch, J J Emsell, J F Fisher, R Foulger, S C Gurney, N J Harpley, D Harrison, S I Holland, N C Karimi-Ghovanlou, K S Kelly, K E Lawrence, J Leggett, K G Leggett, T M Mancini-Boyle, I N Moncur, M L Murrell, J A Neesam, G K Nurden, G Peck, S M Prutton, S Riley, D Roper, D M Thomas, K A Vincent, S A Vincent, J M Ward, F Whymark

Officers in Attendance:

The Managing Director, the Director Place, the Director Resources, the Director People & Communities, the Chief of Staff (Monitoring Officer), the Assistant Director Finance (Section 151 Officer) and the Committee Officer (DM).

Also attending

Dr Chris Bushby, CEO of Big C and Mr David Moar, founder of the charity, Mrs Foulger, the press and a member of the public.

1 PERSONAL TRIBUTE

The Chairman, Cllr K Vincent, invited members to pay tribute to Mrs C Bannock, former Councillor for Taverham from 2000 to 2019 who had passed away recently. She also made reference to the recent passing of His Royal Highness The Prince Philip, Duke of Edinburgh and to all those residents of the district who had sadly lost their lives as a result of Coronavirus. Members stood for a minutes' silence and reflection.

2 PRESENTATION BY THE CHAIRMAN OF THE COUNCIL TO HER CHOSEN CHARITY - BIG C

The Chairman spoke of the reasons why she had chosen Big C as her charity for her term as Chairman of the Council. Big C was very close to her heart as she had lost family members and her friends and family had been affected by cancer. She was delighted that Dr C Bushby, CEO of Big C and Mr D Moar, founder of the charity were in attendance, and she presented them with a cheque for £3583.

She had been privileged to organise events during her term of officer to raise these funds to help towards the cost of the new Cancer Support Centre on Dereham Road, Norwich.

Dr Bushby thanked the Chairman for the generous donation and expressed his sincere appreciation of the efforts of the Chairman and others in raising funds for the charity which enabled them to continue to provide direct and indirect support to thousands of people and families. The Charity was now heading to its 42nd year and like many others had faced a difficult year due to COVID. Having planned for a projected deficit of £1.5m, with the help and support of the people of Norfolk, fundraisers, government funding and grants, and supporting organisations, the charity had managed to end the year with a profit of £30k. The Chairman's donation would be utilised for the development of the new Support Centre which was due for completion in December 2021. The facility would serve the greater Norwich area and would provide a community based support centre away from the hospital to support patients and their families. Plans were in place to continue to expand Big C's support to ensure access to its services by all residents of Norfolk wherever they lived.

3 APPOINTMENT OF CHAIRMAN

The Chairman invited nominations for the position of Chairman of the Council for 2021/22. Cllr Foulger was proposed and seconded and it was

RESOLVED

to appoint Cllr Foulger as Chairman of the Council for 2021/22.

Cllr Foulger was then invested with the Chain of Office and signed the Declaration of Acceptance of Office.

Cllr Foulger thanked members for electing him and stated it was a privilege to serve as Chairman of the Council. Since his first election to the Council 19 years ago, he had served in a number of difference capacities, sat on a range of committees and outside organisations and had been a member of Cabinet. The Council had experienced great success during that time including winning a national award in the 2010/11 Clean Britain Awards. As a representative on the A47 alliance, he had worked towards securing improvements to the A47 which would bring significant economic benefits. As Chairman he hoped to continue to support the Council to maintain its reputation as a very efficient Council and to continue to support the provision of vital services and he made reference to the successful delivery of affordable homes. He thanked staff for continuing to provide excellent services. He advised Council that his chosen charity for the year would be the East Anglian Air Ambulance.

On behalf of the Council, Cllr Foulger thanked Cllr K Vincent for her term as Chairman of the Council. He commended her on her professionalism in adapting to the need to conduct council meetings remotely during the pandemic which had enabled council business to continue to be transacted. He stated that both members and officers had appreciated her efforts. He commended her work with

the community during her term of office and her warm, approachable manner. He made particular reference to the Community at Heart Awards and her support for this event. He wished her continued success in the future.

Cllr K Vincent thanked the Chairman and stated that it had been a privilege to serve the Council for what had turned out to be a remarkable 2 years, and a period which had proven to be an enormous challenge for all. Her first year had been traditional, with the opportunity to attend a large number of amazing civic and community events. She had the pleasure of meeting many inspirational people who she was honoured to say had shaped her life and she was very grateful to them. Her last year had been very different with the cancellation of all civic events but work had continued albeit in a very different way. The Community at Heart awards had been successfully delivered by a virtual ceremony online and the Council had the pleasure of launching the COVID Heroes campaign. She thanked members for giving her the opportunity to serve as Chairman and thanked her consort, Cllr S Vincent, and the civic team for all their support. She also thanked the residents of Broadland and its communities for the warm welcome they had always given her. She wished the Chairman of the Council a very successful year.

4 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the position of Vice-Chairman of the Council for 2021/22. Cllr Fisher was proposed and seconded and it was

RESOLVED

to appoint Cllr Fisher as Vice-Chairman of the Council for 2021/22.

Cllr Fisher signed the Declaration of Acceptance of Office.

5 DECLARATIONS OF INTEREST

No declarations were received.

6 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A D Adams, P E Bulman, L H Hemsall, D King, S Lawn, I J Mackie, N C Shaw, L A Starling and J L Thomas.

Reference was made to the recent spell of ill health of Cllr A Adams and members wished him a speedy and full recovery.

7 MINUTES

The minutes of the meeting held on 25 February 2021 were agreed as a correct record.

8 MATTERS ARISING

No matters were raised.

9 ANNOUNCEMENTS

Members noted the civic engagements undertaken by the outgoing Chairman of the Council since the last meeting.

The Chairman announced that he and his wife had been early recipients of the COVID vaccine and stressed that it continued to be vital for everyone to take up their vaccinations when offered.

The Managing Director congratulated the Chairman on his appointment and wished him a successful year. He thanked Cllr K Vincent for her hard work during her term of office.

10 ELECTION OF LEADER

The Chairman invited nominations for the position of Leader of the Council for 2021/22. Cllr S Vincent was proposed and seconded and it was:

RESOLVED

to appoint Cllr S Vincent as Leader of the Council for 2021/22.

The Leader thanked members for his appointment and stated it was an honour to be re-elected. He then advised the Council of his Cabinet appointments for 2021/22 as follows:

Cllr S Vincent	Policy
Cllr T Mancini-Boyle	Finance and Deputy Leader
Cllr J Copplestone	Economic Development
Cllr J Emsell	Transformation and Organisational Development
Cllr S Lawn	Planning
Cllr J Leggett	Environmental Excellence
Cllr F Wymark	Housing and Wellbeing

The Leader thanked Cllr Hemsall for her hard work in the role as Planning Portfolio Holder and wished her every success with her forthcoming role at the County Council.

11 MONITORING OFFICER REPORT

Members considered the report of the Monitoring Officer. The Leader of the Council outlined the main proposals contained in the report and made reference to a number of changes to the appointments to Committees and Chairman/Vice-Chairmen in the report as listed below. He drew attention to the appointment of Chairman of the Overview and Scrutiny Committee and that, following a review

of proposals put forward in the report, it had been concluded that chairmanship of this committee would continue to be best served by a member not part of the majority group. Representatives of the Liberal Democrat Group welcomed this proposal and the continued proportionality of the appointments to committees.

Changes to the proposals contained in the report:

- Appeals Panel - Cllr Clancy to replace Cllr Adams
- *Appeals Panel - Vice-Chairman to be confirmed*
- Joint Appointment Panel – Cllr J Leggett to replace Cllr Clancy
- Licensing and Regulatory – Cllr Bulman to replace Cllr Adams
- Economic Success Policy Development Panel – add Cllr Catchpole
- Place Shaping Policy Development Panel – Cllr K Leggett to replace Cllr Adams
- Place Shaping Policy Development Panel – Chairman to be Cllr Ward (not Cllr Adams) and Vice-Chairman to be Cllr Moncur (not Cllr Ward)
- Overview and Scrutiny Committee - Chairman to be Cllr Riley (not Cllr Murrell) and Vice-Chairman to be Cllr Murrell (not Cllr King)

RESOLVED

to approve:

1. the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees as included in section 2 of the report as follows:

Cabinet Portfolio	Corresponding Policy Panel / Committee
Leader	
Economic Development	Economic Success Policy Development Panel
Environmental Excellence	Environmental Excellence Policy Development Panel
Finance	Audit Committee
Housing and Wellbeing	Wellbeing Policy Development Panel
Planning	Place Shaping Policy Development Panel
Transformation and Organisational Development	Service Improvement and Efficiency Committee

2. The changes to the scheme of substitutes as set out in section 3.6 of the report as follows:
 - for the Policy Development Panels, substitutes can be anyone from the same political group, rather than named substitutes, the rule over Executive Members still applies.

- substitutes for the Licensing and Regulatory Hearings (sub committee) and the Appeals Panel (sub committee) are allowed but are only drawn from the wider membership of each full committee.
 - substitutes can be anyone from the same political group, rather than no substitutes for the Electoral Arrangements Committee.
 - no substitutes continue to be the case for Emergency Committee, Standards Committee and Time and Task Limited Panels.
3. The appointment of Ms R Goodall and Mrs M Temple as co-opted parish and town council members of the Standards Committee and the related constitutional update as outlined in section 3.7 of this report as follows:

Part 2 Articles of the Constitution – Article 9 – The Standards Committee – 9.2 (3) – to replace “elected by ballot” with “elected through acceptable nomination”.

4. The allocation of seats on Council Committees and appointment to these seats as advised by Group Leaders and set out in Appendix 1 attached to the signed copy of these minutes subject to the changes highlighted above;
5. The appointment of Chairman and Vice-Chairman as set out in Appendix 2 attached to the signed copy of these minutes, subject to the changes highlighted above;
6. The appointments for Broadland Growth Limited, namely the Leader, the Portfolio Holder for Planning and the Managing Director. The Portfolio Holder for Finance will be the Shareholder representative;
7. The amendments to the constitution as outlined in section 4 of the report – copy attached at Appendix 3 to the signed copy of these minutes;
8. That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

12 APPOINTMENTS TO OUTSIDE ORGANISATIONS

Council received the schedule of nominations to represent the Council on outside organisations for 2021/22.

The Chairman drew members' attention to recent misleading media reports concerning the future of Greater Anglia and that the company would continue to operate services up to 2023 which was when the current franchise contract was due to be reviewed.

RESOLVED

to approve the appointments to outside organisations for 2021/22, as attached at Appendix 4 to the signed copy of these minutes.

13 APPOINTMENT OF MEMBER CHAMPION

The Chairman invited members to endorse the appointment recommended by the Member Development Panel of Cllr K Kelly as the Member Champion for the Armed Forces.

RESOLVED

to endorse the appointment recommended by the Member Development Panel of Cllr K Kelly as the Member Champion for the Armed Forces.

Cllr Kelly thanked members for his appointment. The Armed Forces was very close to his heart with several generations of his family having served. He stated that Norfolk was privileged to have many exceptional armed forces veterans and he was passionate about supporting them.

14 SCHEME OF DELEGATION

Council was invited to agree the Scheme of Delegation as set out in Part Three of the Constitution.

RESOLVED

to confirm the Scheme of Delegation, as set out in Part Three of the Constitution.

15 COUNCIL MEETINGS FOR 2021/22

Council was invited to approve the dates for Council meetings for 2021/21 in accordance with the constitution.

RESOLVED

to approve the following dates for Council meetings: 22 July 2021, 30 September 2021, 9 December 2021, 20 January 2022, 24 February 2022, 31 March 2022 and 26 May 2022.

16 QUESTIONS FROM THE PUBLIC

It was noted that there had been no questions from the public.

17 PUBLIC SPEAKING

It was noted that there had been no requests for public speaking.

18 OVERVIEW AND SCRUTINY COMMITTEE

The minutes of the Overview and Scrutiny Committee meetings held on 9 March, 30 March and 13 April 2021 were received.

Minute no: 250 – Overview and Scrutiny Committee Annual Report 2020/21

The Chairman of the Overview and Scrutiny Committee invited Council to note the Annual Report. He commented that 2020/21 had been an extraordinary year with many changes to the way of working. The Overview and Scrutiny Committee had maintained its work programme and he thanked all those involved for their hard work and for the efforts of all to ensure the Council continued to be a top performing Council. He paid tribute to Cllr Adams who, as Vice-Chairman, had provided exceptional support to him and the committee over a number of years and he wished him a speedy recovery.

RESOLVED

to note the Annual Report of the Overview and Scrutiny Committee for 2020/21.

19 CABINET

The minutes of the Cabinet meetings held on 16 March and 20 April 2021 were received.

Recommendations arising from the 20 April 2021 meeting

Minute no: 227 - Endorsement of the Norfolk Strategic Planning Framework Update

The Leader invited Council to endorse the update to the Norfolk Strategic Planning Framework and remain a signatory to the document. The Framework set out the way in which the Councils in Norfolk would work together and work with other agencies to satisfy the duty to cooperate in delivering strategic planning.

RESOLVED

to endorse the update to the Norfolk Strategic Planning Framework (copy attached at appendix 5 to the signed copy of these minutes) and remain a signatory to the document.

Minute no: 229 – Review of Policies

The Portfolio Holder for Finance invited Council to consider adopting the Counter Fraud, Corruption and Bribery Policy, the Anti-Money Laundering Policy and the Whistleblowing Policy. The Audit Committee had been involved in the review of these Policies and she thanked the Chairman and members of that committee for their work.

RESOLVED

to adopt the Counter Fraud, Corruption and Bribery Policy, the Anti-Money Laundering Policy and the Whistleblowing Policy (copies of the Policies attached at appendix 6 of the signed copy of these minutes).

Minute no: 230 – Plumstead Road: Proposed Compulsory Purchase Order to Enable a New Roundabout

The Leader invited Council to agree to proceed with a s278 agreement/compulsory purchase order to secure the construction of the proposed roundabout; the junction formed a key piece of infrastructure in facilitating the proper planning of the area. It was sited at the point where the proposed inner link road crossed the Plumstead Road and the inner link road was a key part of the growth strategy for the north east of Norwich as it connected areas between the Broadland Business Park and the Norwich Airport.

RESOLVED

1. that officers continue to engage with the respective landowners with the intention that they sign the s.278 agreement to enable the construction of the proposed roundabout at Plumstead Road; and
2. that, in parallel with the ongoing engagement with the landowners, all appropriate steps as set out in this report are taken to secure the necessary land via a compulsory purchase order to enable the roundabout at Plumstead Road to be delivered. In the event that the s.278 agreement is signed to the satisfaction of Broadland District Council and Norfolk County Council as Highway Authority the action being taken to secure a compulsory purchase order will cease.

20 AUDIT COMMITTEE

The minutes of the Audit Committee meeting held on 11 March 2021 were received.

Minute no 69: Annual Report of the Audit Committee

The Chairman of the Audit Committee invited Council to approve the Audit Committee Annual report and drew attention to some of the key areas of work, including the detailed investigations in to the accounts, the risk management policy and the strategic risk register.

RESOLVED

to approve the Audit Committee Annual report.

21 PLANNING COMMITTEE

The decisions of the Planning Committee meetings held on 24 February, 24 March and 21 April 2021 were received.

22 OUTSIDE ORGANISATIONS – FEEDBACK FROM REPRESENTATIVES

Members received and noted the feedback from Members on Outside Bodies.

23 QUESTIONS FROM MEMBERS

The following question was raised:

Question from Cllr D Roper to the Leader

An accommodation review is highlighted as a next step in the collaboration project in the “our collaboration” document recently circulated to members.

Will the leader please give an outline of how the review will be conducted and in particular when and how elected members will be involved both in the review itself and how any final decisions are made.

Response by the Leader:

The Leader made reference to the recently published collaboration document which summarised the position so far with progression of collaboration and the benefits for the two councils and their residents.

Currently the majority of the one team was accommodated in two primary office sites at Thorpe Lodge and South Norfolk House. Both spaces were currently significantly underutilised as a consequence of Covid-19, with the Government’s directive to work from home where possible and the need to make the offices Covid safe. As a result of Covid, staff had adopted new working practices and technology and the opportunity to work from home had proved popular with many staff.

The annual revenue cost of running both buildings was £1.2 m per annum. The aspiration was to bring the office based teams into a single, modern work space to further embed the one team culture.

A Business Case was being commissioned from an independent supplier which would consider a full range of options, including:

- Do Nothing
- Move to a single office – Thorpe Lodge
- Move to a single office – South Norfolk House
- Lease a new office space
- Buy a new office
- Develop a new site
- Share Office Space with a partner e.g. Norfolk County Council
- Any other options the supplier considers would be appropriate

The contract tender for this piece of work would be sent out shortly with a commencement date of 5 July. The contract would be to deliver the business

case and recommendations by the end of August and to present the business case at a number of informal & formal meetings & committees.

At the same time another piece of work was being undertaken to develop the hub & spoke model base to consider how the two Councils continued to offer a local and accessible service offer to customers.

With regard to member involvement, a number of engagement events with members and other stakeholders was proposed to take into consideration their requirements going forward. This information would feed into the business case and the recommendation. Members would also be engaged around the development of the hub and spoke model.

The Business Case would be presented to both Cabinets for a decision on how to proceed and to Council if there were budgetary implications.

Supplementary Question from Cllr D Roper to the Leader:

As a member led authority, it is important to ensure member sign off for the proposals and there appeared to be no member sign off of the aspiration to seek a new office, specifically for the tender for the work.

The Leader responded that the aspiration for a single work space was good practice and served to support motivation of the work force to facilitate interaction. A detailed specification was being drawn up and would be submitted through due process. It included a complete review of the requirement for desk space which would be talked through with members to inform the tender document.

24 MOTIONS

The following Motion was considered by Council:

Proposer: Cllr T Mancini-Boyle, Seconder Cllr J Leggett

The Leader of the Council notes:

While such extreme occurrences recently reported with the murder of Sarah Everard in Clapham are thankfully rare, it has brought the issue of street harassment into sharp focus. Women, and other groups will share the anxiety of not being able to walk alone without concern for their safety.

- *Street harassment is a form of harassment, primarily sexual harassment that consists of unwanted sexualised comments, provocative gestures, honking, being whistled at, indecent exposures, stalking, persistent sexual advances and touching by strangers, in public areas such streets, shopping malls and public transport.*

- *Street harassment does not only include actions or comments that have a sexual connotation but can also frequently include homophobic and transphobic slurs, and verbal abuse referencing race, religion, class and disability.*

Whilst predominantly affecting women, many people will have experienced street harassment at some point in their lives and will use avoidance tactics such as crossing the road, circumventing public spaces and even not going out alone.

The Government's Crime and Justice Taskforce has said it will take immediate steps following the recent high profile recent event to give further reassurance to women. Among them is an additional £25m for better lighting, CCTV and a pilot-scheme which would see plain-clothes officers in pubs and clubs. This is to be welcomed.

This council proposes that:

- *The remit of the Community Safety Champion is extended to explicitly cover Safer Streets and to*
 - *work in partnership with Norfolk Police to create a successful bid from the Safer Streets Fund (note: updated at the meeting by the proposer to remove reference to Safer Streets Fund and replace with "any potential sources of funding"*
 - *work closely with Public Protection Partners, Norfolk Police and Town Centre managers to challenge and eradicate street harassment in our district*
 - *seek to develop better public awareness of what constitutes street harassment and unacceptable behaviours*
 - *work with our two Broadland MP's to seek further powers for our police forces to take appropriate action where street harassment is witnessed or reported*

Cllr Mancini-Boyle invited members to support the motion, subject to a minor amendment (shown in the motion above) to reflect the fact that the window for submitting bids for the Safer Streets Fund had now passed.

In seconding the Motion, Cllr J Leggett stated that, whilst there were low levels of crime in Broadland, there was more to be done to make the streets safer and discourage street harassment. The victims of street harassment tended to be women but it also affected all vulnerable people. The Motion would seek to secure measures to improve the situation by way of improved lighting and CCTV and by working with the Police to ensure there was a process for dealing with these crimes.

There was much support for the Motion and suggestions to widen/modify the motion to reflect other concerns regarding online harassment, the need for education, highlighting men as being the main perpetrators and women as the main victims and the inclusion of reference to “girls” as well as women as the victims.

Cllr Mancini-Boyle referred members to the fact that this was a motion focused on street harassment but she did agree to a minor amendment to the motion to include the suggestion that “and girls” be added to the Motion when reference was made to women.

In response to a suggestion, the Portfolio Holder for Housing and Wellbeing undertook to look at options for inclusion of the issue of education in relation to street harassment on the work programme for the Wellbeing Policy Development Panel.

RESOLVED

to support the motion as set out above subject to:

- an amendment to the reference to funding underlined above;
- reference to “women” being extended to include “and girls”.

(The meeting concluded at 8:50pm)

Chairman

CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 28 May – 22 July 2021

9 June	The Vice Chairman met with the CEO of the Saffron Housing Trust, who are sponsoring this year's Marriott's Way 10k Race, which takes place in October.
28 June	As part of the Blue Plaques Scheme, the Chairman met with the resident who had nominated George Hewitt, a prominent figure in the National Union of Agricultural Workers. Our Blue Plaques are placed in public places to commemorate notable persons in the community.
1 July	The Chairman and Mrs Foulger presented flowers to residents celebrating their 60 th wedding anniversary.
5 July	The Chairman gave a toast to all NHS workers as part of NHS, Social Care and Frontline Workers' Day.
7 July	The Chairman attended a Steel Signing event at the new Independent Community Living Scheme in Acle (formerly Herondale Respite Care Centre), which will create 58 affordable units for the over 55-year-old age group and is the first Independent Living Scheme within Broadland.
16 July	The Chairman witnessed the grand unveiling of the new village sign at Wroxham by the Lord Lieutenant of Norfolk.

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on 8 June 2021 at 10.00 am when there were present:

Committee Members Present:	Councillor: S Riley (Chairman), M L Murrell (Vice-Chairman), N J Brennan, P E Bulman, S J Catchpole, N J Harpley, D Harrison, C Karimi-Ghovanlou, K S Kelly, K Leggett, G K Nurden, and S M Prutton.
Other Members in Attendance:	Councillors: Cllr F Whymark
Officers in Attendance:	The Director of Resources, Director of Place, Chief of Staff, Assistant Director of Individuals and Families Senior Finance Business Partner, Strategy and Programmes Manager, Housing Standards Senior Manager, Senior Governance Officer (SW), and Democratic Services Officers (LA, JO)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Holland, Cllr King and Cllr Shaw.

2 MINUTES

The minutes of the meeting held on 13 April 2021 were agreed as a correct record, save for the following amendment:

Minute No: 260 – Member IT

Paragraph 7 was amended to refer to the Vice-Chairman of the Service Improvement and Efficiency Committee, not the Chairman.

3 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Cllr Ken Leggett, a new member of the Committee, to the meeting.

Members gave a vote of thanks to Cllr Tony Adams, the former Vice-Chairman of the Committee, and wished him a swift recovery from his recent illness.

CABINET REPORTS

4 REPORT COVID-19 RECOVERY PLAN 2021 - 2022

The Director of Resources introduced the report, which provide an update on the proposed actions contained within the new Covid-19 Recovery Plan 2021-2022.

The report explained that since the start of the pandemic the Council had received a range of funding streams to support an effective recovery for communities and businesses. The allocation of a number of projects had already been agreed and the Recovery Plan appended to the report provided more detail of these activities. The report also identified further actions that required member approval before being taken forward.

In response to a query about staff who had volunteered to assist the NHS the Committee were advised that they were now all back in their previous roles for the Council, but they had done a fantastic job and this had been recognised by the Lord Lieutenant of Norfolk, who had commended them for coming forward to support the NHS in a time of need.

In answer to a question about the Customer Experience and Insight Lead post, it was explained that the purpose of this role was to gain a greater insight into what residents wanted and expected from the Council in order for services to be delivered more effectively. It was also about how people engaged with the Council and how Broadland could interact with its hard to reach residents.

In response to a question from the Chairman about the proposed Kickstart Programme and Choices project the Director for Place informed members that he would email the Committee further details following the meeting.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

1. To consider and approve the proposed actions as set out in the attached Covid-19 Recovery Plan 2021-2022.
2. To approve the indicative sums set out in Appendix A and the table at 4.4 to provide further support to the Covid-19 recovery, and to delegate to the relevant Director, in consultation with the appropriate Portfolio Holder in order to utilise the funding flexibly and to ensure the greatest impact.

5 BID TO THE COMMUNITY INFRASTRUCTURE FUND FROM SPROWSTON TOWN COUNCIL

The Director for Place introduced the report, which presented a bid from Sprowston Town Council for a loan of £250,000 from the Community Infrastructure Fund (CIF) to enable the renovation of the former Viking Public House into a multi-use community hub. The CIF enabled parishes to bring forward community infrastructure projects ahead of receipt of their Community Infrastructure Levy (CIL).

It was considered that the loan was reasonable and met the criteria for the use of CIL receipts and that there was no foreseeable risk that the loan would not be repaid, as the Town Council was scheduled to receive in excess of £2m in CIL over the next two years.

In answer to a query, it was confirmed that the CIF was constantly being replenished, so that funds would remain available for other Parish and Town Councils if required. It was emphasised that the loans were low risk and the Council could even use its reserves to provide them if it wished to do so.

The Vice-Chairman noted the CIL schedule for development in Sprowston, which demonstrated that the loan would be easily affordable for the Town Council to repay. It was noted that there was a backstop date for repayment of five years, but it was highly unlikely that this would be reached.

In answer to a question about monitoring the success of a project, the Committee were advised that projects had to meet the regulations for appropriate use of CIL and there was a mechanism in place to claw back a loan if it was found to be not in accord with this criteria. It was emphasised that the Council had a very good relationship with its Town and Parish Councils and would never let itself get into such a position.

Members noted that all bids to the CIF would go to Cabinet and that, therefore, the Committee would retain oversight of the process.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

- i. To utilise the CIF to enable STC to bring about the timely purchase of the former Viking Public House, Tills Road, Sprowston to enable conversion into a new multi-use community hub;
- ii. To agree a £250,000 loan from the Community Infrastructure Fund to Sprowston Town Council;
- iii. To authorise the Director of Place to draft a legal agreement in accordance with the heads of terms referred to in paragraph 4.5.

6 STRATEGIC PERFORMANCE AND FINANCE REPORT FOR QUARTER 4

The Director for Resources introduced the report, which provided an overview of the performance of the Council in Quarter 4 against the key outcomes set out in the Delivery Plan for 2020/21.

The detail of the financial outturn for the period was broken down into the response and impact of the pandemic on substantive services and the usual outturn with regard to substantive services.

The response saw the Council providing direct financial support to individuals and businesses of over £40m. The majority of this funding had been spent, but £1.233m remained and it was proposed that this be allocated to an earmarked reserve in order to deliver an appropriate response to the pandemic in 2021/22.

