

# Council Agenda

## Members of the Council

Cllr R R Foulger  
(Chairman)

Cllr J F Fisher  
(Vice Chairman)

Cllr A D Adams  
Cllr S C Beadle  
Cllr N J Brennan  
Cllr D J Britcher  
Cllr P E Bulman  
Cllr S J Catchpole  
Cllr S M Clancy

Cllr B Cook  
Cllr J K Copplestone  
Cllr A D Crotch  
Cllr J J Emsell  
Cllr S C Gurney  
Cllr N J Harpley  
Cllr D G Harrison  
Cllr L H Hemsall  
Cllr S I Holland  
Cllr N C Karimi-Ghovanlou  
Cllr K S Kelly  
Cllr D King

Cllr S Lawn  
Cllr K E Lawrence  
Cllr J Leggett  
Cllr K G Leggett MBE  
Cllr I J Mackie  
Cllr T M Mancini-Boyle  
Cllr I N Moncur  
Cllr M L Murrell  
Cllr J A Neesam  
Cllr G K Nurden  
Cllr G Peck  
Cllr S M Prutton  
Cllr S Riley

Cllr D Roper  
Cllr C E Ryman-Tubb  
Cllr N C Shaw  
Cllr L A Starling  
Cllr D M Thomas  
Cllr J L Thomas  
Cllr S A Vincent  
Cllr K A Vincent  
Cllr J M Ward  
Cllr F Whymark

## Date & Time:

Thursday 30 September 2021  
7pm

## Place:

Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich

Trevor Holden – Managing Director - 22 September 2021

## Contact:

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## PUBLIC ATTENDANCE:

This meeting will be live streamed for public viewing via the following link: [Broadland YouTube Channel](#)

You may register to speak by emailing us at [committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk) no later than 5pm on Monday 27 September 2021

## Large print version can be made available

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

## **Guidance on Public Speaking and Attendance**

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](mailto: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 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 are invited to sign in on the QR code for the building and promptly arrive at, and leave the venue. Hand sanitiser are provided and you are invited to observe social distancing. Further guidance on what to do on arrival will follow once your request to attend or speak has been accepted.

# AGENDA

## **Presentation by Chief Inspector Chris Harvey and Inspector Kerry Woodbine of Norfolk Constabulary**

- 1. To receive declarations of interest from members;**  
(guidance and flow chart attached – page 5)
- 2. To report apologies for absence;**
- 3. To confirm the minutes of the meeting held on 22 July 2021;**  
(minutes attached – page 7)
- 4. Matters arising from the minutes;**
- 5. Elections 28 September 2021** – to receive the report of the Returning Officer on the results of the elections;
- 6. To receive Announcements from**
  - 6.1** The Chairman (list of engagements attached – page 21)
  - 6.2** The Vice Chairman
  - 6.3** The Leader
  - 6.4** Members of the Cabinet
  - 6.5** Head of Paid Service
- 7. Questions** - to consider any questions received from members of the public in accordance with Procedural Rule 10.
- 8. 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)
- 9. Overview and Scrutiny Committee** – to receive the non-exempt minutes of the meetings on 24 August 2021 and 7 September 2021; (minutes attached – page 22)
- 10. Cabinet** - to receive the minutes of the meetings on 31 August 2021 and 14 September 2021; (minutes attached – page 38)

- 11. Planning Committee** - to receive the decisions of the meeting on 29 July 2021;  
(decisions attached – page 48)
- 12. Audit Committee** - to receive the minutes of the meeting on 8 July 2021;  
(minutes attached – page 49)
- 13. Licensing and Regulatory** - to receive the minutes of the meeting on 26 August 2021;  
(minutes attached – page 54)
- 14. Outside Organisations** – to consider reports from members appointed to represent the Council on outside organisations  
(report attached – page 61)
- 15. Questions from Members** – to consider the following questions received in accordance with Procedural Rule 12.4:
- 15.1** Cllr Karimi-Ghovanlou - I understand Norfolk has initially agreed to take 50 Afghan refugees; how many of these are being relocated in Broadland, and are they being properly supported with education, health and mental wellbeing programmes to be able to integrate successfully?
- 15.2** Cllr Karimi-Ghovanlou - Do we have the capacity to take more, and how can we, as councillors, help to support these families? For example, can I be told if I have any families in Taverham that need support?
- 15.3** Cllr D Thomas - is there an update for the best in class roll out for housing?
- 15.4** Cllr D Roper - What work is the Council undertaking to support increased use of electric vehicles in the district?
- 15.5** Cllr D Roper - It has been estimated that proposals in the government's election bill, particularly requirements for photographic voter ID could cost the taxpayer £180m. Will the leader make representations to the minister to ensure that none of these additional costs are passed on to local councils?
- 16. Motions** – to consider any motions received in accordance with Procedural Rule 13
- 17. Exclusion of Press and Public** - The Chairman will move 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.
- 18. Overview and Scrutiny Committee** – to receive the exempt minutes of the meeting on 7 September 2021  
(exempt minutes attached – page 67)

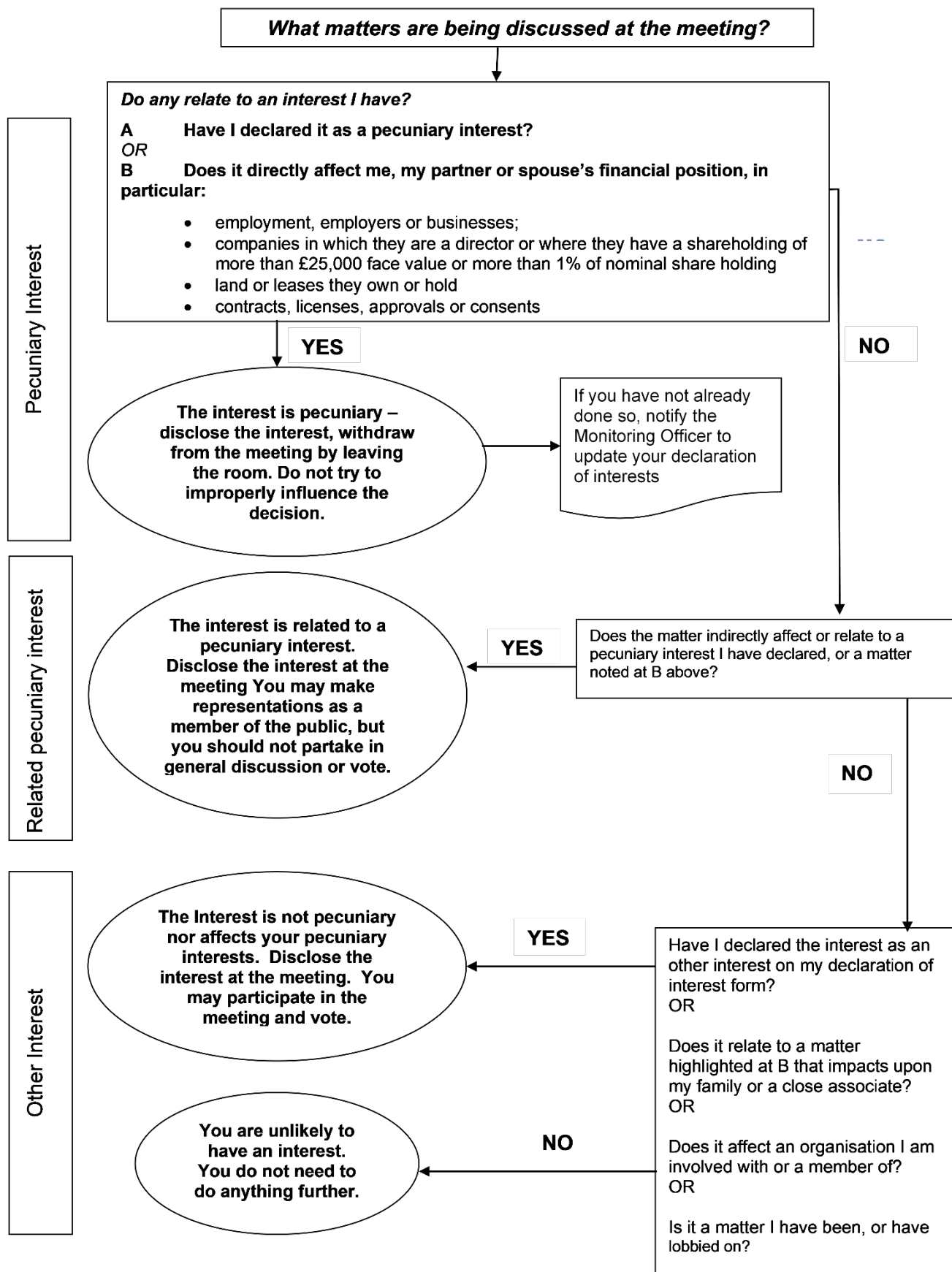
## DECLARATIONS OF INTEREST AT MEETINGS

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.

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

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

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





## COUNCIL

### Minutes of a meeting of the Council of Broadland District Council, held on Thursday 22 July 2021 at 7pm at the Council Offices

**Committee Members Present:** Councillors: A D Adams, S C Beadle, N J Brennan, D J Britcher, S M Clancy, J K Copplestone, A D Crotch, J J Emsell, R R Foulger, N J Harpley, D Harrison, N C Karimi-Ghovanlou, K S Kelly, S Lawn, K E Lawrence, J Leggett, K G Leggett, T M Mancini-Boyle, I N Moncur, G K Nurden, S M Prutton, S Riley, N C Shaw, L A Starling, D M Thomas, J L Thomas, S A Vincent, S C Walker, J M Ward, F Whymark

**Officers in Attendance:** The Managing Director, the Director Resources, the Director People & Communities, the Assistant Director Planning, the Chief of Staff (Monitoring Officer), the Assistant Director Finance (Section 151 Officer) and the Democratic Services Officers (DM/JH)

#### 25 PERSONAL TRIBUTE

The Chairman invited members to pay tribute to Mr George Debbage former Councillor for Blofield with South Walsham from 1991 to 2011 who had passed away recently. Members stood for a minutes' silence and reflection.

#### 26 DECLARATIONS OF INTEREST

Member/Officer	Minute No & Heading	Nature of Interest
Cllr Karimi-Ghovanlou	38 – Adoption of the Taverham Neighbourhood Plan	Other Interest – chairman of the Parish Council
Cllr Adams	38 – Adoption of the Taverham Neighbourhood Plan	Other Interest – member of the Parish Council

Cllr S Vincent	39 – Adoption of the Spixworth Neighbourhood Plan	Pecuniary Interest - his Company was involved in supporting the parish council in the preparation of the Plan – left the meeting whilst the matter was considered and determined.
The Monitoring Officer on behalf of all Members	41 - Review of the Broadland District Council Members' Allowances Scheme	Pecuniary Interest - In accordance with the Constitution, Part 4 Rules of Procedure, Section 8 – Interests to be declared at meetings – the Monitoring Officer granted a dispensation to all Members of the Council to enable discussion and voting on this item.

**27 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors: P E Bulman, S J Catchpole, J F Fisher, R M Grattan, L H Hemsall, S I Holland, D King, I J Mackie, M L Murrell, J A Neesam, D Roper, M D Snowling and K A Vincent.

**28 MINUTES**

The minutes of the meeting held on 27 May 2021 were agreed as a correct record save for the following correction:

Minute no 24 - After the first paragraph on page 20 insert “An amendment was proposed by Cllr Harpley, duly seconded, that the motion be amended to reflect additional concerns raised. Upon being put to the vote, however, the amendment was lost”.

