

# Council Agenda

## Members of the Council

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

## Date & Time:

Thursday 31 March 2022 at 7pm

## Place:

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

Trevor Holden – Managing Director - 23 March 2022

## Contact:

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Website: [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk)

## Group Meetings:

Conservatives – Trafford Room 6pm

Liberal Democrats - John Mack Room 6pm

## 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.bdc@southnorfolkandbroadland.gov.uk](mailto:committee.bdc@southnorfolkandbroadland.gov.uk) no later than 5pm on Monday 28 March 2022

## **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.bdc@southnorfolkandbroadland.gov.uk](mailto:committee.bdc@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 the Council cannot guarantee the number of places available for public attendance but we will endeavour to meet all requests.

# AGENDA

1. **To receive declarations of interest from members;**  
(guidance and flow chart attached – page 7)
2. **To report apologies for absence;**
3. **To confirm the minutes of the meeting held 24 February 2022;**  
(minutes attached – page 9)
4. **Matters arising from the minutes;**
5. **To receive announcements from**
  - 5.1 The Chairman (list of engagements attached – page 23)
  - 5.2 The Vice Chairman
  - 5.3 The Leader
  - 5.4 Members of the Cabinet
  - 5.5 Head of Paid Service
6. **Questions** - to consider any questions received from members of the public in accordance with Procedural Rule 10.
7. **Public Speaking** – to consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda. (note: In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only)
8. **Overview and Scrutiny Committee** – to receive the minutes of the meeting on 8 March 2022;  
(minutes attached – page 24)
9. **Cabinet** - minutes of the meeting held on 21 December 2021;  
(minutes attached – page 34)

These minutes were received at the Council meeting on 24 February 2022. The following items were however carried forward and need consideration by Council:

*Copies of the reports relating to these recommendations available at [Cabinet Agenda - 21 December 2021](#)*

## **9.1 Minute no 228 - Street Naming & Numbering Policy & Introduction of Charges** (recommendation at page 41)

1. To agree the introduction of charges from 1 April 2022 as set out in Appendix 1;  
(appendix 1 attached at page 48)
2. To agree the adoption of the Street Naming and Numbering Policy as set out in Appendix 3 with effect from 1 April 2022. (updated appendix 3 attached at page 49)

## **9.2 Minute no 229 – S106 Agreements Monitoring Fees** (recommendation at page 43)

To agree that the monitoring fees for section 106 agreements, as set out in Appendix 1, are adopted from 1 April 2022. (appendix 1 attached at page 60)

- 10 Cabinet** – to receive the non – exempt minutes of the meeting held on 15 March 2022; (minutes attached – page 62)

The following items need consideration by Council:

*(Copies of the reports and papers relating to these recommendations available at [Cabinet Agenda - 15 March 2022](#))*

- 10.1 Minute no: 257 - Delivery Plan 2022-2024** (recommendation at page 64)

To approve the adoption of the Delivery Plan for 2022-24.

- 10.2 Minute no: 260 - Approval of Extension to Belaugh Conservation Area and Adoption of Conservation Area Appraisal** (recommendation at page 68)

1. To approve the adoption of the proposed extension of the boundary of Belaugh Conservation Area to include Piper's Haigh and its curtilage; and
2. To approve and adopt the conservation area appraisal for Belaugh Conservation Area.

- 10.3 Minute no: 261 - Community Infrastructure Fund Application – Brundall Parish Council** (recommendation at page 68)

To allocate an additional earmarked reserve of £150,000, to permanently increase the Community Infrastructure Fund loan facility to cover the existing commitments, plus the proposed loan to Brundall Parish Council. This will result in the Community Infrastructure Fund increasing to a total value of £650,000.

- 11. Planning Committee** - to receive the decisions of the meeting on 23 February 2022; (decisions attached – page 73)

- 12. Pay Policy Statement** – to consider the attached report seeking approval of the content of Broadland District Council's 2022/23 Pay Policy Statement in advance of its publication on the Council's website; (report attached – page 74)

- 13. Schedule of Meetings 2022-2023** – to approve the schedule of meetings; (schedule attached – page 89)

- 14. Outside Organisations** – to consider reports from members appointed to represent the Council on outside organisations; (report attached – page 90)

- 15. Questions from Members** – to consider the following any questions received in accordance with Procedural Rule 12.4:

### **15.1 Question from Cllr E Laming**

In the BDC and SNC Joint Greenhouse Gas Report 2018/19 (published January 2022) there is a suggestion in Section 12 that local authorities could establish a carbon offset fund for financial contributions from developers when 100% reduction in CO2 emissions cannot be achieved on site. Would BDC consider setting this up as a priority?

### **15.2 Question from Cllr C Karimi-Ghovanlou**

With people all over the country looking forward to celebrating the Queens Platinum Jubilee in June; I'm sure you will all agree a once in a lifetime event, it was disappointing to hear that there "was not the political will" from Broadland to provide small grants towards Parish /Town community events of £200 / £300 respectively, in line with some other District Councils such as South Norfolk, West Norfolk and Breckland. As a councillor, I am not aware that this decision was discussed or minuted at any meeting, so could I please ask who made the decision to rule out the provision of grants for this historical event?

### **16. Motions – to consider the following motions received in accordance with Procedural Rule 13:**

#### **16.1 Motion – Norwich Western Link**

Proposer: Cllr S Clancy    Second: Cllr G Peck

Broadland District Council reasserts its full support for the construction of the Norwich Western Link dual carriageway which will deliver the following benefits to the whole of Norfolk, specifically the Norwich Western Fringe parishes, and reduce through traffic in Norwich:

- Lead to a reduction in CO2 and other greenhouse gas emissions from vehicles.
- Boost Norfolk's Economy and support its businesses.
- Improve road safety.
- Take traffic off unsuitable roads.
- Create new habitats and improve existing ones.

This Council therefore resolves, to request the Leader of Broadland District Council to write to the Leader of Norfolk County Council reaffirming its fullest support for the Norwich Western Link.

#### **16.2 Motion – Broadland District Council Stands with Ukraine**

Proposer – Cllr S Vincent    Second – Cllr S Holland  
Supported by – Cllr N Harpley and Cllr J Davis

This Council and its members of all political parties, join all residents and communities across Broadland in condemning Vladimir Putin's unprovoked and brutal war on Ukraine and recognises the need to support the Ukrainian people and their communities affected by this terrible onslaught.

This Council therefore resolves to:

1. Work in partnership with all councils across Norfolk help make preparations for refugee accommodation in our county.
2. Work with local schools and colleges to help provide children and young people displaced by the war with access to the educational facilities they need.
3. Recognise and value the experience and expertise of local agencies and organisations and work with them as they help to provide resources and assistance to Ukrainian refugees as they arrive.
4. Promote and support other organisations, such as the Red Cross and Unicef, working on the ground in Ukraine to provide humanitarian aid.

The Council understands the need to ensure the interests of the Russian regime and its supporters, whether political or financial are not promoted in our area and confirms its support for:

1. The disinvesting of the Norfolk County Council pension fund in Russian investments.
2. The need to seek alternatives at the earliest opportunity where existing contracts are reliant on Russian suppliers including the energy supplier *Total* who have confirmed they will not be cutting ties with Russian suppliers.
3. Support and encourage the government to impose the strictest possible sanctions on the Russian regime and to continue to monitor and remove the ability of those with ties to Putin's regime to continue financial operations in the UK.

In the face of an autocratic Russian regime carrying out a despicable and unprovoked war on the democratic country of Ukraine and its peoples, all political parties in Broadland unite in condemning those actions and in confirming the basic human rights of all peoples to self-determination and democratic governance as outlined at the United Nations.