The impact on the Council's services had been mixed; with some income streams being impacted negatively, such as Carrowbreck which had been forced to cease training and some income streams being impacted positively, such as recycling credits, which had increased significantly with so many more people at home during lockdown. Some projects had also slipped to 2021/22, such as staff training because they could not be delivered in year due to Covid. In total, the underspend for 2020/21 was £1.333m.

Members commended the new Environmental Project Reserve that would be used to fund a range of activities in the Environmental Strategy Action Plan. A Member suggested that this might be something to be looked at by the Committee in more detail and she would raise this as an item for the Work Programme at the next meeting.

In answer to a query about the non-delivery of some of winter editions of *Broadland News* it was confirmed that the Council had received a refund from Royal Mail.

It was noted that an overspend of £85,000 was due to Broadland's share of historical losses at CNC. These had arisen due to fluctuations in the pension fund. Members were advised that CNC had been run as a joint committee, but this had proven to be too expensive as each Council had different systems, so it had been agreed that South Norfolk would take on via a Section 113 Agreement.

The meeting was informed that the carry forward request of £65,000 from the People and Communities Directorate for the Local Authority Trading Company was listed under an old heading and would be carried forward under Waste Procurement Contract.

The Strategy and Programme Manager introduced the Performance section of the report. She highlighted the 12 measures that had met the year-end success criteria and were green.

These included:

Number of working days taken to process new claims for Housing Benefit/Council Tax benefit. Throughout the year there had been a 70 percent increase in new claims however the One Team had exceeded its target of processing new claims within seven days.

Number of affordable homes delivered (including help to buy). A further 64 new build affordable homes had been completed in Q4 bringing the cumulative total for new affordable homes in the District to 165 in 20/21.

Measures that were currently not meeting the year-end target or had missed the target by a narrow margin, included:

- **Collection rate of Council Tax.** The collection rate, whilst not reaching the target, had exceeded expectations considering the challenges faced during to the Covid-19 pandemic, which was extremely positive.
- **Percentage of household waste recycled.** Although Q3 saw a decrease of four percent, Broadland continued to have the highest total recycling rate in Norfolk at an average of 50 percent.

Measures that had not met the year-end target by a significant amount, included:

Collection of Business Rates. Collection performance had been impacted by the Covid-19 pandemic. Whilst some sectors such as retail had benefited from additional help through emergency Business Rate Relief, other sectors had not had the same form of assistance. The Team had worked proactively with businesses to offer extended and deferred payments where appropriate.

Employment rate. The fall in the employment rate reflected the first national lockdown and job losses as a result. However, the Bank of England was predicting that Britain was on track for the strongest growth since the Second World War this year, with a faster-than-expected recovery from the Covid-19 pandemic. To support a fast recovery, officers were undertaking a number of measures to address the threat of increased unemployment. These include acting as a lead partner in the Government's Kickstart scheme.

In answer to a query about recycling, the Director of Resources informed Members that although the amount recycled had increased, leading to an

increase in income, the percentage of recycling against the total amount of waste collected as a whole had decreased slightly.

It was also confirmed that the Council had been required to pass Business Support Grants in their entirety to organisations who were eligible to receive grants, and had not been permitted to deduct any monies towards Business Rates nor stipulate how grants should be spent by businesses.

A member expressed concern about recommendation 3 in the report, which would change the reporting schedule for performance measures to a six monthly basis, which could lead to issues getting overlooked for a longer period than they currently were.

In response members were reassured that internal monitoring would continue in regular consultation with Portfolio Holders. The information would only be in a different format than that which was drafted for Cabinet Performance Reports. Members were also asked to note that only Quarter 3 would no longer be provided as Quarter 1 had not been reported for some time.

A Member also questioned the staff satisfaction survey, which he had not seen the results of.

In response the Chief of Staff informed the meeting that an Action Plan had been developed encompassing the development of wellbeing resources and support for staff. There were also regular staff 'pulse' surveys to understand what issues were important to the One Team, and initiatives were undertaken in response to this. The Chief of Staff confirmed that she would have the Action Plan revised and drafted and forwarded to members.

A member reiterated his comments from when the last Performance Report had been considered regarding long-term sickness, which he thought should be included in the staff absence levels measure to provide an overall picture.

In response the Committee was advised that the measure had been agreed by Council as part of the Delivery Plan and if the measure was to be amended it would require a formal request to Cabinet.

In answer to a query about a timetable for a return to the office for staff, members were advised that teams would continue to be based in their appointed primary locations, although staff resource would continue to be available at secondary locations. However, agile working, (a mix of office based and working from home) would continue, so members were asked to continue to liaise with officers to ensure they would be available if required for in-person meetings.

In answer to a question about the definition of affordable housing, the Director of Place informed the Committee that this was defined by Government

regulation, for example affordable rent tenure was set at 80 percent of market rent in the local area.

The Portfolio Holder for Housing and Wellbeing added that there were many affordable housing options, such as shared ownership which could be for as little as 30 percent of a property.

Members voted separately on each recommendation to Cabinet. The Overview and Scrutiny Committee agreed an amendment to recommendation 2, as detailed below. Following a vote, the Committee did not endorse recommendation 3 that the performance measures reporting schedule be changed to update Cabinet in Quarters 2 and 4 only. The Committee felt it was important that members received regular updates and that Quarter 3 reporting should continue, as was the current arrangement. Therefore, it was:

RECOMMENDED TO CABINET

1. To agree the revenue and capital position for Quarter 4 (variance details in Appendix 1);
2. To agree the 2020/21 performance measure update for Quarter 4, *subject to the inclusion of long-term sickness being recorded in measure 4 – Staff absence levels* (detail in Appendix 2);
3. *To maintain the current reporting schedule for performance measures;*
4. To agree to recommend to Full Council the slippage requests for both revenue (detailed in para 3.21) and capital (detailed in para 3.23);
5. Recommend to Council the creation of the following new earmarked reserve:
 - Environmental Projects Reserve (see 3.16).

The Committee adjourned at 11.45 am and reconvened at 12.01pm, when all the Committee members listed above were present.

7 EMPTY HOMES POLICY

The Assistant Director Individuals and Families introduced the report, which presented a revised Empty Homes Policy for Cabinet to approve its adoption.

The Policy was being refreshed to tackle empty homes and the costs of formal enforcement through Compulsory Purchase Order (CPO) or Empty Dwelling Management Order (EDMO) procedures and reflect changes to Government guidance in respect of CPOs, which would require the Council to make at least one offer of voluntary purchase to the owner. This must be prior to any commencement of the CPO process and the offer must be for a fair and reasonable purchase price.

The Assistant Director Individuals and Families confirmed that officers were now proposing that the reserve fund in recommendation 3 should be for

£600,000, not £500,000 as set out in the report. This would cover the purchase cost of two homes for the average price in the District of £290,964.

In answer to a query it was confirmed that the implementation of a current CPO procedure was on hold due to the change to the Government guidance.

Members were advised that when a property had been purchased via a CPO the Council had a range of options for its disposal, but would usually sell it by auction.

In answer to a suggestion about making greater efforts to publicise the financial assistance for empty homes that was available from the Council. The Committee was advised that some very generous grants and loans were available and communicated to the owners of empty homes. But as members will recognise it was not normal behaviour to retain an empty home, so it should not be surprising that these incentives were not taken up.

Members confirmed that they supported the officer's recommendation to increase the recommended reserve fund to £600,000. It was also recommended that the Overview and Scrutiny Committee should review the policy after one year to ensure it met its desired outcomes and to identify and make any recommendations for improvement.

Following a show of hands it was unanimously:

RECOMMENDED TO CABINET

1. Cabinet to approve adoption of the Empty Homes Policy *and that this be reviewed by the Overview and Scrutiny Committee after one year*;
2. Cabinet to agree proposal that Cabinet provides approval to seek to undertake Empty Dwelling Management Order (EDMO) and Compulsory Purchase Order (CPOs) processes on a case by case basis;
3. Cabinet to approve creation within the 2021/22 financial year of:
 - A reserve fund of £600,000 (as recommended by officers during the meeting) in order to undertake a voluntary offer of purchase as part of a Compulsory Purchase Order procedure
 - A Housing Standards formal enforcement budget of £50,000 per annum

8 HOUSES IN MULTIPLE OCCUPATION DISCRETIONARY ACTIVITY POLICY

The Assistant Director for Individuals and Families introduced the report, which presented the Houses in Multiple Occupation Discretionary Activity Policy to Cabinet for adoption. The policy would enable the Council to take a robust approach to tackling housing issues and support the wellbeing,

including those who are vulnerable. It also feeds into wider strategic ambitions to ensure a good quality of life for residents. The report also proposed amending an existing vacancy from Band E to Band F to enable the recruitment of a full time Community Enforcement Officer post.

In response to a query, it was confirmed that people operating unlicensed Houses in Multiple Occupation (HMO) could be liable to prosecution and banned from operating a licensed HMO.

Following a show of hands of was:

RECOMMENDED TO CABINET

1. Cabinet to approve adoption of the Houses in Multiple Occupation Discretionary Activity Policy;
2. Cabinet to approve amending an existing vacancy from Band E to Band F enabling recruitment to 1fte Community Enforcement Officer post.

(The meeting concluded at 12.31pm)

Chairman



OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on 15 June 2021 at 10.00 am when there were present:

Committee Members Present: Councillor: S Riley (Chairman), M L Murrell (Vice-Chairman), N J Brennan, P E Bulman, S J Catchpole, S I Holland, C Karimi-Ghovanlou, D King, K G Leggett, G K Nurden and S M Prutton.

Officers in Attendance: The Director of Place, Chief of Staff and Monitoring Officer, Assistant Director of Individuals and Families, Help Hub and Communities Senior Manager, Communities Manager, Senior Governance Officer (SW), and Democratic Services Officers (LA, JO)

Also In Attendance Amanda Murr and Liam Bannon from the Norfolk County Community Safety Partnership

9 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr K Kelly and Cllr N Shaw.

10 MINUTES

The minutes of the meeting held on 8 June 2021 were agreed as a correct record.

11 MATTERS ARISING

The Chairman noted reference in the minutes to the Environmental Strategy, which was raised under minute 6 - Strategic Performance and Finance

Report Quarter 4, and that a presentation from the newly appointed Environmental Coordinator was to be raised as a future item for the Work Programme.

12 COMMUNITY SAFETY UPDATE

Amanda Murr advised the meeting that she was the manager of the Norfolk County Community Safety Partnership (NCCSP). The NCCSP was unique in that the Police and Crime Commissioner (PCC) had a memorandum of understanding with Norfolk County Council that the NCCSP would lie within the PCC, which allowed for the coordination of the Norfolk Community Safety Plan and the Police and Crime Plan.

Norfolk's Community Safety Plan was in the process of being refreshed and was currently out for consultation to allow Norfolk residents to give their views on community safety priorities, approaches, and long-term outcomes. The consultation would run until 16 July 2021.

The NCCSP's strategic assessment of crime and community safety issues affecting Norfolk informed the seven proposed priorities for the next three years. These were:

- 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, which amounted to £16m a year in Norfolk

The proposed approach to responding to these priorities used the evidence-led Public Health Model. This meant the NCCSP would develop an understanding of the proposed priorities using available data and information. It would then develop interventions that would be effective in achieving its long-term outcomes.

The NCCSP wanted to make the public and professionals aware of a variety of community safety issues in order to enable them to better protect themselves and others. Once the priorities had been agreed, the partnership would use a variety of approaches to promote important community safety messages to both the people of Norfolk and professionals.

The NCCSP had proposed setting 12 long-term outcomes, which it would work to achieve over the course of the next three years. These were spread across the following four strategic areas:

Building resilient, cohesive communities

- So people felt safe from crime and anti-social behaviour in Norfolk
- Reducing overall levels of hate crime, fraud and anti-social behaviour
- So victims felt confident reporting their experience and were able to cope and recover.

Tackling and reducing neighbourhood crime

- So victims of neighbourhood crime were supported to cope and recover from their experience
- To reduce overall neighbourhood crime levels
- To reduce reoffending.

Reducing the threat of criminal exploitation

- So people were prevented from being drawn into criminal exploitation and terrorism
- So victims of exploitation were made to feel safe
- People most at risk of criminal exploitation in Norfolk were identified and supported as early as possible.
- Safeguarding communities from abuse and serious violence
- So victims were more confident reporting their experience and were satisfied with the response
- So victims of abuse and violence were supported to cope and recover
- To reduce overall victimisation, risk, harm, perpetration and reoffending for rape and sexual offences, domestic abuse and serious violence.

The Community Safety Partnership brought together organisations from across Norfolk to tackle crime and disorder, and thematic priority delivery groups would be responsible for responding to these priorities, including domestic abuse, modern slavery, serious violence and community cohesion.

A member noted that when crime statistics were presented to parish councils and Safer Neighbourhood Action Panels they were often not up-to-date or comprehensive enough.

In response, the Committee was informed that this would be taken on board and that the NCCSP had an ambition to include measures to ensure that relevant and timely information was made available as one of its outcomes in the Plan. The Committee was advised that the NCCSP website was also due for a refresh, but the partnership did not wish to be digitally exclusive and wanted the public to know about its work through a wide range of media.

In answer to a query about extremism, the Committee was informed that this could happen anywhere, even in the most rural of areas, and that members, with a good local knowledge of their wards, were a vital source of intelligence for the detection of potential terrorist activity.

The Committee were asked to support the approach and priorities set out in the Community Safety Plan.

The Assistant Director for Individuals and Families advised the meeting that a formal response from the Council to the consultation was to be drafted. The Chairman thanked Amanda Murr and Liam Bannon for their comprehensive presentation.

13 PROVISION OF LEISURE PRINCIPLES

The Communities Manager and the Help Hub and Communities Senior Manager gave a presentation on Community Wellbeing, which encompassed the means of supporting individuals and communities to be:

- Independent
- Self-sufficient
- Physically and mentally active
- Creative
- Healthy
- Prosperous
- Supportive
- Able to access local, regional, national and global funding, knowledge and expertise

Community Wellbeing supported the Council's priorities of:

- Growing the economy
- Supporting individuals and empowering communities
- Protecting and improving the natural and built environment, whilst maximising the quality of life
- Moving with the times, working smartly and collaboratively

All these priorities were covered, but a particular emphasis was placed on supporting individuals. The economy was also stimulated through investment, job creation and up skilling the workforce. Protecting and improving the natural and built environment was carried out through Assets of Community Value and moving with the times was demonstrated by digital content and the lottery.

This work was all part of a bigger picture, which saw Broadly Active patients referred to the Help Hub and Community Connectors for support and advice and preventing problems at an early stage.

Three key elements of this were

- To act as a broker to ensure that communities were aware of what is out there and how to access it.
- To deliver when services were not privately viable, but necessary

- To enable communities to develop their own services or provide wider services at a local level and use time, skills and resource to let the community grow themselves

The Council undertook a wide range of projects and activities as part of the Community Wellbeing agenda including: Broadly Active, Tots2Teens, Member Ward Grants and the Community at Heart Lottery.

Many activities had no core expenditure and those that did represented very good value for money such as Tot2Teens. Moreover, Broadland was the only such provider that worked on a one to one basis with children with special needs and a discounted service was also provided for people on benefits.

Other elements of the wellbeing agenda included Member Ward Grants, which funded 33 projects in 2020/21. It was intended to gather more data on these projects in future to provide evidence of the number of people benefiting from these projects.

The Community at Heart Lottery had proven to be a success, with core annual expenditure of £1,042 absorbed in the income from the lottery and an estimate of £48,500 generated for good causes by the end of the year. So far 53 good causes had signed up for lottery funds.

Sports Grants of £150 were awarded to promising individuals, whilst selected applicants chosen as Sporting Champions had received £1000.

Wellbeing groups had been established across the District, and it was emphasised that it was usually officer time, rather than money, that was required to start up these groups.

There were over 13,500 residents registered with parkrun in the District which had no ongoing costs after the £4,000 one off cost to get the schemes started.

Projects such as the Community at Heart Lottery or parkrun cost very little in terms of time, resource and finance, but supported a huge number of people. Members were advised that as a resident's individual needs increased, so did the cost of intervention, for example Broadly Active was relatively expensive per person and required a lot of staff time, but each individual had much greater level of need that would present more expensive challenges to other elements of the public purse compared to the costs of the scheme.

The Chairman requested that officers bring a report back to the Committee prior to the final Cabinet report that would set out any areas of variance in policy or pressures in the delivery of service that the Team were experiencing together with any proposals from officers as to how these could tackled.

The Assistant Director for Individuals and Families confirmed that a report would be brought back to the Committee.

The Committee adjourned at 11.25am and reconvened at 11.35am, when all the Committee members listed above were present.

14 MAINTENANCE OF BRIDGES IN BROADLAND

The Director of Place introduced the report, which had been drafted following concerns raised by the Committee about the level of reserves that had been set aside to meet the Council's future liabilities for bridge maintenance.

The Committee was advised that the Council owned five bridges along the Marriott's Way and 19 bridges along the Bure Valley Railway (BVR). The bridge maintenance contract had historically been managed by Norfolk County Council's Bridge Team, but due to a high workload and limited resources there had been no recent programme of inspections or maintenance work carried out.

In order to address this issue the Council had appointed a specialist company to carry out an inspection programme for all the Council's bridges. The findings of the inspections were split into Low, Medium or High priorities along with their associated total costs. These were

- Low priority works: £170,800
- Medium priority works: £160,700
- High priority works: £6,500
- Total: £338,000

The budget for bridges had been separated by Cabinet in 2020 into two budgets, which totalled £270,000 for the BVR and £60,000 for Marriott's Way.

The works identified as a result of the inspections would now be translated into a programme of works that could be carried out within budget over the next 2-3 years, utilising the existing capital funds, as set out above.

In answer to a query about forming a trust with other public bodies to pay for the maintenance, it was confirmed that there was no short term pressure to form a trust at this stage, although it might be a consideration for the future.

Members were also advised that no major defects had been identified, but any future major repairs which would exceed the relevant budget, would be referred back to Members for approval. Discussions would also take place with the BVR over any major works.

In respect of the European Interreg project, led by the County Council, it was confirmed that this funding was for tourism and could not be used for ongoing maintenance.

In response to a query from the Chairman about the Adam and Eve Bridge at Little Hautbois, the Director of Place confirmed that emergency repairs had been commissioned and carried out. He would update members on these works after the meeting.

The Committee were advised that bridge repairs could be very costly. An example of this was Hoveton Footbridge, which had repair costs of £124,000.

The Chairman commended the level of detail included in the report, which had allowed the Committee to thoroughly scrutinise the budgetary measures that the Council had in place to fund the maintenance of the bridges that it was responsible for.

The Committee was informed that a new Community Assets Manager would shortly be in post and that a review was being conducted of all of the Council's assets.

AGREED

To note the report and the works required to maintain the Council's bridges on the Bure Valley Railway and Marriott's Way and to endorse the intention to draft a programme to carry out the identified maintenance works within the allocated budgets.

15 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

The Senior Governance Officer drew members' attention to the Work Programme. The Community Safety and Bridge Maintenance items had been satisfactorily concluded. The Leisure Principles item would be brought back to the Committee with a further report in August.

There were two items scheduled for the 24 August 2021 meeting, these were; Guidance for Town and Parish Councils in Respect of Public Open Space, as requested by Sprowston Town Council and Engagement in Public Consultations, which had been put forward by Cllr Shaw. The latter item was quite timely, as a new Customer Experience and Insight Lead had been recruited who would be able to advise the Committee on a preferred approach. Currently each Council department devise its own way to conduct consultations.

The 11 November 2021 meeting would review the Housing Allocations Policy following its implementation in April 2021. A review of the Member Grants Scheme would also be held at that meeting.

A date was still to be arranged for the Apprenticeships and New Schemes item, as a report to support a recommendation to the Secretary of State was still awaited.

A review of the Empty Homes Policy would be scheduled for June 2022.

The Time and Task Panel looking at Staff Turnover would be meeting in July. There were no updates from Cllr Copplestone regarding Broadband or water supply and management, although an all member briefing on Better Broadband for Norfolk was to be arranged for summer 2021.

The Council partnerships Register Review was on hold due to the pandemic.

The Committee confirmed that they would like the newly appointed Environmental Coordinator to come to a meeting to explain to members what projects she was proposing to undertake with the £750,000 Environmental Projects Reserve.

In response to a query about Committee the start times of meetings, the Chief of Staff and Monitoring Officer that this would be scoped out with all members, but initially it would be considered through the Member Development Panel.

Discussion turned to the lack of any papers for today's presentations. It was confirmed that officers would seek to provide links or a brief summary for presentations in the future.

(The meeting concluded at 12.16pm)

Chairman

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Tuesday 29 June 2021 at 10.00 am when there were present:

Committee Members Present: Councillors: S Riley (Chairman), M L Murrell (Vice-Chairman), N J Brennan, S J Catchpole, N J Harpley, S I Holland, C Karimi-Ghovanlou, K S Kelly, K G Leggett G K Nurden and S M Prutton.

Other Members in Attendance: Councillor: J Copplestone.

Officers in Attendance: The Director of Resources, Director of People and Communities, Chief of Staff, Assistant Director of Individuals and Families, Assistant Director Community Services, Assistant Director Planning, Assistant Director Regulatory, Greater Norwich Planning Policy Manager, Transformation and Innovation Lead, Economic Growth Administrator, Senior Governance Officer (SW), and Democratic Services Officers (LA, JO)

16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bulman, Cllr King and Cllr Shaw.

17 MINUTES

The minutes of the meeting held on 15 June 2021 were agreed as a correct record, save for the following amendment:
Cllr K Leggett was added to the list of attendees.

CABINET REPORTS

18 CAPITAL BUDGET

The report recommended that the Capital Budget for Refuse Services be increased from £3m to £5.7m.

The Committee was advised that when the budget was agreed in February 2021 it was uncertain whether the Council would need to purchase refuse vehicles and / or update the Frettenham Depot. This was because, as part of the re-tender of its Strategic Environment contract, the Council wanted to see whether it would be more cost effective: to use an alternative depot, and / or for the contractor to purchase the refuse vehicles.

It had since become clear during the initial stages of the procurement process that local authority funding of the refuse vehicles was the most cost effective solution. Although the actual capital cost of the vehicles was not known it was evident that more than £3m would be required.

The proposed figure of £5.7m was at the top end of the likely cost range and the actual cost was likely to be lower, however, it was considered prudent to provide the full sum. The additional capital requirement could be funded from reserves.

Members were advised that a cost analysis had estimated a saving of between £0.5m and £0.75m over the life of the 10 year contract.

In answer to a query it was confirmed that this sum was not included in the Medium Term Financial Plan, but it would be updated when the outcome of the waste contract was known.

It was confirmed that electric powered waste collection vehicles were not viable at this moment due to cost (they were double the price of conventional diesel vehicles) and lack of battery range. Alternative fuels such as HVO, which eliminated up to 90 percent of CO2 and particulates, could be looked at however. There was also the possibility of converting diesel waste collection vehicles to electric in the future if they became viable and that the facility to borrow to do this remained available, if there were not sufficient capital reserves.

RECOMMENDED TO CABINET

(Option 1)

To recommend to Council that the 20/21 Capital Budget for Refuse Services is increased from £3m to £5.7m.

19 INSURANCE CONTRACT – REQUEST FOR DELEGATION TO AWARD

The report requested delegated authority to award a new joint insurance contract.

Broadland and South Norfolk were currently in the process of tendering for a new joint insurance contract. The compressed timeline meant that current Cabinet dates did not correspond with the date that was required for sign off. It was, therefore, requested that Cabinet delegate the award of the contract to the Assistant Director of Finance in consultation with the Portfolio Holder for Finance.

It was confirmed that the current cost of insurance cover for the Council was £100,000 per annum. South Norfolk's insurance cover was £400,000 per annum, due to the greater number of assets that it owned, such as its leisure centres.

It was confirmed that officer time on the tender had been split on a 45/55 basis between the Councils and the Portfolio Holder for Finance had been fully involved in the tender process.

RECOMMENDED TO CABINET

(Option 1)

To delegate authority to the Assistant Director of Finance, in consultation with the BDC Portfolio Holder for Finance and the SNC Portfolio Holder for Finance and Resources to award a new insurance contract.

20 BROADLAND USE OF THE NORFOLK STRATEGIC FUND GRANT

The report sought Cabinet's endorsement of a revised programme of work funded by the Norfolk Strategic Fund grant and requested that authority be delegated to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the use of the balance of the grant monies in support of the economic recovery.

The Norfolk Strategic Fund was a one-off grant programme, funded primarily from Norfolk's pooled business rates, that was to be used to support economic recovery activities.

In October 2020 the Council was awarded £428,573 from the Norfolk Strategic Fund based on a proposed programme of works that had been informally agreed by Cabinet in late 2020, where it was provisionally agreed to allocate most of the funding to an entrepreneurship development programme known as Enterprise Facilitation®.

However, following a presentation and further internal discussions, it was decided by Members not to proceed with the Enterprise Facilitation® programme, as it was not seen to represent good value for money nor to add significantly to services currently being delivered locally by the Council and other organisations.

A new programme of work had subsequently been drafted that remained consistent with the aims of the Norfolk Strategic Fund grant and the Council's emerging programme of business support activities. These funds were due to be expended by December 2022.

Included in the programme was £135,000 to fund a range of minor public realm improvements in market towns to ensure high streets and the public realm remain attractive and accessible destinations and to increase footfall following the pandemic.

In addition to the listed projects £99,000 was to be retained to be allocated to related additional activities as required.

In answer to a question members were reassured that the Economic Development Team was developing an extensive scheme of business support and assistance that would ensure that all of the funding was used by the due date. The delegation of the balance of the grant monies would allow for the flexibility to respond and meet need as it arose.

The portfolio Holder for Economic Development added that it was hoped that these grants would see an increase in start-up businesses, which the Council would be in a good position to support and assist.

It was confirmed that all of the Norfolk Strategic Fund monies would be used to support business in the District and that no expenses for officer time would be taken from the fund.

RECOMMENDED TO CABINET

(Options 1 and 2)

1. Cabinet endorses the proposed revised programme of activity to be funded from the Norfolk Strategic Fund grant.
2. Cabinet agrees to delegate authority to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the use of the balance of the grant monies (~ £99,000) in support of the economic recovery.

21 MOVING TOWARDS A FIRST-CLASS CUSTOMER SERVICE

The report presented the Customer Strategy and Customer Charter for approval and adoption, as well as asking Cabinet to note details of a Customer Experience and Insight lead role and a new Complaints Handling Policy.

Research into the Councils current approach to customer satisfaction and approach of other organisations both in the private and public sectors, had been undertaken in late 2020.

Staff workshops had been held to identify areas of strength and weakness in the current customer service provision and best practices and agreed ambitions were identified and used to formulate the proposed Customer Strategy, as well as a Customer Charter.

The Strategy aimed to put customers at the heart of the Councils activities, could provide benefits in customer satisfaction, efficiencies through service improvements and reduce waste by identifying and resolving causes of dissatisfaction and complaint.

The Strategy placed an emphasis on being able to understand and react to changing customer behaviours and expectations in order to shape and transform services to meet needs. To do this effectively the Council would seek to put the right resources and mechanisms in place to gather, collate and analyse customer feedback and insight and ensure that decisions were informed by data.