**29 MATTERS ARISING**

No matters were raised.

**30 ANNOUNCEMENTS**

Members noted the civic engagements undertaken by the Chairman of the Council since the last meeting. The Chairman drew attention in particular to the steel signing event at the new independent community living scheme in Acle which would see the provision of 58 affordable units of accommodation for the over 55 year age group to facilitate independent but supported living.

The Leader announced that the Council had been awarded Gold Status in the 2021 Armed Forces Covenants. He welcomed the accolade which reinforced the excellent work being undertaken.

The Portfolio Holder for Environmental Excellence reminded members they were invited to the all member briefing event on the waste procurement contract being held on 27 July 2021.

The Portfolio Holder for Economic Development commented that work on the Food Innovation Centre was progressing with contractors due on site on 26 July 2021.

The Portfolio Holder for Housing and Wellbeing advised members that youth mental health workers were now working with the Council through the Help Hub and a number of Community Connectors had been appointed to work for the Council.

The Portfolio Holder for Transformation and Organisational Development thanked all members for attending the recent briefing on the accommodation review and that the session would be repeated again the following week for those unable to attend.

The Head of Paid Service stated he was pleased to welcome to the organisation the new Assistant Director for Transformation and Digital - Corinne Lawrie.

### **31 QUESTIONS FROM THE PUBLIC**

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

### **32 PUBLIC SPEAKING**

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

### **33 OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the Overview and Scrutiny Committee meetings held on 8 June, 15 June and 29 June 2021 were received.

### **34 CABINET**

The minutes of the Cabinet meetings held on 15 June and 6 July 2021 were received.

**15 June 2021**

#### **Minute no: 9 – Quarter 4 Strategic Performance and Finance**

The Leader invited members to support the recommendations from Cabinet. On being put to the vote, with the majority of members voting for, it was

**RESOLVED**

to agree the slippage requests for both revenue and capital and the creation of the new earmarked reserve: Environmental Projects Reserve.

**6 July 2021**

**Minute no: 19 – Greater Norwich Local Plan (GNLP)**

The Portfolio Holder for Planning introduced the item and invited Council to endorse the recommendation from Cabinet.

A concern was raised about the arrangements for delegation of authority to officers to make modifications to the GNLP. The Leader reiterated the provisions in the report for any necessary minor/main modifications to be agreed/ negotiated by the Assistant Director for Planning in consultation with the Portfolio Holder for Planning.

A member raised a concern that they felt the Plan was not sound as additional consultations on additional sites had not been carried out and it posed a risk to the Council. They would therefore not be able to support the recommendation.

The Leader confirmed that the Plan had been through due process and considered by the Place Shaping Policy Development Panel, the Overview and Scrutiny Committee and Cabinet. Whilst there was always an element of risk associated with the submission of the Plan, particularly with the current ongoing government changes to the Planning regime, he was satisfied at this time that the Plan was suitable for submission. On being put to the vote, with the majority of members voting for, it was

**RESOLVED to**

- (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;
- (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:

22 July 2021

- a. agree minor modifications to the GNLP prior to its submission.
- b. negotiate any main modifications necessary to make the GNLP Sound as part of the Independent Examination.

**Minute no: 20 – Capital Budget**

The Portfolio Holder for Finance reported that, during the procurement process, it had become clear that local authority funding of refuse vehicles was the most cost effective and she invited members to support the recommendation from Cabinet to increase the Capital budget for Refuse Services to allow for this. On being put to the vote, it was unanimously

**RESOLVED**

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

**Minute no: 23 – Moving Towards a First Class Customer Service**

The Portfolio Holder for Transformation and Organisational Development stated that the Council had always offered excellent services to its residents and customers but also looked to improve these. Cabinet had adopted the new Customer Strategy and Customer Charter and, as part of this, he invited members of Council to support the recommendation of Cabinet, to adopt the Complaints Handling Policy and the Unreasonably Persistent Complaints Policy.

Some members commented that, whilst the proposed Policies were sound in principle, in practice they were a little weak in that they lacked performance indicators and monitoring proposals and there was a need for mechanisms for ensuring that compliments and complaints were acted on.

The Portfolio Holder responded that these issues had been raised at the Service Improvement and Efficiency Committee when this matter had been considered. Proposals for performance monitoring would be shaped as part of a separate process and further work would be undertaken on this. The Leader reassured members that these concerns had been taken on board and added that baseline data was included in Strategic Performance Reports and would be used to inform performance review.

A member asked if there was a proposal to carry out a customer satisfaction survey of the new website as they had received complaints that there were no contact details on the website. Members were advised that the website was currently at “beta phase”, it had been launched but was still subject to appropriate changes which customers were helping to identify. This was a well-used practice in developing software systems and customer feedback and engagement was welcomed to help shape the software to meet the needs of customers.

It was suggested that contact details needed to be added.

**RESOLVED** to agree

- (1) the adoption of the proposed Complaints Handling Policy;
- (2) the adoption of the proposed Unreasonably Persistent Complainants Policy.

### **35 PLANNING COMMITTEE**

The decisions of the Planning Committee meeting held on 3 June 2021 were received.

A concern was raised about the length of time it appeared customers were having to wait for advice from the Planning team as to whether they needed to submit a planning application for development proposals. The Portfolio Holder for Planning invited the Assistant Director of Planning to respond. The Assistant Director commented that there had been delays in responding to inquiries due to high work volumes but it was anticipated this would improve as soon as possible. In response to a request for further clarity on the timeframe involved, the Portfolio Holder referred members to the item later in the agenda when Council would be receiving a member's question on this matter (minutes no: 43 refers).

### **36 AUDIT COMMITTEE**

The minutes of the Audit Committee meeting held on 24 June 2021 were received.

#### **Minute no: 7 – Review of Contract Procedure Rules**

The Chairman of the Committee drew attention to the recommendation to Council detailed at minute no: 7 and he invited members to support the recommendation and to endorse the amended Contract Procedure Rules subject to the retention of the current contract award levels.

The Portfolio Holder for Finance advised members that she was encouraging officers to bring forward a further report on this matter. On being put to the vote, it was

**RESOLVED**

to endorse the amended Contract Procedure Rules, attached at appendix 1 to the signed copy of these minutes, subject to the retention of the current contract award levels.

**37 LICENSING AND REGULATORY COMMITTEE**

The non-exempt minutes of the Licensing and Regulatory Committee meeting held on 23 June 2021 were received.

**38 ADOPTION OF THE TAVERHAM NEIGHBOURHOOD PLAN**

Members considered the report of the Senior Community Planning Officer.

Following a successful result at the referendum on 6 May 2021, the Portfolio Holder for Planning invited Council to endorse the Plan which would form part of the District Council's Development Plan. On being put to the vote, it was unanimously

**RESOLVED** to adopt the Taverham Neighbourhood Plan.

**39 ADOPTION OF THE SPIXWORTH NEIGHBOURHOOD PLAN**

Members considered the report of the Senior Community Planning Officer.

Following a successful result at the referendum on 6 May 2021, the Portfolio Holder for Planning invited Council to endorse the Plan which would form part of the District Council's Development Plan. On being put to the vote, it was unanimously

**RESOLVED** to adopt the Spixworth Neighbourhood Plan.

Arising from consideration of this and the previous item, a member raised concerns about the length of time it was taking to process Neighbourhood Plans and that this needed to be improved. Members acknowledged the formal procedure and timeframe which needed to be followed in relation to the preparation of a Neighbourhood Plan and the impact of COVID in causing delays.

**40 MONITORING OFFICER REPORT**

Members considered the report of the Monitoring Officer. The Leader of the Council invited members to consider the report and to support the recommendations contained therein. He raised an additional recommendation to Council on the following matter:

**Suspension of 6 month rule**

For reasons of ill health, Cllr Snowling had been unable to attend Council meetings for a number of weeks. It was not certain when he would be able to return and a dispensation was needed to excuse Cllr Snowling from attending

meetings of the Council until further notice, pursuant to Section 85 (1) of the Local Government Act 1972. The Leader invited Council to agree to grant the dispensation. In response to a question, the Leader advised that he and the Monitoring Officer would monitor the situation going forward. A suggestion was made and agreed that the situation be reviewed formally by Council in 6 months' time.

On being put to the vote, it was unanimously

**RESOLVED** to approve

- (1) the appointment of Cllr Sue Prutton as Vice Chairman of the Appeals Panel;
- (2) the updated Staff Code of Conduct (attached at appendix 2 to the signed copy of these minutes);
- (3) the Monitoring Officer making the consequential changes to the Constitution as a result of the changes at (1) and (2);
- (4) for the reason of ill health, the granting of a dispensation, to excuse Cllr Snowling from attending meetings of the Council, pursuant to Section 85 (1) of the Local Government Act 1972, until further notice, and that the situation be reviewed formally by Council in 6 months' time.

#### **41 REVIEW OF THE BROADLAND DISTRICT COUNCIL MEMBERS' ALLOWANCES SCHEME**

Members received the report of the Independent Remuneration Panel on their review of the Broadland Members' Allowances Scheme.

The Monitoring Officer reported apologies from the Chairman of the Panel who was unable to attend the meeting to present the report of the Independent Remuneration Panel. She reminded members that the Panel had last carried out a review in 2017 when a number of minor changes had been made. An early review had also taken place in 2019 (due in 2021) as the scheme was evidenced to be below the Norfolk average. This interim review had led to a number of recommendations regarding remuneration only which were considered by Council in February 2021. The current review had been a full review looking at the whole scheme.

The Monitoring Officer then took members through the recommendations and the rationale for each of them as set out in the report.

The Chairman then proposed that the Council support the recommendations contained in the report.

In seconding the recommendation, Cllr Crotch invited members to consider four minor amendments to the recommendations as follows:

**Paragraph 4.2 – Special Responsibility Allowances:**

- (a) the allowance for deputy leader should be retained at 70% of the Leaders allowance (not 65% as recommended by the Panel);
- (b) the allowance for the Chairmen of Policy Development Panels should be retained at the current level (£1150) (not set at 50% of the basic allowance as recommended by the Panel);

**Paragraph 4.3.2 - Travel Expenses**

The recommendation of the Panel to only pay travel expenses for up to 12 ward journeys per month including those to town and parish council meetings be deleted and the current unlimited arrangement continue;

**Paragraph 4.3.10 – Travel between sites**

The scheme of members allowances relate to “any location in line with approved duties” (not restricted to both council sites as recommended by the Panel).

Members then voted on the four amendments and, on being put to the vote, it was unanimously agreed to support the amendments.

Members then voted on the recommendations as set out in the report, subject to the agreed amendments and, on being put to the vote, it was unanimously

**RESOLVED**

that the recommendations proposed by the Panel, as amended above, and as set out below, be supported and incorporated into the members’ allowances scheme:

**4.1 Basic Allowance**

No change is made to the current Basic Allowance.

**4.2 Special Responsibility Allowances (SRAs)**

- a) The allowance for the Deputy Leader be retained at 70% of the Leader’s allowance.
- b) The allowance for the Chairmen of Policy Development Panels should be retained at the current allowance of £1150.

**4.3 Other Allowances**

**4.3.1 Expenses Claims**

Wording be added to the Scheme to document that claims must be submitted within three months.

#### **4.3.2 Travel Expenses**

Travel expenses for ward journeys, including those to town and parish council meetings, remain unlimited as at present;

#### **4.3.3 Motorbike/Bicycle Rates**

Expenses be paid, at current HMRC rates for members using motorbikes or bicycles for Council duties.