## **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. Cabinet** - to receive the exempt minutes of the meeting on 15 March 2022.  
(minutes attached – page 93)

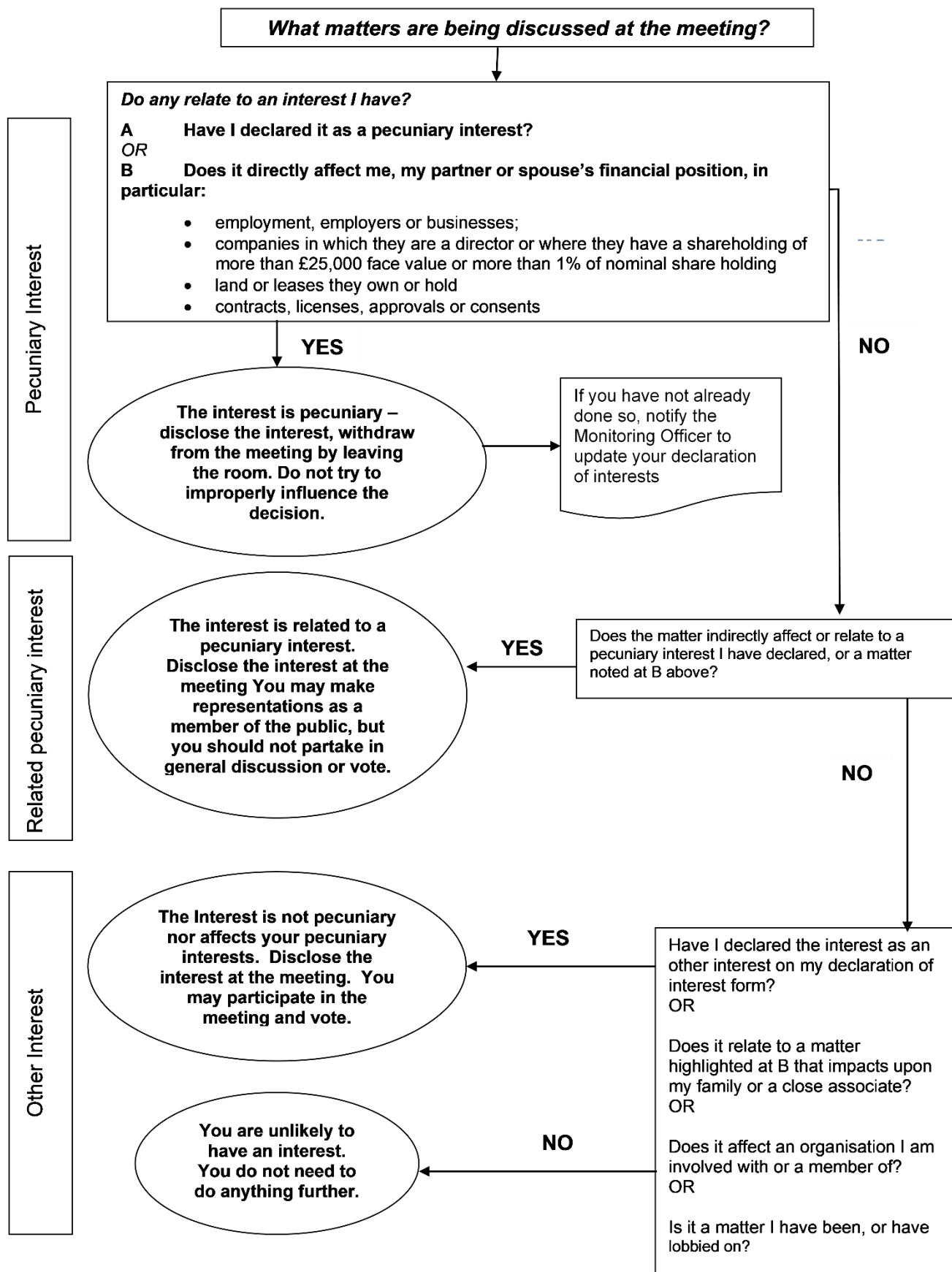
## DECLARATIONS OF INTEREST AT MEETINGS

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

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

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

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF







## COUNCIL

### Minutes of a meeting of the Council of Broadland District Council, held on Thursday 24 February 2022 at 7pm at the Council Offices

<b>Members Present:</b>	Councillors: A D Adams, N J Brennan, D J Britcher, P E Bulman, S J Catchpole, J K Copplestone, A D Crotch, J Davis, J J Emsell, J F Fisher, R R Foulger, S C Gurney, N J Harpley, L H Hemsall, S I Holland, N C Karimi-Ghovanlou, E C Laming, S Lawn, K E Lawrence, J Leggett, K G Leggett, I J Mackie, T M Mancini-Boyle, I N Moncur, M L Murrell, G K Nurden, G Peck, R E Potter, S M Prutton, S Riley, N C Shaw, D M Thomas, J L Thomas, K A Vincent, S A Vincent, J M Ward, F Whymark
<b>Officers in Attendance:</b>	The Managing Director, the Director Place, the Director Resources, the Director People & Communities, the Chief of Staff (Monitoring Officer), the Assistant Director Finance (Section 151 Officer) and the Committee Officers (DM/JH).

The Chairman congratulated Cllr S Holland on her appointment as the new Leader of the Liberal Democrat Group.

Council held a minute's silence in memory of Jackie Sadd, who had recently passed away. Jackie had been a valued member of the Finance Team at the Council for many years and would be sadly missed.

#### 83 DECLARATIONS OF INTEREST

No declarations were made.

#### 84 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S C Beadle, S M Clancy, B Cook, D Harrison, K S Kelly, D King, J A Neesam, D Roper, C E Ryman-Tubb and L A Starling.

**85 MINUTES**

The minutes of the meeting held on 9 December 2021 were agreed as a correct record and signed by the Chairman subject to a correction to the last sentence in the last paragraph of the minutes to change local democrat to liberal democrat.

**86 MATTERS ARISING**

In response to a question about further details being shared with members relating to use of Teams by members, the Managing Director apologised as he understood a video had been developed to share with members and he hoped this would be available in due course. He added that, as requested at the last meeting, he had contacted Anglian Water requesting further information relating to discharges into rivers, and they were collating the information requested.

**87 ANNOUNCEMENTS**

Members noted the civic engagements undertaken by the Chairman of the Council since the last meeting. The Chairman drew attention in particular to his visit to the Food Innovation Centre at Honningham to mark the occasion of the erection of the last section of steel structure.

The Leader of the Council drew attention to the recent publication of the Levelling Up white paper and that Norfolk had been identified as one of nine areas to benefit from a potential deal. As yet no details were available as to what this may entail but all Norfolk councils would be working together on the deal and further details would be brought forward to members as they were known.

The Portfolio Holder referred to progress being made on the development of the Food Innovation Centre at Honningham. It was hoped the project would be completed by July this year with tenants moving into units from September. Three tenants had currently been confirmed with a further twelve in negotiation for units. A total of 13 units were available. The level of interest was in part due to the success of the partnership working with the Food Innovation Cluster, the UEA and Hethel Engineering, attracting much interest in the Centre.

The Portfolio Holder for Environmental Excellence reminded members about the availability of grants of £500 for tree planting schemes. A good response had been received from parishes in the urban fringes but it was hoped to attract more interest from rural parishes. It was still possible to apply for funding ready for the next planting season if applications could not be completed in time for the current planting season.

The Portfolio Holder for Planning advised members that maintenance work was scheduled to take place on the Broadland Planning IT system which would impact on the ability to access documents on the website for a temporary period of time. Efforts were being made to minimise disruption and information would be shared with the public advising them of the temporary disruption.

The Portfolio Holder for Finance reported that two weeks ago the Council had received funding of £2.1m for a Covid Additional Relief Scheme to offer relief for 2021/22 to those businesses unable to access other Covid relief support. The Council had been able to adjust bills in time for the annual billing and over 600 eligible businesses would now be benefitting from support. The level of support had been fixed at a 24% relief up to a maximum of £20k. A sum of 5% of the £2.1m had been held back in reserve to enable any further discretionary support to be made available if needed. She congratulated the teams involved in working together to deliver this support in time for the annual bills.

**88 QUESTIONS FROM THE PUBLIC**

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

**89 PUBLIC SPEAKING**

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

**90 OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the Overview and Scrutiny Committee meetings held on 30 November 2021, 14 December 2021, 18 January 2022 and 1 February 2022 were received.

**91 CABINET**

The minutes of the Cabinet meetings held on 21 December 2021 and 8 February 2022 were received and the following matters considered:

**21 December 2021**

*The recommendations at minute numbers 228 and 229 were carried forward for consideration at the Council meeting on 31 March 2022.*

**8 February 2022**

*The recommendations at minute numbers 241, 242, 243 were dealt with at agenda item 12 below.*

**Minute no 244 – Treasury Management Strategy Statement**

The Portfolio Holder for Finance reported that the Council had a duty to ensure its investments, currently £61m, were managed appropriately, ethically, sustainably and commensurate with its risk appetite. There was a requirement to review this annually. She advised that Qatar had now been added to the list of countries the Council was not willing to invest with. In answer to a question she confirmed no investments were linked to Russia. It was proposed, duly seconded and

**RESOLVED** to agree the following:

1. The Treasury Management Strategy Statement 2022/23;
2. The Treasury Management Policy Statement 2022/23;
3. The Annual Investment Strategy 2022/23;
4. The Treasury Management Practice (TMP1);
5. The Treasury Management Scheme of Delegation;
6. The Prudential Indicators;
7. The Minimum Revenue Provision (MRP) Statement

(Copies of the above documents attached at appendices 1 – 7 of the signed copy of these minutes.)

