

Scrutiny Committee

Agenda

Members of the Scrutiny Committee:

Cllr B Bernard
Cllr B Duffin
Cllr J Hornby
Cllr T Spruce

Cllr V Clifford-Jackson (Vice Chairman)
Cllr Y Bendle
Cllr J Easter
Cllr J Rowe
Cllr J Wilby

Date & Time:

Wednesday 8 December 2021
9.30am

Place:

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

Contact:

Jessica Hammond tel (01508) 505298
Email: democracy@southnorfolkandbroadland.gov.uk
Website: www.southnorfolkandbroadland.gov.uk

PUBLIC ATTENDANCE:

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

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

If a member of the public would like to observe the meeting, or speak on an agenda item, please email your request to democracy@southnorfolkandbroadland.gov.uk, no later than 5.00pm on Friday 3 December 2021. Please note that due to the current rules on social distancing, places may be limited. Please see further guidance on attending meetings at page 2 of this agenda

Large print version can be made available

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

Public Speaking and Attendance at Meetings

All public wishing to attend to observe, or speak at a meeting, are required to register a request by the date / time stipulated on the relevant agenda. Requests should be sent to: democracy@southnorfolkandbroadland.gov.uk

Public speaking can take place:

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

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

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

AGENDA

1. To report apologies for absence and to identify substitute members;
2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;
3. To receive Declarations of Interest from Members;
(Please see guidance form and flow chart attached – page 5)
4. Minutes from the meetings of the Scrutiny Committee held on 21 July 2021;
(attached at page 7)
5. Housing Allocations Policy Review;
(report attached – page 12)
6. Member Ward Grant – Spend Review;
(report attached – page 32)
7. Scrutiny Work Programme, Tracker and Cabinet Core Agenda;
(attached – page 36)

Working Style of the Scrutiny Committee and a protocol for those attending

Independence

Members of the Scrutiny Committee will not be subject to whipping arrangements by party groups.

Member leadership

Members of the Committee will take the lead in selecting topics for and in questioning witnesses. The Committee will expect members of Cabinet, rather than officers, to take the main responsibility for answering the Committee's questions about topics, which relate mainly to the Council's activities.

A constructive atmosphere

Meetings of the Committee will be constructive, and not judgmental, accepting that effective overview and scrutiny is best achieved through challenging and constructive enquiry. People giving evidence at the Committee should not feel under attack.

Respect and trust

Meetings will be conducted in a spirit of mutual respect and trust.

Openness and transparency

The Committee's business will be open and transparent, except where there are sound reasons for protecting confidentiality. In particular, the minutes of the Committee's meetings will explain the discussion and debate, so that it could be understood by those who were not present.

Consensus

Members of the Committee will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed recommendations.

Impartial and independent officer advice

Officers who advise and support the Committee will give impartial and independent advice, recognising the importance of the Scrutiny Committee in the Council's arrangements for governance, as set out in the Constitution.

Regular review

There will be regular reviews of how the overview and scrutiny process is working, and a willingness to change if it is not working well.

Programming and planning

The Scrutiny Committee will have a programme of work. Members will agree the topics to be included in the work programme, the extent of the investigation to be undertaken in relation to resources, and the witnesses to be invited to give evidence.

Managing time

The Committee will attempt to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.

DECLARATIONS OF INTEREST AT MEETINGS

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

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

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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Agenda Item: 4

SCRUTINY COMMITTEE

Minutes of a meeting of the Scrutiny Committee of South Norfolk District Council held on Wednesday 21 July 2021 at 9.30am.

Committee Members Present: Councillors: G Minshull (Chairman), Y Bendle, J Easter and T Spruce

Apologies for Absence: Councillors: B Bernard, V Clifford-Jackson, B Duffin and J Rowe

Officers in Attendance: The Assistant Director of Individuals & Families (M Pursehouse), the Assistant Director for Regulatory (N Howard), the Community Safety and Intervention Lead (T Munro), the Senior Governance Officer (E Goddard) and the Committee Officer.

Also in Attendance: Liam Bannon – Community Safety Officer at the Norfolk County Community Safety Partnership (NCCSP)

1288 MINUTES

The minutes of the meeting held on Wednesday 31 March 2021, were confirmed as a correct record.

Minute No: 1284 – MINUTES

The Chairman updated the Committee on the Norfolk Strategic Flood Alliance's report on the recent flooding, he explained that the report had been delayed in order for the Alliance to gather as much evidence as possible.

1289 COMMUNITY SAFETY UPDATE

The Assistant Director of Individuals and Families introduced the report which sought to update members on the Norfolk County Community Safety Partnerships (NCCSP) current consultation on its strategic plan.

Liam Bannon, Community Safety Officer at the NCCSP, presented an update to the Committee which advised them that Norfolk's Community Safety Plan was in the process of being refreshed and had been out for consultation

between 24 May – 16 July 2021, to allow Norfolk residents to give their views on community safety priorities, approaches, and long-term outcomes. 330 responses to the consultation had been received (68 from South Norfolk) and were in the process of being reviewed; amendments would then be made to the plan before it would be signed off by Norfolk Councils in and a delivery plan would be developed.

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

- Serious violence
- Domestic and sexual abuse
- Preventing terrorism
- Criminal exploitation, including modern slavery and county lines
- Neighbourhood crimes like robbery, burglary, anti-social behaviour, vehicle crime, and other theft offences
- Hate crime and community tensions
- Fraud, which amounted to £16m a year in Norfolk

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

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

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

Building resilient, cohesive communities

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

Tackling and reducing neighbourhood crime

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

Reducing the threat of criminal exploitation

- So people were prevented from being drawn into criminal exploitation and terrorism

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

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

One member explained that Council officers who engage with the public were trained on MECC – ‘Make Every Contact Count’ and queried whether Norfolk Constabulary’s officers also utilised that policy, Mr Bannon explained that all Norfolk Constabulary officers were trained with a very similar policy.

Members queried whether the resource levels of the NCCSP would cover the differing demands on the city and rural areas of South Norfolk, they were concerned that focus would be given to areas of concern in the city to the detriment of the rural villages. Mr Bannon informed the Committee that the NCCSP were aware of the urban/rural divide and were working to prioritise and respond to concerns in both areas. He added that the NCCSP have more resources than ever before to enable them to meet demand. Members were reminded that each District had a dedicated Locality Officer that could prove useful to members. Mr Bannon offered to circulate the relevant contact details with councillors outside of the meeting.

Members discussed the root causes of the community safety issues and felt that drugs and drug addiction was the underlying cause of a lot of the community safety issues faced; it was felt by the Committee that more needed to be done to help support addicts. The Committee was advised that Project Adder had been developed to assist those with serious drug addiction and the Police were also signposting individuals to drug treatment services where appropriate.

During a discussion about engagement with the public on community safety matters, Members noted that a lot of the work carried out and the outcomes of the work were not reported by Norfolk Constabulary, which could lead to apathy and a lack of engagement from the public. It was suggested that the Committee recommend that the Norfolk Constabulary promote more of the work carried out and what had been achieved as a result. Members further noted that many of the events and briefings held by the Council and Norfolk Constabulary were not being attended by members of the public, the

Community Safety and Intervention Lead explained that more proactive methods of engagement such as door knocking, and action days had proved to be more effective. Mr Bannon added that the Norfolk Constabulary hold a number of street surgeries on market days to engage with the public; one member suggested that the Council send an officer to represent the Council at these street surgeries.