#### **4.3.4 Public Transport**

For travel by public transport, the presumption 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**

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**

Wording 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**

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**

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**

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**

The following wording be added: *The Scheme of Members Allowances relate to “any location in line with approved duties”.*

#### **4.3.11 External training / seminars**

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**

The Scheme be amended to direct such queries to the Monitoring Officer.

### **42 OUTSIDE ORGANISATIONS – FEEDBACK FROM REPRESENTATIVES**

Members received and noted the feedback from members on Outside Organisations Bodies. The Leader thanked members for their reports.

### **43 QUESTIONS FROM MEMBERS**

The following questions and answers were considered:

#### **Question 1 from Cllr Karimi-Ghovanlou**

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 caseloads 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?

#### **Response by the Portfolio Holder for Planning:**

The Portfolio Holder welcomed the opportunity to address the Council and clear up any misinformation circulating. She confirmed that there had not been a back log of 330 applications and she was not sure how that information had been brought to the Councillor’s attention. She confirmed that as of 21/7/2021

there was a back log of 110 applications for Broadland District Council and 102 applications for South Norfolk District Council - a total of 212 applications. The focus of the admin support team had that week been on Broadland District Council's applications due to the impact of the IT system being down and they had been processing the backlog alongside dealing with a higher capacity of applications being submitted. The capacity had increased by over 300 applications across both Councils so far this year compared to 2019.

There were a number of vacancies within the admin support team but these had now been filled and a further 6 month post was in place to help with the backlog. Staff who had left had been very experienced and it had taken time to train new officers with some doing overtime and working across two IT systems did take longer.

The planning officer team had also been carrying a few vacancies and currently adverts were out for 3 principal planning officers, a planning officer and 2 post graduate apprenticeship roles, plus a compliance apprenticeship role for the enforcement team. A new heritage officer was due to start work the following week and two agency/consultants were working with the team currently.

Workloads in the team had increased and were at the highest they had been for a number of years; this was a national issue and other local authorities in Norfolk were also struggling to recruit and had backlogs. The caseloads for officers were being managed weekly and varied across different levels of officer but at present all were at acceptable levels.

The Portfolio Holder stated that it had been more challenging for the team working from home and some task were taking longer. Officers were still working on two systems but this was not the reason for the backlog or the pressure they were under. Two national lockdowns had resulted in the need to work in exceptional circumstances and it had taken some time to get everyone up and running to work from home. Most importantly, the capacity had increased to figures higher than the 2019 figures.

Following in house promotions, and with vacancies currently advertised, the backlog was being lowered whilst dealing with new applications coming in daily. Senior planning officers leaving the team had been wished well on their new career paths.

It could not be denied that planning officers were under pressure, but this was circumstantial and would not be a permanent pressure; once the new staff had been recruited and fully trained on the systems, the pressure would be eased.

The Portfolio Holder gave assurances that measures were being taken to ease the pressures for the team and she thanked everyone for all their work over the past 18 months.

**Supplementary Question from Cllr Karimi-Ghovanlou**

The backlog of 212 was still quite high, was there an estimate of when this would be cleared?

**Response by the Portfolio Holder for Planning**

The backlog was continuing to reduce. The backlog had been exacerbated by the recent issues with the IT system but every effort was being made to continue to reduce the backlog.

**Question 2 from Cllr Karimi-Ghovanlou**

With reference to the government's 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?

**Response by the Leader**

The Leader stressed that the Council was keen to continue to see local participation in planning matters and drew attention to paragraph 40 of the National Planning Policy Framework which stated that local planning authorities had a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. Whilst they could not require that a developer engage with them before submitting a planning application, they should encourage take-up of any pre-application services offered and encourage any applicants to engage with the local community and, where relevant, with statutory and non-statutory consultees, before submitting applications.

The outcome of the latest white paper was still awaited and it was uncertain what the arrangements for public engagement would be.

As far as this Council's efforts to promote local engagement was concerned, the Leader made reference to some of the Council's responses to the white paper consultation which had been considered by the Place Shaping Policy Development Panel, the Overview and Scrutiny Committee and Cabinet. These included a number of responses supporting and encouraging continued/simplified/easy access to documentation and plans and consultation with local communities including options for those without internet access.

The Leader re-affirmed the Council's view that it firmly believed in local involvement and engagement.

**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?”

Cllr Riley commented that following submission of his question, members had been supplied with copies of the document referred to in his question and there was therefore no need for a response to his question.

**44 MOTIONS**

It was noted that no motions had been received.

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Chairman

(meeting closed at 8:30 pm)

## **CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 23 July – 30 September 2021**

26 July	The Vice Chairman raised the Pride flag in celebration of the LGBT+ community to coincide with Norwich Pride, which was held in July this year.
12 August	The Chairman was invited to tour the newly rebuilt Iceni House at Eaton Vale Scout and Guide Activity Centre. Iceni House had been devastated by fire in March 2020.
19 August	The Chairman joined South Norfolk Council's Chairman to welcome the Lord Lieutenant of Norfolk to Long Stratton Leisure Centre for a tour of the gyms and to thank leisure and depot staff who had volunteered to work for the NHS and other areas during the covid pandemic. The Lord Lieutenant also visited South Norfolk House to meet with other members of the One Team.
27 August	The Chairman attended a civic reception hosted by South Norfolk Council's Chairman, which was held at Hill House, a 16 <sup>th</sup> century manor in Saxlingham Nethergate.
3 September	The Chairman and previous chairman hosted a reception at the Octagon Barn in Little Plumstead to celebrate Broadland and to say thank you to some of the district's great businesses and members of the community.
4 September	The Chairman attended the annual summer reception hosted by the Chairman of Norfolk County Council, which was held at the How Hill Trust in Ludham.
6 September	The Chairman attended a reception hosted by the High Sheriff of Norfolk, which was held at Cromer Pier.
9 September	The Chairman attended the President's Reception at The Great Hospital, hosted by Royal British Legion County President.
10 September	The Vice Chairman attended the staff One Awards to announce the winner of the 'Innovator' category.
13 & 17 September	This year's Battle of Britain ceremonies were held remotely, and the Chairman was able to view the commemorative events via Norfolk County Council and Norwich City Council's YouTube channels.
17 September	The Chairman attended a Twilight Supper in Dereham, which was hosted by the Chairman of Breckland District Council.
20 September	The Chairman was part of the judging panel for the Community at Heart Awards, which are taking place on 15 October.

## 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 24 August 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, K S Kelly, D King, G K Nurden, S M Prutton and N C Shaw.

**Other Members in Attendance:** Councillors: T Adams, S Clancy and J Leggett.

**Officers in Attendance:** The Director of People and Communities, Assistant Director Community Services, Assistant Director Planning, Assistant Director Finance, Chief of Staff, Business Improvement Team Manager, Senior Governance Officer (SW) and Democratic Services Officers (JH, JO)

**Also in attendance** Mrs B Lashley and Mr Guy Ranaweera

### 31 APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Harpley.

### 32 MINUTES

The minutes of the meeting held on 29 June 2021 were agreed as a correct record.

### 33 PARISH COUNCIL INVOLVEMENT WITH DEVELOPERS AND THE PLANNING AUTHORITY REGARDING THE ALLOCATION OF PUBLIC OPEN SPACE

The report had been drafted in response to a request from Sprowston Town Council to consider the production of a guidance document on the process for when town and parish councils should get involved with developers and the planning authority to ensure they had an opportunity to participate in discussions about the allocation of public open space.

The Business Improvement Team Manager advised the meeting of the key stages in the planning process and how parish and town councils could participate in them.

Broadland's Statement of Community Involvement (SCI) set out who and when the Council would consult with during the preparation of the Local Plan and in the determination of planning applications.

The SCI also detailed how developers with significant development proposals were required to engage with communities prior to an application being made.

Town and parish councils were involved during the evidence gathering consultation and pre-submission publication stages of Local Plan preparation and were asked to comment on the location and form of development and the associated infrastructure needs.

All town and parish councils were also encouraged to prepare their own Neighbourhood Plans, which allowed them to develop a shared vision for their neighbourhood and shape the development and growth of their local area. An adopted Neighbourhood Plan also allowed the town or parish council to receive a greater proportion of the Community Infrastructure Levy, (up from 15 to 25 percent) resulting from development in their area.

The Council had an adopted Supplementary Planning Document called, 'Recreational Provision in Residential Development', for developments of five or more dwellings. This set out the amount of open space required for play, formal pitches, allotments and informal open space. It also set out in relation to the scale of development, when this could be provided off site and when it needed to be provided on site.

Developers could receive pre-planning application advice from the Council to establish the planning policy considerations and requirements and officers encouraged developers to engage with community groups, including town and parish councils to enable them to comment on the proposals and to help identify any infrastructure needs.

Town and parish councils could discuss open space proposals at this stage with the developer and help to identify where these could be provided and whether the town and parish council would wish to take on responsibility for these at a later date.

Town and parish councils were a statutory consultee for planning applications and frequently submitted comments on proposals, which would be considered as part of the determination of the application. If the town or parish council had specific comments relating to proposals for the provision of open space in the application, then these could be raised at this stage and would be taken into account.

Section 106 Legal Agreements were required to secure the provision, implementation and future maintenance of the open space requirements on

larger developments and the Council worked with town and parish councils to secure their delivery.

It was recognised that Broadland could do more to engage with town and parish councils during the stages outlined above and to do this the Council had recently increased the hours of the previous S106 monitoring post to enable that officer to engage more proactively with town and parish councils and to help identify priorities for the area.

It was also recognised that in some locations where off-site contributions had been accepted, there were limited opportunities to expand / enhance existing facilities and there were difficulties in securing land to provide new facilities. In order to ensure that town and parish councils were aware of the opportunities through the planning process for them to contribute to decisions relating to the provision of open space, it was proposed that a training session be offered to town and parish councils and that this would then be followed up with a guidance note which included a summary of the key areas set out above.

Mrs Barbara Lashley, member for Sprowston Town Council, addressed the Committee. She advised the meeting that planning authorities should make use of parish and town councils local knowledge to ensure that planning decisions were sustainable and enhanced communities.

Members' attention was drawn to the recently published Local Government Association paper on planning, which encouraged better engagement with town and parish councils. She acknowledged the documents set out in the report, which set out processes and procedures and thanked officers for putting a very good report together, but questioned if there was any evidence that these procedures were actually being carried out.

Cllr Lashley suggested that instead of being offered training a procedural document be drafted for local authorities and developers that could act as a checklist, for the benefit of all.

Mr Guy Ranaweera added that whilst Broadland provided a very good service during the planning stage, there was scope for greater engagement with town and parish councils at the pre-planning stage. For example, to allow local knowledge on land availability to inform green infrastructure planning requirements.

A member suggested that a procedural document would be more useful than training, which would be very difficult to roll out to all parish and town councillors in the District. He added that one of the biggest problems for town and parish councils was the lack of communication from developers.

In response, the Assistant Director for Planning advised the meeting that the SCI already clearly set out what the Council and developers were expected to do in terms of community engagement and officers could assist parishes that

were having difficulties communicating with developers. Members were asked to note that officers ensured that developments and planning obligations accorded with the Council's planning policy. It was also confirmed that where there were a number of smaller planning applications in an area they should be accounted for collectively when setting aside open space.