**Minute no 245 - Council Tax Assistance Scheme 2022/23**

The Portfolio Holder for Finance reported that the Council was required to review its Council Tax Assistance Scheme annually and that this year effort had been made to look at various modelling options with a view to simplifying the scheme for officers and residents, aligning it more with South Norfolk and the universal credit scheme, where possible achieving cost neutrality and making the scheme as fair as possible. A number of officers and members had come together to work on the review and a ten week consultation had been carried out. The proposed changes would directly impact 52 residents who would all be contacted and advised of other support which was available if needed. It was proposed, duly seconded and

**RESOLVED**

To approve the changes to the Council Tax Assistance Scheme for the financial year 2022/23 (copy attached at appendix 8 to the signed copy of these minutes).

**Minute no: 246 - Greater Norwich Joint Five Year Infrastructure Investment Plan and Annual Growth Programme**

The Portfolio Holder for Planning invited Council to support the draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2022 to 2027, the allocation of Community Infrastructure Levy to projects included within the Annual Growth Programme and to agree the draft loan agreement for the drawdown of £6.733m to support the delivery of the Long Stratton bypass.

She drew attention to the three projects proposed within the Broadland area:

- Broadland County Park Horsford Crossing
- Yare Boat Club
- Yellow Pedalway extension (Airport to Broadland Northway)

It was then proposed, duly seconded and

**RESOLVED to**

- a) approve the Draft Five Year Infrastructure Investment Plan 2022-27;
- b) approve the proposed 2022/23 Annual Growth Programme;
- c) agree the draft legal loan agreement for the drawdown of £6.733m through the Greater Norwich City Deal, to support the delivery of Long Stratton Bypass and to allocate £350,000 of the Infrastructure Investment Fund (IIF) to the cash reserve;  
(Copies of the above documents attached at appendix 9 of the signed copy of these minutes.)
- d) Subject to the agreement of recommendation c), to delegate authority to the Council's Section 151 Officer and Director of Place in consultation with the Leader of the Council, to finalise the terms and sign the legal loan agreement on behalf of the Council.

**Minute no: 247 - Adoption of the Norfolk Green Infrastructure and Recreational Avoidance Mitigations (GIRAMS) Strategy**

The Portfolio Holder for Planning invited Council to support the proposal to adopt the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation Strategy (GIRAMS) and the collections of related obligations from applications for residential development and other relevant development proposals, in accordance with the GIRAMS evidence and Policy three of the Greater Norwich Local Plan and to ensure that the Council continued to meet its legal duty under the Conservation of Habitats and Species Regulations 2017.

The Regulations required the Council to mitigate the footprint of visitors and growth and, therefore, it was proposed to introduce a tariff of £185.93 per new dwelling, to build up a fund that could be used for green infrastructure mitigation measures. It was proposed to introduce the tariff on 31 March 2022. A review of the strategy would be conducted within 18 months to advise on the delivery of specific mitigation projects. The tariff would be County wide and could be used to support and enhance existing green infrastructure as well as support new sites to help spread the footfall.

In response to a question as to whether the proposals reflected the 10% net biodiversity gain sought by the Environment Act, the Director of Place responded that the GIRAMS sought to reduce the impact of visitors on sensitive locations and provide alternative locations. The issue of the Biodiversity net gain was increasing in its priority but it was still unclear as to how the Government proposed to see this implemented. Conversations with DEFRA were ongoing. The 10% biodiversity net gain was not currently reflected in the GIRAMS strategy but it was anticipated it would be implemented at some point within the year. It was proposed, duly seconded and

**RESOLVED**

to adopt the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation (GIRAMS) Strategy (copy attached at appendix 10 to the signed copy of these minutes) and to begin collecting obligations from applications for residential development, and other relevant development proposals in

accordance with the following requirements of Policy 3 of the Greater Norwich Local Plan:

*All residential development will address the potential visitor pressure, caused by residents of the development that would detrimentally impact on sites protected under the Habitats Regulations Directive through:*

- *the payment of a contribution towards the cost of mitigation measures at the protected sites (as determined under the Norfolk Green infrastructure and Recreational Impact Avoidance and Mitigation Strategy plus an allowance for inflation); and,*
- *the provision or enhancement of adequate green infrastructure, either on the development site or nearby, to provide for the informal recreational needs of the residents as an alternative to visiting the protected sites. This will equate to a minimum of 2 hectares per 1,000 population and will reflect Natural England's Accessible Natural Greenspace Standard.*

## **92 PLANNING COMMITTEE**

The decisions of the Planning Committee meetings held on 1 December 2021, 5 January 2022 and 26 January 2022 were received.

## **93 LICENSING AND REGULATORY COMMITTEE**

The non-exempt minutes of the Licensing and Regulatory Committee meeting held on 2 February 2022 were received.

## **94 COUNCIL TAX RESOLUTION 2022/23**

Members considered the following items:

- **In Year Budget Options** – Council agenda item 9.1 - recommendation from Cabinet 8 February 2022 (minute no 241 refers)
- **Revenue Budget and Council Tax 2022/23** - Council agenda item 9.2 - recommendation from Cabinet 8 February 2022 (minute no 242 refers)
- **Capital Strategy and Capital Programme 2022/23 – 2026/27** - Council agenda item 9.3 - recommendation from Cabinet 8 February 2022 (minute no 243 refers)
- **Council Tax Resolution for 2022/23** - report of the Assistant Director Finance (Council agenda item 12 refers)

The Portfolio Holder for Finance stated she was pleased to present the 22/23 budget this year in person rather than virtually in what had been an extraordinary year. The coming year would present the Council, residents & businesses with further challenges but with these also came opportunities. Reflecting on the last

year she stated it had been a truly busy one for officers & members as well as business as usual.

The Council had made sure Covid grants, business rates & any council tax assistance had been paid out as quickly as possible, as well as delivering in many other non-financial ways including the signing of a new refuse contract, the rollout of food waste collection across the entire district, the collection of small electrical items & the use of 100% HVO fuel, the effect of which would reduce vehicle carbon emissions by 90%. The new contract was good news for residents for whom the green agenda was so important.

The Broadland Food Innovation Centre had broken new ground and was an innovative building helping to keep local produce in Norfolk by manufacturing it locally. The building would be BREEAM excellent - the world's leading sustainability assessment for buildings putting it in the top 10% of UK non-domestic buildings. A cluster of food & drink companies would be formed with the help of a support package from the Council. Heads of terms with tenants were being signed with an anticipated move in later in the year.

The proposed revenue budget and the resulting amended delivery plan to come forward set out how the council was seeking to advance its priorities which were:

Growing the economy

Supporting individuals & empowering communities

Protecting & improving the natural & built environment whilst maximising quality of life

Moving with the times, working smartly & collaboration.

She drew attention to the document detailing the Q.3 outturn for 21/22 which set out the combination of additional income, savings & efficiencies realised. In summary these included additional business rates pool income, increased fees & charges income & CIL monies and in year savings & efficiencies from one team working in collaboration with South Norfolk District Council. This was a one off opportunity to make a real impact across the district and deliver at pace.

Although specific projects had yet to be worked through, the categories suggested were: progress towards carbon net zero, accelerating the growth agenda (including the £428K Norfolk Strategic Fighting fund agreed at Cabinet in July 21 which, as yet, only £30K had been spent), supporting communities, environment & investing in talent and pipeline for the One team. These projects would be brought forward for member comment before the money was spent and a refreshed paper of all earmarked reserves would come forward at the end of the financial year. These were one off projects and would not be built into the base budget.

The draft Budget presented to Cabinet, had now been confirmed with a small change of £2559 added to the lower tier services grant allocation. The Portfolio Holder then highlighted some of the information within the reports.

There had been a 2% cost of living rise along with a 180K allowance for PRP for officers, however negotiations were still ongoing.

A number of temporary roles and functions had been funded from Covid grant monies and these were all being reviewed with a paper being brought forward at the end of the financial year to look at the position going forward into the new financial year. This would help determine what was to be continued utilising the remaining funding. No further funding was anticipated at this point.