After further discussion, it was

RESOLVED

To

1. Recommend that:
 - a. Norfolk Constabulary increase promotion and publicity of outcomes in relation to action taken.
 - b. Norfolk Constabulary increase their support to rural communities.
 - c. Council officers attend street surgeries conducted by Norfolk Constabulary.
2. Support the Strategic Plan 2021-2024.

1290 NORFOLK HEALTH OVERVIEW AND SCRUTINY COMMITTEE 2019/21

The Chairman introduced the briefing report from Cllr N Legg who sits on the Norfolk Health Overview and Scrutiny Committee (NHOSC). The report updated members on the work carried out by NHOSC between 2019-2021.

The Committee noted the report and requested that Cllr Legg attend a future meeting of the Scrutiny Committee to provide a more information.

One member noted that the minutes of the NHOSC meetings are available to view on the Norfolk County Council website.

1291 SCRUTINY WORK PROGRAMME AND CABINET CORE AGENDA

The Committee noted the Work Programme and Cabinet Core Agenda.

The Senior Governance Officer provided the Committee with an update on recommendations made following the briefing report on how the planning system assesses flooding issues, she explained that:

- Training was in progress for all parish councils on the role of planning in regard to how the planning system assesses flooding.
- Recruitment was underway for the role of a Water Management Officer, and it was currently at the shortlisting stage.

- The Planning Team were working on an additional planning condition, which would require all relevant applications to submit a verification report to provide assurance that drainage had been installed and met relevant requirements, which was due to be implemented by September 2021.

One member queried why the Early Help report had not been brought to the Committee. The Chairman explained that the Help Hub had been under increased pressure due to Covid 19 and had not been in a position to bring the item forward.

Members discussed future items to be considered by the Scrutiny Committee and suggested that the following be brought before the Committee:

- Home Options Review
- Planning Design Code
- Effect of Covid 19 on Leisure Centres
- Community Safety Review in December 2022

(The meeting concluded at 10.44am)

Chairman

Housing Allocation Policy Review

Report Author(s): Richard Dunsire
Housing & Wellbeing Senior Manager
Tel: 01508 533620
Email: richard.dunsire@southnorfolkandbroadland.gov.uk

Portfolio: Better Lives

Ward(s) Affected: All Wards

Purpose of the Report:

This report sets out the review of our Housing Allocations Policy, implemented in April 2021, and recommends updates to the Policy in light of lessons learnt since April.

Recommendations:

The Committee is asked to:

1. recommend to Cabinet that the proposed changes to the housing allocation policy are adopted

1. Summary

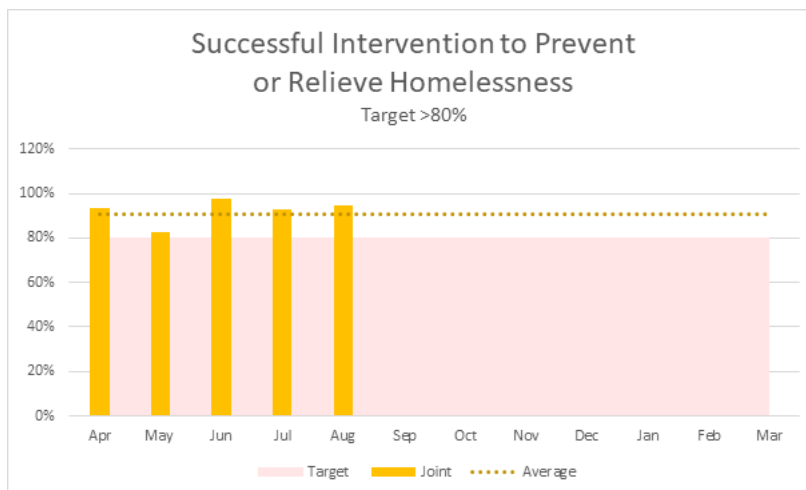
- 2.2 The Housing team has been working with the new housing system and allocation policy since April 2021 with considerable success. As with all policy, regular reviews help to ensure understanding by residents and stakeholders, and fairness and transparency. This report seeks to outline the successes to date and reviews the Allocation Policy, with a view to bringing a further report to Scrutiny Committee in June 2022 to present a thorough review of the *Best-in-Class Housing Model*.

2. Background

- 2.1 In April 2021, following extensive joint member working, the best-in-class housing model was agreed. The first phase was to create one housing allocations policy and a single IT system, making sure the key foundations of our housing service is fit for purpose for the future. This system has been implemented during a period of increasing demand of the use of temporary accommodation, and requests from residents to move due to antisocial behaviour, domestic abuse and debt.
- 2.2 There is also a shortage of properties both in the private and social sector, meaning demand outstrips supply. This has been caused by a range of issues including a slowdown in building during Covid, demand on supplies and equipment and the shortage of tradespeople to carry out works.