A member also suggested that it would be more productive to have in person meetings, rather than via Zoom. He also asked that a clear formula between the number of houses on a development and the amount of open space that would be required on the site be set out to remove any ambiguity.

The Assistant Director for Planning confirmed that officers could draft a guidance note for parish and town councils that set out the key points of engagement within the SCI. She also advised members that the Council met with all parish and town councils for major developments and assistance could be provided in interpreting existing S106 agreements, if required.

A member noted that not all developments caused problems for local councils and he commended the relationship that had been established in Taverham between the developer of a major site of 1,400 homes and the parish council. He suggested that planning training was a good idea for parish councillors.

The Business Improvement Team Manager confirmed that Zoom training sessions could be a very effective means of reaching a wide audience and that recent training on Development Management and Planning Enforcement had each attracted audiences of approximately 300 people.

Members concurred with the suggestion from the Assistant Director for Planning that a letter be drafted and sent to developers reminding them of their obligation to engage with parish and town councils under the SCI.

It was further agreed that an informal working group be established to agree the summarised version of the SCI, prior to its distribution to all District members and town and parish councils.

### **AGREED**

1. To note the report; and
2. To support the plans for officers to offer a training session for town and parish councils within six months of this report, and
3. To establish a Working Group, consisting of Cllr Holland, Cllr Karim-Ghovanlou, Cllr King, Cllr Prutton and Cllr Riley to agree the contents of planning guidance note for town and parish councils; and

4. That a letter be drafted and sent to developers in the District to remind them of their obligation to engage meaningfully with parish and town councils under the Statement of Community Involvement.

*The Committee adjourned at 11.40am and reconvened at 11.50am, when all the Committee members listed above were present.*

### **34 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME**

The Senior Governance Officer updated the Committee on its Work Programme. Guidance for Town and Parish Councils in Respect of Public Open Space had been considered earlier in today's meeting.

The Leisure Principles item, which had been due to be considered at today's meeting had been withdrawn at the request of the Assistant Director for Individuals and Families, as this would now be looked at as part of a broader report that would be taken to Cabinet in October and would therefore be subject to pre-scrutiny by the Committee.

Engagement in Public Consultations had been moved to the 2 November 2021 meeting. The newly appointed Customer Experience and Insight Lead would be able to advise the Committee on the work being undertaken to increase participation in consultations.

The 2 November 2021 meeting would also include a review of the Housing Allocations Policy following its implementation in April 2021. A review of the Member Grants Scheme, as well as the Environmental Strategy would also be held at that meeting.

No items had been identified for consideration at the 18 January 2022 meeting, at present.

The 29 March 2022 meeting would consider the Overview and Scrutiny Committee Annual Report. The June 2022 meeting would undertake a review of the Empty Homes Policy.

The Staff Turnover Time and Task Panel would be meeting in September 2021.

The Chairman had sent a letter to the Secretary of State in light of the detrimental effect of the Apprenticeships Levy on 16-19 year-olds.

Once agreed, an article on the good work being undertaken by the Committee would be placed in *Broadland News*.

Members were advised that the current Programme Director for Better Broadband for Norfolk was retiring; once the new post holder was in place arrangements would be made for a meeting with the Committee.

There were no updates from Cllr Copplestone on water supply and management, although a member who was on the Norfolk Rivers and Broad Internal Drainage Boards advised the meeting that more reservoirs would be needed to avoid the great amount of water that was predicted to be lost over the next ten years in Norfolk.

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

The Committee's scrutiny of the budget workshop had been arranged for 26 October 2021

A member noted the gap between today's meeting and the next one on 2 November 2021 and that the Agenda for this meeting had a lot of items on it and suggested having an additional meeting in September or October. It was noted that the Work Programme had been agreed by Council and the Chairman suggested that the Committee could ask for a more flexible approach when agreeing the next Work Programme at Council.

A member suggested adding a review of the Council's performance since collaboration to the Work Programme. It was confirmed that the Senior Governance Officer would scope out this suggestion with the member concerned following the meeting.

*Cllr Bulman left the meeting at 11.45am.*

### CABINET REPORTS

#### **35 INSURANCE CONTRACT – DECISION ON AWARD**

The Assistant Direct for Finance introduced the report, which sought approval to award a new insurance contract to commence on 1 October 2021.

The Council's approach was to cover all insurable risks and to not self-insure. Broadland had a low claims history and had gone out to tender jointly with South Norfolk Council, with support from A J Gallagher Brokers.

The tender was broken down into 11 lots and six bids were received. The award criteria was weighted 50 percent price and 50 percent quality of cover.

It was confirmed that the insurance cover in the report was specifically for Broadland.

In response to a query, it was confirmed that the employer's liability also covered volunteers working for the Council.

### RECOMMENDED TO CABINET

(Option 1)

That Cabinet agrees to award the following contracts for each insurance lot for a period up to 5 years and delegates to the Assistant Director of Finance to appoint a Broker to support the insurance provision over that period:

Policy Type	Bidder
Lot 14 – Material Damage	A
Lot 15 – Mortgaged Properties Inadvertently Uninsured	A
Lot 16 - Works in progress	A
Lot 17 – Terrorism	B
Lot 18 – Combined Liability	C
Lot 19 – Fidelity Guarantee	D
Lot 20 – Personal Accident	E
Lot 21 – Computer	A
Lot 22 – Engineering Inspection	D
Lot 23 – Engineering Insurance	D
Lot 24 – Motor Fleet	D

### 36 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.

*The Committee adjourned at 12.15pm and reconvened at 12.25pm, when all the Committee members listed above except for Cllr Bulman were present.*

### 37 STRATEGIC ENVIRONMENTAL SERVICES CONTRACT

The exempt report recommended the award of a ten-year contract to the preferred bidder for the provision of the Council's Strategic Environmental Services contract. The contract included the provision of all waste collection services including residual, recycling, food waste and street cleansing, with the contract commencing on 1 April 2022. The contract also included the option of an extension for up to a further ten years.

The report set out two options for expanding the food waste scheme. Option A was for urban infill, which would lead to collections for an additional 6,124 households across the parishes already covered by the food waste scheme,

providing full coverage to these parishes. Option B was for a food waste collection service across the whole District.

The Portfolio Holder for Environmental Excellence advised the meeting that the procurement had followed a very stringent OJEU exercise and consultants and legal advice had been used throughout the process. The contract had been based on a 60/40 quality/price criteria. The procurement had been carried out in the light of forthcoming changes to the Government waste policies, as well as developments in carbon reduction technology. She thanked officers for all their hard work during the procurement process.

The Chairman noted that the Portfolio Holders for Finance and Environmental Excellence had been consulted throughout the procurement process.

The Portfolio Holder for Environmental Excellence suggested that the report recommendation be amended to Option B, instead of Option A. She emphasised that this was a service that residents wanted and that Council Tax payers deserved to be treated equitably and receive the same level of service across the District.

Three bidders had submitted tenders for the contract with bidder C being identified as providing the most economically advantageous tender solution to the Council.

For the procurement the contract specification was changed from being input based to being an output based, which was now the industry standard. In an output specification the details for how to deliver a specific standard were not set out in a prescribed manner, it was up to the contractor to devise how they would deliver the performance specification. For example, rather than being required to sweep a road a specific number of times in a year, in the new specification the contractor was required to ensure the cleanness of the road was maintained to a specific standard and they would allocate sufficient resources to maintain that standard. If this standard was not maintained there were default deductions that could be imposed. Members were asked to note that the performance indicators for the new contract were identical to those in the current contract.

The Assistant Director for Community Services advised the meeting that in making their decision Members needed to be aware of the recent Government consultation on the proposal to introduce a universal weekly food waste collection service from 2024/25 across the whole of the country and from 2023/24 for those areas who currently provided a partial food waste service. The proposal if approved would come with New Burdens funding to meet the additional costs, but it was unclear if this funding would also be provided to those authorities who already had such a service in place. It was, therefore, recommended that members defer any decision to roll out a universal weekly food waste collection until the Government's position was clear.

The Chairman of the Environmental Excellence Policy Development Panel informed the Committee that the Panel had considered the report at its

meeting yesterday and had unanimously recommended awarding the contract to bidder C on the basis of Option B.

In response to a final question from the Chairman, the Assistant Director for Community Services confirmed that the procurement process had been fully compliant with all relevant regulations and legislation.

Members generally agreed with the proposal to amend the recommendation to Option B and following a vote it was unanimously:

### **RECOMMENDED TO CABINET**

(Option 1, as amended)

To award a contract to **Bidder C** on the basis of Option B for a period of ten years, with the option for a further extension of up to ten years, for the provision of the Council's Strategic Environmental Waste services.

(The meeting concluded at 12.59pm)

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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 7 September 2021 at 10.00 am when there were present:

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

**Other Members in Attendance:** Councillor: J Leggett.

**Officers in Attendance:** The Director of Place, Director of People and Communities, Chief of Staff (Monitoring Officer), Place Shaping Manager, Emergency Planning Officer and Democratic Services Officers (LA, JO)

### 38 DECLARATIONS OF INTEREST

Cllr Adams and Cllr Riley declared non-pecuniary interests as County Councillors in respect of item 44 - Transport for Norwich (TfN) Strategy Consultation Response.

### 39 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Harpley, Cllr Kelly and Cllr Shaw.

### 40 MINUTES

The minutes of the meeting held on 24 August 2021 were agreed as a correct record.

### 41 MATTERS ARISING

*Minute No: 37 Strategic Environmental Service Contract*

Members raised concerns that Cabinet had not recommended the rollout of food waste across the District, as had been proposed by the Portfolio Holder for Environmental Excellence at the Environmental Excellence Panel and the Overview and Scrutiny Committee.

In response, the Director of People and Communities advised the meeting that the Cabinet minutes stated the following by way of explanation for the decision:

*Members were asked to note a recent Government consultation on the proposal to introduce a universal weekly food waste collection service from 2024/25 across the whole of the country and from 2023/24 for those areas who currently provided a partial food waste service. The meeting was advised that it would be prudent to wait until the Government made clearer the level of New Burdens funding it would provide to support such a scheme. Cabinet confirmed that a District wide food waste service remained an ambition of the Council, but noted the current lack of clarity on the Government's position on New Burdens funding.*

In order to discuss this matter further it was decided that the Committee should go into closed session:

### 42 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.

### 43 MATTERS ARISING

The Committee discussed matters relating to the Strategic Environmental Service Contract, as set out in the exempt minutes, and it was:

#### **AGREED**

That the Committee requests that Cabinet commits to a District wide rollout of the food waste collection service and that provision be made for this in the 2022/23 budget. The Committee also requested that a report be made to Cabinet on this matter by February 2022.

*The Committee adjourned at 10.53am and reconvened at 11.02am, when all the Committee members listed above were present.*

*The press and public were readmitted to the meeting.*

### CABINET REPORTS

#### **44 COVID-19 RECOVERY PLAN 2021 – 2022: PROGRESS UPDATE**

The Director for People and Communities introduced the report, which provided an overview of progress with implementation against the Covid-19 Recovery Plan, along with an outline of actual costs and their allocation under the One Team.

In response to a query about the funding resources beyond the pandemic and the possible detrimental effect that this might have on the collaboration savings target, members were advised that the Council was well aware of the risk of creating a cliff edge in service delivery terms when funding was exhausted. This risk would be kept under careful review as the impact and outcomes achieved by the various strands of work were better understood and considered against business as usual and core services.