It was confirmed that following the collation of baseline data measures would be reported to members on a regular basis via the Service Improvement and Efficiency Committee and Cabinet Performance Reports.

The Chairman proposed and it was agreed that the Committee receive an update on these measures nine months after the Customer Engagement and Insight Lead was in post. The item would be placed on the Committee's Work Programme.

In response to a concern about the lack of direct departmental phone numbers on the Council's website the Committee was advised that it was considered to be more efficient to be directed to the department required by the caller through reception to an individual rather to a number that might go through to voicemail. However, this was just the sort of question that officers would like to explore through customer feedback to find out what they really want from the Council. It was also noted that many transactional activities with the Council could now be done outside of office hours via the website.

A member suggested that 'customers' was an inappropriate term for residents, who could be seen as more like partners of the Council. In response, the Committee was reminded that the Council dealt with many businesses, agents and land developers, as well as residents and that and

that many of the services it offered were discretionary and used by people not resident in the District.

In answer to a query about the new Customer Engagement and Insight Lead role, it was confirmed that this was a 2-year fixed term appointment, funded through Covid-19 money from the Government and could be extended or made permanent, if it was seen to be delivering value for money.

It was confirmed that parish and town councils would be informed of changes to the Customer Services Team via the annual forum with parishes held by the Council.

RECOMMENDED TO CABINET

(Options 1, 2, 3 and 1, 2)

That Cabinet consider and approve:

1. The adoption of the proposed Customer Strategy;
2. The adoption of the proposed Customer Charter; and
3. To note the appointment of a new Customer Experience & Insight Lead role.

That Cabinet approve and recommend to Council:

1. The adoption of the proposed Complaints Handling Policy.
2. The adoption of the proposed Unreasonably Persistent Complainants Policy.

22 SKILLS AND TRAINING PROJECT

The report provided an overview of the changes in policy and the economic environment that had impacted upon skills and training and defined the target cohorts for the Council's skills and training offer. It also set out a summary of the Council's current skills and training provision and outlined a project plan to enable a positive impact for the identified cohorts.

Research by the Centre for Progressive Policy predicted that Broadland and South Norfolk would be amongst the third of local authorities whose economies would fully recover in five years. Additionally, the Joseph Rowntree Foundation has published research suggesting that recovery in both Districts would feature in the best 20 percent of the country.

Crucially, this might mean that future targeted support would not go towards Broadland and South Norfolk (especially in light of the 'levelling up' agenda).

This presented a strong case for reviewing the current skills and training offer to ensure the Councils were providing a good level of support for those who need it most.

It was recognised that other organisations already made significant contribution to skills and training and, therefore, to avoid duplication of effort, it was intended to focus on specific cohorts of residents who had been adversely affected by the economic consequences of the pandemic and to target gaps to help those who would not otherwise benefit from skills and training.

The cohorts identified for these interventions were:

- School leavers
- Higher education leavers
- Recently unemployed including underemployed
- Start-ups (individuals and entrepreneurs looking to start their own business)

Consultations had been held with both internal and external stakeholders to understand the impact of their services and identify areas where additional support could be provided by the Council. These areas were:

- Direct delivery by both Councils
- Signposting / facilitating other skills and training provision
- Advocacy / influencing

Direct delivery included an Apprenticeship Scheme to ensure both Councils utilised their Apprenticeship Levy funding and met the Local Government Association's requirement of 2.3 percent of new entrants (this was anticipated to be in the region of 24 members of staff). The Committee was informed that this scheme would be funded through existing underspend and would not incur any additional cost.

The apprenticeships would be mostly vocational, in areas such as planning, environmental health and occupational therapy, but would also include some graduate apprenticeships. A Skills Training Board would be established to assess what skills were needed at the Council in order to target apprentices. It was intended that apprentices would come from a mix of age groups and that as this cohort increased details would be reported to Members.

A member suggested that it would be more appropriate for the scheme to support school leavers and the unemployed, rather than upskilling people who were already employed.

The Councils were also working with the Local Enterprise Partnership, schools and businesses to proactively promote better quality career advice for young people.

In answer to a query, the Committee was informed that a review of Carrowbreck was to be undertaken regarding its use as a training facility. However, it was emphasised that the Council was seeking to identify gaps in training, rather than duplicate training in areas such as construction that was already being provided by City College.

It was acknowledged that affordable transport to attend training, was a challenge, especially for those in rural areas, and that the Council was working with Norfolk County Council to address this issue.

The Chairman commended the report which contained much to be welcomed.

RECOMMENDED TO CABINET

(Options 1 and 2)

1. To note the impacts on skills, training and the wider economy in South Norfolk and Broadland and to note the intended approach to tailor our support to specific cohorts of residents and start-up businesses.
2. To agree to the establishment of a centralised apprenticeship budget comprised of existing apprenticeship posts across all directorates, topped up through increasing the vacancy factor from 2% to 3.5% to generate an additional £245,000 from recurring underspend across both councils.

The Committee adjourned at 11.48am and reconvened at 12.05pm, when all the Committee members listed above except for Cllr Nurden were present.

23 EMERGENCY PLANNING STRUCTURES

The Assistant Director Regulatory presented the report, which proposed establishing a 24/7/365 Emergency Incident Officer Scheme to provide a guaranteed response to defined serious emergency incidents.

The Committee was advised that the Council had a unique role in Emergency Planning, as a Category 1 responder, with formal responsibilities under the Civil Contingency Act 2004 and operational Emergency Plans were maintained to fulfil this duty

These plans were updated over time to reflect changes in organisational arrangements and learning from emergency incidents and it had been identified that it would be beneficial to augment the Council's emergency planning mechanisms with a 24/7/365 Emergency Incident Officer Scheme to guarantee a response to the scene of a serious incident. The depth of knowledge about local communities and their vulnerabilities and the resourceful problem-solving skills of officers would demonstrate emphatically and visibly the Council's commitment and support during emergency incidents.

The proposed role of the Emergency Incident Officer would cover the following three main areas:

- a. To provide the initial call receipt and point of contact for other agencies regarding emergencies in the District. The Emergency Incident Officer would make an assessment on whether he/she needs to attend the scene and whether other Council resources were required.
- b. To attend emergency scenes under defined response commitments and/or when requested by other agencies or the officer's own determination. Once on-scene, to assess the incident and whether additional Council resources are required.
- c. To provide a visible and constructive physical presence working with local people and partner agencies to best respond to this incident without taking unacceptable risks. NB: We do not aim to replicate or disrupt any other agency's remit and responsibilities.

The Council would look for approximately eight officers to volunteer to be trained and rostered to provide the basic cover on a one week in eight basis. The cost would comprise of a weekly gross standby payment and an allowance for a payment for call-out to major incidents. A budget of £15,000 was proposed to cover these costs.

A senior officer would also always be 'on call' on a rota system to provide senior decision making in support of the Emergency Incident Officer. This would not require any additional payment.

In answer to a query, members were advised that a number of parishes had Community Emergency Plans in place and that the Council encouraged and assisted parishes in formulating these plans. These were routinely promoted to parishes and a briefing session on Community Emergency Plans for members would be held later in the year.

It was confirmed that Emergency Planning Officers across Greater Norwich had a very close relationship and that emergency planning for cross-border facilities such as Norwich Airport were considered on a regular basis.

RECOMMENDED TO CABINET

(Option 1)

Cabinet to agree to establish a 24/7/365 Emergency Incident Officer scheme offering a guaranteed response to defined serious emergency incidents, at an additional annual revenue cost of £13k revenue and £2k equipment, tools and clothing annually borne 45% BDC / 55% SNC.

24 GREATER NORWICH LOCAL PLAN (GNLP) – SUBMISSION TO THE SECRETARY OF STATE FOR INDEPENDENT EXAMINATION

The Assistant Director of Planning advised members that the report had been considered and endorsed by the Place Shaping Policy Development Panel at its meeting yesterday.

The Greater Norwich Planning Policy Manager informed the Committee that the report set out the main issues raised through the Regulation 19 consultation stage of plan-making for the Greater Norwich Local Plan (GNLP). It concluded that the representations received regarding the soundness and legal compliance of the Plan had identified no significant issues, in principle, that could not be addressed or were such a risk to the GNLP that it should not be submitted to the Secretary of State for Public Examination in the near future.

However, some representations had raised issues which had to be addressed before submission, in particular, with Natural England on protecting key habitats from increased visitor pressure due to growth. This would be addressed through a Statement of Common Ground in relation to the mitigation necessary to protect sites under the Habitat Regulations.

Ongoing work was also required to proactively identify and bring forward sufficient Gypsy and Traveller sites to meet identified need.

The recommendation provided the caveat that submission of the Plan was subject to progress being made on key issues relating to protected habitats and Gypsy and Traveller sites.

Legal advice had confirmed that the above issues did not make the Plan unsound.

The other recommendations in the report were procedural and would allow the planning inspector to make any main modifications necessary to make the plan sound and legally compliant. The modifications would be reported back to each authority to ensure that they were satisfactory.

In response to a concern raised about the lack of reference to the numerous objections to the proposed development in Aylsham in the report, the Greater Norwich Planning Policy Manager advised the Committee that the report was focused on the process issues for the submission of the Plan. The appended Greater Norwich Development Partnership report set out the main issues raised in relation to the additional site allocated at Norwich Road, Aylsham. He added that it was very common for sites to be added between the Regulation 18 and the Regulation 19 stages and that the Norwich Road site had already been consulted upon and identified as a reasonable alternative.

The Chairman drew members' attention to risks in the report and that the GNLP had been prepared under an accelerated timetable, which meant that

the sites added at the Regulation 19 stage had not been consulted upon in the same way as they had been at the Regulation 18 stage, in particular the Norwich Road site had not been considered in conjunction with the development of Burgh Road. He questioned the soundness of the Plan in the light of this issue and suggested that it would be safer to strike out the Norwich Road site at this stage.

In response, the Greater Norwich Planning Policy Manager reiterated that the legal view was that the report remained sound and that the Norwich Road site had already been identified as a reasonable alternative. However, he added that the final decision would be made by the Planning Inspector, who could decide to strike out, approve or consult on the site.

It was confirmed that all representations were considered by the Planning Inspector, who then decided what to discuss at the Examination. It was very likely that Aylsham would be one of those considered. Respondents could also attend and make representations in person at the Examination.

In respect of accessible housing in Policy 5 Homes of the GNLP, it was confirmed that developers had objected to their provision, as they involved additional expense, but a hard line was being taken on this issue as there was a clear need for these type of dwellings.

Members were advised that Planners worked closely with Housing Enabling Officers when considering planning applications to ensure that the right types of dwellings were delivered for the housing need in the area.

The Chairman advised the Committee that he would not be supporting the recommendations, as he did not consider the Plan to be sound, due to the lack of consultation on sites added at the Regulation 19 stage.

Following a vote with five in favour, two against and three abstentions it was:

RECOMMENDED TO CABINET

(Options 1,2,3,4 a & b)

Cabinet to recommend that Council:

1. Agree that the Greater Norwich Local Plan (GNLP) is sound and to submit the Plan to the Secretary of State for independent examination subject to reaching an agreement in principle with Natural England, in the form of a signed statement of common ground, in relation to the mitigation necessary to protect sites protected under the Habitat Regulations.
2. Commit to proactively identify and bring forward sufficient Gypsy and Traveller sites to meet identified needs in accordance with the criteria based policies of the current and emerging Development Plans.

3. Agree to request that the appointed independent inspector make any Main Modifications necessary to make the plan sound and legally compliant;

and,
4. Delegate authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning, and in conjunction with Norwich City and South Norfolk Councils, to:
 - a. agree minor modifications to the GNLP prior to its submission.

and,
 - b. negotiate any main modifications necessary to make the GNLP Sound as part of the Independent Examination.

25 PENSIONS DISCRETIONS POLICY

The Chief of Staff introduced the report, which confirmed that the Council was required by law to create a Pensions Policy in relation to the discretions under the Local Government Pension Scheme. The policy was linked to the One Team terms and conditions and was appropriate for the same pensions' discretions to be awarded.

RECOMMENDED TO CABINET

(Option 1)

Cabinet to approve:

The Councils Pension Discretion Policy.

26 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

27 ICT AND DIGITAL STRATEGY REVIEW

The exempt report summarised the objectives of the ICT & Digital Strategy, which would enable the Council to drive forward the alignment, development, and expansion of ICT & Digital Services in a coordinated and efficient manner.

In response to a query from the Chairman, it was confirmed that individual elements of the technical landscape in the Strategy would be brought to members for determination on a case by case basis.

Following discussion it was:

RECOMMENDED TO CABINET

(Options 1 and 2)

To approve

1. The ICT & Digital Strategy in terms of its direction and action plan; and
2. The proposals to deliver digital services for our customers.

28 SHARED PROCUREMENT SERVICE BUSINESS CASE

The exempt report set out a business case for a shared procurement service.

The Vice Chairman noted the clear economic benefits of taking a shared approach to procurement.

Following discussion it was:

RECOMMENDED TO CABINET

(Options 1 and 2)

1. Cabinet to agree to the establishment of a shared procurement service, with Breckland Council being the host authority (subject to South Norfolk Council and Breckland Council also agreeing this.)
2. Cabinet to agree to delegate the detail of the agreement to the Director Resources, in consultation with the Portfolio Holder Finance and Resources.

29 FINANCE SYSTEM BUSINESS CASE

The exempt report proposed a business case for a Joint Finance System, which it was suggested would bring significant operational benefits.

Following discussion it was:

RECOMMENDED TO CABINET

(Option 1)

To award a contract, as set out in the report.

30 FOOD WASTE AND GARDEN WASTE DISPOSAL CONTRACT

The exempt report asked for approval to award a new contract for the disposal of food waste and to extend the current garden waste disposal contract.

Following discussion it was:

RECOMMENDED TO CABINET

(Options 1, 2 and 3)

Cabinet to agree to

1. Proceed with the award for the processing of food waste, as set out in the report;
2. Proceed with the award for the processing of garden waste, as set out in the report;
3. Proceed with a joint procurement of a garden waste disposal contract, as set out in the report and to delegate any decisions regarding the length/type of contract to the Director of People and Communities, in consultation with the Portfolio Holder for Environmental Excellence.

(The meeting concluded at 1.40pm)

Chairman

Minutes of a meeting of **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 15 June 2021** at **6.00pm** when there were present:

Cllr S A Vincent – Policy (Chairman)

Portfolio holders:

Cllr J K Copplestone	Economic Development
Cllr J J Emsell	Transformation and Organisational Development
Cllr S Lawn	Planning
Cllr J Leggett	Environmental Excellence
Cllr T M Mancini-Boyle	Finance
Cllr F Whymark	Housing and Wellbeing

Cllr M Murrell and Cllr S Riley also attended the meeting.

Also in attendance were the Managing Director, Director Place, Director Resources, Director People and Communities, Chief of Staff and Monitoring Officer, Assistant Director Finance, Assistant Director Individuals and Families, Strategy and Programme Manager, Housing Standards Senior Manager, Senior Finance Business Partner and the Democratic Services Officers (LA, JO).

1 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Cllr J Leggett	9 - Bid to the Community Infrastructure Fund from Sprowston Town Council	Non pecuniary, Vice Chairman of Sprowston Town Council
Cllr F Whymark	9 - Bid to the Community Infrastructure Fund from Sprowston Town Council	Non pecuniary, member of Rackheath Parish Council which had received a loan from the Community Infrastructure Fund

2 MINUTES

The Minutes of the meeting held on 20 April 2021 were confirmed as a correct record.

3 MATTERS ARISING

Minute No: 223 – Environmental Excellence Policy Development Panel

The Portfolio Holder for Environmental Excellence informed members that the Environmental Coordinator was in post and had made a good start to implementing the Environmental Strategy Action Plan.

Minute No: 225 – Social Prescribing

The Portfolio Holder for Housing and Wellbeing advised the meeting that the two Community Connectors who would be undertaking the social prescribing programme were now in post.

Minute No: 228 – Member IT

Cabinet was informed that all members had now been migrated to Office 365. A survey would shortly be held and a report with its findings would be drafted and reported to Cabinet in October.

Minute No: 233 St Faiths Common - Lease

The Portfolio Holder for Economic Development advised Cabinet that the Broadland Country Park scheme was going very well and staff were doing an excellent job.

4 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

5 OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 8 June 2021, as each item was considered.

6 WELLBEING POLICY DEVELOPMENT PANEL

Cabinet received the Minutes of the meeting of the Wellbeing Policy Development Panel held on 12 May 2021.

7 COVID-19 RECOVERY PLAN

The Director for People and Communities introduced the report, which provide an update on the proposed actions contained within the new Covid-19 Recovery Plan 2021-2022.

The report explained that since the start of the pandemic the Council had received a range of funding streams to support an effective recovery for communities and businesses. The allocation of a number of projects had already been agreed and the Recovery Plan appended to the report provided more detail of these activities. The report also identified further actions that required member approval before being taken forward. Members were asked to note that allocations for these items in the report were indicative, as there remained a need to be reactive and responsive to changing circumstances. It was confirmed, however, that any joint costs would be subject to a 45/55 split.

The Leader thanked officers for putting together the report which was a useful means of understanding the many funding streams that had had been received by the Council and how they had been allocated across the District. He welcomed clarification about the 45/55 split and suggested that in future iterations of the report it would be useful to have the total number in the resources column in Appendix A, rather than just the split number, to show how much was actually being spent.

Members welcomed the report, which set out clearly a very complex range of funding streams and allocations and officers were commended for their work in bringing the actions forward.

In answer to a question about hybrid meetings the Director of Resources advised the meeting that the legal challenge to allow a continuation of remote meetings had failed and, therefore, it remained a statutory duty that formal decisions be made in person. The Council had, however, invested in technology to allow meetings to be live streamed and it might be possible to allow members to join remotely in the future, subject to a change in legislation.

In answer to a question about recruiting Mental Health staff, the Director for People and Communities advised the meeting that the Council had engaged with the YMCA to provide mental health support for young people and it was aimed to get a programme in place as soon as possible.

Following a show of hands it was unanimously

RESOLVED:

1. To consider and approve the proposed actions as set out in the attached Covid-19 Recovery Plan 2021-2022;

2. To approve the indicative sums set out in Appendix A and the table at 4.4 to provide further support to the Covid-19 recovery, and to delegate to the relevant Director, in consultation with the appropriate Portfolio Holder in order to utilise the funding flexibly and to ensure the greatest impact.

Reasons for decision

To allocate Covid-19 funding to support residents and businesses in the District.

8 BID TO THE COMMUNITY INFRASTRUCTURE FUND FROM SPROWSTON TOWN COUNCIL

The Director for Place introduced the report, which presented a bid from Sprowston Town Council for a loan of £250,000 from the Community Infrastructure Fund (CIF) to enable the renovation of the former Viking Public House into a multi-use community hub. The CIF enabled parishes to bring forward community infrastructure projects ahead of receipt of their Community Infrastructure Levy (CIL).

If the bid was approved it would leave £43,000 in the CIF. However, the Fund was being constantly replenished by CIL being paid off against previous loans.

It was considered that the loan was reasonable and met the criteria for the use of CIL receipts and that there was no foreseeable risk that the loan would not be repaid, as the Town Council was scheduled to receive in excess of £2m in CIL over the next two years.

The Portfolio Holder for Environmental Excellence thanked the Community Infrastructure Officer, for her help in putting this bid together for a community hub that would be an asset to the area.

The Leader welcomed the bid and emphasised that it was for such projects that the Fund had been established. He add that he would encourage further bids to come forward even if the Fund had been used up as the Council's reserves could be used to provide loans these, if necessary.

Following a show of hands it was unanimously

RESOLVED:

1. To utilise the CIF to enable STC to bring about the timely purchase of the former Viking Public House, Tills Road, Sprowston to enable

conversion into a new multi-use community hub;

2. To agree a £250,000 loan from the Community Infrastructure Fund to Sprowston Town Council;
3. To authorise the Director of Place to draft a legal agreement in accordance with the heads of terms referred to in paragraph 4.5.

Reasons for decision

To bring forward a community infrastructure project in the District.

9 QUARTER 4 STRATEGIC PERFORMANCE AND FINANCE

The Director for Resources introduced the report, which provided an overview of the performance of the Council in Quarter 4 against the key outcomes set out in the Delivery Plan for 2020/21.

The detail of the financial outturn for the period was broken down into the response and impact of the pandemic on substantive services and the usual outturn with regard to Council services.

The response saw the Council providing direct financial support to individuals and businesses of over £40m. The majority of this funding had been spent, but £1.233m remained and it was proposed that this be allocated to an earmarked reserve in order to deliver an appropriate response to the pandemic in 2021/22.

The impact on the Council's services had been mixed; with some income streams being impacted negatively, such as Carrowbreck which had been forced to cease training and some income streams being impacted positively, such as recycling credits, which had increased with many more people at home during lockdown. Some projects had also slipped to 2021/22, such as staff training because they could not be delivered in year due to Covid. In total, the underspend for 2020/21 was £1.333m.

The Portfolio Holder for Finance noted the enormous amount of work that had been done to support residents and businesses in the District and that it was the right thing to do to carry forward the underspend on substantive services. She also commended the Environmental Projects Reserve, which was an exciting prospect.

The Strategy and Programme Manager introduced the Performance section of the report. She highlighted the 12 measures that had met the year-end success criteria and were rated green.

These included:

Number of working days taken to process new claims for Housing Benefit/Council Tax benefit. Throughout the year there had been a 70 percent increase in new claims however the One Team had exceeded its target of processing new claims within seven days.

Number of affordable homes delivered (including help to buy). A further 64 new build affordable homes had been completed in Q4 bringing the cumulative total for new affordable homes in the District to 165 in 20/21.

Measures that were currently not meeting the year-end target or had missed the target by a narrow margin, were rated amber and included:

Collection Rate of Council Tax. The collection rate, whilst not reaching the target, had exceeded expectations considering the challenges faced during to the Covid-19 pandemic, which was extremely positive.

Percentage of household waste recycled. Although Q3 saw a decrease of four percent, Broadland continued to have the highest total recycling rate in Norfolk at an average of 50 percent.

Light touch monitoring was in place for measures rated Amber.

Measures that had not met the year-end target by a significant amount were rated Red and would be closely monitored, these included:

Collection of Business Rates. Collection performance had been impacted by the Covid-19 pandemic. Whilst some sectors such as retail had benefited from additional help through emergency Business Rate Relief, other sectors had not had the same form of assistance. The Team had worked proactively with businesses to offer extended and deferred payments where appropriate.

Employment rate. The fall in the employment rate reflected the first national lockdown and job losses as a result. However, the Bank of England was predicting that Britain was on track for the strongest growth since the Second World War this year, with a faster-than-expected recovery from the Covid-19 pandemic. To support a fast recovery, officers were undertaking a number of measures to address the threat of increased unemployment. These include acting as a lead partner in the Government's Kickstart scheme.

There were also nine other measures that were currently being baselined to gather data and set targets.

The Portfolio Holder for Transformation and Organisational Development noted that the report clearly demonstrated how well the Council was

performing despite the unprecedented circumstances brought about by the pandemic. He welcomed the further measures that were being baselined for the next year.

The Portfolio Holder for Finance noted that the collection rates of Council Tax and Business Rates were extremely positive considering the extreme challenges faced over the last year.

The Leader concurred with this view and noted the excellent work that had been carried out by the One Team during these difficult times. He added that the reason that it was proposed to drop Quarter 3 from the reporting schedule in March was that this was when Cabinet were looking at the year-end outrun which could be confusing, as members would be looking at an out of date report. Performance reporting had originally been made for Quarters 2 and 4 and it was felt that it would be more efficient to revert to this practice. Performance would continue to be monitored on a constant basis via consultation with Portfolio Holders.

The Portfolio Holder for Economic Development noted that Grant Thornton had predicted that Broadland was in the top five percent of local authority areas that were expected to bounce back strongly from the pandemic. She congratulated staff on the speed with which business grants had been allocated and the level of business support that the Council had provided. In particular she congratulated Senior Economic Development Officer: Inward Investment and the Internal Consultancy Senior Lead and their Teams for the exceptional work they had done, as well as the Business Support Team. She noted that a Business Support report would be brought to Cabinet shortly that would include business start-ups and that a Skills and Training report that was also being drafted would also help address unemployment in the District.

The Portfolio Holder for Housing and Wellbeing commended the work of the Housing Team, who were doing a very good job under difficult circumstances. He noted that Disabled Facilities Grants had been carried over and that some new money had become available that was to be used to support people with Long Covid. He also noted that the affordable housing target had been exceeded, which was very positive.

The Portfolio Holder for Planning noted that the number of new homes delivered and planning decisions made within statutory were also on target for the District.

The Portfolio Holder for Environmental Excellence drew members' attention to the Environmental Projects Reserve, which she was sure would result in some excellent projects. The Waste Recycling figures were good, although the final figures would not be available until later, due to the way recycling was reported to Government. Fly tipping figures were also good at 3.3 per 100,000 and compared very favourably to the East of England which was 9.8 and 17.3 nationally.

The Leader noted that the report was well structured and that measures such as staff sickness and customer satisfaction were being baselined and would be reported soon. He suggested that whilst the fly tipping target was good it should be a more aspirational target.

The Chairman of the Overview and Scrutiny Committee confirmed that the Committee had been impressed by the reported performance over such a difficult time period. Members had also commended the establishment of the Environmental Projects Reserve. The Committee had proposed two amendments to the recommendations; the first was to include long term sickness in measure 4 – staff absence levels, which might give an insight to any areas of concern. The second was to maintain the current reporting schedule for performance measures, however, the clarification that it could cause confusion when considering the year end out turn was a satisfactory explanation for making the change.

The Leader thanked the Chairman of the Overview and Scrutiny Committee and confirmed that long-term sickness would be looked at as part of the overall staff absence measure.

Following a show of hands it was unanimously

RESOLVED:

1. To agree the revenue and capital position for Quarter 4; and
2. To agree the 2020/21 performance measure update for Quarter 4; and
3. To agree to change the reporting schedule for performance measures, with the next updates coming to Cabinet in Quarters 2 and Quarters 4 2021/22.

RECOMMENDED TO COUNCIL

1. To agree the slippage requests for both revenue and capital; and
2. To agree the creation of the following new earmarked reserve:
 - Environmental Projects Reserve.

Reasons for decision

The report was a factual account.

10 EMPTY HOMES POLICY

The Assistant Director Individuals and Families introduced the report, which presented a revised Empty Homes Policy.

The Policy was being refreshed to bring it up to date with Government guidance and to ensure that empty homes were brought back into use as soon as possible. The Policy would continue to offer interest free loan to owners of empty homes in order to renovate them and bring them back into use and additional Council Tax charges of up to 300 percent would also remain in place to incentivise owners to do so as well. As a last resort the Council could proceed with a Compulsory Purchase Order (CPO) or an Empty Dwelling Management Order (EDMO). The former would be used to buy and sell the property, the latter would be rented out by the Council.

As either procedure was a very serious step, a clear set of principles were set out in the Policy to ensure that this action was only undertaken as a last resort. These included a Community Impact Assessment and a points based assessment to determine if enforcement was appropriate, as well as a financial assessment of the viability of such action. All of these proposed actions would be brought to Cabinet for final determination.