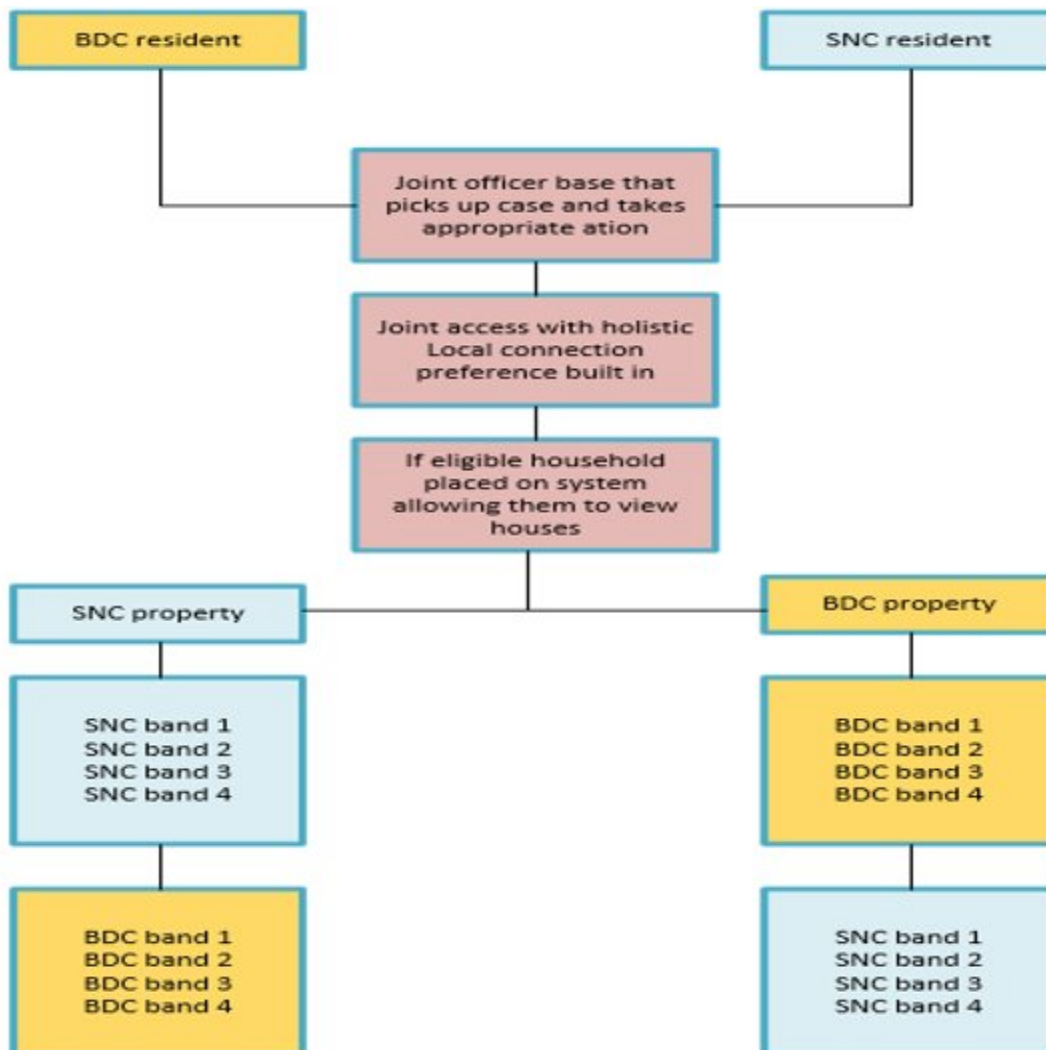
3 Current position / findings

- 3.1 The single IT system was delivered on time and implemented in April 2021. The new system has provided £72,987 savings over four years.
- 3.2 Team performance remains strong despite the increased demand. The implementation of a new single IT system did cause disturbance to the team as staff were learning a new system. However, the One Team approach has provided far more benefit in the form of more continuity, efficiency, resilience, and structure in the way the team are now able to approach workloads.
- 3.3 Officers have also utilised Covid recovery funding and additional central government funding, which has allowed the team to temporarily grow to cope with demand. Due to this and the single approach, performance has remained strong in spite of increased demand pressures, as seen below. Further performance data is available in appendix 1.



- 3.4 With regard to the Housing Allocation Policy, the aligned housing register (outlined in the diagram below) is working as expected even though competition remains high for homes. Residents with higher needs are generally obtaining suitable preferences within their own district areas, before looking to the other district. Residents seem to be understanding the cross-district boundary approach and

welcome the additional choice that this brings. Movement between districts is occurring both ways and leading to better outcomes for residents.



- 3.5 The new online customer portal is working very well, and we now have one of the most easily accessible housing registers available, due to its online format. Customers are able to access on their terms at any time of day or night, when facing housing concerns. However, we retain other means for customers to contact us if they cannot access online services.

4 Proposed action

- 4.1 It is good practice to review a housing allocations policy every 12 months, to take account of any changes in economy or social setting. However, we have taken the opportunity to review the Policy after 6 months as it had become clear that parts of the Policy would benefit from amendments once it has been exposed to real cases. The proposed changes from operational learning are outlined in appendix three. These changes are split into three specific categories:

- Changes to the core policy: a small number of changes to the core policy which are not working now we have put the policy into practice. The Policy can be viewed here:
<https://www.southnorfolkandbroadlandhomeoptions.org.uk/content/HousingAllocationPolicy>
- Updating and rewording to the Policy: majority of changes are in this category where we are seeking to clarify the Policy as we have found residents are confused around what the policy means, or there is too much ambiguity in the policy, which affects interpretation.
- Splitting guidance from core policy – In order to make sure all residents and partners understand what we were trying to achieve, the policy document amalgamated the guidance, procedural document, and policy. This has in fact caused more confusion as customers struggle to find the key information they need. We will therefore split out the key elements to enable a clearer understanding.

5 Other options

- 5.1 The Council could decide not to introduce updates to the new policy and leave for another six months until the full review has taken place. However, we are aware of several improvements now and therefore it seems sensible to implement these as soon as possible.

6 Issues and risks

- 6.1 **Resource Implications** – None, these changes would not affect the resources allocated
- 6.2 **Legal Implications** - None
- 6.3 **Equality Implications** – An equalities assessment was completed for the original policy and has been updated with the proposed changes. Please see the attached
- 6.4 **Environmental Impact** – None
- 6.5 **Crime and Disorder** – None
- 6.6 **Risks** – None

7 Conclusion

- 7.1 The housing system implementation has been a success and provided the Council with more resilience and savings. The introduction of the new policy has demonstrated the effectiveness of the *two Councils, one team* approach, and is helping the team cope with demand in a challenging economic environment. The proposed amendments to the Policy, if adopted, would further enhance the Council's ability to assist those in need of housing throughout the District.

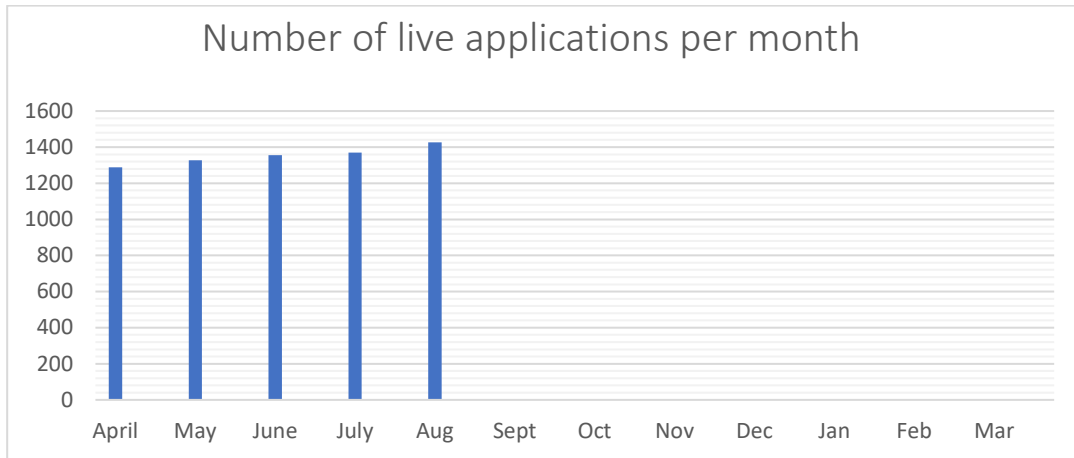
8 Recommendation

8.1 The committee is asked to:

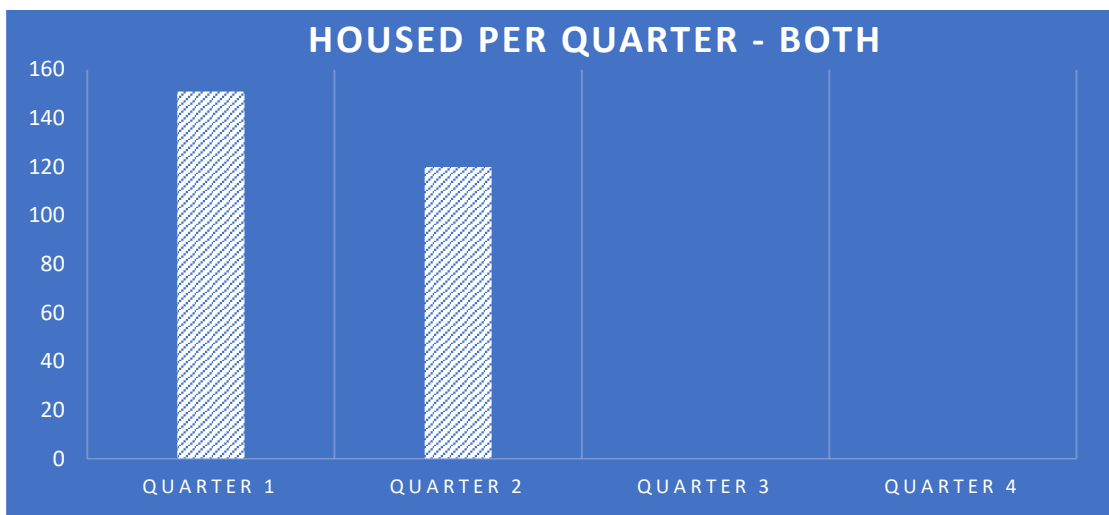
1. recommend to Cabinet that the proposed changes to the housing allocation policy are adopted