The Committee was informed that two new members of the Economic Development department had been recruited to support businesses and provide business training in the District. The new Assistant Director for Economic Growth had also started in post this week. A decision on employing the former Assistant Director for Economic Growth on a temporary consultancy basis was still to be made.

It was confirmed that the Economic Development Team had faced a very challenging last 18 months and that at one time it was distributing £1m a week in business support grants. The Committee was advised that the vacancies in the Team had now all been filled and that contact details for the Team would be circulated to members. The Director for Place advised the meeting that he would be happy to arrange a briefing on the Economic Development Team and the projects they were undertaking, if members wished.

The Committee was informed that One Team contact details were available on members' iPads and that parish clerks also had the contact details of all teams at the Council.

In answer to a query from the Chairman about accommodation proposals for the office, members were informed that the cost of the project would be very much dependent on the direction that it took. It was expected that a report on office accommodation would be taken to Cabinet in the autumn.

Following a show of hands it was unanimously:

### **RECOMMENDED TO CABINET**

Option (1)

To acknowledge the contents of the report

#### **45 TRANSPORT FOR NORWICH (TfN) STRATEGY CONSULTATION RESPONSE**

The Place Shaping Manager introduced the report, which asked Cabinet to agree the Council's response to the Transport for Norwich (TfN) Strategy consultation.

The TfN Strategy set out transport policies for Norwich and the Strategic Growth areas around it. Once adopted the TfN Strategy would replace the current Norwich Area Transport Strategy.

The TfN Strategy would be accompanied by an Action Plan that would set out a commitment to the major actions that would be undertaken to achieve the vision, objectives and aspirations of the Plan. The Action Plan would accompany the final version of the TfN Strategy to be published at the end of 2021.

The main drivers of the Strategy were:

- The environment:
  - Reducing carbon emissions, particularly from transport, by facilitating zero emission vehicles, active travel, public transport and reducing the demand for travel;
  - Protecting and improving the environment;
  - Improving air quality, particularly in the built up urban areas
- The economy:
  - Supporting economic growth and recovery, including from the impacts of the Covid-19 pandemic;
  - Providing and enhancing connectivity between key hubs and locations such as key employment sites, rail stations, ports and airports, and key cities and places both within the county as well as nationally and internationally.
- Society, health and equality
  - Improving access to education, training and employment opportunities and tackling deprivation;
  - Encouraging equality and equal access to travel for all;
  - Improving the health of communities and increasing levels of physical activity;
  - Improving air quality for the health of communities;
  - Providing access to green space;

- Encouraging and enabling active travel by providing safe, continuous, direct and comfortable routes;
- Providing a safe, healthy and attractive environment for people to live and work in.
- Technology
  - Adapting to and embracing of new technologies in transport. For example, electric vehicles, micromobility and autonomous vehicles.

It was explained that the response to the consultation had been on a section by section basis, where issues had been identified. Mainly these issues had covered accessing services beyond the Norwich fringe and the phasing of interventions or restrictions. It had also been recommended that to address the expected ongoing need for reliance on private transport there should be a dovetailing of the Strategy with any wider Local Transport Plan interventions to support electric vehicle infrastructure in rural areas.

In answer to a question from the Chairman members were informed that Broadland ranked significantly worse, in terms of access to housing and services, than Norwich under the Indices of Multiple Deprivation and that this had been pointed out in the Council's consultation response. It had, therefore, been suggested that Broadland had pockets of deprivation related to the physical proximity to local services and that this should be taken into account.

A member suggested that there were only limited benefits in the Strategy for Broadland residents beyond the Norwich fringe.

In response the Place Shaping Manager advised the meeting that the need for improved connectivity to rural areas had been emphasised in the Council's response and that the County Council was aware of this issue and would be working with bus providers to improve the delivery of services.

The Council's response had also stressed the importance of focusing on areas of emerging growth, as well as existing growth areas, as these areas would be changed significantly by housing development.

In respect of market towns the Council was supportive of providing transport solutions to influence sustainable transport behaviours if sufficient infrastructure was put in place to enable it.

It was confirmed that the Council's consultation response had been drafted in consultation with the Portfolio Holder for Planning, who also sat on the Transport for Norwich Joint Committee. Members could also have input into the response prior to its agreement by Cabinet.

Members requested that greater emphasis be placed on connectivity to rural areas beyond the Norwich fringe.

Following a show of hands it was unanimously:

### RECOMMENDED TO CABINET

(Options 1 and 2, *as amended*)

1. That the consultation response place greater emphasis on connectivity to rural areas beyond the Norwich fringe to allow access to those seeking employment, education and training; and
2. That Cabinet agree the amended response to the Transport for Norwich (TfN) Strategy Consultation.

### 46 NORFOLK STRATEGIC FLOOD ALLIANCE (NSFA) STRATEGY CONSULTATION RESPONSE

The Emergency Planning Manager introduced the report, which asked that the Council ratify the Norfolk Strategic Flood Alliance (NSFA) Strategy.

The NSFA had been established in early 2021 following the flooding experienced across Norfolk over Christmas and New Year 2020/21 and its membership included, the Environment Agency, Anglian Water, the Association of Drainage Authorities, the Water Management Alliance, Water Resources East, the Norfolk Resilience Forum, the Broads Authority and Norfolk's local authorities.

The NSFA had produced a Strategy which had been circulated to all agencies involved with flood response across Norfolk.

Through the Strategy it was aimed to develop a more coordinated approach to flood and water management with closer working between agencies in order to reduce the impact of future flooding on Norfolk residents.

For example, there were longstanding flooding issues where ownership of and responsibilities for land, ditches and drains had been unclear. The NSFA sought to highlight these areas and drive these issues forward at a more visible level than had been done previously.

The vision of the Strategy was that through this approach the people of Norfolk would have a high level of confidence that flood risks were as low as reasonably practicable and were being managed effectively.

In response to a query about action to be taken to prevent flooding at Strumpshaw, the Emergency Planning Manager confirmed that Norwich Road Strumpshaw was included in the first tranche of locations that the NSFA would inspect to assess how to minimise or mitigate local flooding risk.

The Emergency Planning Manager also confirmed that like many other districts, the Council did not currently issue sandbags to residents unless a Major Incident has been officially declared.

At all other times it was the residents' responsibility to source their own flood protection measures. Any future decision to offer sandbags on a different or wider basis would need further consideration. Broadland currently had approximately 540 sandbags in stock at its depot. South Norfolk also had its own supply.

Following a show of hands it was unanimously:

### **RECOMMENDED TO CABINET**

Option (1)

Cabinet to ratify the Norfolk Strategic Flood Alliance Strategy, as set out at Appendix A.

*(The meeting concluded at 12.06pm)*

\_\_\_\_\_  
Chairman

# CABINET

Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, held on Tuesday 31 August 2021 at 6.00pm.

<b>Cabinet Member Present:</b>	Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, S Lawn, J Leggett and F Whymark.
<b>Other Members in Attendance:</b>	Councillors: K Leggett and K Vincent.
<b>Officers in Attendance:</b>	The Managing Director, Director of Resources, Director of Place, Director of People and Communities, Chief of Staff (Monitoring Officer), Assistant Director of Finance, Assistant Director ICT/Digital and Transformation Contracts, Internal Consultancy Lead Waste Services, Policy & Partnerships Manager and Democratic Services Officers (LA, JO).

## 32 MINUTES

The minutes of the meeting of Cabinet held on 6 July 2021 were agreed as a correct record.

## 33 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.

## 34 ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL

Cabinet received the Minutes of the meeting of the Panel held on 23 August 2021. The Panel had considered the Strategic Environmental Services Contract, which would be determined by Cabinet later in today's meeting.

## 35 INSURANCE CONTRACT – DECISION ON AWARD

The Assistant Director for Finance introduced the report, which sought approval to award a new insurance contract to commence on 1 October 2021.

The Council's approach for the contract was to cover all insurable risks and to not self-insure. Members were advised that Broadland had a low claims history and had gone out to tender jointly with South Norfolk Council, with support from A J Gallagher Brokers.

The tender had been broken down into 11 lots and had resulted in six bids being received. The award criteria had been weighted at 50 percent price and 50 percent quality of cover.

The Portfolio Holder for Finance confirmed that much of the insurance data for the procurement had previously been gathered for the Local Government Mutual offer, which had not come to fruition. She added that the contract was for Broadland only and showed a saving of £9,130 per annum over the existing contract. Members were also asked to note that the broker was very experienced in dealing with local authority insurance procurement.

In response to a query from the Leader concerning any overlap of insurance cover between the lots awarded, the Assistant Director for Finance confirmed that each lot was a distinct insurance policy, which would avoid any overlap occurring.

It was unanimously:

#### **RESOLVED**

To award the following contracts for each insurance lot for a period up to five years and delegate to the Assistant Director of Finance to appoint a broker to support the insurance provision over that period:

<b>Policy Type</b>	<b>Bidder</b>
Lot 14 – Material Damage	A
Lot 15 – Mortgaged Properties Inadvertently Uninsured	A
Lot 16 - Works in progress	A
Lot 17 – Terrorism	B
Lot 18 – Combined Liability	C
Lot 19 – Fidelity Guarantee	D
Lot 20 – Personal Accident	E
Lot 21 – Computer	A
Lot 22 – Engineering Inspection	D
Lot 23 – Engineering Insurance	D
Lot 24 – Motor Fleet	D

#### **Reasons for Decision**

To award a new contract to continue the Council's insurance cover.

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**36 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.

**37 STRATEGIC ENVIRONMENTAL SERVICES CONTRACT**

The exempt report recommended the award of a ten-year contract to the preferred bidder for the provision of the Council's Strategic Environmental Services contract. The contract included the provision of all waste collection services including residual, recycling, food waste and street cleansing, with the contract commencing on 1 April 2022. The contract also included the option of an extension for up to a further ten years.

The Portfolio Holder for Environmental Excellence advised the meeting that the procurement had followed a very stringent OJEU exercise, which had involved recruiting consultants and taking legal advice and members being fully briefed throughout the process. The contract had been based on a 60/40 quality/price criteria. The report also set out two options for expanding the food waste scheme. Option A was for urban infill and Option B was for a food waste collection service across the whole District. All of the bidders had opted to operate the service from the Frettenham Depot. The procurement had been carried out in the light of forthcoming changes to Government waste policies and funding, as well as developments in carbon reduction technology.

The Portfolio Holder for Environmental Excellence commended officers for all their hard work during the procurement process. She also advised the meeting that the Environmental Excellence Policy Development Panel and the Overview and Scrutiny Committee had unanimously supported the recommendation.

The Portfolio Holder for Environmental Excellence proposed amending the recommendation to:

To award a contract to **Bidder C** ~~on the basis of Option B~~ for a period of ten years, with the option for a further extension of up to ten years, for the provision of the Council's Strategic Environmental Waste services.

The Internal Consultancy Lead Waste Services informed the meeting that procurement contract specification had been changed from an input to an output based one. This meant that details for how to deliver a specific standard were not set out in a prescribed manner. For example, rather than being required to sweep a road a specific number of times in a year, the contractor was required to ensure the cleanness of the road was maintained to a specific standard. If this standard was not maintained default deductions could be imposed.

Members were asked to note a recent Government consultation on the proposal to introduce a universal weekly food waste collection service from 2024/25 across the whole of the country and from 2023/24 for those areas who currently provided a partial food waste service. The meeting was advised that it would be prudent to wait until the Government made clearer the level of New Burdens funding it would provide to support such a scheme. Cabinet confirmed that District wide food waste service remained an ambition of the Council, but noted the current lack of clarity on the Government's position on New Burdens funding.