In order to monitor savings from collaborative working, a cost and savings tracker was being maintained and built into the 22/23 budget.

Appendix A detailed the cost of services for 22/23 at approximately £1.4m less than 21/22. It was vital to continue to drive this down to address any shortfall in the MTFP moving forward.

The local government settlement had been slightly better than expected. It was however a 1 year settlement which meant continued uncertainty around funding moving forward; the combination of business rate review, new homes bonus and the service & lower tier grants received, being regarded as one offs.

Paragraph 4 detailed the results of this year's budget consultation and although there were only 122 responses, this was far more than usual and ways to drive this figure up were being explored.

Fees and charges would rise in line with inflation as was normal policy. The figure had historically always been based on Septembers figure, and it would remain so despite the figure now being much higher. The exception to this was the garden waste bin cost which would be frozen however residents chose to pay.

With regard to the capital strategy & program, the funding required to carry out the program had been covered. Those projects delineated with a "Y" in the first column required a business case to come forward. This included the waste depot at Frettenham, as no other sites were being considered.

The Council currently had £7m in reserves for Broadland Growth and was an area the Council was keen to push forward. Having already delivered successful projects, the administration was keen to deliver more and was investigating new projects and opportunities. The Council had a history of delivering successful projects such as the award winning Carrowbreck development, the Plumstead



development, the Broadland Food Innovation Centre and the Broadland Country Park.

The administration realised the challenges facing residents, inflation and fuel prices alone were extremely challenging for all. That was why it was proposed that Broadland District Council freeze the council tax for 22/23. In addition there had been no reduction in the services provided. A band D property remained at £129.91. This cemented the Council amongst the lowest council tax in Norfolk which had been achieved due to years of sound financial management from the conservative administration. This coupled with the £150 energy rebate scheme announced by central government for council tax band A-D would go some way to support residents. The energy rebate would be administered by the council tax & benefits team.

With regard to the predicted shortfall in the MTFP, created by not raising council tax, there was a challenge to plug that gap. This would be done by working innovatively with the one team across both councils and work had started ready for the 23/24 budget delivery.

With regard to the £237K surplus in the 22/23 budget, it had been felt it was prudent to move this into a new accommodation reserve. The funds required to carry out work to Thorpe Lodge were set out in the budget and as yet there was no separate reserve for this. This reserve could be utilised according to how the office accommodation project evolved going forward.

The Portfolio Holder stated she hoped that all members could see the positives in the budget and feel able to support it cross party. In conclusion, she thanked Debbie Lorimer for overseeing Finance, and the S151 Officer, Rodney Fincham and his team. They had been tested this year sadly losing two team members. Their work cut across the entire Council and she really appreciated their help and support.

She proposed, duly seconded, that Council supported the following recommendations:

- **In Year Budget Options** – recommendation from Cabinet 8 February 2022 (minute no 241 refers – Council agenda item 9.1)
- **Revenue Budget and Council Tax 2022/23** - recommendation from Cabinet 8 February 2022 (minute no 242 refers – Council agenda item 9.2)
- **Capital Strategy and Capital Programme 2022/23 – 2026/27** - recommendation from Cabinet 8 February 2022 (minute no 243 refers – Council agenda item 9.3)
- **Council Tax Resolution for 2022/23** - report of the Assistant Director Finance (Council agenda item 12).

The Leader of the Opposition also thanked the Finance team for their hard work in producing the budget. She welcomed the full roll out of the food waste collection service and the proposal to look to use 100% hydrogenated vegetable oil in the Strategic Environment Services Contract which would help with the climate emergency. She felt there was more that could be done to combat environmental issues and so, next year, would be putting forward proposals for consideration in that budget. The Liberal Democrat Group would be supporting the budget and welcomed the council tax freeze. The Group had sought a council tax freeze the previous year when the Section 151 Officer had confirmed that doing so would not have forced the Council into deficit and would have been sound. It was noted that there was a surplus in the current budget and the Group welcomed that this was not being added to reserves as had been done previously, with the level of reserves then reaching 10x higher than the minimum level. This questioned if it had been necessary last year. Mindful that the Portfolio Holder had confirmed that the 2023/24 funding gap could be met, the prospect of a council tax freeze for 2023/24 should be considered and the leading Conservative Group should be doing all it could to manage the Council's finances to ensure a council tax increase was avoided. The Liberal Democrat Group would be putting forward a proposal next year to call for a council tax freeze and a balanced budget.

In response to a comment made about the difficulties of medium term and long term budget planning when faced with only one year settlements from the Government, the Portfolio Holder for Finance confirmed that the Council continued to push for longer term settlements.

A number of members welcomed the budget and thanked all concerned for their hard work in achieving this in the difficult circumstances faced during the year.

The Leader of the Council thanked the Portfolio Holder for Finance and stated he was proud of what had been achieved by members and officers. The Council had responded in difficult times to support communities and residents and had supported businesses with grants to help rebuild the economy. All councils were under pressure caused by Covid, the recovery and inflation and all residents were facing hard times with the rising cost of living. The Conservative administration had developed a budget that was balanced, robust and affordable but which would also continue to deliver on the aims and ambitions in the manifesto. It also provided for a zero increase in council tax without any reduction in services. The collaboration arrangement with South Norfolk continued to go from strength to strength with each sovereign council seeing significant benefits. For Broadland this equated to £1m or 17% of council tax. The Council continued to deliver on its values and continued to support the vulnerable, provide solutions for those with housing needs, and invest in the future prosperity of Broadland and its business and the local economy. It provided opportunities for people to improve their skills through training and apprenticeships, it helped in combatting crime, preserving the environment and reducing its carbon output; all whilst maintaining strong financial management and providing value for money and contributing to the improvement of services which were important to residents. The Leader added that he recognised these were difficult times and Covid had not gone away – that we needed to learn to

live with it. Household finances were under immense pressure and the strong financial management had allowed for a freeze in council tax this year to enable the Council to do its bit to help.

Council then voted on the recommendations which had been proposed and seconded.

### **In Year Budget Options**

It was

### **RESOLVED**

to agree the creation of new Earmarked Reserves to support the opportunities identified in section 3 of the report (copy attached at appendix 11 of the signed copy of these minutes).

### **Revenue Budget and Council Tax 2022/23**

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which set out the requirement for a recorded vote to be taken on all budget and Council Tax setting matters, a recorded vote was taken as follows:

#### **FOR THE PROPOSED RECOMMENDATION – 37**

Councillors: A D Adams, N J Brennan, D J Britcher, P E Bulman, S J Catchpole, J K Copplestone, A D Crotch, J Davis, J J Emsell, J F Fisher, R R Foulger, S C Gurney, N J Harpley, L H Hemsall, S I Holland, N C Karimi-Ghovanlou, E C Laming, S Lawn, K E Lawrence, J Leggett, K G Leggett, I J Mackie, T M Mancini-Boyle, I N Moncur, M L Murrell, G K Nurden, G Peck, R E Potter, S M Prutton, S Riley, N C Shaw, D M Thomas, J L Thomas, K A Vincent, S A Vincent, J M Ward, F Whymark

#### **AGAINST THE RECOMMENDATION - 0**

### **RESOLVED TO AGREE**

1. The approval of the 2022/23 base budget; subject to confirmation of the finalised Local Government Finance Settlement figures which may necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget. Authority to make any such change to be delegated to the Assistant Director of Finance;
2. That the Council's demand on the Collection Fund for 2022/23 for General Expenditure shall be £6,165,139 and for Special Expenditure shall be £120,154;

3. That the Band D level of Council Tax be £129.91 for General Expenditure and £2.53 for Special Expenditure;
4. Changes to the proposed fees and charges as set out in section 5.
5. To create a new Accommodation Requirement Reserve, as detailed in Appendix A.

(Copies of documents relating to the Revenue budget attached at appendix 12 to the signed copy of these minutes.)

**Capital Strategy and Capital Programme 2022/23 – 2026/27**

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which set out the requirement for a recorded vote to be taken on all budget and Council Tax setting matters, a recorded vote was taken as follows:

FOR THE PROPOSED RECOMMENDATION – 37

Councillors: A D Adams, N J Brennan, D J Britcher, P E Bulman, S J Catchpole, J K Copplestone, A D Crotch, J Davis, J J Emsell, J F Fisher, R R Foulger, S C Gurney, N J Harpley, L H Hemsall, S I Holland, N C Karimi-Ghovanlou, E C Laming, S Lawn, K E Lawrence, J Leggett, K G Leggett, I J Mackie, T M Mancini-Boyle, I N Moncur, M L Murrell, G K Nurden, G Peck, R E Potter, S M Prutton, S Riley, N C Shaw, D M Thomas, J L Thomas, K A Vincent, S A Vincent, J M Ward, F Whymark.