The Assistant Director Individuals and Families confirmed that officers were now proposing that the reserve fund in recommendation 3 should be for £600,000, not £500,000 as set out in the report. This would cover the purchase cost of two homes for the average price in the District of £290,964.

The revised Policy would allow for a clear audit trail, whilst protecting the public purse and demonstrate that the Council had a proactive approach to bringing empty homes back into use.

The Portfolio Holder for Housing and Wellbeing advise the meeting that he fully endorsed the Policy, which was a good balance of support and enforcement. He would like, however, to amend recommendation 3 to the following:

3. To approve creation within the 2021/22 financial year of:
 - A reserve fund of £650,000 in order to undertake a voluntary offer of purchase as part of a Compulsory Purchase Order procedure *and to enforce housing standards*.

The proposed amendment was supported by members.

In response to a query about members no longer receiving empty homes lists for their Wards, the Portfolio Holder for Housing and Wellbeing pointed out

that at paragraph 2.4 the Policy stated that empty homes data would be provided for members as part of quarterly performance reporting.

Voting was carried out by way of a roll call and it was unanimously

RESOLVED:

1. To approve adoption of the Empty Homes Policy and that this be reviewed by the Overview and Scrutiny Committee after one year;
2. to agree proposal that Cabinet provides approval to seek to undertake Empty Dwelling Management Order (EDMO) and Compulsory Purchase Order (CPOs) processes on a case by case basis;
3. To approve creation within the 2021/22 financial year of:
 - A reserve fund of £650,000 in order to undertake a voluntary offer of purchase as part of a Compulsory Purchase Order procedure and to enforce housing standards.

Reasons for decision

To allow the Council to take a robust approach to tackling housing issues and support residents.

11 HOUSES IN MULTIPLE OCCUPATION DISCRETIONARY ACTIVITY POLICY

The Assistant Director for Individuals and Families introduced the report, which presented the Houses in Multiple Occupation Discretionary Activity Policy for adoption. The Policy would enable the Council to take a robust approach to tackling housing issues, support wellbeing and reduce abuse and exploitation of vulnerable residents.

The report also proposed amending an existing vacancy from Band E to Band F to enable the recruitment of a full time Community Enforcement Officer post, as well as a temporary 0.5 fte Community Enforcement Officer post funded through the Covid-19 Outbreak Management Fund. These posts would allow for a more proactive approach to be taken by the Council to housing standards.

The Portfolio Holder for Housing and Wellbeing welcomed the report, which he considered sent a clear message to landlords that the Council would not accept sub-standard accommodation for its residents. He also proposed amending recommendation 8.2 to the following:

2. To approve amending an existing vacancy from Band E to Band F enabling recruitment to 1fte Community Enforcement Officer post, *with the costs split on a 45/55 basis between Broadland and South Norfolk;*

He also proposed the following additional recommendation 8.3

3. *That a 0.5 fte Community Enforcement Officer post will be in place for two years and will be funded through the Covid-19 Outbreak Management Fund.*

The Portfolio Holder for Finance advised members that she did have some concerns about the Policy as a landlord could reduce the number of tenants to below the licensable threshold, which could in turn put pressure on the Council to provide temporary accommodation. She added that this risk should have been included in the report.

The Portfolio Holder for Economic Development welcomed the clarity provided by the amendment to recommendation 8.2, but voiced similar concerns to the Portfolio Holder for Finance regarding risks. She suggested that a lot of landlords were unaware of these regulations and that officers should place an emphasis on education before enforcement.

In response the Assistant Director for Individuals and Families confirmed that it was the intention to assist businesses to be the best they could be and that a well-run House in Multiple Occupation could be an asset for the District.

The Housing Standards Senior Manager advised the meeting that the Council would give a landlord a considerable amount of time to put their property in good order and would only take enforcement action if the property was in a dangerous condition. He added that it was unlikely that a landlord would reduce the number of tenants below the threshold and lose rental income because of the relatively minor cost of being registered.

The Leader noted that the Council had a statutory obligation to enforce decent housing standards and that it should engage and support landlords to comply with these standards.

Voting was carried out by way of a roll call and by 4 votes to 3 it was

RESOLVED:

1. To approve adoption of the Houses in Multiple Occupation Discretionary Activity Policy; and
2. To approve amending an existing vacancy from Band E to Band F enabling recruitment to 1fte Community Enforcement Officer post, with

the costs split on a 45/55 basis between Broadland and South Norfolk;
and

3. That a 0.5 fte Community Enforcement Officer post will be in place for two years and will be funded through the Covid-19 Outbreak Management Fund.

Reasons for decision

To take a proactive approach to identifying and monitoring Houses in Multiple Occupation across the District.

The meeting closed at 19.27pm

DRAFT

CABINET

Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, held on Tuesday 6 July 2021 at 6.00pm.

Cabinet Member Present:

Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, S Lawn, J Leggett and F Whymark.

**Other Members in Attendance:
Officers in Attendance:**

Councillor: M Murrell

The Managing Director, Director of People and Communities, Chief of Staff, Assistant Director of Finance, Assistant Director of Individuals and Families, Assistant Director of Planning, Assistant Director of Regulatory, ICT and Digital Manager, Economic Growth Administrator and Democratic Services Officers (LA, JO)

12 DECLARATIONS OF INTEREST

Minute No 19 – Greater Norwich Local Plan (GNLP) – Submission to the Secretary of State for Independent Examination

Cllr S Vincent declared that through his consultancy Abzag, he was promoting, on behalf of the landowner, a site for residential development in Colney which had not been taken forward under the Greater Norwich Local Plan, through the Greater Norwich Local Plan.

Should this site come under further consideration he shall declare a disclosable pecuniary interest and shall vacate the chair and leave the room.

In this case under the provisions of the Code of Conduct he did not have any interests to declare which would prevent him from participating in the debate and chairing the meeting.

13 MINUTES

The minutes of the meeting of Cabinet held on 15 June 2021 were agreed as a correct record.

14 MATTERS ARISING*Minute No: 7 – Covid-19 Recovery Plan*

In answer to a query from the Portfolio Holder for Environmental Excellence, Cabinet was advised that the contract with the YMCA to provide mental health support for young people had been signed off on 1 July 2021. Referrals would be made both through the Help Hub and directly from the YMCA, who would also work within the Help Hub.

The Leader requested that this item come back to Cabinet in September and should include a revised Appendix A, as he had suggested at the 15 June 2021 meeting.

Minute No 228 – Member IT (20 April 2021 Cabinet)

The Leader was pleased to note that Member IT had been placed on the Forward Plan for the 19 October 2021 Cabinet.

15 PUBLIC SPEAKING**Mr Trevor Bennett, Chairman of Aylsham Town Council, in respect of the Greater Norwich Local Plan (GNLP) (Agenda item 19)**

There were a significant number of objections to the Plan from the residents of Aylsham. These were reasoned, articulate comments which highlighted the lack of consultation moving from one to two sites. There is no evidence that this has been seriously considered by either officers or the council representatives. There has been no contact from the GNLP to discuss these issues with Aylsham Town Council.

The Town Council would like to meet with Planners from Broadland District Council to discuss the allocation of two sites in the Town, which he considered to have been in response to the Planning White Paper, which was now likely to change. He suggested that there was no urgency to submit a flawed Local Plan and that it should be put deferred in order to hold a consultation.

Response from the Portfolio Holder for Planning

Mr Bennett was thanked for his question and his attention was drawn to page 114 of the Cabinet papers (Greater Norwich Development Partnership Submission Report) where it was explained that the 2012 Planning Regulations anticipated that there would be changes in whatever has been consulted upon after the Regulation 18 consultation.

At the Regulation 18C draft plan stage of the GNLP, overall housing numbers were consulted on, alternative sites were consulted on as well as those proposed for allocation.

It was common for new sites to be proposed for allocation for the first time at the Regulation 19 stage, either because they had only recently become available or the local planning authority needed to supplement its allocations in order to better meet needs. The report highlighted that representations had been made on the plan-making process and on the consequential increasing housing numbers for Aylsham.

Further to this, the overall housing numbers had been raised in response to new evidence from the 2018 household projections and the Government's clear national policy priority of addressing the housing crisis. This rise in overall housing numbers had included an additional site in Aylsham for 250 homes, which was consulted on as a potential alternative through the Regulation 18C consultation in early 2020. The Norwich Road site would provide 250 homes in a sustainable location, including housing for the elderly and the potential for a car park, as included in Aylsham's Neighbourhood Plan. In addition to the site in Aylsham, to assist in providing for the additional housing overall, numbers had been doubled in East Norwich to 4,000 homes and changes to sites had been included in Acle, Colney, Cringleford, Harleston and Wymondham. Overall housing numbers in the plan in Aylsham were similar to those of Diss and Harleston and significantly lower than those of the other main towns of Long Stratton and Wymondham.

Concerns had been raised over the capacity of Aylsham's infrastructure to cope with the additional homes, including schools, sewerage, highways and integrating new communities. In relation to these concerns, infrastructure providers had been involved throughout the plan-making process and were fully aware of the need to provide additional capacity as and when growth took place. This included a new primary school on the Burgh Road housing site.

It was understood that the Burgh Road site was the preferred option, but the Norwich Road site was seen as a reasonable alternative, hence the reason for its inclusion under the Regulation 19 process.

With the release of the Government's White Paper 'Planning for the Future' it was realised that housing numbers would have to be increased and as the second site in Aylsham had been consulted upon it was appropriate to include the Norwich Road site in the Plan.

There were numerous references to consultation with residents in Aylsham in the report, for example:

- The Process section (page 124)
- Growth in Main Towns section (page 129)
- Consultation section (page 131)
- Location of Growth Section (page 134)
- Aylsham topic of Main Towns (page 141)
- In the Sites section under Main Towns (pages 153,154)

Page 123 of the report gave a breakdown of the number of representations for Aylsham sites and there was to be the opportunity for residents to make representations to the independent Inspector, either in writing or in person.

The GNLP applies to over 400,000 residents and the 69 objections from Aylsham had been listened to and detailed for submission to the Inspector.

Three Regulation 18 consultations had taken place on the Plan, including consultation events in Aylsham and meetings with Aylsham Town Council. We are now at the “soundness” stages of plan-making, which would include an examination in public if the GNLP is submitted. For such an examination, the independent Inspector will have access to the full representations made, which are on the GNLP web site. The Inspector would also have the representation summaries and responses in the Statement of Consultation. Discussions on specific sites and locations for growth such as Aylsham would no doubt be a key part of the examination. The Inspector would then determine whether specific sites should be included in the Plan or not.

Therefore, Broadland District Council was confident that the GNLP was sound and legally compliant and should be submitted for Independent Examination.

The Portfolio Holder for Planning confirmed that she would be happy to arrange a meeting with the Town Council and officers and members from the District Council to discuss their concerns, as soon as possible.

16 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

17 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Committee held on 15 June 2021.

18 PLACE SHAPING POLICY DEVELOPMENT PANEL

Cabinet received the Minutes of the meeting of the Panel held on 28 June 2021

19 GREATER NORWICH LOCAL PLAN (GNLP) – SUBMISSION TO THE SECRETARY OF STATE FOR INDEPENDENT EXAMINATION

The Assistant Director of Planning informed Cabinet that the report set out the main issues raised through the Regulation 19 consultation stage of plan-making for the Greater Norwich Local Plan (GNLP), which had taken place over 1 February to 22 March 2021 and had sought comment on the soundness and legal compliance of the Plan.

The 1,316 representations made had all been assessed and were summarised in the report and it had been concluded that the representations received had identified no significant issues, in principle, that could not be addressed or were such a risk to the GNLP that it should not be submitted to the Secretary of State for Public Examination in the near future.

However, some representations had raised issues which had to be addressed before submission, in particular, with Natural England on protecting key habitats from increased visitor pressure due to growth. This would be addressed through a Statement of Common Ground in relation to the mitigation necessary to protect sites under the Habitat Regulations.

Ongoing work was also required to proactively identify and bring forward sufficient Gypsy and Traveller sites to meet identified need.

The recommendation provided the caveat that submission of the Plan was subject to progress being made on these key issues; however legal advice had confirmed that these issues did not make the Plan unsound.

The other recommendations in the report were procedural and would allow the planning inspector to make any main modifications necessary to make the Plan sound and legally compliant. The modifications would be reported back to each authority to ensure that they were satisfactory.

It was confirmed that the Statement of Common Ground relating to habitat protection would be updated under the auspices of the Norfolk Strategic Planning Framework. The identification of Gypsy and Traveller sites would be undertaken by all three Greater Norwich local authorities and Norfolk County Council and would need to identify sites before the examination took place. Members were advised that Norwich City would be bringing 21 pitches forward shortly.

RECOMMENDED TO COUNCIL

1. Agree that the Greater Norwich Local Plan (GNLP) is sound and to submit the Plan to the Secretary of State for independent examination subject to reaching an agreement in principle with Natural England, in the form of a signed statement of common ground, in relation to the mitigation necessary to protect sites protected under the Habitat Regulations.

2. Commit to proactively identify and bring forward sufficient Gypsy and Traveller sites to meet identified needs in accordance with the criteria based policies of the current and emerging Development Plans.
3. Agree to request that the appointed independent inspector make any Main Modifications necessary to make the plan sound and legally compliant;

and,
4. Delegate authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Planning, and in conjunction with Norwich City and South Norfolk Councils, to:
 - a. agree minor modifications to the GNLP prior to its submission.
and,
 - b. negotiate any main modifications necessary to make the GNLP Sound as part of the Independent Examination.

Reasons for decision

To ensure that the Council's Development Plan remained effective and continued to have full weight in determining planning applications.

20 CAPITAL BUDGET

The report recommended that the Capital Budget for Refuse Services be increased from £3m to £5.7m.

Cabinet was advised that when the budget was agreed in February 2021 it was uncertain whether the Council would need to purchase refuse vehicles and / or update the Frettenham Depot. This was because, as part of the re-tender of its Strategic Environment contract, the Council wanted to see whether it would be more cost effective: to use an alternative depot, and / or for the contractor to purchase the refuse vehicles.

It had since become clear during the initial stages of the procurement process that local authority funding of the refuse vehicles was the most cost effective solution. Although the actual capital cost of the vehicles was not known it was evident that more than £3m would be required.

The Portfolio Holder for Finance noted that the proposed figure of £5.7m was at the top end of the cost range and the actual cost was likely to be lower.

RECOMMENDED TO COUNCIL

That the 20/21 Capital Budget for Refuse Services is increased from £3m to £5.7m.

Reasons for decision

To provide additional resource for the purchase of refuse vehicles.

21 INSURANCE CONTRACT – REQUEST FOR DELEGATION TO AWARD

The Portfolio Holder for Finance advised the meeting that as the next Cabinet meeting was being rescheduled for 31 August 2021, it would allow time for this item to be determined by Cabinet rather than being delegated and she, therefore, requested that a decision on the insurance contract be deferred.

AGREED

To defer a decision on this item to the 31 August 2021 meeting of Cabinet.

22 BROADLAND USE OF THE NORFOLK STRATEGIC FUND GRANT

The report sought Cabinet's endorsement of a revised programme of work funded by the Norfolk Strategic Fund grant and requested that authority be delegated to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the use of the balance of the grant monies in support of the economic recovery.

The Norfolk Strategic Fund was a one-off grant programme, funded primarily from Norfolk's pooled business rates, that was to be used to support economic recovery activities.

In October 2020 the Council was awarded £428,573 from the Norfolk Strategic Fund based on a proposed programme of works that had been informally agreed by Cabinet in late 2020, where it was provisionally agreed to allocate most of the funding to an entrepreneurship development programme known as Enterprise Facilitation®.

However, following a presentation and further internal discussions, it was decided by Members not to proceed with the Enterprise Facilitation® programme, as it was not seen to represent good value for money nor to add significantly to services currently being delivered locally by the Council and other organisations.

A new programme of work had subsequently been drafted that remained consistent with the aims of the Norfolk Strategic Fund grant and the Council's emerging programme of business support activities. These funds were due to be expended by December 2022.

The Portfolio Holder for Economic Development advised the meeting that she wanted to propose some further revisions to the programme of work. These were:

- Start-up/SME business mentor (a two year appointment, with on-costs) increased from £60,000 to £130,000.
- Marketing and Communications - £10,000.
- SME/Start-up grants increased from £100,000 to £173,527
- Contingency reduced from £98,527 to £85,000

In addition, she proposed that recommendation 8.2 be amended to the following:

To agree to delegate authority to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the use of the ~~balance of the grant monies~~ contingency amount of (~ £99 85,000) ~~in support of the economic recovery and to decide on the governance arrangements for the SME / Start-Up Business Grants over the value of £5,000.~~

The revised recommendations were duly seconded and by a show of hands it was unanimously:

RESOLVED

1. To endorse the revised programme of activity to be funded from the Norfolk Strategic Fund grant; and
2. To agree to delegate authority to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the use of the contingency amount of (~ £85,000) and to decide on the governance arrangements for the SME / Start-Up Business Grants over the value of £5,000.

Reasons for decision

To support existing businesses and those looking to start a new business in the District.

23 MOVING TOWARDS A FIRST-CLASS CUSTOMER SERVICE

The report presented the Customer Strategy and Customer Charter for approval and adoption, as well as asking Cabinet to note details of a Customer Experience and Insight lead role and a new Complaints Handling Policy.

Research into the Councils current approach to customer satisfaction and approach of other organisations both in the private and public sectors, had been undertaken in late 2020.

Staff workshops had been held to identify areas of strength and weakness in the current customer service provision and best practices and agreed ambitions were identified and used to formulate the proposed Customer Strategy, as well as a Customer Charter.

The Strategy aimed to put customers at the heart of the Councils activities and could provide benefits in customer satisfaction, efficiencies through service improvements and reduce waste by identifying and resolving causes of dissatisfaction and complaint.

The Strategy placed an emphasis on being able to understand and react to changing customer behaviours and expectations in order to shape and transform services to meet needs. To do this effectively the Council would seek to put the right resources and mechanisms in place to gather, collate and analyse customer feedback and insight and ensure that decisions were informed by data.

Cabinet were advised that a pilot customer satisfaction survey had been carried out on the old website and that this information was being analysed and would be reported back to cabinet in due course.

The Portfolio Holder for Transformation and Organisational Development noted the importance of customer service for residents and businesses and commended the report, which clearly set out a strategy for improving the Council's customer service.

The Portfolio Holder for Housing and Wellbeing noted that complaints had previously been reviewed by the same person who had originally assessed them and he was pleased to see that this practice had now been changed. However, he expressed concern that there were no contact details in the policy and requested they be included. Officers confirmed that the policy would be updated accordingly.

In response to a query it was confirmed that it was aimed to resolve complaints within 15 working day, unless they were complex and a longer period was agreed with the complainant.

In answer to a query about the means of measuring the performance of the Customer Experience & Insight Lead to assess if the initial two year contract would be extended, the Managing Director advised the meeting that there was currently a huge hidden cost involved under customer engagement because it dealt with by a wide variety of staff across the organisation. By having a dedicated resource it would release capacity elsewhere and avoid duplication. This would be measurable either in efficiencies or by financial savings.

In answer to a query from the Portfolio Holder for Environmental Excellence, the meeting was informed that analytical work by the Customer Experience & Insight Lead could be carried out using existing software systems and complaints and service requests were separated, but if a service request was received as a complaint it was recorded. If staff were in doubt about the nature of a request it would also be recorded as a complaint.

Following a show of hands, it was unanimously:

RESOLVED

1. To adopt the Customer Strategy; and
2. To adopt the Customer Charter; and
3. To note the appointment of a new Customer Experience & Insight Lead role.

RECOMMENDED TO COUNCIL

1. The adoption of the proposed Complaints Handling Policy.
2. The adoption of the proposed Unreasonably Persistent Complainants Policy.

Reasons for decision

To introduce an approach for delivering a first class customer service.

24 SKILLS AND TRAINING PROJECT

The report provided an overview of the changes in policy and the economic environment that had impacted upon skills and training and defined the target cohorts for the Council's skills and training offer. It also set out a summary of the Council's current skills and training provision and outlined a project plan to enable a positive impact for the identified cohorts.

Research by the Centre for Progressive Policy predicted that Broadland and South Norfolk would be amongst the third of local authorities whose economies would fully recover in five years. Additionally, the Joseph Rowntree Foundation has published research suggesting that recovery in both Districts would feature in the best 20 percent of the country.

Crucially, this might mean that future targeted support would not go towards Broadland and South Norfolk (especially in light of the 'levelling up' agenda).

This presented a strong case for reviewing the current skills and training offer to ensure that the Councils were providing a good level of support for those who needed it most.

It was recognised that other organisations already made significant contribution to skills and training and, therefore, to avoid duplication of effort, it was intended to focus on specific cohorts of residents who had been adversely affected by the economic consequences of the pandemic and to target gaps to help those who would not otherwise benefit from skills and training.

The cohorts identified for these interventions were:

- School leavers
- Higher education leavers
- Recently unemployed including underemployed
- Start-ups (individuals and entrepreneurs looking to start their own business)

Consultations had been held with both internal and external stakeholders to understand the impact of their services and identify areas where additional support could be provided by the Council. These areas were:

- Direct delivery by both Councils
- Signposting / facilitating other skills and training provision
- Advocacy / influencing

Direct delivery included an Apprenticeship Scheme to ensure both Councils utilised their Apprenticeship Levy funding and met the Local Government Association's requirement of 2.3 percent of new entrants (this was anticipated to be in the region of 24 members of staff). Cabinet was informed that this scheme would be funded through existing underspend and would not incur any additional cost.

The apprenticeships would be mostly vocational, in areas such as planning, environmental health and occupational therapy, but would also include some graduate apprenticeships. A Skills Training Board would be established to assess what skills were needed at the Council in order to target apprentices. It was intended that apprentices would come from a mix of age groups and it was confirmed that as this cohort increased details would be reported to Members.

The Managing Director emphasised that this represented an opportunity for the One Team to develop staff at all levels of their careers.

In answer to a query about links to educational establishments, it was confirmed that the Council was in contact with a wide range of educational bodies and youth organisations and would seek to explore these further to promote apprenticeships in local government.

Members were also informed that a report on the future use of Carrowbreck would be brought to Cabinet later in the year.

The Portfolio Holder for Economic Development proposed amending recommendation one in order to galvanise the direct delivery of projects by the Council, to the following:

To note the impacts on skills, training and the wider economy in South Norfolk and Broadland and to note the intended approach to ~~tailor our support to specific cohorts of residents and start-up businesses~~ support direct delivery projects, as outlined in paragraphs 4.3.1 to 4.3.6.

The Leader noted that this was a very exciting area and he commended officers for their ingenuity in funding the apprenticeship budget through recurring underspends.

He also proposed the following further amendment to recommendation 1, as Cabinet sought to discourage recommendations that were 'to note'.

To agree ~~note the impacts on skills, training and the wider economy in South Norfolk and Broadland and to note~~ the intended approach to support direct delivery projects, as outlined in paragraphs 4.3.1 to 4.3.6.

Following a show of hands it was unanimously:

RESOLVED

1. To agree the intended approach to support direct delivery projects, as outlined in paragraphs 4.3.1 to 4.3.6; and
2. To agree to the establishment of a centralised apprenticeship budget comprised of existing apprenticeship posts across all directorates, topped up through increasing the vacancy factor from 2% to 3.5% to generate an additional £245,000 from recurring underspend across both councils.

Reasons for decision

To provide skills and training opportunities for Broadland's residents and businesses.

25 EMERGENCY PLANNING STRUCTURES

The Assistant Director Regulatory presented the report, which proposed establishing a 24/7/365 Emergency Incident Officer Scheme to provide a guaranteed response to defined serious emergency incidents.

Cabinet was advised that the Council was a Category 1 Emergency Planning responder, with formal responsibilities under the Civil Contingency Act 2004 and maintained operational Emergency Plans to fulfil this duty.

These Plans were updated over time to reflect changes in organisational arrangements and learning from emergency incidents and it had been identified that it would be beneficial to augment the Council's emergency planning mechanisms with a 24/7/365 Emergency Incident Officer Scheme to guarantee a response to the scene of a serious incident. The depth of knowledge about local communities and their vulnerabilities and the resourceful problem-solving skills of officers would demonstrate emphatically and visibly the Council's commitment and support during emergency incidents.

The proposed role of the Emergency Incident Officer would cover the following three main areas:

- a. To provide the initial call receipt and point of contact for other agencies regarding emergencies in the District. The Emergency Incident Officer would make an assessment on whether he/she needs to attend the scene and whether other Council resources were required.
- b. To attend emergency scenes under defined response commitments and/or when requested by other agencies or the officer's own determination. Once on-scene, to assess the incident and whether additional Council resources are required.
- c. To provide a visible and constructive physical presence working with local people and partner agencies to best respond to this incident without taking unacceptable risks. NB: We do not aim to replicate or disrupt any other agency's remit and responsibilities.

The Council would look for approximately eight officers to volunteer to be trained and rostered to provide the basic cover on a one week in eight basis. The cost would comprise of a weekly gross standby payment and an allowance for a payment for call-out to major incidents. A budget of £15,000 was proposed to cover these costs.

A senior officer would also always be 'on call' on a rota system to provide senior decision making in support of the Emergency Incident Officer. This would not require any additional payment.

Cabinet was informed that the proposal was over and above the statutory duty of the Council, but would provide for a robust, efficient and more reliable service. The Managing Director advised the meeting that he recommended the proposal and that an increase in capacity from two officers to eight would add value to the service, which he likened to an insurance policy in risk management terms.

In response to a request for a practical example of how the proposed increase in capacity could improve the service, the Assistant Director for Regulatory drew members' attention to the flooding in Long Stratton over 23-26 December 2020, where with no resource on hand it was not known that fast flowing water was obstructing the entrance to the rest centre. If this had been known an alternative venue could have been found. Having an officer on the ground at the incident would have allowed for rounded, problem-solving response that the blue light services did not have the resources to do.

It was confirmed that if the scheme was in place a larger cohort of officers would allow for a number of separate incidents to be responded to at the same time, if necessary.

Following a show of hands, with five in favour and two abstentions, it was

RESOLVED

To establish a 24/7/365 Emergency Incident Officer scheme offering a guaranteed response to defined serious emergency incidents, at an additional annual revenue cost of £13k revenue and £2k equipment, tools and clothing annually borne 45% BDC / 55% SNC.

Reasons for decision

To provide an increased capacity for responding to local major emergency incidents.

26 PENSIONS DISCRETIONS POLICY

The Chief of Staff introduced the report, which confirmed that the Council was required by law to create a Pensions Policy in relation to the discretions under the Local Government Pension Scheme.

The Policy was linked to the One Team terms and conditions and was appropriate for the same pensions' discretions policy to be agreed.

RESOLVED

To approve Council's Pension Discretion Policy.

Reasons for decision

To meet legislative requirements.

27 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

28 SHARED PROCUREMENT SERVICE BUSINESS CASE

The exempt report set out a business case for a shared procurement service. Members were advised that it had been concluded that a shared service would provide greater resilience and value for money for the Councils' contractual expenditure.