In answer to a query from the Leader it was confirmed that there was sufficient capacity for the processing of food waste if it was collected on a District wide basis.

Members were also advised that bidder C was proposing to use some second-hand Euro 6 compliant vehicles. As these would need replacement when ten years old it would provide the Council with the flexibility to introduce electric refuse vehicles, as they became more viable.

It was unanimously:

### **RESOLVED**

To award a contract to Bidder C for a period of ten years, with the option for a further extension of up to ten years, for the provision of the Council's Strategic Environmental Waste services.

### **Reasons for Decision**

To enter into a new contract for Strategic Environmental Waste Services.

(The meeting concluded at 6.36pm)

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Chairman

## CABINET

Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, held on Tuesday 14 September 2021 at 6.00pm.

**Cabinet Members 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:** Councillors: M Murrell and S Riley.

**Officers in Attendance:** The Managing Director, Director of Resources, Director of Place, Director for People and Communities, Chief of Staff (Monitoring Officer), Assistant Director of Finance, Assistant Director Regulatory, Place Shaping Manager and Democratic Services Officers (LA, JO).

### 38 MINUTES

The minutes of the meeting of Cabinet held on 31 August 2021 were agreed as a correct record, save for the following:

*Minute No: 37 - Strategic Environmental Services Contract*

The Portfolio Holder for Environmental Excellence requested that the following additional sentence be added to the end of paragraph six:

*However, members also reaffirmed that they wished to move to a full food waste collection service as soon as possible and they looked forward to receiving a report at the earliest opportunity (likely to be later this year), which would outline the transition and implementation of the Waste Contract, including the food waste collection service.*

### 39 MATTERS ARISING

*Minute No: 37 - Strategic Environmental Services Contract*

The Portfolio Holder for Environmental Excellence requested that a report be made to Cabinet that explained the environmental benefits of using Hydrotreated Vegetable Oil

(HVO) fuel to reduce CO<sub>2</sub>, as well as providing more detail on how the Council's incentive payment mechanism would be used to encourage HVO fuel use.

In response, the Director for People and Communities confirmed that this information could be included in the Waste Contract report referred to above at minute no: 38.

The Chairman of the Overview and Scrutiny Committee confirmed that the Committee had requested that an update on the Waste Contract and in particular the Food Waste element of it be reported to Cabinet by February 2022.

The Portfolio Holder for Environmental Excellence informed the meeting that the successful bidder for the Waste Collection contract was Veolia Environmental Services UK.

#### **40 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.

#### **41 OVERVIEW AND SCRUTINY COMMITTEE**

The Chairman and the Vice-Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 7 September 2021, as each item was considered.

#### **42 COVID-19 RECOVERY PLAN 2021 – 2022: PROGRESS UPDATE**

The Director for People and Communities introduced the report, which provided an overview of progress with implementation against the Covid-19 Recovery Plan, along with an outline of actual costs and their allocation under the One Team, as requested by members at the 15 June 2021 meeting of Cabinet.

The Leader commended the report which contained useful updates on the priority areas being targeted by the Council.

The Portfolio Holder for Finance noted that there appeared to be some text missing under the second bullet point of paragraph 3.4.1, after Council Tax. She also raised queries about any time constraints on the underspend of Covid-19 funding and the Young Person Mental Health Support contract.

In response, the Director for People and Communities apologised for the missing reference to Council Tax under Organisation and Governance. He also confirmed that there were no time constraints on the unringfenced Covid-19 support underspend and he advised members that the Young Person Mental Health Support contract was specifically between Broadland and the YMCA. The Portfolio Holder for Housing and Wellbeing would be apprised of progress with the service as it was rolled out. South

Norfolk Council had its own separate arrangements for this support. Cabinet were also advised that the appended table showed an indicative budget, rather than the actual spend. This was to allow the Council to be flexible and responsive to whatever issues and needs arose, as a result of the pandemic.

The Leader requested that the underspend be reviewed to ensure that the Council was making best use of this funding and to identify any further areas where it was needed. The Director for People and Communities confirmed that he would carry out a review with the Assistant Director for Finance and report back to Cabinet.

In answer to a query about the role of the Analytical Support Officer, Cabinet were advised that this officer would be looking at data from Public Health England and others to identify areas where the Council should focus its energies and provide assistance through Covid Support Advisors. For example, to encourage young people to take up Covid vaccinations and older people to have booster injections.

It was unanimously:

### **RESOLVED**

To acknowledge the contents of the report

### **Reasons for Decision**

The report was a factual account.

## **43 TRANSPORT FOR NORWICH (TfN) STRATEGY CONSULTATION RESPONSE**

The Portfolio Holder for Planning introduced the report, which explained that Norfolk County Council was reviewing its transport policies for Norfolk. This would include replacing the Norwich Area Transport Strategy (NATS) with the Transport for Norwich (TfN) Strategy, which was currently being consulted upon.

The production of the Strategy would ensure that transport policies remain up-to-date and met the vision, objectives and longer-term aspirations for Norwich and the wider geographical area. The Strategy covered the following core policy messages of the environment, the economy, society, health, equality and technology.

The TfN Strategy had a less defined boundary than the NATS that it would replace and whilst it recognised the importance of the City and the strategic growth areas around it, it also considered longer distance journeys from the county and beyond.

The Portfolio Holder for Planning added that the Overview and Scrutiny Committee had recommended that the response should place greater emphasis on connectivity to rural areas beyond the Norwich fringe to allow access to those seeking employment, education and training, particularly where there were limited transport opportunities other than the use of private vehicles.

The Place Shaping Manager added that the key theme raised in the response was meeting the needs of all residents, by covering issues such as accessibility, rurality, low income and health.

Other issues in the response were:

- High quality transport options for growth areas in order to change habits towards more sustainable forms of transport.
- Access to the city centre for those with mobility issues and limited transport options.
- The phasing of interventions or restrictions to ensure people had viable travel options.

It had also been recommended that to address the expected ongoing need for reliance on private transport that there should be a dovetailing of the Strategy with any wider Local Transport Plan interventions to support electric vehicle infrastructure in rural areas.

In response to a number of queries, the Place Shaping Manager informed the meeting that it was recognised that reducing the demand for traffic would be difficult, but that new development with flexible working opportunities and better options to reduce impactful travel were part of the vision for the Strategy that would seek to do this. The transition to electric vehicles would be key to reducing CO<sub>2</sub> as would moving to cleaner fuels, such as HVO, as discussed earlier in the meeting at minute 39. In respect of moving forward; members were advised that the Action Plan that would sit under that Strategy was likely to include further specific strands of work that would in turn be consulted upon as they were developed.

The Portfolio Holder for Planning recommended that there should be further member input into the consultation response and proposed that it should be considered by the Place Shaping Policy Development Panel prior to final submission.

The proposal was duly seconded and it was unanimously:

### **RESOLVED**

That subject to consultation with the Place Shaping Policy Development Panel to delegate the final response to the Transport for Norwich Strategy Consultation to the Director of Place, in consultation with the Portfolio Holder for Planning and the Leader.

### **Reasons for Decision**

To help shape the final version of the Transport for Norwich Strategy.

## 44 NORFOLK STRATEGIC FLOOD ALLIANCE (NSFA) STRATEGY CONSULTATION RESPONSE

The Assistant Director for Regulatory introduced the report, which asked that the Council ratify the Norfolk Strategic Flood Alliance (NSFA) Strategy.

The NSFA had been established in early 2021 following the flooding experienced across Norfolk over Christmas and New Year 2020/21 and its membership included, the Environment Agency, Anglian Water, the Association of Drainage Authorities, the Water Management Alliance, Water Resources East, the Norfolk Resilience Forum, the Broads Authority and Norfolk's local authorities.

The NSFA had produced a Strategy which had been circulated to all agencies involved with flood response across Norfolk. Through the Strategy it was aimed to develop a more coordinated approach to flood and water management with closer working between agencies in order to reduce the impact of future flooding on Norfolk residents. For example, there were longstanding flooding issues where ownership of and responsibilities for land, ditches and drains had been unclear. The NSFA sought to highlight these areas and drive these issues forward at a more visible level than had been done previously.

The vision of the Strategy was that through this approach the people of Norfolk would have a high level of confidence that flood risks were as low as reasonably practicable and were being managed effectively.

The Portfolio Holder for Economic Development commended the report and the importance of taking a coordinated flood response approach, but she requested clarification on Task 3 in the Action Plan, which referred to funding flood related initiatives.

In response, the Managing Director advised the meeting that Task 3 consisted of two elements. The first was the shared resilience fund that the Council already contributed to via membership of the Norfolk Resilience Forum. Any further funding above this for preparing residents for flooding would come to Cabinet for determination. The second element was to maximise the value for money that NSFA members were achieving for water management and to effectively lobby Government for any shortfall.

In summing up, the Leader clarified that by ratifying the Strategy there would be no additional funding pressure on the Council, other than that which it had already been committed to.

It was suggested that the Council publicise the Strategy in *Broadland News* and that a link be placed on the Council's website to the Norfolk Prepared website, which maintained a comprehensive catalogue of flood resilience guidance and information for communities and businesses.

Following a show of hands it was unanimously:

**RESOLVED**

To ratify the Norfolk Strategic Flood Alliance Strategy.

**Reasons for Decision**

To reaffirm the Council's commitment to the Norfolk Strategic Flood Alliance.

(The meeting concluded at 6.57 pm)

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Chairman

DRAFT

## DECISIONS ON APPLICATIONS – 29 July 2021

App'n No	Location	Description of Development	Decision
20201787	Land west of Abbey Farm Commercial Park, Church Street, Horsham St. Faith	Erection of 7 No. commercial buildings (4,843.6m <sup>2</sup> floor space), for Classes B2, B8 and E(g) purposes; parking and servicing areas; ancillary infrastructure and structural landscaping including extension to earth bund; pedestrian footways and cycleway; creation of new vehicular access from Church Street and associated works	Delegate authority to the Assistant Director – Planning to approve subject to conditions
20210356	Plot 16B, Peachman Way, Broadland Business Park, Thorpe St Andrew	Use of the northern part of the site as a storage yard in association with hire of equipment; erection of a building to facilitate the hire business; provision of hardcore finish on the southern part of the application site; fencing, external lighting, gates, vehicle wash bay, recycling area and cycle stands; realignment to existing access; amendment to standard operating hours	<b>APPROVE</b> subject to conditions
20200016	Burgate Solar Farm, Fields adjoining Spixworth Road, Hainford	Ground mounted solar photovoltaic (PV) farm along with continued agricultural use, ancillary infrastructure and security fencing, landscaping provision, ecological enhancements and associated works	<b>APPROVE</b> subject to conditions
20210002	122 Haverscroft Close, Taverham	Demolition of existing garage. New replacement garage and immediate driveway, extension to existing bungalow	<b>APPROVE</b> subject to conditions

## AUDIT COMMITTEE

**Minutes of a meeting of the Audit Committee of Broadland District Council, held on Thursday 8 July 2021 at 10.00am.**

**Committee Members Present:** Councillors: G Nurden (Chairman), P Bulman, S Holland, D King and M Murrell

**Other Members in Attendance:** Councillor: T Mancini-Boyle

**Officers in Attendance:** The Assistant Director of Finance (R Fincham), the Internal Audit Manager (F Haywood) and the Internal Audit Trainee (E Voinic)

### 9 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Crotch (with Cllr King substituting) and Cllr Vincent (with Cllr Murrell substituting).