Appendix 1

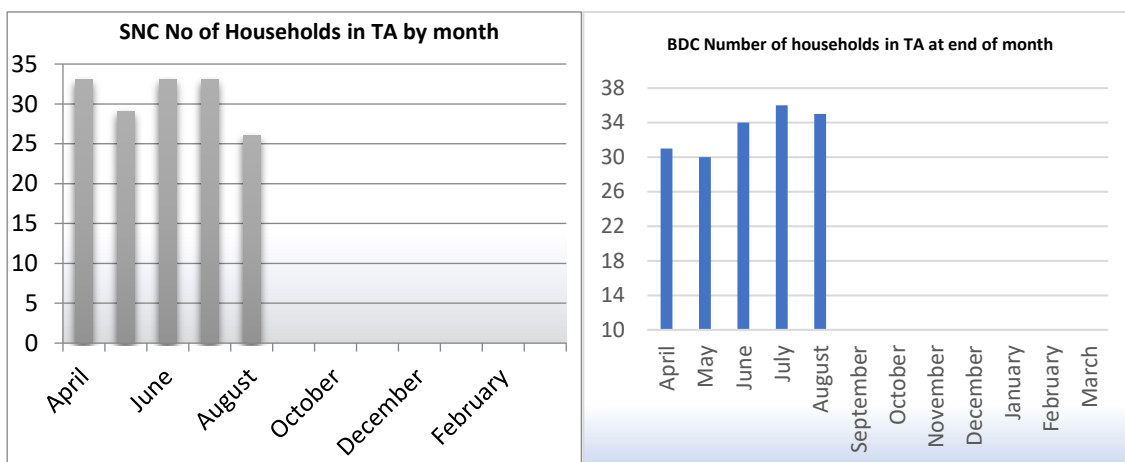
Housing register



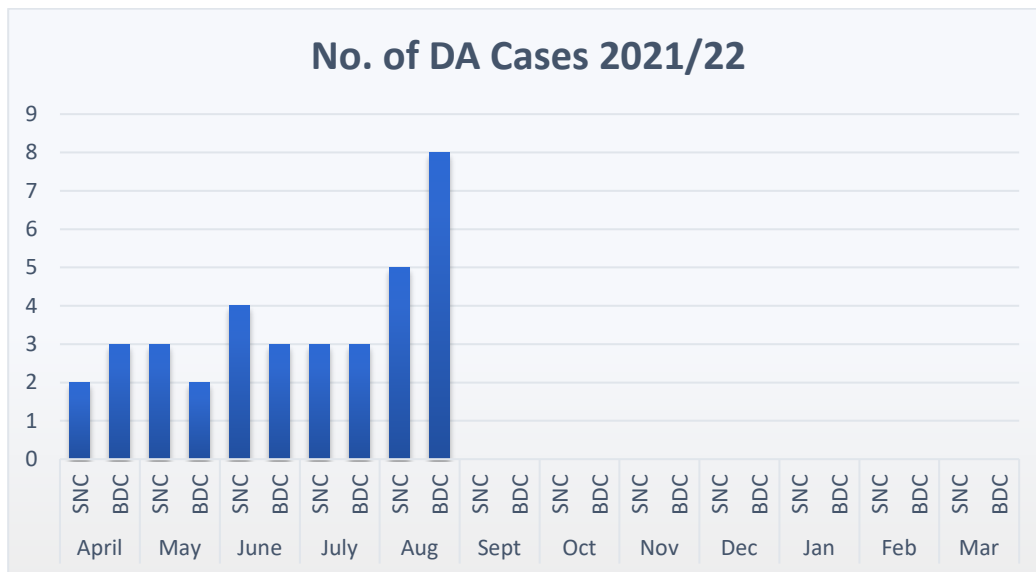
Housed into social rent



Temporary accommodation levels



No of DA cases



Appendix 2

Proposed updates and changes to the Housing Allocations Policies

From April 2021 Social Housing in South Norfolk has been allocated under the Housing Allocations Policy. Since working with the policy, we have found issues and areas where there would be benefits to updating the current policy.

The suggested changes below will give residents, officers, and other organisations more clarity around qualification and priority need, as well as reducing the number of queries, reviews, legal challenges, and complaints received.

Please find below the suggested alterations to the Housing Register Policy. These have been categorised into three areas:

- Changes to the core policy: a small number of changes to the core policy which are not working now we have put the policy into practice.
- Updating and rewording to the policy: majority of changes are in this category where we are seeking to clarify the policy as we have found residents are confused around what the policy means, or there is too much ambiguity in the policy, which affects interpretation.
- Splitting guidance from core policy – In order to make sure all residents and partners understand what we were trying to achieve, the policy document amalgamated the guidance, procedural document, and policy. This has in fact caused more confusion as customers struggle to find the key information they need. We will therefore split out the key elements to enable a clearer understanding.

1. Policy Changes

| Section Number | Section detail | Changes required | Rationale |
|----------------|--------------------------|---|--|
| 3.4 | Non- Qualification Rules | Add 3.4 m 'They or a member of their household, own residential property or are in the process of purchasing residential property, including a Right to Buy or Right to Acquire and have the financial means to find their own housing solution' | Currently we have non-qualification rules about capital and investments currently held. However, it does not cover applicants who are in the process of purchasing property. Tightening up of the definition around home ownership and access to social housing. A homeowner or potential homeowner with no housing need should not need access to social housing and to ensure that properties go to those in |

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| | | | the greatest need, customers with the means to find their own housing solution should be encouraged to do so. |
| 3.4 | Non-Qualification Rules | Add 3.5 n They or a member of their household are in arrears or have a debt of more than £1000 with the council. This can include but is not limited to rent in advance, deposits, loan, Council Tax arrears, and temporary accommodation charges. | This was not included in the policy non-qualification rules, we can mitigate this with those that are engaging with a payment plan and work with us under the exceptional or mitigating circumstances in section 3.5 of the policy. |
| 3.4 | Non-qualification Rules | Add 3.4 o Applicants who have deprived themselves of assets, to include property, savings or income will be treated as still possessing the value of the asset and will not qualify where, had the asset not been transferred, they would have had sufficient financial resources. Consideration will be given to the personal circumstances of the applicant and the length of time which has passed. Information and advice will be provided on alternative housing options. When considering this we will also consider benefit regulations with regard to deprivation of capital. | Tightening up on rules for non-qualification if the applicant has gifted, transferred, or spent assets and worsened their housing situation. Someone who has knowingly done this should not have access to social housing, and these rules follow benefit regulations and those set out for care funding. |
| 4.4.11 Band 1 | Housing Priority Bands | People with an urgent need for an adapted property | Removal of this from the priority bands as it has become confusing for residents and officers. The need for an adapted property falls within medical needs and it covered by this in the policy and priority bandings. |

| | | | |
|--------|--|---|--|
| | | | (please see below regarding updates to the Medical need) |
| 4.4.11 | Housing Priority Bands | Someone needing an adapted property | Removal of this from the priority bands as it has become confusing for residents and officers. The need for an adapted property falls within medical needs and it covered by this in the policy and priority bandings. (please see below regarding updates to the Medical need) |
| 4.4.11 | Band Considerations | Band 1 will only be valid for 8 weeks. This can be extended where the applicant has not placed a bid because no suitable vacancy has arisen during that period. If the applicant does not meet the extension criteria, their priority will be reduced to Band 3 and they will be directly offered the next available property suitable to their needs. If they refuse the offer of that property, the Council will view any housing duty as having been discharged. | We are finding that those in the high band are not always using their bids and not bidding on suitable properties, meaning that they are potentially in Temporary Accommodation longer than necessary. |
| 4.8 | Deliberate or worsening of circumstances | Homeowners who have transferred their property to another family member within the last 5 years from the date they make their application to the register | Remove from this section and amend. As above we are suggesting that this is now added to the non-qualification rules. |