AGAINST THE RECOMMENDATION - 0

**RESOLVED**

To agree the Capital Strategy and the Capital Programme for 2022/23-2026/27(attached at Appendix 13 to the signed copy of these minutes).

**Council Tax Resolution for 2022/23**

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which set out the requirement for a recorded vote to be taken on all budget and Council Tax setting matters, a recorded vote was taken as follows:

FOR THE PROPOSED RECOMMENDATION – 37

Councillors: A D Adams, N J Brennan, D J Britcher, P E Bulman, S J Catchpole, J K Copplestone, A D Crotch, J Davis, J J Emsell, J F Fisher, R R Foulger,

S C Gurney, N J Harpley, L H Hempsall, S I Holland, N C Karimi-Ghovanlou, E C Laming, S Lawn, K E Lawrence, J Leggett, K G Leggett, I J Mackie, T M Mancini-Boyle, I N Moncur, M L Murrell, G K Nurden, G Peck, R E Potter, S M Prutton, S Riley, N C Shaw, D M Thomas, J L Thomas, K A Vincent, S A Vincent, J M Ward, F Whymark.

AGAINST THE RECOMMENDATION - 0

**RESOLVED** to agree

1. that the Council Tax Base for 2022/23 be noted.
2. that the sums have been calculated for 2022/23 in accordance with Sections 31 to 36 of the Local Government Finance Act.
3. that the County and Police precepts be noted.
4. the Council Tax for 2022/23.
5. that the Council's basic amount of Council Tax for 2022/23 is not excessive.

(Copies attached at appendix 14 to the signed copy of these minutes.)

**95     OPTING INTO NATIONAL SCHEME FOR EXTERNAL AUDITOR APPOINTMENTS**

Members considered the report of the Assistant Director for Finance setting out proposals for appointing the external auditor to the Council for the accounts for the five-year period from 2023/24. The Chairman of the Audit Committee invited Council to support the recommendation to accept the Public Sector Audit Appointments' invitation to opt into the sector led option for the appointment of external auditors as from April 2023 for five years. There were currently only 9 accredited audit firms able to carry out local authority external audits and the arrangement would remove the burden of appointment from the Council and provide the best opportunity to secure the appointment of qualified registered auditors. The proposals had been supported by an informal meeting of the Audit Committee.

**RESOLVED**

that the Council accepts Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023.

**96     MONITORING OFFICER REPORT**

Members considered the report of the Chief of Staff and Monitoring Officer. The Leader invited members to support the recommended appointment of Cllr Potter to the Economic Success Policy Development Panel.

**RESOLVED**

to appoint Councillor Richard Potter to the current vacancy on the Economic Success Policy Development Panel.

**97      OUTSIDE ORGANISATIONS**

Members received and noted the feedback from members appointed to represent the Council on Outside Organisations.

**98      QUESTIONS FROM MEMBERS**

No questions were received

**99      MOTIONS**

No motions were received.

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Chairman

(Meeting closed at 8:12 pm)

## CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 25 FEBRUARY – 31 MARCH 2022

25 February	The Chairman celebrated the first birthday of the Community at Heart Lottery, which supports local good causes across the district.
9 March	The Chairman attended the launch day celebrations for the Newmedica Eye Health Clinic on the Broadland Business Park. The Clinic hopes to reduce waiting times for patients in the area to have much-needed treatment
11 March	The Chairman planted a crab-apple tree at the Broadland Country Park as part of The Queen's Green Canopy tree planting initiative, created to mark Her Majesty's Platinum Jubilee in 2022.
11 March	Broadland District Council is proud to support Ukraine by flying the colours of the country's national flag, which was raised by the Chairman.
15 March	The Tamarind Fine Dining Restaurant was pleased to support the Chairman by holding a special fund-raising event for the East Anglian Air Ambulance and the Hazi Chand Ali Foundation.
23 March	The Chairman joined officers and guests at the Joint Broadland and South Norfolk Business Awards to celebrate the success of local businesses.

## 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 8 March 2022 at 10.00 am when there were present:**

**Committee Members Present:** Councillors: S Riley (Chairman), N J Brennan, S J Catchpole, J Davis, N J Harpley, S I Holland, K S Kelly, KG Leggett MBE, G K Nurden, G Peck and S M Prutton.

**Other Member in Attendance:** Councillor: J Emsell

**Officers in Attendance:** The Director of People and Communities, Chief of Staff (Monitoring Officer), Assistant Director Economic Growth, Housing and Wellbeing Senior Manager, Policy and Partnerships Officer, Senior Heritage and Design Officer, Revenues Manager, Internal Consultancy Senior Lead, Senior Governance Officer (SW), and Democratic Services Officer (LA)

### 113 DECLARATIONS OF INTEREST

Member	Minute No & Heading	Nature of Interest
Cllr J Davis	121 - Community Infrastructure Fund Application: Brundall Parish Council	Non-pecuniary, local ward member
Cllr K Kelly	123 - Taverham GP Surgery and Health Hub	Cllr Kelly advised that he was predetermined and left the room for this item
Cllr S Riley & Cllr G Peck	123 - Taverham GP Surgery and Health Hub	Non-pecuniary, County Councillor



### **114 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Bulman, Cllr Karimi-Ghovanlou, Cllr King, Cllr Murrell and Cllr Shaw.

### **115 MINUTES**

The minutes of the meeting held on 1 February 2022 were agreed as a correct record.

### **116 MATTERS ARISING**

The Chairman advised the meeting that he had received further clarification at the 8 February 2022 meeting of Cabinet regarding the In Year Budget Options report, which had not been available for the Committee to consider at the last meeting. He had been assured that the major projects coming forward from the report would all be subject to a business case and considered by the Committee prior to determination by Cabinet.

In respect of the £5 a week increase to the non-dependent deduction in Council Tax Assistance, officers and the Portfolio Holder for Housing and Wellbeing had confirmed that those in need would not be disadvantaged by the proposed changes and those affected would be contacted directly and advised of the Hardship Fund and how to apply for it.

### **117 CHAIRMAN'S ANNOUNCEMENTS**

The Committee was saddened to hear that James Overy, the Democratic Service Officer who usually clerked the meeting was unwell, and members wished him a speedy recovery.

## **CABINET REPORTS**

### **118 DELIVERY PLAN 2022-2024**

This item had been considered and discussed by the Committee at the 1 February 2022 meeting.

### **119 COVID-19 RECOVERY PLAN 2021 – 2022: PROGRESS REPORT AND FINANCIAL POSITION**

The Director for People and Communities introduced the report, which provided a progress update on delivery of the COVID Recovery Plan agreed by Cabinet in June 2021.

Funding for the Recovery Plan had come from two main sources. The first was the Contain Outbreak Management Fund, which had been used for test, trace and contain activity, as well as support to those isolating. The fund was currently either spent or fully committed.

The second source of funding was the un-ringfenced COVID Grant, which had been used for a vast amount of support activity for residents and businesses in the District. This fund had a sizable underspend of £443,732.

The report proposed three options for the reallocation of the un-ringfenced COVID funding. The first was to provide a Community Connector service in urban areas of Broadland not currently covered by the service. The cost of providing this service, over a period from June 2022 until March 2024 was £175,000. The aim of the project was to demonstrate to the GP surgeries in these areas the value of the Community Connector service with the view that after 2024 they would directly commission the service from the Council. It was confirmed that the new service would cover Aylsham and the surrounding practices.

The second option was to allocate a further £30,000 to the Broadland Local Hospitality Grant scheme, which had proved a valuable support to businesses in Broadland in a sector that had been badly affected by the pandemic.

The third option was to set aside a budget of £35,000 to improve catering and informal seating facilities at Thorpe Lodge. This was considered an important means of re-engaging staff in their service areas and across the One Team, as more staff came back to the office.

In response to a question regarding the improvement of facilities, it was confirmed that this would encourage staff back to the office, but also encourage collaboration and creativity within and across teams, which was important following a prolonged period when most staff were working from home. It was also emphasised that any investment would be transferable to any other location, subject to the ongoing accommodation business case. Currently the Council had arrangements in place with local businesses for providing food for staff and this was something that could be looked at for catering at meetings in the future.

The Chairman noted that these facilities would be used for a number of different purposes including lunch and breakout meetings.