### 10 MATTERS ARISING

In lieu of formal draft minutes from the previous Audit Committee meeting dated 24 June 2021, the Chairman requested an update on the Annual Governance Statement 2020/21. The Committee was informed that, subject to the approval of the Head of Internal Audit's Annual Report and Opinion for 2020/21, the Annual Governance Statement would be amended to include the conclusion of the opinion report along with the typographical changes discussed at the last meeting, and circulated via email to the Committee before publication.

## **11      PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY**

Members considered the report, which reviewed the work performed by Internal Audit in delivering the Annual Internal Audit Plan for 2020/21 during the period 2 March 2021 to 29 June 2021. The Internal Audit Manager reminded the Committee that a number of delays had resulted in only one audit being finalised when the last progress report was brought to the Committee in January. She explained that all audit work for 2020/21 had now been completed and was covered in this report.

With regard to the significant delays faced, she explained that a number of causes were responsible for the delays and that the Internal Audit team were working to streamline processes, undertake a communication strategy to improve officer's engagement with Internal Audit.

Members discussed home-working and the undertaking of audits remotely during the Covid 19 pandemic and queried if this had affected the evidence gathering process. The Internal Audit Manager confirmed that the increased use of digital technology during the pandemic had benefitted evidence gathering, but acknowledged that there were drawbacks to homeworking and that there was still a need for some in person work to take place, she suggested that future audits would take on a hybrid approach.

Further queries arose regarding what the balance between home and office-based working would be to ensure excellent customer service would be maintained. The Internal Audit Manager advised members that a large number of officers wished to continue with home-based working and that strong management processes would be utilised to ensure output and performance was maintained. The Assistant Director of Finance further explained that officers would continue to be located where the business and customer need required them to be.

In response to questions regarding the HR and Payroll audit, the Internal Audit Manager confirmed that there had been issues with the new payroll system as had been noted by both officers and members, but that these could not be evidenced at the time the audit was carried out. She explained that the issues raised would be considered during the next review.

In respect of the suggested recommendations regarding the Economic Development department, the Internal Audit Manager explained that a full assurance review would take place next year, during which a report would be produced which would confirm whether the recommendations had been accepted, the person responsible and the timeframe for action.

During further discussions it was noted that an audit procurement exercise would be undertaken in 2022 and members queried whether unfinished audit work would be affected if the contract was ended. The Internal Audit Manager explained that unfinished audit work should not be affected if this were to happen as the core team would remain with the Council to ensure the audit work was completed.

It was then,

#### **RESOLVED**

To note the progress in completing the internal audit plan of work and the outcomes of the completed audits for the 2020/21 financial year.

### **12 FOLLOW UP REPORT ON INTERNAL AUDIT RECOMMENDATIONS**

The Internal Audit Manager presented the report, which informed members of the progress made in relation to management's implementation of agreed internal audit recommendations falling due by 31 March 2021. She advised members that there were no urgent or important recommendations outstanding and only a few 'needs attention' recommendations, which was an unprecedented and a very positive position for the Council to be in. The Internal Audit Manager thanked officers and the Audit Committee for their support.

It was then,

#### **RESOLVED**

To note the position in relation to the completion of agreed Internal Audit recommendations.

### **13 HEAD OF INTERNAL AUDIT'S ANNUAL REPORT AND OPINION FOR 2020/21**

The Internal Audit Manager presented the report, which informed members of the annual internal audit opinion on the Councils governance risk management and control framework and evaluates the effectiveness of the internal audit function for 2020/21.

She advised the Committee that the Internal Audit Plan was revised to take into account the Covid 19 pandemic as agreed by the Committee on 16 July 2020, she reassured members that the audit work had shown that the Councils ability to deliver core services had not been significantly impacted by

the pandemic. She provided a summary of the work undertaken and explained that all areas had been graded as 'reasonable', which was a positive outcome for the Council.

It was noted that no issues should be reflected in the Annual Governance Statement and that the annual review of effectiveness had raised no issues. The Internal Audit Manager added that an external assessment of Internal Audit work, which must be undertaken every five years, was due to take place in 2022.

A section in the report covered the Performance Indicator outcomes, and the Internal Audit Manager explained that there had been a number of significant delays, which had resulted in performance not being in line with the boundaries of agreed targets nor in line with expectations, she confirmed that discussions had taken place with the contractor to resolve issues and that further discussions and a lessons learnt exercise would be carried out to determine the root cause of the delays and ensure they did not reoccur for the year ahead.

One member queried whether the Council's proposal for a procurement consortium would have any impact on the Internal Audit consortium. The Internal Audit Manager explained that there would be no direct impact on the Internal Audit consortium should the proposals go ahead, however Internal Audit work regarding the procurement arrangement would need to be carried out and brought before the Committee.

A vote was then taken and it was unanimously,

## **RESOLVED**

To,

- a) Note that a **reasonable** audit opinion has been given in relation to the framework of governance, risk management and control for the year ended 31 March 2021.
- b) Note the conclusions of the Review of the Effectiveness of Internal Audit.

## **14 WORK PROGRAMME**

The Committee noted the Work Programme.

The Chairman queried whether the Council was on track to publish the Draft Statement of Accounts. The Assistant Director of Finance confirmed that the Statement of Accounts would be ready to be brought before the Committee for approval at its September meeting. He also suggested that an informal

briefing be held to discuss the Statement of Accounts prior to the September Audit Committee meeting.

(The meeting concluded at 10.55 am)

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Chairman

## LICENSING AND REGULATORY COMMITTEE

Minutes of a meeting of the Licensing and Regulatory Committee of Broadland District Council, held at the council offices on Thursday 26 August 2021 at 9:30am.

**Committee Members Present:** Councillors: D King – Chairman, S J Catchpole, D G Harrison, K S Kelly, K G Leggett MBE, M L Murrell, S M Prutton

**Apologies for Absence:** Councillor: J L Thomas

**Other Members in Attendance:** Councillor: J Leggett

**Officers in Attendance:** The Assistant Director – Regulatory (NH), the Licensing Team Leader (SH), the Licensing & Enforcement Officer (RS) and the Democratic Services Officer (JH)

### 1 DECLARATIONS OF INTEREST

No declarations of interest were received.

### 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J L Thomas.

### 3 MINUTES

The minutes of the meetings held on 28 August 2019, 23 September 2020, 29 October 2020, and 5 November 2020 were agreed as a correct record.

#### **4 REVIEW OF THE COUNCIL'S HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE POLICY AND CONDITIONS – PRE-CONSULTATION**

The Assistant Director – Regulatory introduced the report and explained that the draft revised Hackney Carriage and Private Hire Vehicle Policy and Conditions document was brought to the Committee for members' consideration in advance of an extended public consultation exercise. Member were advised that officers had sought to 'future-proof' the document for the next 5 years and anticipate both the business needs that could be supported alongside the need to protect the public.

The Licensing Team Leader advised members that there was a statutory requirement to review the Hackney Carriage and Private Hire Vehicle Policy by the end of the year with any changes to the policy put in place by 1 April 2022 and that the Committee were asked to consider the proposed changes to the policy before the public consultation began. She explained that a number of the changes proposed were in response to the Statutory Taxi and Private Hire Vehicle Standards document published by the Department for Transport in July 2020.

Members were then informed of the key changes to the policy, which were as follows:

##### DBS Update Service

All drivers would be requested to sign up for the DBS Update Service. 6 monthly checks with the DBS would be carried out on each driver. If a driver was not registered with the Update Service, they would be required to produce and pay for a full DBS enhanced disclosure every 6 months.

##### Dual Driver Licences

The Authority was considering introducing dual driver licences. This would mean that someone licensed to drive a Private Hire Vehicle would also be licensed to drive a Hackney Carriage. At present Broadland District Council did not have any licensed hackney carriage vehicles. However, should this change in the future, a licensing process for drivers would already be in place.

The Licensing Team Leader explained that the application process for each licence type was the same, so no additional resources would be required, she further explained that it was recognised as good practice to offer Dual Licenses.

Members queried the need of dual licenses, the benefit to drivers and potential cost of added new equipment to the vehicles. The Licensing Team Leader explained that the license would cover the individual; the vehicles would be used for either private hire or as a hackney carriage. She explained that this would allow drivers the flexibility to operate either type of vehicle. The Assistant Director – Regulatory added that, although there were no hackney

carriages at present, with the pace of new housing and an increasing population, there may be a need for hackney carriages in the Broadland District in the next 5yrs; offering dual licenses would enable the Council to 'future-proof' the policy.

After further discussion, where it was noted that there would be no additional costs, checks or standards required for issuing dual licenses, Members agreed to recommend that the Authority commence issuing dual licenses.

#### Immigration Status

Under the newly introduced EU Settlement Scheme applicants were required to demonstrate their immigration status at the time of application.

#### Medicals

The age at which a medical would be required annually would be increased from 60 to 65. This would align the Authority with the current medical requirements under the DVLA Group 2 scheme.

#### Good Standard of English

Applicants may be asked to demonstrate that they had a good standard of English (written and oral) at the time of application. At present, there was no specific language assessment; this would bring the Authority in line with the current Department for Transport Statutory Standards.

One member queried how this would be assessed and the Licensing Team Leader explained that the method of testing had not been confirmed at this stage, but that there were a number of providers available. Officers would also consider the method of testing used by neighbouring Authorities.

In response to a member's query, the Licensing Team Leader explained that the good standard of English test would only apply to new applicants and not existing drivers, however, should complaints be made about the standard of English of an existing driver, they may be required to take the test.

#### Disability Awareness Training

Applicants would be required to complete an approved training session on disability awareness. This was not required at present and would bring the Authority in line with the current Department for Transport Statutory Standards.

#### Convictions Policy

The Convictions Policy had been updated to reflect the standard required by the Institute of Licensing's recently introduced Safe and Suitable document.

### Second Badge for Drivers

It was proposed to issue all drivers with a second badge with the intention that the driver would wear one badge and the second badge would be displayed on the front console of the vehicle in view of passengers. This was recognised as good practice and the conditions were being updated to reflect this.

Members commented that a second badge would be better placed in the rear of the vehicle, where it could be more easily seen by passengers.

### Notification of Arrest

All drivers would be required to notify the Licensing Team in the event that they were arrested. At present, the requirement was to notify the Team on receipt of a caution of conviction. This was recognised as good practice and the conditions were being updated to reflect this.

### NR3 Database

Checks would be made to the National Anti-Fraud Network database (NR3) for refusals and revocations of Hackney Carriage or Private Hire Vehicle licences. This was in line with the current Department for Transport Statutory Standards.

### Taxi Meters

It was proposed to introduce a requirement for all licensed hackney carriage vehicles to have a meter fitted. This was recognised as good practice and the conditions were being updated to reflect this.

One member queried why meters would only be included in hackney carriage vehicles and not private hire vehicles. The Licensing Team Leader explained that private hire vehicles were not permitted meters as they could only accept pre-booked fares, where the fare is pre-agreed. She explained that it was illegal for private hire vehicles to stand at taxi ranks or be hailed in the street. On the other hand, hackney carriages were only hailed by passengers in the street or at taxi ranks; meters were good practice for hackney carriages as they ensured consistent fares were charged across the District.

### Basic DBS for HC Proprietors

Hackney carriage proprietors would be required to produce a satisfactory basic DBS disclosure at the time of application. This was in line with the current Department for Transport Statutory Standards.