2. Sections requiring updating or rewording to include more detail/guidance:

| Section Number | Section detail | Changes required |
|----------------|--------------------------------|--|
| 1.1 | We work with | Update list of Registered Social Landlords |
| 2.1 | Aims of the allocations scheme | Add new point <ul style="list-style-type: none"> To enable applicants to sustain their tenancy |
| 3.1.2 | Persons from Abroad | Removed paragraph starts ' <i>The rules will change from 2021..</i> ' The rules and eligibility are fully covered within the current policy |
| 3.2 | Qualification Rules | Update the employment requirements: From: <ul style="list-style-type: none"> Have a current contract of permanent employment where the job requires residency in Broadland / South Norfolk. To: <ul style="list-style-type: none"> Have a current contract of employment that is effective, within Broadland / South Norfolk. Where it is anticipated employment will last 6 months |
| 3.2 | Qualification rules | Correct typing error |
| 3.2 | Qualification rules | Update wording From: If they are residing in a supported housing project and approaching the Councils via a Move-on arrangement, they will have to have resided at the project at least 6 months before submitting an application. If the specialist provider has a move on arrangement with the Council this will provide the local connection. To If they are residing in a supported housing project <i>in the district</i> and approaching the Councils via a Move-on arrangement, they will have to have resided at the project at least 6 months before submitting an application. If the specialist provider has a move on arrangement with the Council this will provide the local connection. |
| 3.2 | Qualification Rules | Move-on from supported accommodation <i>Are living in accommodation-based support services outside the district to which they were referred by or with the agreement of the Council and they lived in Broadland for 6 months immediately prior to the placement.</i> |

| | | |
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| | | Update wording to: <i>Are living in accommodation-based support services outside the district to which they were referred by or with the agreement of the Council and they met the qualification criteria immediately before the placement.</i> |
| 3.4f | Non-Qualification rules | Update wording to add mortgage arrears section: From: <ul style="list-style-type: none"> They, or a member of their household, is/was responsible for paying rent and they have rent arrears and/or court costs greater than 16 weeks rent if the rent is charged weekly or greater than 4 months if the rent is charged monthly and they have not met the criteria for reassessment. To: <ul style="list-style-type: none"> They, or a member of their household is/was responsible for paying rent or a mortgage and they have rent or mortgage arrears and/or court costs greater than 16 weeks if charged weekly or greater than 4 months if charged monthly and they have not met the criteria for reassessment. |
| 3.4 l | Non- Qualification rules | Update wording to add household: From: <ul style="list-style-type: none"> Applicants who are considered to have sufficient financial resources to secure accommodation within the private sector To: <ul style="list-style-type: none"> Applicants and their household who are considered to have sufficient financial resources to secure accommodation within the private sector. |
| 3.4 l | Non-Qualification rules | Update wording to include income: From: <ul style="list-style-type: none"> 'Sufficient financial resources' includes any assets or investments even if they are not immediately available to the applicant, such as any residential or non-residential property that they own, or part own anywhere in the UK or abroad. To: <ul style="list-style-type: none"> 'Sufficient financial resources' includes any income, assets or investments even if they are not immediately available to the applicant, such as any residential or non-residential property that they own, or part own anywhere in the UK or abroad. |
| 4.3.1 | Proof required | Move section so the policy reads and flows better to before section 4.3 verification |
| 4.4.6 f | Priority on health grounds | Update wording to remove unreasonable: From: |

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| | | <ul style="list-style-type: none"> • you, or someone in your household, has either a permanent and substantial disability, or a severe long term limiting illness, or the severest form of learning disabilities or behaviour problems and it is unreasonable for you to share a bedroom as it would seriously affect the sleep of those you would normally share with, to the severe detriment of their or your health <p>To:</p> <ul style="list-style-type: none"> • you, or someone in your household, has either a permanent and substantial disability, or a severe long term limiting illness, or the severest form of learning disabilities or behaviour problems and for you to share a bedroom with that person would seriously affect the sleep of those you would normally share with, to the severe detriment of their or your health |
| 4.4.6 f | Priority on health grounds | <p>Update wording to essential health treatment</p> <p>From:</p> <ul style="list-style-type: none"> • you are having health treatment at home that needs large machinery or a stock of health supplies to be stored e.g., you are having renal dialysis at home <p>To:</p> <ul style="list-style-type: none"> • you are having essential health treatment at home that needs large machinery or a stock of health supplies to be stored e.g. you are having renal dialysis at home |
| 4.4.6 g | Priority on health grounds | <p>Remove category A or B:</p> <p>An additional recommendation that can be made is that an applicant must have ground floor on health or disability grounds or must have a ground floor property that is wheelchair accessible. category A or B</p> |
| 4.4.8 | Move on | Add list of supported move on accommodation providers to the section |
| 4.4.9 | Elected Members or Employees and Close relatives | Add close relatives to the list as this is currently missing: Close relatives: The application will be assessed by a relevant senior officer or manager of the council. The award of priority (housing band) must be authorised by the Council's Director with the responsibility for housing. |
| 4.4.11 | Housing Priority Bands | <p>Change band names from</p> <p>Band 1 Band 2 Band 3 Band 4</p> <p>To</p> |

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| | | Emergency Band Band 1 Band 2 Band 3 |
| 4.4.11 (Band1) | Housing Priority Bands | <p>People with an urgent medical need Inc. hospital discharge update wording for more clarification and to include adapted properties</p> <p>From:</p> <ul style="list-style-type: none"> • People with an urgent medical need inc. hospital discharge • People with an urgent need for an adapted property <p>To:</p> <ul style="list-style-type: none"> • People with an urgent medical need being discharged from medical care, who are unable to return home. People with a serious medical need who are unable to be discharged home from medical care due to their changed accommodation need. This may include access to an adapted property. |
| 4.4.11 (Band 1) | Housing Priority Bands | <p>s193 Duty and in TA/s189 Relief Duty, update wording to:</p> <p>From:</p> <ul style="list-style-type: none"> • S193 Duty and in TA/s189 Relief Duty <p>To:</p> <ul style="list-style-type: none"> • A homeless applicant who is either owed a s193 Duty and is currently living in temporary accommodation or who is owed a s189b Duty, have been placed in interim accommodation and is not likely to be assessed as intentionally homeless. |
| 4.4.11 (Band 2) | High Medical Need | Add note to see Band Considerations |
| 4.4.11 (Band 2) | High Welfare need | Add note to see Band Considerations |
| 4.4.11 (Band 2) | Housing Priority Bands | <p>Update wording</p> <p>From:</p> <ul style="list-style-type: none"> • Threatened with Homelessness and in Priority Need (next 12 weeks) <p>To:</p> <ul style="list-style-type: none"> • An applicant in priority need who is either homeless or threatened with homelessness within the next 12 weeks and who is not likely to be assessed as intentionally homeless. |