In respect of Community Connectors, members were informed that the service was welcomed by GPs and had been very successful where it had already been rolled out. The service enabled the Council to pick up on social and economic issues that were presented clinically to GPs, but where the solution was not a clinical one. The test of the service would be when it became due for recommission in March 2024. However, each time that the Council had initiated this service it had gone on to be taken up and funded by the NHS, as it was recognised as such a valuable preventative service.

It was confirmed that the service was a mature and developed model that had increased from four to 24 Community Connectors over four years and was backed up by qualitative and quantitative analysis that clearly demonstrated the value of the service.

In response to a query from the Chairman about the risk that spending the un-ringfenced COVID funding could be followed by a further outbreak of Covid-19 (as highlighted in paragraph 6.1 of the report), the Director for People and Communities confirmed that whilst it could not be categorically stated that a new variant would not lead to an escalation in restrictions, it would appear in the current climate to be unlikely. He added that the Council had been prudent and was one of the few in Norfolk that had an underspend on the un-ringfenced COVID funding and members were asked to note that if a new surge caused further demand on the Council, it was highly likely that the Government would provide further funding.

Following a show of hands, it was unanimously:

### **RECOMMENDED TO CABINET**

1. To note the progress made against the COVID recovery plan, endorsed by Cabinet in June 2021; and
2. To agree to the deployment of un-ringfenced COVID grant to fund options presented in section 5.

### **120 SOUTH NORFOLK AND BROADLAND ROUGH SLEEPER STRATEGY 2022-2025**

The Policy and Partnerships Officer introduced the report, which presented the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025 and provided background to the context within which the Strategy had been developed.

As part of the development of the Strategy a review of the people accessing the Council's Rough Sleeper service since August 2019 had been conducted. This information had also been included in the Council's Joint Rough Sleeper Initiative bid for three years additional funding to continue with the Rough Sleeper Team if successful.

The Strategy set the commitment to eliminate rough sleeping in South Norfolk and Broadland through four identified priority areas and strategic objectives:

- Priority One: Prevention: Rough sleeping is prevented (there were currently no rough sleepers in Broadland).
- Priority Two: Intervention: Offer the right accommodation and support at the right time. No second night sleeping rough
- Priority Three: Recovery: The impact of the service is positive and long lasting for the customer
- Priority Four: Systems: Working together to eliminate rough sleeping

In answer to a query about the higher number of rough sleepers in South Norfolk, Members were advised that this could be due to places such as Diss, which was some distance from Norwich, the area that most rough sleepers

gravitated to and the first stop by rail. It was also emphasised that both Districts had large open areas where it could be difficult to find rough sleepers.

The Council utilised the parish council's network to conduct an annual count of rough sleepers in the District. Once found rough sleepers were offered accommodation and support. However, they could not be compelled to accept fixed accommodation. People who have no recourse to public funds status, such as some people from abroad were assisted but the Council only had a limited budget to do this. The Council also liaises with the people from abroad team. Thankfully, this had not been a significant issue in the District, so far.

Members were informed that a model for assisting refugees from Syria and Afghanistan had been in place for some time. As yet there had not been any details received about arrangements for Ukrainian refugees. A report would be going to the Corporate Leadership Management Team on this in due course.

The Committee was advised that most of the rough sleepers in both Districts originated in Broadland and South Norfolk, with only a very small number coming from outside of the area. The Rough Sleeping Team also had a very good relationship with staff at Norwich City Council, who directed staff to rough sleepers from Broadland, so officers could provide them with assistance. Officers believed that there were no Broadland rough sleepers currently in Norwich.

In answer to a question it was confirmed that rough sleepers and people who were homeless and 'sofa surfing' were both given the same level of service from the Council, but were considered under a slightly different legal criteria. The Committee was also informed that the pandemic had helped get rough sleepers into accommodation, through the 'Everyone In' initiative.

The Chairman noted there was a capacity issue amongst bodies supporting people who ended up sleeping rough and he suggested a lack of mental health support was one of the reasons for this.

In response the Housing and Wellbeing Senior Manager confirmed that a new emphasis was to be placed on the prevention of rough sleeping and homelessness by Norfolk and Suffolk Foundation Mental Health Trust. This would be via a new, fully resourced Rehab Team to help people discharged from mental health units into accommodation, with support for them to stay there. This would also have the benefit of freeing up beds in mental health units more quickly. The Greater Norwich area was being used as a pilot for this scheme. This was a very new development, but in due course a report on this would be taken to the Wellbeing Policy Development Panel.

The Chairman requested that the Overview and Scrutiny Committee was kept informed of this initiative, either through a briefing paper or through the usual

Cabinet cycle. The Chief of Staff confirmed that Members would be kept informed about the project.

A member suggested that people such as care leavers, substance misusers and those with learning difficulties could miss out on assistance because they did not fit into the mental health target group.

In response, the Housing and Wellbeing Senior Manager advised the meeting that care leavers were assisted with accessing a stable and suitable home and he held regular meetings with social services to facilitate this. Work was in its early stages on developing a policy on housing assistance for people with learning and development issues and would be brought to members in due course.

Following a show of hands it was unanimously:

### **RECOMMENDED TO CABINET**

Cabinet to approve adoption of the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025.

*The Committee adjourned at 11.20am and reconvened at 11.30am, when all the Committee members listed above were present.*

### **121 APPROVAL OF EXTENSION TO BELAUGH CONSERVATION AREA AND ADOPTION OF CONSERVATION AREA APPRAISAL**

The Senior Heritage and Design Officer introduced the report, which recommended that Council approve and adopt the Belaugh Conservation Area Appraisal and the extension of the Conservation Area boundary.

The Conservation Area had last been re-appraised in 2011. At that time it was recommended that the area should be extended to include the property Piper's Haigh, which fell within the Broadland District Council area.

However, although approved by the Broads Authority the additional extended area was not adopted by Broadland District Council so the boundary remained legally the same.

The Broads Authority conducted a re-appraisal in 2021 and it was concluded that a single change to the boundary, as initially recommended in 2011, should again be proposed.

The Broads Authority conducted a comprehensive consultation with all residents that ran until 10 September 2021 and the responses to the consultation were set out in Appendix B to the report. No consultation response was received from the owner of Piper's Haigh.

It was, therefore, proposed that Cabinet recommends to Council to adopt the Conservation Area appraisal produced by the Broads Authority and approve the extension to the Conservation Area boundary to include the property

Piper's Haigh and its associated curtilage land which fell within the Broadland District Council planning area.

It was confirmed that Piper's Haigh inclusion within the Conservation Area, would not make it subject to the withdrawal of Permitted Development Rights in respect of the installation of solar panels.

It was also confirmed that planning officers were mindful of the need to reduce CO2 emissions and if an air source heat pump or solar panel did require planning permission officers would seek to permit their installation where possible with advice so that they did not detract from the character and appearance of the conservation.

Following a show of hands, it was agreed by a vote of 10-0:

### **RECOMMENDED TO CABINET**

1. That Cabinet recommends to Council to approve the adoption of the proposed extension of the boundary of Belaugh Conservation Area to include Piper's Haigh and its curtilage; and
2. That Cabinet recommends to Council to approve and adopt the conservation area appraisal for Belaugh Conservation Area.

### **122 COMMUNITY INFRASTRUCTURE FUND APPLICATION: BRUNDALL PARISH COUNCIL**

The Assistant Director Economic Growth presented the report, which sought approval to offer a loan of £231,318.85 to Brundall Parish Council to part fund phase one of the new Brundall Sports Hub, using the Community Infrastructure Loan facility.

Phase one of the project would deliver a new multi-sport floodlit 3G pitch and associated community building. Upon delivery, the new Sports Hub would be capable of hosting various sports clubs, teams and coaching sessions within the community, whilst drawing people into the village.

To facilitate this loan the earmarked reserve of the Community Infrastructure Fund would need to be increased by £150,000. It was proposed to make this increase permanent to cover existing commitments and the proposed loan to Brundall Parish Council. This would result in the Community Infrastructure Fund increasing to a total value of £650,000.

Members' attention was drawn to appendix one to the report, which set out the deliverables and benefits of the proposed scheme.

Members were also advised that the structure of the Community Infrastructure Loan Fund meant that there would be very little risk to the Council in making this loan.

The local member for Brundall confirmed his support for the scheme, which was easily accessible for local people to travel to without using a car and was widely welcomed by the surrounding community. The design had not yet been finalised, but the Parish Council was likely to be considering both energy efficiency and energy production opportunities at the Sports Hub.