### Maximum age limit for vehicles

Vehicles over the age of 10 years from the date of first registration would not be considered for re-licensing. There would be a five-year lead-in period for this change and it was therefore proposed that this condition take effect from 1 April 2027. This was proposed as a way to improve the environmental

credentials of the fleet and reflect the Government's current greener travel initiatives.

#### LPG (Liquefied Petroleum Gas)

It was proposed to remove current conditions specific to LPG vehicles as it was not foreseen that there would be any further applications for LPG vehicles.

In response to a member's query, the Licensing Team Leader confirmed that there were currently no LPG vehicles in the fleet.

#### Executive Plate Policy

The circumstances under which the Authority issued an executive plate had been amended. This was recognised as good practice and the conditions were being updated to reflect this.

#### Limousine Policy

Further clarification in respect of the licensing of limousines had been included in the policy document. This was recognised as good practice and the conditions were being updated to reflect this.

#### CCTV Policy

Some further updates had been made to the policy in relation to the provision of CCTV in vehicles. This was in line with the current Department for Transport Statutory Standards.

Members queried whether the Council would make the provision of CCTV in vehicles mandatory in the future. The Licensing Team Leader explained that this was kept under review, but that at present there was no evidence for the need to make CCTV provision mandatory; she also highlighted the financial implications for drivers.

In response to further questions regarding GDPR of CCTV recordings, the Licensing Team Leader explained that at present the driver/operator was the data controller, but that if the Council made CCTV mandatory in all licenced vehicles then the Council would be the legal data controller for the whole fleet (around 350 vehicles).

#### Electric Vehicles

The authority wished to encourage the provision of electric vehicles and some further detail had therefore been included in the policy document. This was proposed as a way to improve the environmental credentials of the fleet and reflect the Government's current greener travel initiatives.

Members queried whether the updates to the policy would result in blanket approval of all electric vehicles and the Licensing Team Leader explained that

the current discretion regarding concerns of particular models would not be affected by the updated policy.

During discussions on non-petrol-powered vehicles, Members felt that the policy should not be limited to electric vehicles, as there had been advancements in other types of power. Members suggested that the policy wording be amended to “alternative non-hydrocarbon fuels”.

#### DBS Check for Operator Base Staff

All staff at the Operator base receiving and making bookings would be required to produce a basic DBS disclosure. This was a further requirement under the Department for Transport Statutory Standards.

Members queried whether the updated policy would allow for app-based companies such as Uber for operate in the District. The Licensing Team Leader explained that the policy would not stop them from operating in the District, and that companies such as Uber would have to comply with the Council’s policy.

In response to members’ questions on the cost of a taxi license, the Licensing and Team Leader clarified that Local Authorities could not make a profit from issuing licenses - only recoup the cost of issuing. She then outlined the current costs:

- 3yr License - £232.60
- Medical Assessment - £50
- Drivers Assessment - £80-100

The Assistant Director – Regulatory further clarified that a review was being undertaken regarding the current fees and charges.

After further discussion, it was, accordingly,

#### **RESOLVED to**

1. Note the draft Policy and Conditions, with comments outlined above to be considered in the consultation process;
2. Recommend that the Authority commence issuing dual licenses.

## **5 REVIEW OF GAMBLING STATEMENT OF PRINCIPLES (POLICY STATEMENT)**

Members considered the report of the Licensing Team Leader, which presented the draft reviewed Statement of Principles for the Committee’s consideration in advance of a six-week consultation.

The Licensing Team Leader informed members that the Authority was required to review its Gambling Statement of principles every three years, with the current statement expiring in January 2022. If the Council did not review and approve an updated version of the Statement, it would be unable to accept new applications for gambling licenses nor carry out enforcement on current licensed premises. She further explained that there were no substantial changes proposed.

Members queried why the Council had not passed a 'no casino' resolution and whether this was something that could be left undecided. The Licensing Team Leader confirmed that there was no risk to the Council in leaving it unresolved and noted it was unchanged from previous policies.

In response to queries on visiting premises and resource levels within the team, the Licensing Team Leader confirmed that officers carried out visits to premises and, given the small number of licensed premises in the Broadland District, there was no strain on resources. The Assistant Director – Regulatory added that there was an intention to increase the inspection rate of licensed premises on a risk rated basis. He reassured members that resources within the team were continually monitored.

Members discussed the list of consultees and requested that the Citizens Advice Bureau also be consulted. The Licensing Team Leader confirmed that they would be added to the list of consultees.

After further discussion, it was, accordingly,

**RESOLVED to**

Note the draft Statement of Principles, with comments outlined above to be considered in the consultation process.

(The meeting concluded at 11:14am)

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Chairman

## **OUTSIDE ORGANISATIONS - FEEDBACK FROM REPRESENTATIVES**

**Report Author:** Emma Hodds  
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Monitoring Officer for BDC  
01508 533791  
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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 N Shaw - Norwich Airport Consultative Committee report - 28 July 2021 -  
Extract from the Managing Director of the airport.**

Since the COVID-19 crisis started the focus has been on the required health protection measures for passengers and staff to ensure compliance with Government COVID-19 Secure guidance. All passenger information can be found on the airport's website. All passenger services, except Aberdeen and offshore helicopter flights, ceased at the end of March 20 with passenger volumes reduced by over 90%. No holiday flights have operated since March 20. The Amsterdam service restarted in August 20 but was suspended again in January 21 and only restarted at the end of June 2021 with a single daily service. The Edinburgh, Exeter and Jersey and TUI Mallorca service restarted in July. Passenger demand continues to be significantly impacted by the Government's foreign travel advice and restrictions as well as destination restrictions. The picture is slowly improving but a significant summer program is now not expected to occur until summer 2022. The operating hours were reduced to 0800 to 1800 Sat and Sun and to 2000 Mon to Fri. I do not anticipate the airport going back to 0600 to 2130 in 2021. Total passenger numbers to the year ending 31 March 2021 were just 80k compared to 504k an 84% reduction on prior year with a 100% reduction in holiday passengers, 97% reduction in international travel, 89% reduction in domestic travel and a 31% reduction in offshore helicopter passengers. The airport has provided workplace testing for staff in accordance with a government scheme. The airport also has a passenger on site testing facility for passengers. Financial performance has been adversely impacted with significant lost revenue. The airport has made use of the furlough scheme and received a grant equivalent to the annual business rates, but this has provided a contribution of circa 15% to the Airport's cost base. The number of staff employed at the airport has been reduced by 30%. Planning is now underway for the lower resource than expected for the coming winter season. Full recovery is not expected until 2025. The number of parked aircraft as started to reduce from a high close to 50 aircraft with now approximately 25 aircraft still parked at the airport. This is an indication that recovery is underway, but it will occur first at the larger airports before smaller regional airports. Despite the pandemic a new hangar and workshop facility was completed for UK KLM engineering who have now taken possession of these new buildings. The East Anglia Air Ambulance also has an impressive and improved facility which now permits 24/7 operations. The airport is preparing a planning application for up to 120,000sqm of employment use, split evenly between aviation and general employment at Imperial Park, Norwich Airport. This application seeks to refresh the principles established recently through the extant planning consents from Norwich City and Broadland District Councils. The application is planned to be submitted in early August. In conclusion, the last 16 months have been the most challenging in the airport's civil aviation history. Recovery is underway albeit at a slower pace than was originally predicted. We continue to navigate through this crisis with the support of staff and shareholders and look forward to a much more promising and busier 2022

## **Cllr S Prutton – Reports from meetings of the Norfolk Health Overview and Scrutiny Committee**

**15 July 2021**

This was the first live meeting since the COVID-19 restrictions were lifted.

### **1 Elections**

Cllr Alison Thomas was elected Chairman and Cllr Daniel Candon was elected Vice-Chairman.

### **2 Cancer Services**

It was noted that there will be a single waiting list for cancer services across the Norfolk and Waveney system in due course.

Further information is required on the follow-up process for those who do not respond to cancer screening invitations.

Recommended that there could be better communication to encourage those patients with concerns that primary care is open for them and that they should come forward; also that patients should be kept informed about cancer services waiting time.

### **3 Access to local NHS services for patients with sensory impairments.**

British Sign Language interpreting was discussed.

NHSE&I and N&W CCG offered to meet with members of the public who spoke at the meeting regarding BSL interpreting, if they wish.

NHOSC councillors and the wider network need information about how they can report specific individual issues and to whom.

NHOSC suggested that the CCG and providers should consider mandatory training with regular refreshers for front line staff in the requirements & implementation of the Accessibility Information Standard.

There was disappointment with lack of progress since the subject was last at NHOSC in November 2020. The committee will return to the subject.

### **4 Children's neurodevelopment disorders**

Noted the long waiting times and disparity between the East of the county and the Central & West area.

Supported:-

- Plans for the Family Action service to be a permanent service and would like to see it expanded if possible.
- Work to share good practice across the two children's NDD services in Norfolk & Waveney.

Noted that Norfolk County Council should do as much as it can to support schools to complete the reports that are necessary for children in the NDD pathways.

The committee requested a short paper:-

- Clarifying demand & capacity in the service and the consequent funding gap
- Setting out the top priorities for action in the short to medium term
- Identifying opportunities to improve processes within the pathways (potentially by sharing good practice across the two services).

## **2 September 2021**

### **1 Ambulance Service**

Marcus Bailey agreed to check whether EEAST or partners have statistics or other information on the extent to which the ambulance service is called upon because of other more appropriate services not being available to patients when they need them. He was asked to provide any available statistics / information to NHOSC. Also to provide an update on numbers of hours lost to the ambulance service due to delays at the three acute hospitals in Norfolk.

NHOSC Comment:-

Councillors can help by encouraging members of the public not to call the ambulance service unless absolutely necessary. Equally they can assist their residents who are having difficulty accessing the type of primary care consultation that is most appropriate for them (e.g. by building a relationship with practice managers in their division and approaching them when there are issues).

### **2 Vulnerable Adults Primary Care Service, Norwich**

This is the first report NHOSC has received since this new service became available in April 2020. It replaces the former City Reach Health Services providing health and care support to populations including:-

- Homeless or at risk of homelessness, including those with no recourse to public funds • Sex workers
- Asylum seekers and refugees
- Gypsy, traveller and Roma, excluding those in settled communities
- Prisoners on release

An extremely positive report was present to the NHOSC members who commented that it would be desirable to have a consistent vulnerable adults' primary care service across the whole county.

## **Cllr S Prutton – Report on the meeting of the Norfolk Antiscams Partnership on 7 September 2021**

Trading Standards have purchased twenty 'trueCall' phone intervention kits which can be allocated free of charge for any resident who has been a victim of a telephone scam or prolific nuisance calls and who continues to be badly affected by the experience.

In bringing this offer to your attention you will appreciate that they are intended for the use of the vulnerable whose well-being has been severely impacted by the experience/s.

They will be installed by the police and the relevant training given to include family or carers.

Applications to Teresa Haxell, NCC Lead Trading Standards Officer, 01603 224288 / 07796 930116 or via me.

**NOT FOR PUBLICATION BY VIRTUE OF SCHEDULE 12A OF PART 1  
PARAGRAPH 3 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) THE  
LOCAL AUTHORITIES (ACCESS TO INFORMATION) (VARIATION) ORDER 2006  
(Contains information relating to: an individual; the financial or business  
affairs of any particular person and action to be taken in connection with the  
prosecution of a crime)**

Pages 67 to 68 are not available to the public because the information is confidential as it includes exempt information about the financial or business affairs of a person