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| 4.4.11 (Band 2) | Housing Priority Bands | <p>Tenant under-occupying by 1 or more update to advise that they need to be living within the district:</p> <p>From:</p> <ul style="list-style-type: none"> • Tenant under-occupying by 1 or more bedrooms (current property unaffordable) <p>To:</p> <ul style="list-style-type: none"> • Tenant in social housing, within the Broadland or South Norfolk district under-occupying by 1 or more bedrooms (current property unaffordable) |
| 4.4.11 (Band 2) | Housing Priority Bands | <p>Update wording to remove affordability test as it is not required in this circumstance:</p> <p>Overcrowded by 2 or more bedrooms (affordability test)</p> |
| 4.4.11 (Band 2) | Housing Priority Bands | <p>Disrepair/Unsafe Home/Lacking essential amenities</p> <p>Add note to definition of this:</p> <p>*Essential amenities Means applicants living in homes lacking: : A kitchen (or cooking facilities)*, a bathroom, an inside WC, running water, or electricity. Disrepair/Unsafe Home A property assessed by the Council's Housing Standards department under the Housing Health and Safety Rating System and considered eligible for formal enforcement through either Improvement , Prohibition, Emergency Prohibition and Hazard Awareness Notices (including Suspended, Improvement and Prohibition Notices)</p> |
| 4.4.11 (Band 3) | Housing Priority Bands | <p>Update wording:</p> <p>From:</p> <ul style="list-style-type: none"> • Homeless (no priority need) or Threatened with homelessness (next 12 weeks)(No priority need) – update to <p>To:</p> <ul style="list-style-type: none"> • An applicant who is either homeless or threatened with homelessness within the next 12 weeks who is assessed as having no priority need |
| 4.4.11 (Band 3) | Housing Priority Bands | <p>Medium Medical Need</p> <p>Add note to see Band Considerations</p> |
| 4.4.11 (Band 3) | Housing Priority Bands | <p>Medium Welfare Need</p> <p>Add note to see Band Considerations</p> |
| 4.4.11 (Band 3) | Housing Priority Bands | <p>Intentionally homeless update:</p> <p>From:</p> <ul style="list-style-type: none"> • Intentionally Homeless <p>To:</p> |

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| | | <ul style="list-style-type: none"> • An applicant who has been assessed as Intentionally Homeless • |
| 4.4.11 (Band 3) | Housing Priority Bands | <p>Tenant under-occupying by 1 or more bedrooms update:</p> <p>From:</p> <ul style="list-style-type: none"> • Tenant under-occupying by 1 or more bedrooms (current property affordable) <p>To:</p> <ul style="list-style-type: none"> • Tenant in social housing, within the Broadland or South Norfolk district under-occupying by 1 or more bedrooms (current property affordable) |
| 4.4.11 (Band 3) | Housing Priority Bands | <p>move on update:</p> <p>From:</p> <ul style="list-style-type: none"> • Move-on <p>To:</p> <ul style="list-style-type: none"> • Assessed as ready to move on from supported accommodation |
| 4.4.11 (Band 3) | Housing Priority Bands | <p>Two existing socially rented households moving into one property update:</p> <p>From:</p> <ul style="list-style-type: none"> • Two existing socially rented households moving into one property <p>To:</p> <ul style="list-style-type: none"> • Two existing socially rented households moving into one property, where at least one of the properties is in Broadland or South Norfolk Districts |
| 4.4.11 | Band Considerations | <p>Add Welfare need to band considerations</p> <p><u>Priority on welfare needs</u> will only be awarded after an assessment confirms that a change of accommodation could reasonably be expected to alleviate the problem.</p> <p>A high welfare need will be awarded where there is an urgent need to move as the circumstance is having a severe impact on the household's wellbeing or where there may be an imminent risk of future homelessness.</p> <p>A medium welfare need will be awarded where the need to move is not urgent, but the circumstance is causing the applicant significant problems and is substantially affecting their wellbeing. Applicants may be provided with additional information and advice relating to their welfare need and may be signposted to appropriate agencies and services which provide specialist support. A welfare need may include, but is not limited to financial difficulties, anti-social behaviour, harassment, and isolation. Circumstances will need to be verified and multi-agency information sharing, and assessment may be required, but it remains the</p> |

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| | | Council's decision to determine if there is a housing need and the level of priority which should be awarded. |
| | Band Considerations | <p>Add medical need to band considerations</p> <p><u>Priority on Health Grounds</u></p> <p>A high medical need will be awarded where the applicant or a member of their household has an urgent need to move because their accommodation is unsuitable and cannot be made suitable. An applicant will be assessed as having an urgent need to move where there is an imminent risk of health deteriorating as a result of the unsuitability of the accommodation and there is a clear expectation, supported by relevant health professionals that a change in accommodation will have a significant impact on their health and wellbeing. This includes access adapted properties.</p> <p>A Medium medical need will be awarded where the current home is causing the applicant significant problems and whilst they are managing to some extent, a change in accommodation could reasonably be expected to alleviate or significantly improve the problem. The need will be supported by relevant health professionals. This includes access adapted properties</p> |
| 4.4.12 | Determination of Effective Band Date | <p>Update wording on statutory homeless bullet point:</p> <p>From:</p> <ul style="list-style-type: none"> If you are statutory homeless, the effective band date will be the date we accepted a statutory duty under the homeless legislation. <p>To:</p> <ul style="list-style-type: none"> If you are statutory homeless, the effective band date will be the date in which, through our investigations, you were deemed as actually homeless. |
| 4.4.13 | Household type and property size allowed | <p>In Carer household update wording to include overnight:</p> <p>From:</p> <ul style="list-style-type: none"> A bedroom will be allocated if the carer needs to reside in the property and is not already part of the permanent household <p>To:</p> <ul style="list-style-type: none"> A bedroom will be allocated if the carer needs to reside at the property overnight and is not already part of the permanent household |
| 4.4.13 | Medical | <p>Update wording:</p> <p>Property size</p> <p>From:</p> <ul style="list-style-type: none"> A bedroom will be allocated if recommended as part of the medical need |

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| | | <p>To :</p> <ul style="list-style-type: none"> • A bedroom will be allocated if recommended and evidenced as part of the medical need <p>Conditions</p> <p>From:</p> <ul style="list-style-type: none"> • Subject to an agreed medical need where the extra room may be needed to accommodate large equipment or there are serious mobility issues. <p>To:</p> <ul style="list-style-type: none"> • Subject to an agreed and evidenced medical need where the extra room may be needed to accommodate large essential equipment or there are serious mobility issues. |
| 4.8 | Deliberate or worsening circumstances | <p>Update wording:</p> <p>From:</p> <p>Where there is evidence that an applicant has knowingly and deliberately made their housing situation worse in order to gain a higher priority on the register</p> <p>To:</p> <p>Where there is evidence that an applicant has knowingly and deliberately made their housing situation worse which could result in access to a higher priority on the register.</p> <p>Remove bullet point</p> <ul style="list-style-type: none"> • Homeowners who have transferred their property to another family member. <p>As this would be covered in the non-qualification policy change suggested.</p> |
| 5.4.1 | Offer of Accommodation | <p>Remove paragraph</p> <p>Broadland/ South Norfolk Council will: Formally notify the applicant they have been selected for a property....</p> <p>As this is completed by the registered social landlord.</p> |
| 5.4.1 (a) | Offer of Accommodation | <p>Update wording:</p> <p>From:</p> <ul style="list-style-type: none"> • Applicants will usually be contacted within 3 working days of the closing date. <p>To:</p> <ul style="list-style-type: none"> • Applicants will usually be contacted after the closing date |
| 5.4.1 | Offer of Accommodation | <p>Update the final paragraph:</p> <p>From:</p> <p>Once the formal offer is made the status of the applicant on the Housing Register will show as 'Under Offer'</p> <p>To:</p> <p>Once the formal offer is made the status of the applicant on the Housing Register will show as 'matched'</p> |