The Portfolio Holder for Finance advised the meeting that this was a sensible proposal that would make for a more efficient service and it was hoped that other local authorities might eventually join the consortium.

The Portfolio Holder reminded the meeting that the Environmental Strategy encouraged sustainable procurement and it must be ensured that the other local authorities shared the same ambition.

In response, the Assistant Director for Finance confirmed that most local authorities had similar goals and a larger team would make this easier to achieve.

Following further discussion it was:

RESOLVED

1. To agree to the establishment of a shared procurement service, with Breckland Council being the host authority (subject to South Norfolk Council and Breckland Council also agreeing this); and
2. To agree to delegate the detail of the agreement to the Director Resources, in consultation with the Portfolio Holder Finance and Resources.

Reasons for decision

To realise the benefits of a shared procurement service

29 ICT AND DIGITAL STRATEGY REVIEW

The exempt report summarised the objectives of the ICT & Digital Strategy, which would enable the Council to drive forward the alignment, development, and expansion of ICT & Digital Services in a coordinated and efficient manner.

In response to a query regarding budgets for individual elements of the technical landscape in the Strategy, the chief of Staff explained that the overall indicative costs were in the Medium Term Financial Plan, but to detail individual costs would lead to a significant delay in meeting the timelines for delivery of the service. She reassured members that each element of the Strategy would be brought to Cabinet for determination on a case by case basis.

The Managing Director reminded members that the proposed ICT upgrades would have to be undertaken, as many of the systems currently being used were near to end of life.

Following further discussion it was:

RESOLVED

To approve

1. The ICT & Digital Strategy in terms of its direction and action plan; and
2. The proposals to deliver digital services for our customers.

Reasons for decision

To bring forward the consolidation and improvement of the shared ICT and Digital services

30 FINANCE SYSTEM BUSINESS CASE

The exempt report proposed a business case for a Joint Finance System, which it was suggested would bring significant operational benefits.

Following discussion it was unanimously:

RESOLVED

To award a contract, as set out in the report.

Reasons for decision

To realise the benefits of a single joint finance system.

31 FOOD WASTE AND GARDEN WASTE DISPOSAL CONTRACT

The exempt report asked for approval to award a new contract for the disposal of food waste and to extend the current garden waste disposal contract.

Following discussion it was unanimously:

RESOLVED

To

1. Proceed with the award for the processing of food waste, as set out in the report; and
2. Proceed with the award for the processing of garden waste, as set out in the report; and
3. Proceed with a joint procurement of a garden waste disposal contract, as set out in the report and to delegate any decisions regarding the length/type of contract to the Director of People and Communities, in consultation with the Portfolio Holder for Environmental Excellence.

Reasons for decision

To award extensions to the Food and Garden Waste Disposal Contracts.

(The meeting concluded at 8.32pm)

Chairman

DRAFT

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Broadland District Council Complaints Policy

Introduction

This complaint policy sits alongside our overall customer satisfaction strategy and should be considered alongside our customer charter.

At Broadland District Council we are committed to continually improving our services and ensure that we put our communities and residents at the heart of everything we do.

In order to do this, we encourage, our residents, businesses, visitors, community groups and any other group or individual that uses or are affected by our services (referred in this policy as complainants) to tell us when things go wrong. This is important because then we can put things right and learn from our mistakes.

This policy sets out how we handle complaints from our complainants in a simple and timely way that is open and transparent.

Our definition of a complaint is:

“An expression of dissatisfaction about a council service (whether that service is provided directly by the council or by a contractor or partner) that requires a response.”

The following steps are applied to all complaints received and we will:

- 1 •Receive your complaint
- 2 •Listen to you and understand your complaint
- 3 •Agree with you what we are going to do
- 4 •Do what we said we were going to do
- 5 •Inform you about what we have done, when we have done it
- 6 •Learn from what has happened to prevent it being repeated

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Good complaint handling means:

Being customer focussed

We will ensure our complaints process is easy to find and use and keep our complainants informed.

Being open and accountable

We will have a process that is transparent and admit when things have gone wrong.

Acting fairly and proportionately

We will base our decisions on sound evidence and explain clearly why they were made

Putting things right

When we have done something wrong we will apologise and take steps to put it right

Seeking continuous improvement

We will learn from complaints received and use this to improve our services

Getting it right

We will comply with the law and follow our own policies.

Stages of Complaint

Our aim is to resolve complaints for our complainants as quickly and simply as possible. Our principle is to provide a high-quality response which resolves the issues raised by the complainant and finds a suitable outcome.

Stage 1

- This is the investigation stage.
- Responsibility sits with the manager responsible for the service.
- The purpose is to fully investigate the complaint and the emphasis is on trying to reach a resolution. If a resolution cannot be reached, the complainant has the right to escalate their complaint to Stage 2.

Stage 2

- This is the review stage.
- Responsibility sits with the Director of the relevant service area
- To carry out a review of the response we provided to the complaint at Stage 1 to and to review any new relevant information provided by the complainant.

When we receive a Stage 1 and 2 complaint, we will:

- Acknowledge the complaint.
- Contact the complainant to discuss the complaint and agree what we are going to do.
- Investigate the complaint and do what we say we will do to resolve the complaint.

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- Keep the complainant informed and notify them if there is a delay and commit to a new timescale in which they will receive a response.
- Contact the complainant to tell them what we have done and why we have done it (the outcome and reasons for the decision).

For Stage 2 complaints we will also:

- Establish why the complainant is dissatisfied with the response at Stage 1.
- Try to deal with the cause of the dissatisfaction before it escalates to Stage 2.
- If there are no grounds to investigate at Stage 2, contact the complainant to explain our decision.
- If there are grounds for a review at Stage 2 then follow the above procedures for all complaints

In our responses where applicable:

We will:

- Acknowledge when things go wrong
- Apologise when appropriate
- Improve procedures so similar problems do not happen again

Response Times

We aim to resolve all complaints within 15 working days. However, if a complaint can be resolved sooner, then we will make every effort to do so. Some more complex cases may take longer but we will ensure you are kept informed.

Next Steps

If you have been through all stages of our complaints procedure and are still dissatisfied, you can ask the Local Government Ombudsman to review your complaint.

The Ombudsman investigates complaints in a fair and independent way - it does not take sides. It is a free service.

The Ombudsman expects you to have given us chance to deal with your complaint, before you contact them. If you have not heard from us within a reasonable time, it may decide to look into your complaint anyway, this is usually up to 12 weeks.

The Local Government Ombudsman looks at individual complaints about councils and some other organisations providing local public services.

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Contact

Website: www.lgo.org.uk

Telephone: 0300 061 0614

Opening hours

Monday to Friday: 10am to 4pm (except public holidays)

Continuous Improvement

We are committed to learning from the complaints we receive and promoting a culture of continuous improvement. To do this we will:

- Regularly report the complaints received to senior leaders along with lessons learned.
- Review and make changes to policies and procedures where necessary.
- Provide relevant training to staff.

Other types of feedback or enquiries

The following will not be dealt with under this policy but will be dealt with under their own policy/procedure:

- Complaints of fraud or corruption
- Whistleblowing
- Hate incidents
- Information requests
- Member misconduct

Retention Guidelines

The following sets out our retention guidelines for all complaints received:

Stage 1 & Stage 2 Complaints

- Destroy 2 years after the closure of the complaint. Unless the complaint has been escalated to the Ombudsmen (see Ombudsmen retention guidance).
- Files will be reviewed and destroyed on a monthly basis.

Ombudsmen Complaints

- Destroy 6 years after the closure of the complaint.
- Files will be reviewed and destroyed on a quarterly basis.

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Appendix 4

Policy: Unreasonably persistent contact or complaints/complainants

Introduction

1. The majority of complaints will be resolved through our complaints handling process and policy and all efforts should be made to do so. However, in a small number of cases people pursue complaints in a way that can impede the investigation of their complaint, or can have significant resource implications for the council. This policy has been formulated alongside our customer charter to deal with the small number of complaints which make it necessary for special arrangements to be taken.
2. Before implementing the provisions in this policy, officers must consider whether the council's procedures have been followed correctly, make sure full and reasonable responses have already been given and decide if the complainant is now unreasonable.
3. The council has a duty to provide a safe working environment and system of work for its officers. Regardless of this policy, abusive, offensive or threatening conduct may be referred to the police to take action as appropriate in addition to any action the council may decide to take.

Unreasonable complaints

4. We have formulated this policy in accordance with guidance from the Local Government Ombudsman (LGO) in relation to the definition of **unreasonable complaint behaviour and unreasonable persistent complaints**.
5. We define unreasonable complaints as contact for persons who, because of the frequency or nature of their contacts with the council, hinder our consideration of their or other people's complaints.
6. Examples include the way, or frequency, in which complainants raise their complaint with staff or how complainants respond to officers dealing with the complaint.
7. Features of an unreasonable complaint include the following examples (the list is not exhaustive, nor does one single feature on its own imply that the complaint will be considered as being unreasonable).

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The following are non-exhaustive descriptions of the behaviour of an unreasonable complainant who may:

- Have insufficient grounds for their complaint and be making the complaint only to inconvenience the council, or for reasons that he or she does not admit or make obvious
- Refuse to specify the grounds of a complaint despite offers of assistance from council staff
- Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved
- Refuse to accept that issues are not within the remit of the complaints policy, despite having been provided with information to this effect.
- Refuse to accept that issues are not within the power of the council to investigate, change or influence (e.g. insisting that there must not be any written record of the complaint or that a certain officer shall or shall not deal with the matter).
- Make groundless complaints about staff dealing with complaints and seek to have them dismissed or displaced.
- Make an unreasonable number of contacts with the council in relation to a specific complaint or complaints
- Make persistent and unreasonable demands of staff and/or the complaints process after the unreasonableness has been explained (e.g. a complainant who insists on immediate responses to numerous, frequent and/or complex letters, telephone calls or emails or demands to be seen immediately when coming to the council offices)
- Raise new or secondary issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed

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- Adopt an excessively scattergun approach, by pursuing a complaint with the council and at the same time with a member of parliament, other councils, members of the council, the council's independent auditor, the police, solicitors and the Local Government Ombudsman
- Refuse to accept the outcome of the complaint process after its conclusion; repeatedly arguing the point, complaining about the outcome and/or denying that an adequate response has been given
- Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has concluded, and insist that the minor differences make it a new complaint to be dealt with.
- Combine some or all of these features

Classification

8. The proposal to classify a complainant as unreasonably persistent or as behaving unreasonably should be made by the Director of the service area to which the complaint is being made and this should then be ratified and decided by the Corporate Management Leadership Team (CMLT) see points 11 and 15 below.
9. A written record shall be kept of why the complainant is believed to be unreasonable, what information has been considered and the decision made by (CMLT). The council shall act in a proportionate, fair and objective way.
10. If more than one service area is being contacted by the complainant, or both councils (South Norfolk and Broadland) are also being contacted, perhaps with different complaints, a nominated officer will co-ordinate the response and may consider setting up a joint meeting to agree a cross service / cross councils approach.

Initial notification

11. When an unreasonable persistent complaint / complainant has been identified, a final offer to meet face to face should be made by the service lead (Senior Manager or above) to explain to the complainant that the council may consider applying this policy due to the unacceptable behaviours. These should be explained along with the content of this policy. After the meeting or if the meeting is declined a letter or email will be sent to the complainant - see point 15 and the template letter for persistent

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complainants 'Important information regarding future correspondence', which will explain the action the council is taking.

Options for dealing with an unreasonable complainant

12. The options which the council may consider include:

- Refusing to accept a complaint or to amend the terms of the complaint
- Requesting contact to be in a particular format (e.g. letters only)
- Requiring contact to take place with one named member of staff only
- Restricting telephone calls to specified times/ days / duration
- Requiring any personal contact to take place in the presence of an appropriate witness
- Letting the complainant know that the council will not reply or acknowledge any further contact with them on the specific topic of that complaint or at all

In deciding on an appropriate option, care will be taken:

- Not to interfere with a complainant's statutory rights e.g. to attend council meetings or view papers, when making such restrictions
- To make sure that the council takes appropriate action in response to a matter included in a complaint where necessary
- If we have a duty of care as we are their current landlord e.g. temporary accommodation

13. These options are not exhaustive and other factors individual to the case or service may be relevant in deciding an appropriate course of action. For example any arrangements for restricting a complainants contacts must take into account the complainants circumstances such as age, disability, literacy levels, race, vulnerability and additional needs.

14. If none of the options listed above offer the protection that staff are entitled to, other options may be available, such as taking out an injunction against a complainant or involving the police. These will be considered on a case by case basis, in consultation with legal services as necessary.

15. When a decision has been made as to the appropriate restrictions to be used, the MD (after it has been ratified at CMLT) will write (email) the complainant explaining the council's decision and the nature of restrictions being made. (Refer the template letter as mentioned in point 11).

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16. If a complainant considers that the council is acting improperly or unfairly when making restrictions, they have the option of complaining to the Local Government Ombudsman which will have been explained in response to stage two complaints.
17. Appropriate managers, Executive Assistants and staff e.g. those likely to be involved in implementing the restrictions should be notified of the decision.

Reviewing decisions

18. All restrictions will be subject to review, at least once every six months. Service areas may wish to review within a shorter time period to take account of changes of circumstances and/or behaviour.

DECISIONS ON APPLICATIONS – 3 JUNE 2021

App'n No	Location	Description of Development	Decision
20202164	Land at Dawson's Lane Blofield	Variation of condition 2 following grant of planning permission 20190844 - amend site plan	APPROVED subject to conditions
20161873	Land east of Pound Lane & west of Heath Road, Plumstead Road East	Road improvements comprising new junction arrangement(s) and footways	APPROVED subject to conditions
20210134	The Old Pharmacy, High Street, Foulsham	Subdivision of curtilage and erection of dwelling and garage	APPROVED subject to conditions
20210284	Land west of Norwich Road & south of William Bush Close, Cawston	3 no detached single-storey three bedroomed dwellings (including self-build) with garages and gardens (Outline)	APPROVED subject to conditions and Section 106 Agreement

Agenda Item: 11—

AUDIT COMMITTEE

Minutes of a meeting of the Audit Committee of Broadland District Council, held on Thursday 24 June 2021 at 10.00am.

Committee Members Present: Councillors: G Nurden (Chairman), P Bulman, A Crotch, S Holland and K Vincent

Other Members in Attendance: Councillors: T Mancini-Boyle and M Murrell

Officers in Attendance: The Director of Resources (D Lorimer), the Chief of Staff (E Hodds), the Internal Audit Manager (F Haywood) and the Senior Procurement Officer (A Butcher)

Also in Attendance: Mr A Bull, Procurement Manager at Breckland District Council
Mr M Hodgson, from Ernst & Young (EY)

1 MINUTES

The minutes of the meeting of the Audit Committee held on 11 March 2021 were agreed as a correct record.

2 MATTERS ARISING

Minute No: 68 – Matters Arising

The Chairman confirmed that the Risk Management training had been provided to members, whilst the Internal Audit Manager advised that training guidance and one-to-one training was being provided to officers.

Minute No: 71 – Progress report on Internal Audit Activity

The Internal Audit Manager provided an update on the outstanding recommendation which related to Purchase Orders, she advised that the testing of key controls had been signed off, as no issues were identified the recommendation was resolved.

Minute No: 73 – Annual Audit Letter

The Chairman requested an update on the Public Sector Audit Appointments (PSAA) determination of the proposed scale fee increase. Mr Hodgson of EY informed the Committee that the proposal was still with the PSAA for determination.

3 STRATEGIC AND ANNUAL INTERNAL AUDIT PLANS 2021/22

Members considered the report, which provided an overview of the stages followed prior to the formulation of the Strategic Internal Audit Plan for 2021/22 to 2024/25 and the Annual Internal Audit Plan for 2021/22. The report also provided the basis for the Annual Audit Opinion on the overall adequacy and effectiveness of Broadland District Council's framework of governance, risk management and control. The Internal Audit Manager advised the Committee that the plans also looked at the impact of the Covid 19 pandemic and sought to provide assurance on the framework for Covid Relief Grants.

Members queried why some audit areas with a high associated risk were not due to be assessed this year, such as Project Management. The Internal Audit Manager advised that some areas were not due to be assessed this year, as position statements and/or assurances had been provided last year for a number of the audit areas. In the case of Project Management she confirmed that a significant amount of work and changes had been undertaken in that area and it was felt time was needed to 'bed in' those changes before an audit assessment was undertaken.

In response to a query regarding resource implications and why Internal Audit was provided through South Norfolk Council instead of directly with Broadland District Council, the Internal Audit Manager informed the Committee that the Council's Internal Audit Service was provided through a partnership agreement with a number of Councils within Norfolk (including South Norfolk Council) and that historically South Norfolk Council had acted as the contract manager for the partnership.

Members queried why assurance mapping was carried out and whether it had impacted on the formation of this plan. In response the Internal Audit Manager explained that the previously approved plan was no longer fit for purpose following the Covid 19 pandemic, assurance mapping was therefore undertaken to capture all areas of concern across the Council. She further explained that the draft plan was shared with the Corporate Management Leadership Team for feedback.

A vote was then taken and it was unanimously,

RESOLVED

To note and approve:

- The Internal Audit Charter
- The Internal Audit Strategy
- The Strategic Internal Audit Plans 2021/22 to 2024/25; and
- The Annual Internal Audit Plan 2021/22

4 EXTERNAL AUDIT PLAN 2020/21

Members considered External Audit Plan from Ernst & Young (EY), which summarised their assessment of the key risks driving the development of an effective audit for the Council.

Mr M Hodgson from EY took members through the plan for 2020/21, highlighting the key areas of activity. He noted that there had been an increase in risk due to the Council's change of valuer for plant and equipment. New risks had also been considered as a result of the Covid 19 pandemic, this included Government grants and NNDR appeal collections.

With regard to the new 2020 code, Mr Hodgson informed members of the changes to the auditor responsibilities, which included:

- Positive conclusions were no longer reported
- Upfront Risk Assessment reports provided
- Annual Auditor Report to be produced within 3 months of the audit (this replaced the Annual Audit Letter)

In response to a query, Mr Hodgson confirmed that additional audit work had to be undertaken as a result of the Covid 19 pandemic, some of which would require recurring work. EY could, if required, provide a split fee invoice showing which costs related to this Covid specific work.

In response to a question of why the Council changed valuers, the Director of Resources informed members that the previous contract came to an end and the contract went out to tender in the normal way. She confirmed that the same valuer was now used by both Councils. This did not correspond to a cost saving, as the valuer assesses each Council's building and assets separately.

Members queried whether the change in valuer required additional checks and costs from EY, Mr Hodgson advised the Committee that EY had valuation experts who would only be required should the Council's valuation be outside of what was expected and if the valuation experts were required there would be an additional cost to the Council.

The Chairman thanked Mr Hodgson for his report and it was,

RESOLVED

To note the contents of the report.

5 ANNUAL GOVERNANCE STATEMENT 2020/21

The Chief of Staff introduced her report, which presented the draft Annual Governance Statement 2020/21.

She advised the Committee that the Annual Governance Statement covered various assurances from the Assistant Directors across key service areas, in addition to other key assurance sources as outlined at section 2.3 of the report.

It was noted that the assurance statement from 2019/20 highlighted no significant issues and that governance regarding closer working relationships with South Norfolk Council was raised as a key theme. Although it was not a significant issue, given the previous year it was considered important to still have oversight of this.

The assurance statement for 2020/21 highlighted two areas which needed further attention:

- Risk and Control - which included the roll out of Risk Management training to officers, ensuring clear understanding of how the Council managed risk
- Business Continuity – which had been tested over the last year due to the Covid 19 pandemic, it was noted that there was a need to undertake a ‘lessons learnt’ exercise and that the Business Continuity Plan needed to be updated to incorporate the lessons learnt over the last year.

A section in the Statement covered the Covid 19 pandemic and how the control environment had been affected.

The Chief of Staff explained to the Committee that the Statement was subject to the outcome of the Head of Internal Audit’s Opinion Report which, due to delays, would be brought before the Committee at its meeting on 8 July 2021.

In response to a typographical error noted by members, the Chief of Staff confirmed that any reference to her previous job title within the Statement would be amended, alongside the confirmed Internal Audit Opinion, before the Statement was published.

One member suggested that this item be deferred until the Internal Audit Opinion Report had been finalised and could be inserted into this Statement.

The Director of Resources reminded Members that the Annual Governance Statement needed to be published by mid-July which would be a tight turnaround should the item be deferred. The Chief of Staff confirmed that this item could be considered at the next meeting on 8 July alongside the Internal Audit Opinion report, should the Committee not be happy to approve the Statement, subject to the conclusion of the Opinion report.

The Chairman proposed that the recommendation be amended to be subject to the conclusion of the Internal Audit Opinion Report, and it was,

RESOLVED

To approve the Annual Governance Statement for 2020/21, *subject to the conclusion of the Head of Internal Audit's Annual Report and Opinion for 2020/21.*

6 COUNTER FRAUD ACTIVITY 2020/21

The Director of Resources provided the Committee with a verbal presentation on the Counter Fraud Activity for 2020/21. This provided members with an update of the Counter Fraud activities of the Council during 2020/21. She outlined the background of the work undertaken in supporting the Department of Work and Pensions (DWP). It was noted that 65 referrals of potentially fraudulent claims had been reported to the DWP by Broadland District Council. Due to the Covid 19 pandemic and the inability to conduct interviews under caution; it had not been possible to pursue criminal investigations over the last year, instead officers had concentrated on correcting Council Tax Support accounts and rectifying these by civil means.

The main body of work carried out over this year involved the Covid business grant verification. The Director of Resources informed members that the Government requested that Council pay out the grants to businesses as quickly as possible with only limited pre-payment checks, whilst they agreed to carry the risk that that would entail with regard to fraudulent claims. The Council was then required to undertake extensive post-payment checks. At Broadland District Council there were 52 applications identified as either a declined, erroneous or fraudulent claim, which was roughly 1% of the grants paid out by the Council. Members queried whether there would be any recourse to the Council over unrecoverable grants. The Director of Resources explained that the Government would cover the unrecoverable monies, but that as the grants were funded by public money the Council would attempt to recover as much as possible.

With regard to fraud training and the resource within the Council the Director of Resources informed members that the Senior Investigations and Enforcement Officer had provided fraud training to the Benefits Team and in

addition support and advice had been provided across the One Team. It was noted that there was a limited fraud resource within the Council with only one senior officer in the team. Due to a backlog of work a temporary resource had recently been added to the team.

Members were advised of the work undertaken by the Council as part of the National Fraud Initiative hosted by the Cabinet Office, which was a data-matching exercise that sought to identify potential errors or instances of fraud.

With regard to internal fraud, the Senior Investigations and Enforcement Officer had investigated and concluded one internal conduct matter and two grievance investigations.

Members thanked the Director of Resources for the comprehensive update.

7 REVIEW OF CONTRACT PROCEDURE RULES

Members considered the report which provided a review of Broadland's Contract Procedure Rules (CPRs) and sought to update wording within the report as well as replace the contract award levels with those proposed within the report at section 2.8 (page 100). The Senior Procurement Officer explained that proposed changes if approved by both Councils would align the CPRs for both Broadland District Council and South Norfolk Council and bring them in step with neighbouring authorities, which would be important were the Council to be part of a Procurement Consortium, which was currently being considered. She also explained that the proposed amendments to the contract award levels would bring them in proportion with officers seniority levels within the Council. In response to a member's query she explained that the current contract award levels meant that an Assistant Director could employ an officer at a greater monetary cost than they were able to award a contract at. The Chief of Staff added that in those cases a Director would be responsible for awarding a contract for a project that they had less knowledge of than the Assistant Director who was not authorised to awarded a contract at that level.

One member queried whether there was evidence that the current contract award levels had delayed or impacted the awarding of contracts. The Senior Procurement Officers explained that there was no evidence of this. The Director of Resources explained that the proposed amendments to the CPRs as a whole would make that procurement process simpler to suppliers, which in turn would encourage a larger number of suppliers to bid for local authority contracts.

After further discussion, the Committee felt that whilst the updates to improve wording were important, they did not feel it necessary to amend the contract

award levels when there was little or no evidence of the current levels delaying or negatively impacting the awarding of contracts; nor evidence of any benefit in increasing the levels.

The Chairman proposed an amendment to the recommendation that the amended CPRs be approved subject to the retention of current contract award levels.

A vote was taken, and it was unanimously:

RESOLVED

To recommend to full Council the amended Contract Procedure Rules attached at appendix A, *subject to the retention of the current contract award levels*.

8 WORK PROGRAMME

The Committee noted the Work Programme.

The Internal Audit Manager advised the Committee that delays in the Internal Audit schedule had meant that an additional meeting was required on Thursday 8 July 2021 for the Committee to consider the Progress Report on Internal Audit Activity, the Internal Audit Follow Up Report and the Head of Internal Audit's Annual Report and Opinion for 2020/21.

The Chairman noted that the final Statement of Accounts for 2020/21 was not due to be brought before the Committee until September and requested an update on the progress of the Statement. The Director of Resources advised the Committee that the Government had extended the deadline for publishing the draft accounts until 31 July 2021 and that the Council had aimed to get the accounts published by mid-July, within the new deadline.

(The meeting concluded at 11.37 am)

Chairman



LICENSING AND REGULATORY COMMITTEE

Minutes of a meeting of the Licensing and Regulatory Committee of Broadland District Council, held on Wednesday 23 June 2021 at 10am.

Committee Members Present:	Councillors: D King (Chairman), S Catchpole and M Murrell
Officers in Attendance:	The Licensing Team Leader and Democratic Service Officers (JO and JH)
Others in Attendance:	Mr D Lowens – Solicitor NPLaw (the Committee’s legal advisor) The licensed driver/operator and his solicitor for Minute no 3 Mr L Davies for Minute no 4

1 DECLARATIONS OF INTEREST

None made.

2 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

to exclude the press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraphs 1, 3 and 7 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

3 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT) 1976 PRIVATE HIRE VEHICLE OPERATOR AND DRIVER LICENSING

The Committee considered matters involving a private hire vehicle driver licence and operator licence, as detailed in the exempt appendix to the signed copy of these minutes.

After due consideration, it was

RESOLVED:

To issue a written warning as to future conduct, with a further warning that should the licensed driver/operator be subject to any conviction (regardless of what sentence is imposed including a suspended sentence, fine, absolute or conditional discharge, Community Service Order, Probation Order, Restraining Order, disqualification of driving licence or imposition of penalty points), or any Binding Over Order or the acceptance of a Caution, during the remaining period of the licence(s), he will be called before the Committee with a view to reviewing the licence(s) and taking any appropriate legal action.

The meeting was reopened to the public.

4 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT) 1976 PRIVATE HIRE VEHICLE OPERATOR AND DRIVER LICENSING

The Committee considered an application from Mr Leon Davies for a Private Hire Vehicle Licence for a licence Tesla Model 3, vehicle registration LD20 OJP.

The application had been referred to the Committee for consideration due to officer reservations over the door opening mechanism for the rear passenger seats of the vehicle.

The Licensing Officer read out the report in detail and invited Members to review the information before them and determine the matter.