Following a show of hands it was unanimously:

### **RECOMMENDED TO CABINET**

1. Cabinet to recommend to Council to allocate an additional earmarked reserve of £150,000, to permanently increase the Community Infrastructure Fund loan facility to cover the existing commitments, plus the proposed loan to Brundall Parish Council. This will result in the Community Infrastructure Fund increasing to a total value of £650,000;
2. Cabinet to agree to a £231,318.85 loan to Brundall Parish Council for the design and construction of the Brundall Sports Hub;
3. Cabinet to agree delegated authority to the Director of Place, in consultation with the Section 151 officer and Portfolio Holder of Economic Growth, to review and approve the legal agreement which confirms the loan on behalf of the Council.

### **123 EXCLUSION OF 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.

### **124 TAVERHAM GP SURGERY AND HEALTH HUB**

The Director of People and Communities presented the exempt report, regarding the Taverham GP Surgery and Health Hub.

Further details were clarified which included the funding bids outcomes, the low percentage of risk to the Council and the next steps in the process.

The Chairman welcomed the report and thanked the reporting Officer.

Following a show of hands, it was agreed by a vote of 10-0:

### **RECOMMENDED TO CABINET**

Cabinet to agree to:-

To support recommendations contained in the exempt report.

### **125 ENFORCEMENT AGENT SERVICES**

The Revenue Manager presented the exempt report, regarding a review of the Council's enforcement service.

Members sought clarification on the options presented to them in the report.

Reference was made to the current financial climate and the effect it would have on residents paying bills.

In answer to a question from the Chairman, the Revenues Manager informed the meeting that the fees were statutory charges set by the Government to cover the cost of enforcement.

The Revenues Manager answered further questions surrounding financial details and statistics set out in the exempt report.

Following a show of hands, it was agreed by a vote of 9-0 with two abstentions:

### **RECOMMENDED TO CABINET**

To support recommendations contained in the exempt report

### **126 BURE VALLEY RAILWAY FUTURE OPTIONS REVIEW**

The Assistant Director of Economic Development presented the exempt report, which outlined the findings from the Bure Valley Railway Future Options review.

Reference was made to the Economic Success Policy Development Panel where the report was originally heard. Members noted that a different outcome was reached at the meeting which could be seen in section 5.1 of the exempt report.

The Committee noted that maintenance works had started on the Bure Valley Rail and would continue working on the areas listed in the appendices of the exempt report. Concerns were noted on the delay in commencement of the maintenance works.

Several members raised concerns about elements of the proposals and asked officers to be minded of any potential impacts. Officers explained that the company had been informed that a review had taken place.

The Director of Economic Development highlighted key areas in the report and some of the numeric information was clarified.



Several Members agreed that moving forward it would be in the best interests of both the Council and the Bure Valley Railway to have a regular dialogue with each other.

Following a show of hands, it was agreed by a vote of 8-2 with one abstention:

### **RECOMMENDED TO CABINET**

To support recommendations contained in the exempt report.

## **127 SINGLE IT SOLUTION FOR REVENUES AND BENEFITS**

The Internal Consultant Senior Lead introduced the exempt report, which presented a business case for a joint Revenues and Benefits IT solution.

It was explained that moving to a single solution would realise significant financial savings for both Councils in the form of reduced software licensing and annual support costs.

A single solution would also increase resilience across the service and the alignment of working practices, which in turn would improve the overall customer journey offered to residents and businesses.

It was confirmed that if agreed by Cabinet a full procurement process would follow to secure the best product. Members were advised of the timeframes involved.

Following a show of hands, it was unanimously:

### **RECOMMENDED TO CABINET**

1. That Cabinet agree to and endorse the Business Case attached in Appendix 2; and
2. Agree to delegate authority to award the contract for a single Revenues & Benefits solution to the Assistant Director of Individuals and Families in consultation with the portfolio holder for Finance.

(The meeting concluded at 12.58pm)

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Chairman

# CABINET

**Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Tuesday 21 December 2021 at 6.00pm.**

**Cabinet Members Present:** Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, S Lawn and J Leggett.

**Apologies** Councillor: F Whymark

**Other Members in Attendance:** Councillors: K Leggett and M Murrell

**Officers in Attendance:** The Director of Place, Director for People and Communities, Chief of Staff (Monitoring Officer), Assistant Director Finance, Assistant Director Planning, Assistant Director Regulatory, Assistant Director Economic Growth, Community Assets Manager, Business Improvement Team Manager, Internal Consultancy Lead - Waste Services and Democratic Services Officers (LA, JO).

## 216 MINUTES

The minutes of the meeting of Cabinet held on 23 November 2021 were agreed as a correct record; save for the correction of a typographical error to the apology for absence received from Cllr F Whymark

## 217 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.

## 218 OVERVIEW AND SCRUTINY COMMITTEE

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 14 December 2021, as each item was considered.

**219 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE**

Cabinet received the minutes of the Service Improvement and Efficiency Committee meetings held on 12 November and 7 December 2021.

**220 PLACE SHAPING POLICY DEVELOPMENT PANEL**

Cabinet received the minutes of the Place Shaping Policy Development Panel meeting held on 15 November 2021.

**221 ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL**

Cabinet received the minutes of the Environmental Excellence Policy Development Panel meeting held on 18 November 2021.

**222 ECONOMIC SUCCESS POLICY DEVELOPMENT PANEL**

Cabinet received the minutes of the Economic Success Policy Development Panel meeting held on 22 November 2021.

**223 INTRODUCTION OF DISTRICT WIDE KERB SIDE FOOD WASTE COLLECTIONS SERVICE**

The Internal Consultancy Lead - Waste Services introduced the report, which set out the option for introducing a forward funded expansion of the existing food waste collection service to the whole of the District in advance of an anticipated national roll out.

Members were advised that following the award of the Strategic Environmental Services Contract in August 2021, a further 6,500 households would be added to the food waste collection service from October 2022, which should generate an additional circa 538 tonnes of food waste collected a year and an increase to the recycling rate of approximately 1 percent..

Rolling out the scheme across the whole District would generate an estimated additional 1,900 tonnes of food waste collected adding an additional 3.8 percent to the overall recycling rate, meaning it would increase to circa 55 percent, with a corresponding reduction in residual waste collected, meaning the percentage of recycled material could reach 56-57 percent.

The expansion would initially come at a cost to the base budget, but there was an expectation that beyond the initial phase the costs would be at least part funded by the Government through New Burdens funding. However, there was no timeline for the

national rollout and, therefore, a risk that if the Council decided to expand the service in advance of the Government making the collection of food waste a mandatory requirement it might not be able to retrospectively recover the additional costs.

In response to the ongoing delays in the Government finalising and introducing the new policy, the Leader of the Council had written to the Secretary of State for Environment and Rural Affairs proposing that the Council act as a pilot for the expansion of food waste collections ahead of its formal implementation.

The Director for People and Communities informed the meeting that officers had spoken to DEFRA today in response to the letter sent by the Leader and they were enthusiastic to work with the Council on the expansion of the food waste collection service out from the urban fringe into more rural areas. However, there had been no commitment to a timeline, the funding package or a pilot scheme. Subsequent to these discussions an email had been received from DEFRA confirming that they were intending to fund any revenue or capital burdens on local authorities as a consequence of their statutory responsibility. Therefore, it was considered that the proposals in the report would not be financially detrimental to the Council.

The Portfolio Holder for Environmental Excellence welcomed this news and noted that the proposals would help the Council towards its 60 percent recycling target. She added that she wished to add a further recommendation 1a; 'That a District-wide food waste collection service commence in October 2022'. This was duly seconded and following a show of hands it was unanimously:

### **RESOLVED**

To

1. Delegate the authority to the Assistant Director Finance and Assistant Director Community Services in consultation with the Portfolio Holder for Environmental Excellence and the Portfolio Holder for Finance to agree a contract variation to the Strategic Environmental Services contract to roll out a forward funded food waste collection service to the whole district funded from the Refuse Vehicle Replacement / Waste Reserve, in advance of any confirmation of the Government's future strategy and potential new burdens funding; and
- 1a. That a District-wide food waste collection service commence in October 2022; and
2. Delegate the authority to the Assistant Director Finance and the Assistant Director Community Services in consultation with the Portfolio Holder for Environmental Excellence and Portfolio Holder for Finance to agree to forward fund the capital costs of the food waste expansion scheme from the Refuse Vehicle Replacement / Waste Reserve, in advance of any confirmation of the Government's future strategy and potential new burdens funding; and
3. Note that a request has been made to DEFRA for them to forward fund the extension of the scheme and that the expansion is undertaken on the basis that beyond this initial phase the costs will be met by new burdens funding.