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| 6 | Complaints, Decisions and Reviews | Change layout move 6.2 complaints after 6.3.2 Statutory right of review and before 6.3.3 judicial review |
| 6.2 | Complaints, Decisions and Reviews | <p>Change complaints opening paragraph</p> <p>From:</p> <p>If an applicant is dissatisfied with any aspect of the management of their application, other than where a review can be made, they should follow the Council's published complaints procedure, available on the Council's website at https://www.southnorfolkandbroadland.gov.uk/council/compliments-suggestions-complaints or on request.</p> <p>To:</p> <ul style="list-style-type: none"> • If a complaint relates to the decision of Housing application, in the first instance this will be treated as a review (see 6.3). However, if your complaint relates to the service you have received, this will be dealt with via our complaint's procedure https://www.southnorfolkandbroadland.gov.uk/council/compliments-suggestions-complaints or on request. |
| 6.3.2 j | Complaints, Decisions and Reviews | <p>If the applicant is still not satisfied, they may appeal the decision, update:</p> <p>From:</p> <ul style="list-style-type: none"> • If the applicant is still not satisfied, they may appeal the decision. See 6.4 <p>To:</p> <ul style="list-style-type: none"> • If the applicant is still not satisfied with the service they have received they can make a complaint as per our complaint's procedure |

3. Sections to be moved to supplementary guidance document

| Section Number | Section detail | Notes and amendments |
|----------------|---|--|
| 2.2 | Accommodation Pathway model | All information and tables to move to supplementary guidance |
| 2.3 | Enabling the model | All information and tables to move to supplementary guidance |
| 3.2 | Evidence of a connection to Broadland/South Norfolk may be required | Move all detail of evidence to supplementary guidance |
| 3.7 | Safe surrender agreement | Move final paragraph into guidance under the accommodation pathway model |
| 4.1 | The application process | Move to supplementary guidance |
| 4.2 | Submission | Move final paragraph from page 23 to supplementary guidance and update |
| 5.1 | The allocations process | All information and tables to move to supplementary guidance |
| 5.1.1 | Blended Allocations | All information and tables to move to supplementary guidance |
| 5.1.2 | Predicting Properties | All information and tables to move to supplementary guidance |
| 5.2 | Property Identification | All information to move to supplementary guidance |
| 5.2.2 | Choice Based Lettings | All information to move to supplementary guidance |
| 5.2.5 | Property Descriptions | All information to move to supplementary guidance |
| 5.2.7 | Hard to lets | All information to move to supplementary guidance |
| 5.2.8 | Sensitive lets | All information to move to supplementary guidance |
| 5.4.3 | Viewings | All information to move to supplementary guidance |
| 5.4.4 | Resulting the offer | All information and tables to move to supplementary guidance |
| 5.4.5 | Publicising Lettings | All information to move to supplementary guidance |
| 5.5 | Tenancy sustainment | All information and tables to move to supplementary guidance |

Member Ward Grant – Spend Review

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Portfolio: Better Lives

Ward(s) Affected: All

Purpose of the Report:

To allow members to review the member-led grant scheme to compare spend against the ground rules to date in 2021/22

Recommendations:

1. The committee to review the current spend of the member-led grant scheme against the ground rules, and make recommendations to officers as appropriate.

1. Summary

- 1.1 The Council provides a discretionary Member Ward grant that allocates £1000 to each Member who in turn can allocate this funding or a portion of it to projects within their ward. These grants are subject to ground rules to ensure that public funds are distributed in a responsible manner and provides an audit trail to ensure transparency in spending public money. The ground rules are available here: [members-ward-ground-rules \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk/members-ward-ground-rules)
- 1.2 Underspend from 2019/21 was carried over as a one-off decision due to the pandemic. This meant those Members who had not spent their full allocation in 2019/20 had the remainder added to their £1000 for 2020/21. This means a total of £62,941.03 was available to spend.
- 1.3 £32,583.80 has been allocated so far in 2021/22 (as of 29/11/2021). Up to date detail of the funding amount allocated, and to which groups have been awarded funds is available here: [Member Spend : Members ward budget \(south-norfolk.gov.uk\)](https://www.south-norfolk.gov.uk/Member-Spend-Members-ward-budget)
- 1.4 All funding needs to be allocated by 31st December of each year. If over £10,000 any remaining funds will be allocated to the Community Action Fund (CAF), if the remainder is less than £10,000, the sum will be added to Council savings.

2. Background

- 2.1 The Communities Team strives to support our residents to build community capacity and resilience across Broadland. This takes many forms such as helping to identify need, providing support and guidance on structure and protocol, introducing, and brokering relationships between individuals and groups with similar aspirations and also identifying sources of funding to support projects. The Member Ward grant is administered by the Communities Team as part of this.
- 2.2 Members have an important role to play in supporting and enabling their communities and the Member Ward grant is a key element to this. Individuals and groups can approach their elected Member with ideas or existing projects that need funding. Members are also encouraged to actively seek new or existing projects within their wards that aim to deliver local solutions and build community capacity.
- 2.3 Fifty-two projects were funded in 2020/21 at a total spend of £29,058.97.
- 2.4 11 Members did not spend any of their budget.

3. Current position/findings

- 3.1 As of 29/11/21, £32,538.80 has been spent by 34 Members on 50 projects. 16 Members have spent all of their budget for 2021/22. 13 Members are yet to spend any of their budget.
- 3.2 All the projects funded met the ground rules, with support from the communities team. The team have been contacting Members to encourage and support the spending of the remaining Member Ward grant budget which has resulted in over £11,000 being allocated in 10 days. Members are reminded that the communities team are able to support with identifying groups and gaps in provision.
- 3.3 Below are a number of key facts about the spend to date:
- 25 projects (50%) have funded new equipment and materials.
 - 4 projects are for defibrillators.
 - 8 projects look to improve the environment, a further 8 promote increased physical activity. 8 projects look to improve local infrastructure.
 - 7 projects have replaced materials or equipment.
 - Around 15 projects (30%) went to what could be considered 'place shaping' projects, where the funding from the Council has been used to fill a gap in provision where the needs of residents have not been met, or to enable a project to continue, that would otherwise would have folded.
- 3.4 These figures suggest that Member Ward funding is being used when other sources of funding are not available.

4. Proposed action

- 4.1 The committee to consider the current allocation of funds and if they wish to request any representations from specific members on the progress of projects funded.
- 4.2 Committee members are asked to encourage all Members to investigate opportunities to allocate their Ward Grant before the December 31st deadline.

5. Issues and risks

- 5.1 **Resource Implications** – There are no new resource implications associated with the Member Ward Grant
- 5.2 **Legal Implications** – There are no legal implications
- 5.3 **Equality Implications** – There are no equality implications
- 5.4 **Environmental Impact** – There are no environmental impact implications

5.5 **Crime and Disorder** – There are no crime and disorder implications

5.6 **Risks** – There are no risks associated with this report

6. Conclusion

6.1 The Council's Member Ward grant has so far supported a range of projects in 2021 that have helped build community capacity and resilience. Just under half of the funding remains unspent with one month remaining before the funding window closes on December 31st.

6.2 By encouraging fellow Members to utilise their Member Ward allocation, the committee will help ensure more of this funding is provided to supporting the district's communities.

7. Recommendations

1. The committee to review the current spend of the member-led grant scheme against the ground rules, and make recommendations to officers as appropriate.