The facts were that the passenger door openings were ordinarily powered by the main vehicle battery. In the event that the main battery failed, it was understood that there was a 12 volt back-up battery which provided sufficient power to open the doors. There was no manual door release mechanism.

It was suggested that the Committee might wish to consider whether this mechanism was appropriate where the vehicle was being used on a commercial basis. She reminded members that paragraph 11 of the Private Hire Vehicle Policy stated that 'any vehicle's suitability for licensing will also be determined by the positioning of its seating, fittings and fixtures for the ingress and egress of passengers and their safety.'

Members then heard from Mr Davies who advised members that the Tesla Model 3 was an ideal electric private hire vehicle. He informed the Committee that the vehicle used aircraft technology which allowed the doors to be

Licensing and Regulatory Committee

opened from the inside and outside of the car manually in the event of a crash,

The Committee then adjourned to the car park at 11.23am where they examined the car in question and Mr Davies explained how the door release mechanism worked in the event of a failure of electrical power.

The Committee reconvened at 11.31am when all the members mentioned above were present.

In summing up the Licensing Officer reminded the Committee that it was recommended to review and carefully consider the information placed before it and that if members were minded to approve the application she asked them to confirm that approval of further similar vehicles be delegated to officers. She also asked members to note that South Norfolk Council had recently licenced a Tesla Model 3 as a Private Hire Vehicle, with conditions.

Mr Davies and the Licensing Officer then left the meeting whilst the Committee deliberated their decision. They were subsequently readmitted to the meeting and the Chairman announced the Committee's decision.

The Committee had unanimously determined that the Tesla Model 3 in its current configuration was a safe vehicle for private hire and that the approval of this model for private hire be delegated to officers. However, this delegation was limited to the Tesla 3 model in its current configuration and if subsequent applications came forward for other vehicles that raised similar concerns they should be brought before the Committee for determination. It was:

RESOLVED

1. That the application for Tesla Model 3, vehicle registration LD20 OJP be approved; and
2. To delegate officers to approve the Tesla Model 3 for private hire in its current configuration, but that any other vehicles that raised similar concerns should be brought to the Committee for final determination.

(The meeting concluded at 11.52am)

Chairman

ADOPTION OF TAVERHAM NEIGHBOURHOOD PLAN

Report Author(s): Richard Squires, Senior Community Planning Officer,
richard.squires@broadland.gov.uk

Portfolio: Planning

Ward(s) Affected: Taverham North, Taverham South

Purpose of the Report:

To approve the adoption of the Taverham Neighbourhood Plan.

Recommendations:

1. The Council is RECOMMENDED to adopt the Taverham Neighbourhood Plan.

1 Summary

- 1.1 This report provides details of the Referendum held in relation to the Taverham Neighbourhood Plan. Following a successful result at the referendum on 6 May 2021, the report recommends that Council adopts the Taverham Neighbourhood Plan as part of the District Council's Development Plan.

2 Background

- 2.1 The Neighbourhood Plan for Taverham commenced January 2018 and was submitted to Broadland District Council in November 2019. The Neighbourhood Plan has been prepared by a steering group of volunteers (aided by a professional consultant) which has been overseen by the parish council.
- 2.2 The Neighbourhood Plan has been developed in consultation with residents and businesses in the parish, as well as other stakeholder bodies. The Plan seeks to guide the future development of the parish up until 2040. It includes a vision and a set of objectives for the parish, as well as a series of policies that look to shape development within the respective time period.
- 2.3 The table below illustrates the date at which Broadland District Council approved the submitted documents, undertook the required six week publication of the Plan, and approved the subsequent recommendations of the appointed independent examiner (as detailed in their report).

Neighbourhood Plan	Approval of submitted Plan	Publication of Plan	Approval of examiners recommendations
Taverham	26/11/2019	29/11/2019 – 17/01/2020	19/05/2020

- 2.4 Following approval of the Examiner's recommendations and the necessary revisions being made to the Neighbourhood Plan, the next stage was to release details of the Referendum. However, due to the coronavirus pandemic and the restrictions put in place, no referendums could be held until 6th May 2021 at the earliest. As it became clear that the referendum could be held on 6th May, the referendum was announced and details were published on the Broadland District Council website.
- 2.5 The Electoral Services team sent out polling cards to registered electors within the parish and made other statutory preparations for the Referendum.

3 Current Position/Findings

- 3.1 The result of the Referendum was a successful one with 86% of those who voted, voting in favour of the Plan. Broadland District Council can now formally adopt the Taverham Neighbourhood Plan (the declaration of the result is included as Appendix 1).
- 3.2 The Referendum Version of the Neighbourhood Plan can be viewed [here](#).

Following the Council's adoption or 'making' of the Plan, the title page and introduction will be updated before a final version is published.

- 3.3 Following a successful Referendum, the Plan became part of the statutory development plan for Broadland District.
- 3.4 The Plan is therefore being used, alongside existing Local Plan documents, in the determination of planning applications that fall within the Neighbourhood Area (parish boundary).

4 Proposed Action

- 4.1 It is proposed that Council adopts (or 'makes') the Taverham Neighbourhood Plan.

5 Other Options

- 5.1 Broadland District Council can refuse to adopt the Neighbourhood Plan if it considers that the Plan would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998). In this instance the Neighbourhood Plan would cease to be part of the Development Plan.
- 5.2 However, it is not considered that the Neighbourhood Plan is in breach of this legislation. Broadland District Council has already approved the Plan in this respect (through a delegated decision to the Head of Planning, in consultation with the portfolio holder), following submission of the documents to the authority.
- 5.3 In addition, the examiner of the Neighbourhood Plan has stated that, subject to the modifications recommended, they are satisfied that the Neighbourhood Plan meets the basic conditions and other statutory requirements.

6 Issues and Risks

6.1 Resource implications

- 6.2 Adoption of the Neighbourhood Plan requires a small amount of officer time in order to publicise the fact that the Plan will now form part of the criteria for determining planning applications within the respective parish.
- 6.3 Planning officers will have to consider the adopted Neighbourhood Plan alongside existing Local Plan documents when determining planning applications within the parish. However, this will form part of the existing process in determining applications and should not require extra resources.
- 6.4 The costs of the Referendum has been met from the 'Neighbourhood Planning New Burdens funding' for local planning authorities, provided by MHCLG (currently amounting to £20,000 for each Neighbourhood Plan that reaches the Referendum stage) and therefore there is no direct cost to the Council.

6.5 **Legal implications**

- 6.6 The steps outlined in this report comply with appropriate legislation within the Neighbourhood Planning (General) Regulations 2012 (as amended) and the Neighbourhood Planning (Referendums) Regulations 2012.

6.7 **Equality implications**

- 6.8 There are no significant equalities implications associated with the proposed Neighbourhood Plan. A full Equality Assessment was carried out following submission of the Plan to Broadland District Council. This assessment was approved by the authority alongside the Neighbourhood Plan documents.

- 6.9 There have been no substantial changes to the policies within each Neighbourhood Plan since their submission and so the result of the EQIA assessment has not changed. The original EQIA has been included with this report as Appendix 2.

6.10 **Environmental impact**

- 6.11 There are no significant risks associated with the environmental impact in this report.

6.12 **Crime and disorder**

- 6.13 There are no significant risks associated with crime and disorder in this report.

6.14 **Risks**

- 6.15 There are no significant risks associated with the matters covered in this report.

7 **Conclusion**

- 7.1 The appropriate legislation within the Neighbourhood Planning Act 2017 states that at the point of a successful outcome being declared, following a referendum, the Neighbourhood Plan in question immediately forms part of the statutory Development Plan. The adoption (or 'making') of the Plan is therefore the last formal stage in the process.
- 7.2 Unless the Council considers that the Plan would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998), then it cannot refuse to adopt the Neighbourhood Plan. As detailed in section 5 of this report, it is not considered that the Plan is in breach of this legislation.

8 **Recommendations**

- 8.1 The Council is **RECOMMENDED** to adopt the Taverham Neighbourhood Plan.

DECLARATION OF RESULT OF POLL

TAVERHAM NEIGHBOURHOOD PLANNING REFERENDUM

6 MAY 2021

I, the undersigned, being the Deputy Counting Officer at the Neighbourhood Planning Referendum for the Taverham Referendum Area held on the 6th day of May, 2021 do hereby give notice that the number of votes recorded at the said Referendum is as follows:

QUESTION IN REFERENDUM	NUMBER OF VOTES	
	YES	NO
Do you want Broadland District Council to use the Neighbourhood Plan for Taverham area to help it decide planning applications in the neighbourhood area?	2176	340

The number of ballot papers rejected was as follows:	
a) want of official mark	0
b) voting for more than one answer	3
c) writing or mark by which the voter/proxy could be identified	0
d) unmarked or void for uncertainty	57
Total	

Total Electorate **7624**

The total number of votes recorded represented 33.83 % of the registered electors.

And I do hereby declare that the result of the Referendum for the Taverham Referendum Area is as follows

More than half of those voting have voted in favour of the Taverham Neighbourhood Plan

Date 6 May 2021

Linda Mockford
Deputy Counting Officer

Appendix 2

Equalities and Communities Impact Assessment

Name of Officer/s completing assessment: Richard Squires

Date of Assessment: 15/11/2019

1. What is the proposed Policy (please provide sufficient detail)?

For the purposes of the assessment the term 'Policy' relates to any new or revised policies, practices or procedures under consideration.

The **Taverham Neighbourhood Plan** is a community-led document for guiding the future development of the parish. It concerns the use and development of land over a 20 year period, between 2020 and 2040. It is the first Neighbourhood Plan that has been developed by and for the community of Taverham. Once the Plan is made (adopted), it will become part of the statutory Development Plan for Broadland, and Broadland District Council will use it (alongside documents making up the Local Plan) to determine planning applications in the parish. Taverham Parish Council will also use the Plan to respond to planning applications.

The Neighbourhood Plan has been developed under the Localism Act (2012) and the Neighbourhood Planning (General) Regulations 2012 (as amended), giving communities the right to shape future development at a local level. The Taverham Neighbourhood Plan complements existing local and national planning policy, providing a valuable level of local detail attained through consultation with residents and businesses, as well as through desk-based research.

The Neighbourhood Plan incorporates an overall vision for Taverham, a series of objectives on different themes, and a range of policies that seek to achieve these objectives. The Plan has been developed over a period of nearly two years, and the process has involved an exhaustive programme of evidence gathering and community and stakeholder involvement.

The Neighbourhood Plan vision is as follows:

'By 2040 Taverham will remain a distinct, well connected, viable and appropriately designed semi-rural village, with a strong integrated community. Recognising the parish heritage, it will have excellent services, a variety of quality homes, flourishing businesses, valued countryside and wooded areas. Taverham will be a safe and sustainable place where people want to live, work and play.'

The objectives that seek to achieve this are split amongst the themes of:

- Housing and the Built Environment
- Business and Employment
- Community Infrastructure
- Transport and Access
- Environment and Landscape

2. Which protected characteristics under the Equalities Act 2010 does this Policy impact: (indicate whether the impact could be **positive**, **neutral**, or **negative**)

Protected Characteristic	Potential Impact		
	Positive	Neutral	Negative
Age	✓		
Disability	✓		
Race		✓	
Sex		✓	
Religion or Belief		✓	
Sexual Orientation		✓	
Marriage/Civil Partnership		✓	
Pregnancy/Maternity		✓	
Gender Reassignment		✓	

3. Which additional Communities characteristics does this policy impact?

Health	✓		
Place inc. Rurality	✓		
Low Income and Poverty	✓		

4. What do you believe are the potential equalities impacts of this policy?

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

Like most Local Plan documents that are concerned with the development and use of land, the Protected Characteristics that are most impacted are Age and Disability. The former due to the pressures facing young people being able to afford housing in the community, and access employment locally, for example. Elderly people face issues such as being able to down-size to smaller, more suitable homes and being able to access community facilities. The Neighbourhood Plan takes measures to address these issues through a range of policies.

A Sustainability Appraisal was carried out by the Neighbourhood Plan steering group alongside the development of the Neighbourhood Plan. This is a statutory requirement of Local Plan documents and can also be useful for communities undertaking Neighbourhood Plans. The Sustainability Appraisal examines the potential economic, environmental and (most relevant in this regard) social implications of each different proposed policy within the Plan and how any potential negative impacts will be mitigated. The following excerpts from the Sustainability Appraisal are relevant to these protected characteristics:

Providing the opportunity to live in a decent, suitable and affordable home

The Neighbourhood Plan ensures that new development is located close to amenities and good public transport connections. Development proposals that cater for a wide range of housing types enabling a mixed and inclusive community and meeting local needs will be supported. Developments should be well designed to improve the quality of life of residents.

Building community identity, improving social welfare, and reducing crime and anti-social activity

The Neighbourhood Plan supports development proposals that cater for a mixed and inclusive community through a wide range of housing types to meet local needs. Developments that meet the requirements of Secure by Design to minimise the likelihood and fear of crime will be supported. New footpaths and cyclepaths within and connecting

new developments will contribute to an accessible and well connected and integrated community. Parking areas should be located to promote natural surveillance and security. New open spaces in development are supported and should be designed for a range of age groups, be accessible and have good natural surveillance to minimise the likelihood of crime and reduce the fear of crime. Policies supported the provision of community infrastructure and new and improved sports provision will contribute to improving community identity and build community cohesion.

To improve the quality of where people live

All the policies within the Neighbourhood Plan contribute to maintaining and improving residents' quality of life in Taverham parish. The policies protect and enhance the environment, improve transport and access, protect and encourage business and employment and support protection and provision of community infrastructure. The policies are based on community consultation of existing residents and businesses.

To offer more opportunities for rewarding and satisfying employment for all

The Neighbourhood Plan will ensure current employment areas are retained at Beech Avenue Business Park, Longs Business Centre on Fakenham Road and on Fir Covert Road North and South. Proposals for the expansion of existing businesses including small scale extensions will be supported.

To improve accessibility to essential services, facilities and jobs

The Neighbourhood Plan focuses new development close to the Broadland Northway, close to amenities and where they can benefit from good public transport connections. Larger scale developments should integrate with existing developments in terms of footpath and cyclepath connections. New footpaths and cyclepaths should connect to village services and existing routes and link to Marriott's Way where appropriate to enable access to the retail area on Fir Covert Road and to Marriott's Way. The Neighbourhood Plan protects four existing employment areas and supports the provision of new community infrastructure and sports facilities. This will result in residents being able to access employment, facilities and recreation locally and reduce dependency on the private car.

The Neighbourhood Plan includes statements of evidence and justification alongside each of the proposed policies, explaining how public consultation with residents, as well as factual research, has informed the policy being proposed. One of the supporting documents published alongside the NP is a Consultation Statement which provides more detail of how and when public consultation and engagement was carried out, what the results of this were, and how these results have impacted subsequent development of the policies.

A Neighbourhood Plan Steering Group was formed by the Parish Council to lead on the project with the help of an external consultant. Throughout the process the steering group ensured that the local community and stakeholders were kept informed of the process and were able to get involved in the development of the Neighbourhood Plan. Stakeholder bodies that were consulted included Norfolk County Council, neighbouring parish and town councils, the Environment Agency, Natural England, Historic England, and Broadland District Council, amongst others.

Communications methods used during the process included press releases in the local magazine and other media, posters, the parish council website, social media etc. During the plan process, several public consultation events were held. The statutory, pre-submission Neighbourhood Plan consultation took place between July and August 2019.

Throughout this process the emerging policies were discussed, tested and updated with local residents and stakeholders, before the submission draft and accompanying documents were submitted to Broadland District Council in November 2019.

Support has been provided by Broadland District Council, in the form of officer guidance, but also through a grant award. Financial support was also provided by the national support body, Locality.

5. What do you believe are the potential communities impacts of this policy?

Please include:

- How the policy can meet agreed priorities
- Evidence gathered to inform your decision
- Partnership organisations worked with in the development of this policy
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

The following excerpts from the Sustainability Appraisal are relevant to the community characteristics, in addition to those referred to above:

Reducing poverty and social exclusion

The Neighbourhood Plan supports a wide range of housing types enabling a mixed and inclusive community. To encourage integration within the development, affordable housing should not be grouped in clusters. Proposals that provide for spaces that support health and social care services, new or improved school provision and other community infrastructure will be supported. Proposals for new or improved sports and leisure facilities in Taverham will be supported and this will help to support integration of communities and reduce social exclusion.

Maintaining and improving the health of the population

The Neighbourhood Plan will take into account the needs of an ageing population by encouraging adaptable 'life time' homes in the housing mix. Footpaths and cycle-routes in new developments are encouraged and also where larger developments are integrating with existing developments. Protecting the River Wensum Green Corridor and Local Green spaces will retain areas for recreation and exercise, whilst new open spaces will be created in new residential development. In particular, policy TAV13 supports proposals for health and social care and community infrastructure, which will benefit the health of residents, and policy TAV14 supports proposals for new or improved sports and leisure facilities.

Again, the above details relating to consultation and evidence gathering are relevant to this question.

6. How is it proposed that any identified negative impacts are mitigated?

Please include:

- Steps taken to mitigate, for example, other services that may be available
- If a neutral impact has been identified can a positive impact be achieved?
- If you are unable to resolve the issues highlighted during this assessment, please explain why
- How impacts will be monitored and addressed?
- Could the decision/policy be implemented in a different way?
- What is the impact if the decision/policy is not implemented?

This assessment does not identify any particular negative impacts or equalities-related issues concerning the Taverham Neighbourhood Plan. This is due, in large part, to the fact that the statutory planning process includes this assessment as a matter of course. Neighbourhood Plans are required by law to have undergone appropriate community consultation, and to demonstrate that policies are evidence and justified, fit for purpose, and sustainable.

If successful, the Plan will be primarily monitored by the Parish Council but Broadland District Council will also be able to assess its implementation from a development management point of view and the determination of planning applications within the parish.

Signed by evaluator:

Signed by responsible head of department:

Please send your completed forms to the equalities lead (Victoria Parsons) to be reviewed and stored in accordance with our legal duty.

ADOPTION OF SPIXWORTH NEIGHBOURHOOD PLAN

Report Author(s): Richard Squires, Senior Community Planning Officer,
richard.squires@broadland.gov.uk

Portfolio: Planning

Ward(s) Affected: Spixworth with St Faiths

Purpose of the Report:

To approve the adoption of the Spixworth Neighbourhood Plan.

Recommendations:

1. The Council is RECOMMENDED to adopt the Spixworth Neighbourhood Plan.

1 Summary

- 1.1 This report provides details of the Referendum held in relation to the Spixworth Neighbourhood Plan. Following a successful result at the referendum on 6 May 2021, the report recommends that Council adopts the Spixworth Neighbourhood Plan as part of the District Council's Development Plan.

2 Background

- 2.1 The Neighbourhood Plan for Spixworth commenced October 2017 and was submitted to Broadland District Council in November 2019. The Neighbourhood Plan has been prepared by a steering group of volunteers (aided by a professional consultant) which has been overseen by the parish council.
- 2.2 The Neighbourhood Plan has been developed in consultation with residents and businesses in the parish, as well as other stakeholder bodies. The Plan seeks to guide the future development of the parish up until 2039. It includes a vision and a set of objectives for the parish, as well as a series of policies that look to shape development within the respective time period.
- 2.3 The table below illustrates the date at which Broadland District Council approved the submitted documents, undertook the required six week publication of the Plan, and approved the subsequent recommendations of the appointed independent examiner (as detailed in their report).

Neighbourhood Plan	Approval of submitted Plan	Publication of Plan	Approval of examiners recommendations
Spixworth	17/12/2019	20/12/2019 – 14/02/2020	19/05/2020

- 2.4 Following approval of the Examiner's recommendations and the necessary revisions being made to the Neighbourhood Plan, the next stage was to release details of the Referendum. However, due to the coronavirus pandemic and the restrictions put in place, no referendums could be held until 6th May 2021 at the earliest. As it became clear that the referendum could be held on 6th May, the referendum was announced and details were published on the Broadland District Council website.
- 2.5 The Electoral Services team sent out polling cards to registered electors within the parish and made other statutory preparations for the Referendum.

3 Current Position/Findings

- 3.1 The result of the Referendum was a successful one with 90% of those who voted, voting in favour of the Plan. Broadland District Council can now formally adopt the Spixworth Neighbourhood Plan (the declaration of the result is included as Appendix 1).
- 3.2 The Referendum Version of the Neighbourhood Plan can be viewed [here](#). Following the Council's adoption or 'making' of the Plan, the title page and introduction will be updated before a final version is published.

- 3.3 Following the successful Referendum, the Neighbourhood Plan became part of the statutory Development Plan for Broadland District.
- 3.4 The Plan is therefore being used, alongside existing Local Plan documents, in the determination of planning applications that fall within the Neighbourhood Area (parish boundary).

4 Proposed Action

- 4.1 It is proposed that Council formally adopts (or 'makes') the Spixworth Neighbourhood Plan.

5 Other Options

- 5.1 Broadland District Council can refuse to adopt the Neighbourhood Plan if it considers that the Plan would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998). In this instance the Neighbourhood Plan would cease to be part of the Development Plan.
- 5.2 However, it is not considered that the Neighbourhood Plan is in breach of this legislation. Broadland District Council has already approved the Plan in this respect (through a delegated decision to the Head of Planning, in consultation with the portfolio holder), following submission of the documents to the authority.
- 5.3 In addition, the examiner of the Neighbourhood Plan has stated that, subject to the modifications recommended, they are satisfied that the Neighbourhood Plan meets the basic conditions and other statutory requirements.

6 Issues and Risks

6.1 Resource implications

- 6.2 Adoption of the Neighbourhood Plan requires a small amount of officer time in order to publicise the fact that the Plan will now form part of the criteria for determining planning applications within the respective parish.
- 6.3 Planning officers will have to consider the adopted Neighbourhood Plan alongside existing Local Plan documents when determining planning applications within the parish. However, this will form part of the existing process in determining applications and should not require extra resources.
- 6.4 The costs of the Referendum has been met from the 'Neighbourhood Planning New Burdens funding' for local planning authorities, provided by MHCLG (currently amounting to £20,000 for each Neighbourhood Plan that reaches the Referendum stage) and therefore there is no direct cost to the Council.

6.5 Legal implications

- 6.6 The steps outlined in this report comply with appropriate legislation within the Neighbourhood Planning (General) Regulations 2012 (as amended) and the Neighbourhood Planning (Referendums) Regulations 2012.

6.7 **Equality implications**

6.8 There are no significant equalities implications associated with the proposed Neighbourhood Plan. A full Equality Assessment was carried out following submission of the Plan to Broadland District Council. This assessment was approved by the authority alongside the Neighbourhood Plan documents.

6.9 There have been no substantial changes to the policies within each Neighbourhood Plan since their submission and so the result of the EQIA assessment has not changed. The original EQIA has been included with this report as Appendix 2.

6.10 **Environmental impact**

6.11 There are no significant risks associated with the environmental impact in this report.

6.12 **Crime and disorder**

6.13 There are no significant risks associated with crime and disorder in this report.

6.14 **Risks**

6.15 There are no significant risks associated with the matters covered in this report.

7 **Conclusion**

7.1 The appropriate legislation within the Neighbourhood Planning Act 2017 states that at the point of a successful outcome being declared, following a referendum, the Neighbourhood Plan in question immediately forms part of the statutory Development Plan. The adoption (or 'making') of the Plan is therefore the last formal stage in the process.

7.2 Unless the Council considers that the Plan would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998), then it cannot refuse to adopt the Neighbourhood Plan. As detailed in section 5 of this report, it is not considered that the Plan is in breach of this legislation.

8 **Recommendations**

8.1 The Council is **RECOMMENDED** to adopt the Spixworth Neighbourhood Plan.

DECLARATION OF RESULT OF POLL

SPIXWORTH NEIGHBOURHOOD PLANNING REFERENDUM

6 MAY 2021

I, the undersigned, being the Deputy Counting Officer at the Neighbourhood Planning Referendum for the Spixworth Referendum Area held on the 6th day of May, 2021 do hereby give notice that the number of votes recorded at the said Referendum is as follows:

QUESTION IN REFERENDUM	NUMBER OF VOTES	
	YES	NO
Do you want Broadland District Council to use the Neighbourhood Plan for Spixworth area to help it decide planning applications in the neighbourhood area?	873	98

The number of ballot papers rejected was as follows:	
a) want of official mark	0
b) voting for more than one answer	2
c) writing or mark by which the voter/proxy could be identified	0
d) unmarked or void for uncertainty	14
Total	16

Total Electorate **3008**

The total number of votes recorded represented 32.78 % of the registered electors.

And I do hereby declare that the result of the Referendum for the Spixworth Referendum Area is as follows

More than half of those voting have voted in favour of the Spixworth Neighbourhood Plan

Date 6 May 2021

Linda Mockford
Deputy Counting Officer

Appendix 2

Equalities and Communities Impact Assessment

Name of Officer/s completing assessment: Vicky West

Date of Assessment: 02/12/2019

1. What is the proposed Policy (please provide sufficient detail)?

For the purposes of the assessment the term 'Policy' relates to any new or revised policies, practices or procedures under consideration.

The **Spixworth Neighbourhood Plan** is a community-led document for guiding the future development of the parish. It concerns the use and development of land over a 20 year period, between 2020 and 2039. It is the first Neighbourhood Plan that has been developed by and for the community of Spixworth. Once the Plan is made (adopted), it will become part of the statutory Development Plan for Broadland, and Broadland District Council will use it (alongside documents making up the Local Plan) to determine planning applications in the parish. Spixworth Parish Council will also use the Plan to respond to planning applications.

The Neighbourhood Plan has been developed under the Localism Act (2012) and the Neighbourhood Planning (General) Regulations 2012 (as amended), giving communities the right to shape future development at a local level. The Spixworth Neighbourhood Plan complements existing local and national planning policy, providing a valuable level of local detail attained through consultation with residents and businesses, as well as through desk-based research.

The Neighbourhood Plan incorporates an overall vision for Spixworth, a series of objectives on different themes, and a range of policies that seek to achieve these objectives. The Plan has been developed over a period of nearly two years, and the process has involved an exhaustive programme of evidence gathering and community and stakeholder involvement.

The Neighbourhood Plan vision is as follows:

'To allow Spixworth to evolve and grow in a way that retains its rural setting and village character. Improving the quality of life and local facilities for all generations by respecting and reflecting the needs of the local community.'

The objectives that seek to achieve this are split amongst the themes of:

- Infrastructure and Transport
- Design & Housing
- Environment and Landscape
- Local Economy
- Community Facilities

2. Which protected characteristics under the Equalities Act 2010 does this Policy impact: (indicate whether the impact could be positive, neutral, or negative)

Protected Characteristic	Potential Impact		
	Positive	Neutral	Negative

Age	✓		
Disability	✓		
Race		✓	
Sex		✓	
Religion or Belief		✓	
Sexual Orientation		✓	
Marriage/Civil Partnership		✓	
Pregnancy/Maternity		✓	
Gender Reassignment		✓	
3. Which additional Communities characteristics does this policy impact?			
Health	✓		
Place inc. Rurality	✓		
Low Income and Poverty	✓		

4. What do you believe are the potential equalities impacts of this policy?

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

Like most Local Plan documents that are concerned with the development and use of land, the Protected Characteristics that are most impacted are Age and Disability. The former due to the pressures facing young people being able to afford housing in the community, and access employment locally, for example. Elderly people face issues such as being able to down-size to smaller, more suitable homes and being able to access community facilities. The Neighbourhood Plan takes measures to address these issues through a range of policies.

A Sustainability Appraisal was carried out by the Neighbourhood Plan steering group alongside the development of the Neighbourhood Plan. This is a statutory requirement of Local Plan documents and can also be useful for communities undertaking Neighbourhood Plans. The Sustainability Appraisal examines the potential economic, environmental and (most relevant in this regard) social implications of each different proposed policy within the Plan and how any potential negative impacts will be mitigated. The following excerpts from the Sustainability Appraisal are relevant to these protected characteristics:

Providing the opportunity to live in a decent, suitable and affordable home

The Neighbourhood Plan looks to ensure that new developments are designed to a high quality and cater for a wide range of housing types enabling a mixed and inclusive community and meeting local needs. Developments should be well designed to improve the quality of life of residents.

Building community identity, improving social welfare, and reducing crime and anti-social activity

The Neighbourhood Plan supports development proposals that cater for a mixed and inclusive community through a wide range of housing types to meet local needs. Developments that meet the requirements of Secure by Design to minimise the likelihood and fear of crime will be supported. New footpaths and cycle paths within and connecting new developments will contribute to an accessible, well connected and integrated community.

To improve the quality of where people live

All the policies within the Neighbourhood Plan contribute to maintaining and improving residents' quality of life in Spixworth. The policies protect and enhance the environment, improve transport and access to open space and facilities, enabling the ability to move safely around the village, protect and encourage business and employment and support protection and provision of community infrastructure. The policies are based on community consultation of existing residents and businesses.

To offer more opportunities for rewarding and satisfying employment for all

The Neighbourhood Plan seeks to support new employment opportunities where there is no negative impact on the local environment. Proposals to retain commercial premises in the established retail area on Crostwick Lane will also be supported.

To improve accessibility to essential services, facilities and jobs

The Neighbourhood Plan focuses on enhancing linkages and improving access to services and facilities. Improving accessibility in this way will reduce the dependency on motor vehicles.

Where appropriate, new development should create opportunities to enhance public transport and support sustainable transport in terms of footpath and cycle path connections. New footpaths and cycle paths should connect to existing routes and in particular to the school, community facilities and recreational spaces.

The Neighbourhood Plan includes statements of evidence and justification alongside each of the proposed policies, explaining how public consultation with residents, as well as factual research, has informed the policy being proposed. One of the supporting documents published alongside the NP is a Consultation Statement which provides more detail of how and when public consultation and engagement was carried out, what the results of this were, and how these results have impacted subsequent development of the policies.

A Neighbourhood Plan Steering Group was formed by the Parish Council to lead on the project with the help of an external consultant. Throughout the process the steering group ensured that the local community and stakeholders were kept informed of the process and were able to get involved in the development of the Neighbourhood Plan. Stakeholder bodies that were consulted included Norfolk County Council, neighbouring parish and town councils, the Environment Agency, Natural England, Historic England, and Broadland District Council, amongst others.

Communications methods used during the process included press releases in the local magazine and other media, posters, the parish council website etc. During the plan process, several public consultation events were held. The statutory, pre-submission Neighbourhood Plan consultation took place between May and July 2019.

Throughout this process the emerging policies were discussed, tested and updated with local residents and stakeholders, before the submission draft and accompanying documents were submitted to Broadland District Council in November 2019.

Support has been provided by Broadland District Council, in the form of officer guidance, but also through a grant award. Financial support was also provided by the national support body, Locality.

5. What do you believe are the potential communities impacts of this policy?

Please include:

- How the policy can meet agreed priorities
- Evidence gathered to inform your decision
- Partnership organisations worked with in the development of this policy
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above

Note: Impacts could be positive, neutral, or negative and impact groups differently

The following excerpts from the Sustainability Appraisal are relevant to the community characteristics, in addition to those referred to above:

Reducing poverty and social exclusion

The Neighbourhood Plan supports a wide range of housing types enabling a mixed and inclusive community, where possible including the principles of dementia friendly communities in their design. Proposals for designation of local green space, and encouragement of footpaths and cycle ways provide for space that can support integration of communities and reduce social exclusion.

Maintaining and improving the health of the population

The Neighbourhood Plan will take into account the needs of an ageing population by encouraging a mix of housing

including wherever possible the principle of dementia friendly communities in their design. The provision of footpaths and cycle-routes in new developments, as well as protecting Local Green spaces will retain areas for recreation and exercise.

Again, the above details relating to consultation and evidence gathering are relevant to this question.

6. How is it proposed that any identified negative impacts are mitigated?

Please include:

- **Steps taken to mitigate, for example, other services that may be available**
- **If a neutral impact has been identified can a positive impact be achieved?**
- **If you are unable to resolve the issues highlighted during this assessment, please explain why**
- **How impacts will be monitored and addressed?**
- **Could the decision/policy be implemented in a different way?**
- **What is the impact if the decision/policy is not implemented?**

This assessment does not identify any particular negative impacts or equalities-related issues concerning the Spixworth Neighbourhood Plan. This is due, in large part, to the fact that the statutory planning process includes this assessment as a matter of course. Neighbourhood Plans are required by law to have undergone appropriate community consultation, and to demonstrate that policies are evidence and justified, fit for purpose, and sustainable.

If successful, the Plan will be primarily monitored by the Parish Council but Broadland District Council will also be able to assess its implementation from a development management point of view and the determination of planning applications within the parish.

Signed by evaluator:

Signed by responsible head of department:

Please send your completed forms to the equalities lead Victoria Parsons to be reviewed and stored in accordance with our legal duty.

Monitoring Officer Report

Report Author(s): Emma Hodds
Monitoring Officer
01508 533791
Emma.hodds@broadland.gov.uk

Portfolio: Leader

Ward(s) Affected: All

Purpose of the Report: The purpose of this report is to seek agreement to the Staff Code of Conduct and to appoint Cllr Sue Prutton as the Vice Chairman of the Appeals Committee

Recommendations:

That Council approves:

1. The appointment of Cllr Sue Prutton as Vice Chairman of the Appeals Committee.
2. The updated Staff Code of Conduct.
3. That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

1. Summary

- 1.1 The purpose of this report is to seek agreement to the Staff Code of Conduct and to appoint Cllr Sue Prutton as the Vice Chairman of the Appeals Committee.

2. Updates to the Constitution

- 2.1 The Constitution currently contains the Staff Code of Conduct; this has been reviewed as part of the One Team formation and has been consulted on with the Staff Consultation Forum which includes staff representatives and Unison representatives. The agreed Staff Code of Conduct is attached at **Appendix 1** to this report for approval by Council.
- 2.2 The Code applies to every staff member of the One Team and sets out the principles which will help maintain and improve standards and protect both the employees and the employer from misunderstanding or criticism.
- 2.3 The public expect the highest standards of conduct from those working for the Council and this Code of Conduct sets out the standards in terms of personal behaviour, services to the public, party political impartiality, political restricted posts, relationships within the Council and the approach expected for gifts, hospitality and sponsorship.

3. Appointments to Committee

- 3.1 At the Annual General Meeting some changes were made on the night due to the ill health of Cllr Tony Adams. Cllr Stuart Clancy has replaced Cllr Tony Adams on the Appeals Panel; however the Vice Chairman position was not confirmed, it is proposed that Cllr Sue Prutton take the Vice Chair.

4. Issues and Risks

- 4.1 **Resource Implications** – not applicable to this report.
- 4.2 **Legal Implications** – the recommendations contained within this report ensure that the Council remains compliant with legislation.
- 4.3 **Equality Implications** – the Staff Code of Conduct ensures equal treatment and standards for all of the One Team.
- 4.4 **Environmental Impact** – not applicable to this report.
- 4.5 **Crime and Disorder**- not applicable to this report.
- 4.6 **Risks** – not applicable to this report.

5. Conclusion

- 5.1 This report seeks agreement from Council to update the Council's Constitution by agreeing the Staff Code of Conduct and confirming the appointment of the Vice Chairman for the Appeals Panel.

6. Recommendation

That Council approves:

- 6.1 The appointment of Cllr Sue Prutton as Vice Chairman of the Appeals Committee.
- 6.2 The updated Staff Code of Conduct.
- 6.3 That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

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- 1. Introduction
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Appendix 1 – Link to Councils’ Disciplinary Policy

This policy applies to all employees of Broadland and South Norfolk Councils who operate under the power of a S113 agreement which enables staff to be employed across functions of both Councils and work in fully integrated teams.

Issue Date	January 2021	Version 1
Review Date	January 2023	
Author: HR		
UNISON Sign Off	March 2021	J Jackson
Management Sign Off	March 2021	E Hodds

Introduction

- 1.1 The public expects the highest standards of conduct from those working on its behalf whether they be employees of the Councils agency workers or contractors, and public confidence in the integrity of the Councils must not be damaged.
- 1.2 All employees must conduct themselves in a way that ensures high standards of service and protects the good reputation of the Councils.
- 1.3 This code sets out principles which will help maintain and improve standards and protect both the employees and the employer from misunderstanding or criticism. To maintain public confidence, it refers both to work and private activities in so far as the Councils' reputation could be adversely affected and/or such activities could affect an employee's ability to undertake their Council work.
- 1.4 The Code applies to all employees, and also to all Council paid employment. Employees who are members of a professional body will be bound both by their professional codes of conduct and the Councils'. If any employee experiences any conflict between the Councils' and their profession's codes of conduct, they are to make their Director aware immediately.
- 1.5 In accordance with the Councils' disciplinary procedure, any breach of this Code may give rise to disciplinary action. A breach which is so serious as to undermine public confidence in the Councils could be held to be gross misconduct (see appendix 1).

2. Standards of Personal Behaviour

- 2.1 Employees are expected to use their knowledge and expertise to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality.
- 2.2 Although the Nolan Committee on Standards in Public Life established its seven principles primarily with elected members in mind, they apply equally to employees in the public service. All employees are therefore expected to conduct themselves in accordance with those principles, which are:

Selflessness: Holders of public office should take decisions solely in terms of the public interest.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or friends. They must declare and resolve any interests and relationships

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

- 2.3 The Councils are committed to promoting equal opportunities, so employees must treat all members of the local community, suppliers, customers and other employees fairly, and promote a positive working environment where we follow our agreed Values including trust and integrity as part of the way we operate.
- 2.4. Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive, within the policies of the Councils, to ensure value for money for the local community and to avoid legal challenge to the Councils.
- 2.5 All employees must be clear about their contractual obligations to the Councils and must not take outside activities, which conflicts with the Councils' interests, or which is of such a nature as to raise concerns that the employee's work for the Councils, or its reputation, may be adversely affected. With regard to unpaid or voluntary activities/work, all employees must accordingly obtain their Assistant Director's permission before undertaking any such outside activities which could be considered a conflict with the Councils' interests, or which is of such a nature as to raise concerns that the employee's work for the Councils', or its reputation may be adversely affected. In the event that an employee is unsure of whether there is any potential conflict they should always gain guidance from their line manager or Assistant Director. Once agreed details of the activity and the permission will be recorded on the employee's personal file.
- 2.6 Furthermore, all employees will be required to obtain permission from their Assistant Director in advance of any paid work being sought externally. For very senior posts, authority or permission may be required from both authorities Full Councils rather than the Director. Employees will not be permitted to sell goods or services to the Councils.
- 2.7 Employees must take reasonable care for their health and safety and this duty extends to other people who may be affected by their actions or omissions.

3. Standards of Services to the Public

- 3.1 Employees must always remember their responsibilities to the community and ensure courteous, knowledgeable, timely and impartial service delivery to all groups and individuals within that community.
- 3.2 Employees should ensure they are familiar with all relevant Council policies and procedures which apply to their role, and act in line with these. This includes the Rules of Financial Governance and Contract Standing Orders.
- 3.3 The Councils endeavour to deliver public services to a high standard. Employees are therefore expected, without fear of recrimination, to report any deficiency in the provision of services to the public for which they are directly responsible or for those outside their remit where they know there has been a deficiency, in accordance with the Councils' Whistleblowing Policy.
- 3.4 The Councils' Whistleblowing Policy provides staff with guidance and support as to how concerns can be raised within the organisation (usually through their line

manager or the Monitoring Officer and provides the opportunity to raise concerns outside of the Councils where necessary. The policy is aimed to ensure no staff suffer victimisation or harassment as a result of raising their concerns.

- 3.5 In addition, the Councils have a Counter-Fraud and Corruption Policy and recognises its employees as an important element in its fight against fraud and corruption. Employees are therefore positively encouraged to raise any concerns that they may have. These may relate to the internal activities of the Councils, or to its dealings with suppliers or customers.

4. Standards of Dress and Appearance

- 4.1 The Councils aim to present a welcoming and professional image to residents, members and all other contacts. Employees should dress in a smart and presentable manner promoting an appropriate appearance. In high profile situations (e.g. court appearances, media interviews) it is expected that formal business wear is worn.
- 4.2 The Councils recognise that for reasons of religious, ethnic or cultural expressions that it is permissible to wear certain items of clothing or jewellery.
- 4.3 With the prior agreement of the Management Team (CMLT) it will also be permissible to wear other items of clothing for nationally recognised charity events or social events.
- 4.4 Personal protective equipment (PPE) will be provided where this has been identified as being necessary through general risk assessment or COSHH assessment. Where PPE is provided, the employee and their manager must ensure that it is worn and used in accordance with safety procedures and training. High visibility clothing should be cleaned as often as is necessary to ensure that it retains its high visibility properties and that it presents the appropriate appearance.
- Not wearing provided PPE can put yourself and/or your colleagues and the public at risk therefore could be considered Gross Misconduct under the Councils Disciplinary Policy
- 4.5 Where a uniform is issued this should always be worn for work in its entirety. In service areas where a specific colour or style of clothes is specified, employees should adhere to the service areas arrangements.
- 4.6 All items issued (i.e. uniform, PPE and badges) must be returned to the line manager when employment ends.
- 4.7 Identification badges must be worn at all times whilst at work. Regardless of where a meeting is held, including from home a professional image must be maintained at all times.

5. Disclosure of Information

- 5.1 The law requires that certain types of information must be made available to councillors, auditors, government departments and the public. This is largely governed by the Local Government (Access to Information) Act 1985 and subsequent Regulations such as the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The Councils, however, may decide to make available other types of information.
- 5.2 Employees must be aware of the restrictions imposed upon them by relevant data protection legislation, such as the General Data Protection Regulations (GDPR) and the Data Protection Act 1998. Each employee must process personal data in accordance with relevant legislation and in line with the Councils'

own policies relating to data policies, such as the Data Protection Policies. Each employee is responsible for the security of personal data that they may use in the course of their job. Such data must not be disclosed to any unauthorised person or organisation, even inadvertently, and includes both electronic and hard copy information. Management must therefore keep employees informed as to which information is open and which is not, and ensure employees are adequately trained in understanding the restrictions of relevant data protection legislation. In cases of doubt, employees must consult the Data Protection Officer before disclosing data.

- 5.3 Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor may they pass it on to others who might use it in such a way. This is especially relevant to employees who are privy to confidential information on tenders or costs for either internal or external contractors.
- 5.4 Any particular information received by an employee from a councillor which is personal to that councillor and is not the property of the Councils must not be divulged by the employee without the prior approval of that councillor, except where disclosure is required or sanctioned by the law. If an employee has concerns about the propriety of withholding any such information received, they can discuss the matter in confidence with the Monitoring Officer.
- 5.5 On occasions an elected member could make an enquiry about a specific item of Council business. Elected members are entitled to information which is necessary to enable them to carry out their duties as Councillors, but a member may not be entitled to confidential information. This principle is commonly referred to as the “need to know” principle and will be determined in the first instance by the particular Director or Managing Director whose department holds the document or information in question. Employees are expected to disclose information already in the public domain. There is more guidance on this in the Protocol for Member/Staff Relations.
- 5.6 Only the Managing Director, the Strategic Marketing and Communications Manager, the PR Manager, the Senior Communications Officer and the Marketing and Communications Officer are authorised to initiate or respond to enquiries from the media and all such enquiries must be referred to one of them. UNISON representatives can provide comment in their union capacity rather than as an employee.
- 5.7 Employees must also be very careful about their work or domestic use of websites and social media which could damage their own or the Councils’ reputations, and they must comply with the Councils’ current policies on the use of information technology which may be reviewed from time to time. For the avoidance of doubt if a post on social media brings the Councils into disrepute this could be considered Gross Misconduct - under the Councils Disciplinary Policy

6. Party Political Impartiality

- 6.1 Employees serve the Council as a whole. They must follow every lawful decision and policy of the Council and must not allow their personal or political opinions to interfere with their work. They must therefore serve and respect the rights of all Councillors equally, irrespective of the member's political affiliation.
- 6.2 Employees must declare to the Managing Director or Monitoring Officer, membership of any organisation which is not open to the public without formal membership, has a commitment of allegiance and which has secrecy about its rules, membership or conduct. This information will be recorded in a Register of Interests held by the Managing Director.

- 6.3 Some employees will be in “politically restricted posts”. The restrictions limit their political activity outside of their employment at the Council. These employees must be mindful of the strictures of the Local Government and Housing Act 1989, Local Government Officers (Political Restriction) Regulations 1990 and Local Government (Politically Restricted Posts) (No 2) Regulations 1990. These employees will have a separate clause in their employment contract or will receive a letter stating their post has become politically restricted.
- 6.4 Directors and Assistant Directors may, on occasions, be requested to attend political group meetings to give information. Their conduct at such meetings must not compromise their political neutrality. An employee always has the right, without fear of recrimination, to decline to address a political group. There is more guidance on the relationship between councillors and employees in the Protocol for Member/Staff Relations.

7 Relationships

Relationships with Councillors

- 7.1 Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and individual Councillors should be avoided. In general, employees and Councillors should always consider the way others may view the potential conflicts arising from social connections, especially concerning confidentiality and bias. Employees and Members must comply with the Protocol on Member / Employee Relations.

Relationships with contractors

- 7.2 Orders and contracts must be awarded on merit, by fair competition in accordance with Contract Standing Orders. Employees must disclose, to the Monitoring Officer, all relationships with current or potential contractors.
- 7.3 Employees involved in the tendering process and dealing with contractors must be clearly aware of the need to separate client and contractor roles within the Councils. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.
- 7.4 If there is the slightest possibility of a conflict between an employee's duties to the Councils and their relationship with the contractor, lessee, or benefit claimant etc., then the employee must report that relationship to the appropriate Director. In cases where the employee concerned is a Director, then the Managing Director or Monitoring Officer must be informed, and arrangements made for the separation of duties.

Relationships with potential employees

- 7.5 Employees involved in the appointment of staff must ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. Employees making appointments must be aware of equal opportunities legislation.
- 7.6 In order to avoid any possible accusation of bias, employees should not be involved in any appointment where they are related to an applicant or are familiar with them outside work. Where this is not possible a declaration to HR should be made. Neither must they be involved in decisions relating to discipline, promotion or pay adjustments for any employee with whom they are related or otherwise closely involved.

Other relationships

- 7.7 No special favour may be shown to friends, partners, relatives, current or former employees or to job applicants. Employees must therefore disclose to their Assistant Director all relevant relationships, whether of a business or private

nature, which might have the potential to bring about a conflict with the Councils' interests. Such relationships will include those with lessees, benefit claimants and grant applicants for example. If employees have doubts over the relevance of a particular relationship, they are advised to disclose it anyway. This information will be recorded in a Register of Interests held by the Managing Director.

- 7.8 Employees should promote a positive working environment by not discussing their colleagues or personal matters relating to them in a negative way. Where there is a concern, this should be dealt with through the Councils' formal policies and procedures.

8. Gifts, Hospitality and Sponsorship

- 8.1 S117(2) of the Local Government act 1972 states that an employee shall not accept any fee or reward whatsoever other than their proper remuneration. The Bribery Act 2010 makes it an offence for employees to receive a bribe to perform their duties improperly, or to attempt to bribe another person to perform their duties improperly.
- 8.2 Employees must be aware that corruption is a serious criminal offence. The law states that if an allegation is made it is for the employee to demonstrate that any gifts have not been corruptly obtained. Corruption is defined by both CIPFA and the Audit Commission as 'the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person'.

Gifts, tips and privileges

Gifts Below £25 – Corporate Gifts

- 8.3 Employees are permitted to accept gifts from suppliers and contractors of a value of below £25 if they can be used in the course of their Council duties - such as pens, diaries, calendars etc.

Gifts Below £25 – Personal Gifts, Tips and Privileges

- 8.4 Employees should try to avoid accepting personal gifts, tips or special privileges for themselves or their families from contractors, customers, Councillors or outside suppliers – e.g. chocolates/sweets, flowers, etc. However, there may be occasions when these cannot be refused without causing offence. In this instance the employee should declare the matter to their Manager as soon as possible who will decide what to do with the gift. The Manager may decide to allow the staff member to keep the gift, or if it is perishable they could be used in civic hospitality or distributed among the staff. If they are not perishables they could be raffled by the Councils for a recognised charity.

Gifts Above £25

- 8.5 Employees should try to avoid accepting gifts which are of value. If gifts offered are of value and cannot be refused without causing offence, the recipients must hand them over to their Assistant Director, after noting them in a Register of Gifts, Hospitality and Sponsorship held by the Managing Director. If they are perishables they will be used in civic hospitality or distributed among the staff. If they are not perishables they will be raffled by the Councils for a recognised charity.

Hospitality

- 8.6 Employees and their families must only accept offers of hospitality if there is a genuine need to impart information or represent the Councils in the community. Invitations to attend purely social or sporting functions on advantageous terms must only be accepted when these are part of the life of the community, or where the Councils should be seen to be represented. All such invitations must be reported to the Assistant Director who can sanction attendance and, irrespective

of whether the invitation is accepted or not, it must be recorded in a Register of Gifts, Hospitality and Sponsorship.

- 8.7 When receiving authorised hospitality, employees shall give only relevant and factual information and must be particularly sensitive as to the timing of the event in relation to decisions which the Councils may be taking which could affect those providing the hospitality.
- 8.8 Where visits to inspect equipment etc. are required, employees should ensure that the Councils meet the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions. This rule should be applied unless there is a specific decision of the Councils to the contrary.
- 8.9 When hospitality has to be declined, the person who made the offer should be courteously, but firmly, informed of the procedures and standards operating within the Councils.

Sponsorship

- 8.10 Where an outside organisation offers to sponsor a Council activity, the basic conventions concerning acceptance of gifts or hospitality apply. In the first instance the employee must inform their Director who will give guidance as to whether the Councils will accept the offer. However particular care must be taken when dealing with contractors, potential contractors and commercial tenants. Only in very exceptional circumstances should sponsorship be accepted when only one company or organisation has had the opportunity to offer it. Whether the sponsor approaches the employee or the employee approaches potential sponsors, employees must adhere to the Councils' protocol on sponsorship. Irrespective of whether the offer of sponsorship is accepted or not, it must be recorded in the Register of Gifts, Hospitality and Sponsorship held by the Managing Director.
- 8.11 Where the Councils wish to sponsor an event or service or charitable activity, neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to their Director and the fact being noted in the Register of Gifts, Hospitality and Sponsorship held by the Managing Director.
- 8.12 Unless part of their formal duties employees should never seek sponsorship for charitable ventures from suppliers, customers or service users, but sponsorship from these sources up to the value of £25 may be accepted provided it is not solicited and it must be recorded in the Register of Gifts, Hospitality and Sponsorship held by the Managing Director.
- 8.13 Where the Councils give support in the community, through sponsorship, grant aid, financial or other means, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

APPENDIX 1

Link to Councils Full Disciplinary Policy

Extract of Gross Misconduct Section from the Councils Disciplinary Policy

This list is neither exclusive nor exhaustive, but it provides some examples of gross misconduct and is lifted from the Disciplinary Policy.

Some actions and behaviour would destroy the relationship of trust and confidence that the Councils need to have in an employee, and someone may face dismissal for gross misconduct if they:

- Acts of violence, e.g. threatened or actual physical assault on any individual, fighting or riotous behaviour at work
- Theft or misappropriation of cash or property belonging to the Councils or any individual whilst at work. A similar offence committed outside the course of employment may also be so regarded
- Fraud or intention to defraud, e.g. deliberate falsification of work records, time-sheets (including flex sheets if used), travelling and subsistence claim forms and other documents connected with claiming salaries, wages and expenses from, or making payments to the Councils
- Extreme negligence resulting, for example, in danger to life and limb
- Serious disregard of the Councils' health and safety rules; this includes engaging in behaviours which may endanger themselves, work colleagues or other people
- Serious disregard of the Councils' safeguarding policy
- Serious disregard of the Councils' Data Protection Policies
- Malicious damage to the property of the Councils' or of any individual during the course of employment
- Serious professional negligence, misconduct, omission or, in certain situations, failure in performance to a reasonable and acceptable standard
- Serious breach of the Social Media Policy
- Deliberate misuse of Information Technology in contravention of instructions to users (refer to Computer Network, Internet Access and E-Mail Policy)
- Deliberate or malicious misuse of the Councils' information assets in all formats including both electronic and paper. The Councils may also have a contractual or legal obligation to report misuse to third parties
- Serious cases of being under the influence of drink or (un) prescribed drugs at work (refer to Drug and Alcohol Misuse Policy).
- Failing a drug or alcohol test at work (refer to Alcohol, Drugs and Substance Misuse Policy).
- Serious sexual offences or serious sexual misconduct at work, including cases of harassment (refer to Equal Opportunities Policy)
- In exceptional circumstances, actions taken outside of employment will be investigated. The main consideration will be whether the conduct makes future employment unacceptable or unsuitable e.g. sexual misconduct, violent behaviour conviction when role allows the post holder to come into contact with vulnerable people.
- Bullying and harassment

Independent Remuneration Panel

Review of Broadland District Council Members' Allowances Scheme

Panel Members

Mr Peter Franzen OBE
Mr Alastair Roy
Mr Chris Walker

July 2021

1.0 Introduction

1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require councils to establish an Independent Remuneration Panel (IRP) to make recommendations on their scheme of allowances prior to the Council making or amending its scheme. The Panel must comprise at least three members and has a responsibility to make recommendations on, amongst other things, the amount of Basic Allowance, Special Responsibility Allowances, travelling and subsistence allowances and dependant carer's allowance.

1.2 The IRP is non-political and brings expertise from several sources.

1.3 The Terms of Reference for the IRP are as follows:

To make recommendations to the authority's Council on:

(a) The amount of Basic Allowance that should be payable to its elected Members;

(b) The responsibilities or duties which should lead to a payment of a Special Responsibility Allowance, and the amount of such an allowance;

(c) The duties where a travelling and subsistence allowance can be paid and the amount of this allowance;

(d) Whether an allowance in respect of expenses for arranging the care of children and dependants should be paid, the level of such an allowance and the means by which it is determined;

(e) As to whether annual adjustments of allowance levels should be made by reference to an index, and if so, how long that measure should run; and

(f) The timing of the implementation of any recommendations

2.0 Background

2.1 The Council is required to review its allowances every four years. A review was carried out in 2017 when only minor changes were made. As the principles of the scheme had become well-established, the Panel at that time did not feel there was a need to undertake a comprehensive review of the scheme.