Scrutiny Committee – Work Programme

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

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

| Date of meeting | Topic | Organisation / Officer / Responsible member | Objectives |
|-----------------|---|---|---|
| 19 Jan 2022 | Environment Strategy | Environment Manager and Portfolio Holder for Clean & Safe Environment | Scrutiny Committee to review the effectiveness of the 2020-2025 Environment Strategy and assess whether outcomes have been achieved. To make recommendations as appropriate. |
| 10 Feb 2022 | 2022/23 Budget & Longer-Term Financial Strategy | S151 Officer; and Portfolio Holder for Finance & Resources | Scrutiny Committee to consider the Council's 2022/23 budget and the recommendations of Cabinet. Members to also formulate a recommendation to Council regarding the budget for consideration at its meeting later in February 2022. |
| 23 Feb 2022 | Call-in only | | |
| 30 March 2022 | <i>No items scheduled</i> | | |
| 5 May 2022 | Early Help Approach and model | Assistant Director – Individuals & Families; and Portfolio Holder for Better Lives | The Committee to consider and review the Council's Early help Approach and the future model and make any recommendations to Cabinet. Partners in the Hub to also be invited to attend the meeting to provide further evidence. |
| | Community Safety Update | Assistant Director – Individuals & Families; and Portfolio Holder for Better Lives | The Committee to receive an update on work being undertaken by the Norfolk County Community Safety Partnership and the Council. Members will have the opportunity to review work undertaken and make any recommendations regarding the future approach, as appropriate. |
| June 2022 | Review of Housing Best in Class model | Housing and Wellbeing Senior Manager and Portfolio Holder for Better Lives | Members to consider whether the aims of the Best in Class Housing Review have been met. The Committee to also review the Council's Housing Allocations Policy after 12 months of operation. The Committee to make appropriate recommendations. |
| July 2022 | Leisure Recovery Plan | Assistant Director – Community Services & Leisure Operations Manager; & Portfolio Holder for Customer Focus | Scrutiny Committee to review and assess the progress with the Leisure Recovery Plan. Members to make recommendations as appropriate |

| Date of meeting | Topic | Organisation / Officer / Responsible member | Objectives |
|------------------------|--|--|---|
| Dec 2022 | Norfolk County Community Safety Partnership Plan | Assistant Director – Individuals & Families; and Portfolio Holder for Better Lives | Scrutiny Committee to consider the Norfolk County Community Safety Partnership Plan (NCCSP) to review its effectiveness and progress towards meeting the objective and targets set. |
| Dec 2022 | Community Action Fund | Assistant Director – Individuals & Families; and Portfolio Holder for Better Lives | The Committee to assess the funding allocations and outcomes achieved from the Community Action Fund and make recommendations as appropriate |

Scrutiny Recommendation Tracker 2021/22

| Date | Topic | Responsible Officer | Resolution and Recommendations | Response / Progress | Outcome |
|--------------|--------------------------------|--|---|---|--|
| 21 July 2021 | COMMUNITY SAFETY UPDATE | Assistant Director of Individuals and Families | <p>RESOLVED To</p> <p>1. Recommend that:</p> <ul style="list-style-type: none"> a. Norfolk Constabulary increase promotion and publicity of outcomes in relation to action taken. b. Norfolk Constabulary increase their support to rural communities. c. Council officers attend street surgeries conducted by Norfolk Constabulary. <p>2. Support the Strategic Plan 2021-2024.</p> | <p>Officer supported proposal in Committee meeting</p> <p>Cttee advised that the NCCSP have more resources than ever before to enable them to meet demand and that each District had a dedicated Locality Officer that could prove useful to members.</p> <p>This is being considered, alongside joint comms and other events with the Police</p> <p>No further action required</p> | <p>This piece of scrutiny provided members with a valuable insight into the work of the Norfolk County Community Safety Partnership. It also gave members the opportunity to review the proposed Strategic Plan and provide the Partnership with the views of Council.</p> <p>In addition, more generally, the committee was able to provide comments on community safety in the District and what members considered to be the biggest issues that were faced by their communities.</p> |

CABINET CORE AGENDA 2021/22

| Date | Key | Title of Report | Responsible Officer | Portfolio Holder | Exempt |
|---------------|-----|---|----------------------------------|-------------------------------------|--------|
| 22 Nov | | Reserves and MTFP Update | Rodney Fincham | Josh Worley | |
| | Key | Future Office Accommodation Project | Debbie Lorimer/ Leigh Booth | Kay Mason Billig | |
| | Key | Browick Interchange | Nina Cunningham | John Fuller | Exempt |
| | | Quarter 2 Performance Risk and Finance | Sinead Carey | Josh Worley/ Kay Mason Billig | |
| | Key | South Norfolk Use of Strategic Fund | George Denton | Lisa Neal | Exempt |
| | | Treasury Management Q2 report | Darren Slowther | Josh Worley | |
| 4 Jan | Key | GN 5 Year Infrastructure Investment Plan | Paul Harris | John Fuller | |
| | Key | Street Naming and Numbering Policy | Stuart Pontin | Lia Neal | |
| | Key | S106 Agreements Monitoring Fees | Stuart Pontin | Lisa Neal | |
| | Key | Regulatory Enforcement Policy | Nick Howard | Michael Edney | |
| | Key | Review of Environmental Enforcement Penalties | Nick Howard | Michael Edney | |
| | | Submission of Redenhall with Harleston Neighbourhood Plan | Richard Squires | John Fuller/ Lisa Neal | |
| | | Anti-Social Behaviour Policy | Nick Howard | Michael Edney | |
| | | Submission of the Starston Neighbourhood Plan | Richard Squires | John Fuller/ Lisa Neal | |
| 7 Feb | Key | Food Safety Services Commercialisation Options | Nick Howard | Michael Edney | |
| | Key | Submission of Diss and District Neighbourhood Plan | Richard Squires | John Fuller/ Lisa Neal | |
| | Key | Licensing Services – Commercialisation Options | Nick Howard | Michael Edney | |
| | | Licensing Fees and Charges Review | Leigh Chant / Nick Howard | Michael Edney/Josh Worley | |
| | Key | Council Tax Assistance | Richard Dunsire | Alison Thomas | |
| | Key | Health and Wellbeing Strategy | Mike Pursehouse | Alison Thomas | |
| | | Submission of Tivetshall Neighbourhood Plan | Richard Squires | John Fuller / Lisa Neal | |
| | Key | Delivery Plan and Budget 22/23 and 23/24 | Sinead Carey / Rodney Fincham | Josh Worley | |

| Date | Key | Title of Report | Responsible Officer | Portfolio Holder | Exempt |
|---------------|------------|--|----------------------------|---------------------------|---------------|
| 14 Mar | | Future Adult are Integration | Mike Pursehouse | Alison Thomas | |
| | | Member Ward Review | Kerrie Gallagher | Alison Thomas | |
| | Key | South Norfolk Village Clusters Housing Allocations Regulation 19 Publication | Paul Harris | Lisa Neal | |
| | | Submission of the Wymondham Neighbourhood Plan | Richard Squires | John Fuller/ Lisa Neal | |
| | | Q3 Performance, Risk and Finance Report | Sinead Carey | Kay Mason Billig | |

Key decisions are those which result in income, expenditure or savings with a gross full year effect of £100,000 or 10% of the Council's net portfolio budget whichever is the greater which has not been included in the relevant portfolio budget, or are significant (e.g. in environmental, physical, social or economic) in terms of its effect on the communities living or working in an area comprising two or more electoral wards in the area of the local authority.