2.2 In 2019, although a review of Broadland's scheme was not due until 2021, some members requested that an early review should take place in to consider the remuneration aspects in the scheme, as there had been evidence published which highlighted that the Broadland scheme was well below the Norfolk average.

2.3 An interim review was undertaken during the latter part of 2019 where the Panel considered the Council's remuneration only. Its findings and recommendations were considered by Council on 20 February 2020. The intention had been to undertake a review of the full scheme of allowances

during 2020. Unfortunately, due to the impact of Covid-19, it had been necessary to defer this until 2021.

- 2.4** The recommendations of the IRP for 2019/20 interim review, together with the resultant resolutions by Council on 20 February 2020, are attached at Appendix A.
- 2.5** There were four additional resolutions made by Council at this meeting which had not been considered by the Panel. These are highlighted at the end of Appendix A.

3.0 The 2021 Review

- 3.1** The Panel convened on 17 June 2021, 24 June 2021, 1 July 2021 and 8 July 2021 via Zoom. Members of the Panel were supported by the Monitoring Officer, Emma Hodds and the Senior Governance and Deputy Monitoring Officer, Sue White.
- 3.2** Input was sought from Group Leaders prior to the meetings of the Panel. A response was received from the Liberal Democrat Leader, Dan Roper who requested that the Panel review various aspects of the Scheme. The Panel considered each of the points, as follows, at their first meeting and took these into account when making their deliberations:
- 3.2.1 The number of Special Responsibility Allowances (SRAs) currently paid;
- 3.2.2 The decision to pay SRAs for Policy Development Panel chairmen;
- 3.2.3 The consideration of an increased SRA for a group deputy leader if their group reached a specified threshold, i.e. 15/20 members;
- 3.2.4 Consideration that members of committees which met more frequently, i.e. Planning and O&S, could receive an enhanced SRA;
- 3.2.5 Consideration that members could sign a declaration when making claims rather than providing documents annually;
- 3.2.6 The approach to subsistence allowances;
- 3.2.7 The approach to Dependant Carers Allowance to widen to include meetings at any time and to be paid in line with National Living Wage;
- 3.2.8 The time limit for claims to be made.
- 3.3** The Panel recognised the importance that they give due regard to the published Government guidance relating to SRAs, as stated below:

Each local authority may also make provision in its scheme for the payment of special responsibility allowances for those councillors who have significant responsibilities. Special responsibility allowance may be payable for duties which fall within the following categories:

- *acting as leader or deputy leader of a political group*
- *membership of the executive, where an authority is operating executive arrangements*
- *presiding at meetings of a committee, sub-committee, or joint committee*

- *representing the authority at meetings of another body*
- *membership of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods*
- *acting as a spokesperson for a political group on a committee or sub-committee*
- *membership of an adoption appeals panel or panel dealing with licensing or controlling any activity*
- *any other activities in relation to the discharge of the authority's functions as to require equal or greater effort of the member than any of the activities listed above.*

3.4 The Panel requested that the Leader of the Council provide his views, in line with this guidance, on the number of SRAs currently in place, in particular those relating to the lower-tier allowances paid to the Chairmen of Policy Development Panels, the Chairman of the Service Improvement and Efficiency Committee and the Vice Chairman of the Council. In addition, the Panel requested further clarification of the new SRA paid to the Deputy Leader, which had been agreed at Council in February 2020.

4.0 Conclusion and Recommendations

4.1 Basic Allowance

As the Basic Allowance had been increased from £3,712 to £4,865 at the 2020 review and this had continued to be linked to the annual pay award for staff, the Panel did not consider that any change was necessary.

The Panel recommends that:

No change is made to the current Basic Allowance.

4.2 Special Responsibility Allowances (SRAs)

As the Panel had reviewed SRAs at its interim review in 2020, it did not feel that further examination was required for those recommendations which had been accepted by Council. However, the Panel did recognise that four additional allowances had been agreed by Full Council at its meeting on February 2020, which had not been considered by the Panel. In addition, Council had agreed that the Chairmen of Policy Development Panels had also been granted an SRA.

The Panel expressed concern about the high number of SRAs and requested that the Leader provide his views, as in 3.3 above, in relation to these lower-tier SRAs and to the increased SRA paid to the Deputy Leader of the Council, which had been approved at the February 2020 meeting of Council. The Leader responded, as follows:

"In response to your queries below I am content that the SRA paid to the Chair of Service Improvement and Efficiency Committee and the Chairs of Policy

“Development Panels meet the Government’s criteria, as they are presiding at meetings of a committee, sub-committee, or joint committee. This Committee and the Panels have an important role to play at the Council, they ensure that policy development is robust and well discussed and finalised before being recommended to Cabinet. This approach ensures buy-in and ownership to the Policy’s and also provides Cabinet with the assurance that they are approving a well thought through policy. In addition, they meet on average 6 times a year, and can have a heavy workload.

“In relation to the payment to the Vice Chairman of the Council you will recall that the Council felt it was no longer appropriate to maintain the allowance at 50% of the Chairman’s as proposed by the IRP and that Council agreed to reduce this to 25%. I am content that this remains at the 25% rate.

“Finally, with regards to the slightly higher payment for the Deputy Leader, I am content that this is higher than other Portfolio Holders, my Deputy undertakes much more work with me and is expected to deputise in my absence. I also note that other Councils across Norfolk make a similar payment to the Deputy Leader, so believe this is in line with best practice. The payment also meets the Government’s criteria: acting as leader or deputy leader of a political group”.

The Panel reviewed the SRA for Deputy Leader of the Council which was currently paid at 70% of the allowance for the Leader of the Council. It was acknowledged that the rate paid by other authorities, including Norfolk County Council, was 65%.

The Panel reviewed the SRA put in place for the Policy Development Panels and it was recognised that the Chairmen of these Panels were responsible for undertaking a significant role in the formation and development of the Council’s policies to provide Cabinet with robust and sound recommendations. The Panel accepted that a very similar remit and workload had previously been undertaken by panels which had been chaired by Portfolio Holders, who would have not received a further payment in addition to the higher SRA they already enjoyed. It was also recognised that other Councils which operated in a similar ‘Cabinet policy committee’ manner, such as South Norfolk Council, did pay a higher SRA to its Chairmen who undertook a very similar role. The Panel, therefore considered that the SRA paid to Chairmen of Policy Development Panels should be increased from £1,150 to 50% of the basic allowance, to bring them into line with other authorities.

The Panel noted that the structure employed by Broadland appeared to be a hybrid of a Committee System and a Cabinet System. Other councils, with more traditional structures, paid higher SRAs to Chairmen of Scrutiny Committees, as these were responsible for the development of council policies. The Broadland District Council model, which assigned policy development to Cabinet Policy Development Panels, had resulted in a large number of lower-paid SRAs being created, due to a wider spread of these responsibilities.

The Panel recommends that:

- a) The allowance for the Deputy Leader should be set at 65% of the Leader's allowance.
- b) The allowance for the Chairmen of Policy Development Panels should be set at 50% of the basic allowance.

4.3 Other Allowances

4.3.1 Expenses Claims

It was noted that there was no mention in the Scheme relating to the time limit for members to submit their expenses claims. The Panel acknowledged that the expenses system used by the Council required that claims must be submitted within three months and it was therefore recommended that this be documented within the Scheme.

The Panel recommends that:

Wording be added to the Scheme to document that claims must be submitted within three months.

4.3.2 Travel Expenses

It was noted that, at its meeting in February 2020, the Council had approved for the payment of travel expenses to formally constituted parish council meetings to be added to the list of approved duties. It was acknowledged that South Norfolk Council operated in a similar manner but paid travel expenses for up to 12 ward journeys per month including those to town and parish meetings. It was suggested that the Scheme be altered to align the two approved duties to ensure a fair and consistent approach.

The Panel recommends that:

Wording be added to the Scheme that the Council will pay travel expenses for up to 12 ward journeys per month including those to town and parish council meetings.

4.3.3 Motorbike/Bicycle Rates

It was noted that the Scheme stated that advice should be sought from HR if members used motorbikes or bicycles for their Council work. It was suggested that the Scheme be amended to state that such expenses would be paid at current HMRC rates.

The Panel recommends that:

Expenses will be paid, at current HMRC rates for members using motorbikes or bicycles for Council duties.

4.3.4 Public Transport

It was noted that the Scheme was a little unclear around the usage of public transport. The Panel suggested this should be simplified to avoid confusion.

The Panel recommends that:

For travel by public transport, the presumption should be that members will travel standard class. Members may travel by first class where this is the same cost, or cheaper, than standard class travel.

4.3.5 Subsistence - meals

It was noted that the Scheme quoted daily rates for expenses whereas most authorities quoted meal rates. It was suggested that maximum meal rates should be stated and that these should be aligned to those set by HMRC and currently in place for staff.

The Panel recommends that:

Reimbursement of expenses will be on the actual cost incurred up to the maximum, subject to the production of a receipt indicating the actual cost of the meal. Non-alcoholic beverages may be claimed within the overall cost. Maximums as set by HMRC are:

- Breakfast rate £5
- One meal (5 hour) rate £5
- Two meal (10 hour) rate £10
- Late evening meal rate £15

4.3.6 Subsistence – overnight

It was noted that the Scheme allowed for ‘reasonable hotel charges’ where a member was required to stay overnight away from home. The Panel felt this was ambiguous and suggest that this should be paid in line with staff rates. It was considered that such overnight stays were rare and would usually only occur for conferences etc where accommodation would be included in overall costs. The Panel suggested that in the event of a member requiring an overnight stay where they were required to find their own accommodation, advice should be sought, in advance, from the Monitoring Officer.

The Panel recommends that:

Wording should be added to the Scheme to clarify that, in the event of a member requiring an overnight stay where they were required to find their own accommodation, advice should be sought, in advance, from the Monitoring Officer.

4.3.7 Dependent / Carer’s allowance

The Carers’ Allowance is payable towards the cost of care of dependent relatives (be they children, elderly people, or people with disabilities). It is designed to enable a Councillor to carry out their Council work. A carer will be any responsible adult who does not normally live with the Councillor as part of

that Councillor's family. The Panel noted that the Scheme only paid this allowance for meetings which occurred out of working hours and the rate was set at National Minimum Wage +£3 per hour. It was felt that this was outdated, and it was suggested that this be changed to include daytime or evening meetings, and that the rate be changed to National Living Wage for age 25+.

The Panel recommends that:

Expenses will be paid for daytime and evening meetings, at the rate for National Living Wage for age 25+.

4.3.8 Attendance at the Offices

It was noted that the Scheme made references, in various parts, to members attending the office in person and the rules surrounding approved duties and when expenses would be paid for such visits. It was suggested that this be simplified to avoid duplication and confusion.

The Panel recommends that:

The following wording be used to replace those parts in the Scheme where attending the offices is mentioned: *Approved duties include in-person meetings and events arranged by officers for pre-meetings, briefings, informal meetings, organised training, hearings or similar. The reimbursement of expenses in relation to other visits should be agreed, in advance, by the Monitoring Officer.*

4.3.9 Outside Bodies

The Panel noted that the Scheme detailed that certain criteria should be considered for claims relating to outside bodies but also stated in its annex it will pay claims for meetings held with representatives of outside bodies (other than those of a commercial or political nature) and which have been approved by the MD. It was suggested that where the Council appointed a representative to sit on an approved outside body, then the Council should reimburse that member for their travel expenses accordingly.

The Panel recommends that:

Wording be added to state: *A meeting of a body to which the Authority makes appointments or nominations will be treated as an Approved Duty so travel expenses can be paid to the appointed representative on such bodies, where these expenses are not already covered by that body.*

4.3.10 Travel between sites

It was noted that members could need to attend meetings at either Thorpe Lodge or South Norfolk House and the Panel suggested that wording be added to the Scheme to state to clarify this position.

The Panel recommends that:

The following wording be added: *The Member Allowance Scheme relates to both Council sites'*

4.3.11 External training / seminars

It was noted that no approval was needed for travel claims when members attended meetings, presentations and seminars held either with other authorities or by outside bodies, in connection with local government-related issues. The Panel considered there should be some clarity in the Scheme.

The Panel recommends that:

The following wording be added: *Where members wish to claim expenses for attending or participating in external events which have not been arranged by officers, they should seek the advice of the Monitoring Officer beforehand.*

4.3.12 Delegation of Approval

It was noted that the Scheme generally referred to members needing to seek approval from the Managing Director when claiming expenses for duties outside of the Scheme. It was instead suggested that such queries should be referred to the Monitoring Officer.

The Panel recommends that:

The Scheme should be amended to direct such queries to the Monitoring Officer.

Independent Remuneration Panel Recommendations with Resolutions from BDC Full Council

a. Basic Allowance

Panel Recommendation: The Basic Allowance should increase from £3,712 to £4,865 and continue to be linked to the annual pay award for staff

<i>RECOMMENDATION AGREED</i>

Special Responsibility Allowances:

b. **Leader of the Council**

Panel Recommendation: The allowance for the Leader of the Council should be amended to reflect that it consists of two elements: 75% of which should be attributed to the position of Leader of the Council and 25% attributed for the position of group leader. The Leader of the Council would be eligible for 50% of the group leader's allowance on the basis that one person is fulfilling both roles. The Leader element be increased from £8,442 to £11,064 and the group leader element increased from £2,814 to £3,688 making a total allowance of £12,908.

<i>It was suggested that the panel's recommendation to split the leader's allowance into two elements could lead to confusion and detract from the agreed principles in terms of simplicity and transparency. An amendment was proposed, duly seconded to not create two allowances but to increase the existing allowance in line with the increase for the basic allowance (31.06%) resulting in an allowance of £12,908. On being put to the vote, the amendment was carried. Members then voted on the substantive motion and it was Resolved to not create two allowances but to increase the current allowance to £12,908.</i>

c. **Chairman of the Council**

Panel Recommendation: The allowance should be increased from £1,501 to £1,967

<i>Reference was made to the fact that the Broadland allowance for the Chairman of the Council was the lowest in Norfolk at £1,501 with the highest being £6,325. There was concern that the use of an honorarium to close the gap would not be transparent or practical as it would need to be reviewed each year and could reflect the person appointed and not the role. A clearer, more transparent option was needed and a recognition of the importance of the role. An amendment was proposed that the allowance for the Chairman of the Council be set at 30% of the allowance of the Leader, resulting in an allowance of £3,872. On being put to the vote, the amendment was carried. Members then voted on the substantive motion and it was RESOLVED to set the allowance for the Chairman of the Council at 30% of the allowance of the Leader, resulting in an allowance of £3,872.</i>
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d. Vice-Chairman of the Council

Panel Recommendation: The allowance should be increased from £749 to £982

*It was suggested that it was no longer appropriate to maintain the current level of this allowance (50% of the Chairman's allowance) having regard to the requirements of the role but that an increase was appropriate. An amendment was proposed, duly seconded that the current level of the allowance be set at 25% of the new Chairman's allowance resulting in an allowance of £968 which was still below the Norfolk average. On being put to the vote, the amendment was carried. Members then voted on the substantive motion and it was **RESOLVED** to set the Vice-Chairman's allowance at 25% of the new Chairman's allowance resulting in an allowance of £968.*

e. Portfolio Holders

Panel Recommendation: The allowance should be increased from £5,628 to £6,454

RECOMMENDATION AGREED

f. Chairman of the Planning Committee

Panel Recommendation: The allowance should be increased from £1,876 to £3,872

RECOMMENDATION AGREED

g. Chairman of the Audit Committee

Panel Recommendation: The allowance should be increased from £1,127 to £2,582

RECOMMENDATION AGREED

h. Chairman of the Licensing & Regulatory Committee

Panel Recommendation: The allowance should be increased from £1,127 to £3,872

*It was suggested that this allowance needed to increase to recognise the importance of the role and how far below the Norfolk average the current allowance was set. It was however felt that the Panel's proposed increase was too high and that the allowance should be aligned to that of the Chairman of the Audit Committee. An amendment was therefore proposed, duly seconded, that the current level of the allowance be set at 20% of the allowance of the Leader resulting in an allowance of £2,582. On being put to the vote, the amendment was carried. Members then voted on the substantive motion and it was **RESOLVED** to set the allowance for the Chairman of the Licensing and Regulatory Committee at 20% of the Leader's allowance resulting in an allowance of £2,582.*

i. **Chairman of the Overview & Scrutiny Committee**

Panel Recommendation: The allowance should be increased from £1,127 to £3,872

RECOMMENDATION AGREED

j. **Chairmen of the Awards Panel, Electoral Arrangements Committee and Standards Committee**

Panel Recommendation: No SRA be paid in respect of these positions

RECOMMENDATION AGREED

k. **Panel Recommendation: All the SRAs to continue to be linked to the annual pay award for staff**

RECOMMENDATION AGREED

Other Allowances

- l. Panel Recommendation: Majority Group Leader to be 25% of total SRA for Leader of the Council (see “Leader of the Council” section)
Leader of main opposition group reduced from £1,272 to £922

*In line with the proposals for the allowance for the Leader, this allowance needed to continue to be set as one allowance. Having regard to the need to have an effective and organised opposition and mindful of the level of allowances at other Norfolk authorities, it was suggested that the allowance for the Leader of the Opposition should be increased and should be set as a percentage of the allowance for the Leader. An amendment was therefore proposed, duly seconded, to not set a second Majority Group Leader allowance and to increase the level of the Leader of the Opposition allowance from £1,272 to £2,582 (20% of the Leader’s allowance). This allowance was still lower than the Norfolk average and the methodology behind the amendment was supported. On being put to the vote the amendment was carried. Members then voted on the substantive motion and it was **RESOLVED** to not set a second Majority Group Leader allowance and to increase the level of the allowance for the Leader of the Opposition from £1,272 to £2,582 (20% of the Leader’s allowance).*

- m. Panel Recommendation: The new scheme to be backdated (no earlier than May 2019) but the Panel has deferred the decision on the actual effective date to the Council.

RESOLVED to backdate the amended scheme of allowances to 3 May 2019.

Council was then invited to consider four further additional SRAs:

1. Deputy Leader of the Council

To recognise the importance of this role and reflect the arrangements at other Norfolk authorities, it was proposed that a new SRA be paid to the Deputy Leader and be set at a level of 70% of the Leader's allowance. This allowance would be paid instead of the allowance for the role of Portfolio Holder. It was proposed, seconded and, on being put to the vote, **RESOLVED** to provide a new allowance to the Deputy Leader of the Council to be set at 70% of the allowance of the Leader amounting to £9,035; to be paid to the post holder instead of the allowance for Portfolio Holder.

2. Vice-Chairman of the Planning Committee

To recognise the high profile and demanding work of the Committee and to reflect the position in most other Norfolk authorities, it was proposed that a new SRA be paid to the Vice-Chairman of the Planning Committee to be set at 50% of the allowance for the Chairman of the Committee, the amount proposed being £1,936. It was proposed, seconded and, on being put to the vote, **RESOLVED** to provide a new SRA to the Vice-Chairman of the Planning Committee to be set at 50% of the allowance for the Chairman of the Committee, the amount being £1,936.

3. Vice Chairman of the Overview and Scrutiny Committee

To recognise the need to have an effective Overview and Scrutiny Committee and the role of the Vice-Chairman in this, it was proposed that a new SRA be paid to the Vice-Chairman of this Committee to be set at 50% of the allowance for the Chairman of the Committee, the amount proposed being £1,936. It was proposed, seconded and, on being put to the vote, **RESOLVED** to provide a new SRA to the Vice-Chairman of the Overview and Scrutiny Committee to be set at 50% of the allowance for the Chairman of the Committee, the amount being £1,936.

4. Parish Council meetings – travel expenses

In recognition of the distances travelled by some Members in attending parish council meetings and to ensure inclusivity, it was proposed that travel to/from parish council meetings should be added to the list of approved duties for Members, giving them the option to claim these allowances if they wished. Following a request for further clarity, it was noted that eligible meetings of parish councils related to the main, regular, formally constituted parish council meetings and not to any adhoc meetings or working groups and that the travel rates would be the HMRC rates. Following a suggestion, a small amendment to the proposal was accepted that claims could not be made where the Member was *a member of the parish or town council nor where a member was* also able to claim an allowance by virtue of them being a member of another authority (i.e. Parish / County Council). The effective date for the new approved duty was suggested as 21 February 2020. It was proposed, duly seconded and, on being put to the vote, **RESOLVED** that travel to formally constituted parish council meetings be added to the list of approved duties for the payment of travel allowance at HMRC rates effective from 21 February 2020. Claims could not be made where the member was *a member of the parish or town council nor where a member was* also able to claim an allowance by virtue of their being a member of another authority (i.e. Parish / County Council).

OUTSIDE ORGANISATIONS - FEEDBACK FROM REPRESENTATIVES

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Portfolio: Leader (Policy)

Wards Affected: All

Purpose of the Report:

The purpose of this report is to receive feedback from members on their representation on outside bodies.

Recommendation:

To note the report

Cllr J Copplestone - Report from the Broads Internal Drainage Board meeting on 17 May 2021

Councillors Brennan, Kelly, Nurden and I attended the virtual meeting of the Broads IDB on 17th May 2021. Since the last meeting in January, continued flooding through the winter period had caused problems due to high rainfall events. Long Stratton experienced significant fluvial flooding in December 2020, and Burnham Market in early February 2021 during Storm Bella where the Water Management Alliance Team mobilised high capacity pumps to help mitigate the problem.

Further to the Government's announcement last year, doubling the Flood Risk Management to £5.2bn, the Broads IDB have been allocated have been allocated an estimated £85m for capital projects over the next 6 years. These projects include Upper Thurne drainage improvements, Water Level Management improvements for the River Bure & River Yare as well as a surface water flood alleviation scheme at Stalham Staithe.

Business case development will be key to unlocking funds for these capital projects, and the Catchment Engineer has negotiated a further £670k of grant funding to undertake investigations to form the Outline Business Case, a Project Delivery Unit will oversee the Governance of these high value capital projects.

The Catchment Engineer is working in collaboration with the Environment Agency, Water Resources Team, Norfolk & Suffolk Country Council in their bid for capital embankment work to the £6m Innovation Fund. Anglian Water and BAWAG are also working with the Board on matters of water quality and irrigation needs, this is an exemplar of collaborative sustainable water management in a changing climate.

The Environmental Manager highlighted the problem of Non- Native invasive species of the plant 'Floating Pennywort' in the River Ant & Dilham Canal near Honing. The Environmental Team are working closely with other agencies to eradicate this prolific plant.

Water Resources East are in the process of developing a Sustainable Water Management Strategy with the ambition of securing water security for the next 50 years, and the subject of the most recent webinar was 'Developing Natural Capital for Eastern England'.

The main OBJECTIVES of this emerging strategy have been identified as follows:

Biodiversity/ Climate/ Flood Control/ Water Quality/ Water Supply.

Whilst these objectives summarise strategic ambitions, the following four ACTIONS determine how to fulfil these objectives:

Conserve- The areas of good quality habitat which should be conserved.

Restore- Areas of degraded habitat which should be Restored.

Establish- Areas where new habitat which should be Established.

Manage- Areas of farmland which should be Managed in a biodiversity friendly manner.

The SHARED AMBITION is to create a shared vision of delivering cost effective change for informing water resource planning, supporting local nature recovery strategies which facilitate discussion and guiding biodiversity net gain. Furthermore, strengthening agri-

environmental applications such as Environmental Land Management Schemes (ELMS) to develop natural capital whilst ensuring effective delivery of ecosystems services and empowering individuals to make change happen.

How will different SECTORS use the plan?

Farmers and Land Managers: There is increasing range of income streams becoming available such as ELMS, biodiversity offsets and private sector natural capital investment. A core purpose of the plan is to assist in making an effective business case for action on their land, enabling them to take advantage of these potentially competitive opportunities.

Private Sector: Via investment into natural capital to deliver financial investments in a socially acceptable manner.

District & County Councils: By developing local nature recovery strategies and coordinating projects & opportunities. The upcoming Environment Bill includes provision for the development of local nature recovery strategies (LNRS) These county level plans indicate how nature will be managed and restored to achieve biodiversity and ecosystem service goals.

NGO's, Local Nature Partnerships and Local Enterprise Partnerships: Regional scale organisations can easily identify priority areas for different actions and projects, furthering the strategic ambitions for the region by coordinating & collaborating with other organisations.

Cllr J Legget – Report from the Norfolk Waste Partnership meeting on Thursday 20th May

The meeting was not quorate:- Breckland, Broadland, Gt Yarmouth, North Norfolk and Norfolk County Councils were represented.

- The Marketing and Communications plan was discussed. There will be digital messaging until October for the SCRAP campaign (to reduce fly tipping). This is also on www.norfolkrecycles.com. Non digital messaging does not yet seem to be embedded in campaigns.

The NWP Communications and Monitoring Officer has resigned, recruitment is underway. This is an essential role which is hosted by GYBC.

- **Update on the current consultations**
The Environment Bill is due for royal assent this autumn. There have been three consultations.

Deposit Return Scheme (DRS)

DRS involves producers taking material back directly. Items are returned using Reverse Vending Machines (RVMs). Proposed materials in scope are plastic bottles, steel and aluminium cans and glass bottles. To be introduced by late 2024 if possible. Could a digital return system be possible?

DRS aims to reduce litter, increase and improve the quality of recycling. However, there are questions about whether DRS is needed when there is already a kerbside solution which, with some improvement, could achieve the same outcomes.

Consistency

Consistency outlines which materials all Councils must collect and how the Government will fund this.

Garden Waste free or chargeable? with a minimum fortnightly collection, starting 2023/24. The Government is consulting on alternative options.

Food Waste to be collected weekly from all households by 2023/24.

It seems the Government's preference is for recyclable materials to be collected separately at the kerbside. However, Councils can present a good case for a different collection methodology (based on technical, environmental and economical considerations).

Core materials that must be collected from 2023 are:

glass bottles and containers, paper and card, plastic bottles, plastic pots tubs and trays, steel & aluminum. The consultation also included additional items most of which Norfolk recycles with the exception of aluminum tubes (eg tomato puree) and metal jar lids.

Extended producer Responsibility (EPR) requires producers to pay others for dealing with the packaging from their products and is expected to be in place during 2023. There are several key questions especially around payments to councils either the collection authority or the disposal authority. The theory is that the value of producer payments will be greater than the value of recycling credits,

- **Recycling Centres**

Norwich North - the new road is complete, and construction is well advanced. This site will replace Mile Cross when it closes in September.

COUNCIL

Thursday 22 July 2021

Supplementary Item

Item	Details
18	Questions from Members – to consider the following questions received in accordance with Procedural Rule 12.4

Question to the Leader from Cllr S Riley

“The Joint Informal Cabinet meeting on 10th June 2021 considered a nine page document under the agenda item “accommodation review”. The document was referred to extensively in discussion and it was raised that there would be value in it being shared more widely with elected members. However, to date this document has not been circulated to all elected members, what are the reasons for this?”

DEMOCRATIC SERVICES

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