### **Reasons for Decision**

To roll out a food waste collection service across the District.

## **224 ENVIRONMENTAL WASTE CONTRACT AND HYDROGENATED VEGETABLE OIL FUEL**

The Internal Consultancy Lead - Waste Services introduced the report, which outlined the positive environmental impacts that using 100 percent Hydrogenated Vegetable Oil (HVO) in place of mineral diesel would have upon the delivery of the new Strategic Environmental Services contract from April 2022.

Cabinet was informed that the Council had undertaken a trial with an electric waste vehicle, but that the battery technology was not yet at a stage where a full collection round could be completed, which made this option unviable.

As an alternative means of reducing the amount of CO<sub>2</sub> that would be produced, the Council introduced an annual match funding pot of up to £50,000 to encourage bidders for the Strategic Environmental Services contract to utilise 100 percent HVO fuel.

HVO was typically 13-15 percent more expensive than diesel (currently £1.20, as opposed to £1.16 for diesel).

In the first year of the contract moving to 100 percent HVO fuel the cost to the Council would be an additional £12,800. These costs were likely to increase in future years, as the price of HVO increased. However, this would result in a direct reduction of some 10,490 tonnes CO<sub>2</sub> over the ten years of the contract. Moreover the use of a mixed aged fleet of waste collection vehicles would allow for some vehicles to be replaced during the contract when electric vehicles became cheaper and more operationally reliable.

The Leader noted the huge reduction in CO<sub>2</sub> emissions and the Portfolio Holder for Environmental Excellence emphasised how proactive the Council was in terms of recycling and reducing its carbon footprint.

### **RESOLVED**

To note the positive environmental impacts that result from the Council providing match funding of up to £50,000 per annum to support the use of 100% Hydrogenated Vegetable Oil in the delivery of the Strategic Environmental Services Contract from April 2022.

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## Reasons for Decision

The report was a factual account.

### 225 HOUSING ALLOCATION POLICY REVIEW

The Housing and Wellbeing Manager introduced the report, which presented a review of the Council's Housing Allocations Policy and recommended updates reflecting learning since it was implemented in April 2021.

Members were informed that the Housing Team had been working with the new housing system and allocation policy since April 2021 with considerable success. This was despite it being implemented during a period of increasing demand, as well as a shortage of properties both in the private and social sector.

However, it was now felt that parts of the Policy needed modification now that it had been exposed to real cases and to ensure understanding by residents and stakeholders and in the interests of fairness and transparency. Changes were, therefore, proposed in the following three specific categories:

- A small number of changes to the core Policy, which were not working now that the Policy had been put into practice.
- Updating and rewording to clarify the Policy, as it has been found that residents were confused around what the policy means, or there was too much ambiguity in the policy, which affected interpretation.
- Splitting guidance from the core Policy to enable a clearer understanding. The policy document previously amalgamated the guidance, procedural document, and Policy. This had caused confusion as customers struggled to find the key information they needed.

An example of these changes was to modify the rules for non-qualification if the applicant had gifted, transferred, or spent assets and worsened their housing situation in order to access social housing.

It was also proposed to change the Housing Priority Bands from 1, 2, 3 and 4 to Emergency Band, 1, 2 and 3. This would more accurately reflect that the Emergency band was for people with an urgent medical need, including hospital discharge.

The Portfolio Holder for Economic Development advised the meeting that the Portfolio Holder for Housing and Wellbeing had sent in the following comments about the report:

*When the Policy was agreed it was acknowledged that (like any policy) it may need finessing when put to use. It has come to light that there was some ambiguity and the proposed amendments seek to give clarity, both for our residents and the One Team.*

*One major change is the need for an Emergency banding. Currently many residents*

*in Band 1 are not in need of immediate accommodation. This gives clarity to the resident that they are our priority and we will find accommodation for them and this will also be true of our staff working on their behalf.*

*The Policy will have regular reviews, where we will seek to refine it further and ensure it is fit for purpose. As with this review we will seek to learn from real situations encountered by residents and staff.*

In response to a query from the Portfolio Holder for Transformation and Organisational Development, it was confirmed that the new single data system for the service would provide savings of £72,987 over the next four years.

In answer to a query from the Leader it was confirmed that the Council's Local Lettings Policy remained unchanged.

The Portfolio Holder for Economic Development proposed amending the recommendation to:

*To approve the proposed changes to the Housing Allocation Policy, as set out in Appendix 2 and to review the Policy on an annual basis.*

This proposal was duly seconded and following a show of hands it was unanimously:

## **RESOLVED**

To approve the proposed changes to the Housing Allocation Policy, as set out in Appendix 2 and to review the Policy on an annual basis.

### **Reasons for Decision**

To improve and enhance the Council's Housing Allocation Policy.

## **226 REVIEW OF USABLE RESERVES**

The Assistant Director Finance introduced the report, which provided an update on the Council's Usable Reserves position.

Cabinet was informed that the report was mainly for information and that the only actions proposed were to rename the 'Bridge Maintenance – Bure Valley Railway' reserve to 'Bure Valley Railway' reserve to reflect the Council's wider obligations and to delegate authority for additional environmental projects to be funded from the Environmental Projects Reserve.

The Assistant Director Finance suggested that, at this stage, it would be prudent to wait before making any other changes to the usable reserves.

In answer to a query raised by the Portfolio Holder for Finance, the Portfolio Holder for Economic Development confirmed that she had received an email from the Assistant

Director Finance that confirmed that each year £20,000 was set aside from the revenue budget to fund bridge maintenance. In 2021/22 £110,000 would be used to fund fencing works, whilst the £30,000 in future years was to help fund the expenditure on bridges in the Capital Programme. The £30,000 in rent received from the BVR covered the Council's operating costs, not bridge maintenance.

In answer to a question from the Portfolio Holder for Planning about the Greater Norwich Local Plan (GNLP), the Assistant Director for Planning confirmed that the £145,000 contribution in the 2022/23 revenue budget was correct. This was in order to cover any modifications required to the GNLP, but that this sum would be returned to the Council if it was not required.

The Leader noted that the final sum would go to the Greater Norwich Development Partnership for approval.

Following a show of hands it was unanimously:

### **RESOLVED**

To

1. Note the Usable Reserves Position; and
2. Rename the 'Bridge Maintenance – Bure Valley Railway' reserve to 'Bure Valley Railway' reserve; and
3. Agree that the Assistant Director Regulatory, in consultation with the Portfolio Holder for Environmental Excellence, has the authority to agree additional Environmental projects to be funded from the Environmental Projects Reserve (each project to be no more than £100,000 in value).

### **Reasons for Decision**

To review the Council's usable reserves.

## **227 REVIEW OF ENVIRONMENTAL ENFORCEMENT PENALTIES**

The Assistant Director Regulatory introduced the report, which requested that Cabinet determine the amounts of fixed penalty notice charges for specified environmental and anti-social behaviour offences (both full charge levels and early payment reduced charge levels).

Members were advised that the Council, as a regulatory authority, had arrangements in place for enforcement by way of serving fixed penalty notices (FPN) to deal with specific offences stipulated in current legislation.



The purpose of FPN enforcement was to secure efficient, timely and decriminalised ways of addressing and dealing with offenders, whilst avoiding court action, which was more resource-intensive and costly.

The Council, as a regulatory authority, had arrangements in place for enforcement by serving fixed penalties and ensuring the penalties were set at a correct level was a key factor in this. For example, setting them too high could result in the fines being challenged in court, and setting them too low would reduce their impact. During 2021 there had been ten FPNs in Broadland and South Norfolk so far.

It was also emphasised that FPNs were seen as deterrents, not reparations for the costs of dealing with the incident, however in line with DEFRA guidance, it was proposed that the proceeds of paid FPN charges be reinvested in the respective service area's revenue expenditure budgets to support further service delivery.

In answer to a query from the Portfolio Holder for Finance the meeting was advised that as the service became more successful FPNs would decrease, so there was little likelihood that the money reinvested to support service delivery would exceed what was required.

Following a show of hands it was unanimously:

### **RESOLVED**

To

1. Agree the setting of Fixed Penalty Notice charge levels for specified environmental and anti-social behaviour offences as proposed in Appendix 1; and
2. Agree that the proceeds of paid fixed penalty notice charges be reinvested in the respective service area's revenue expenditure budgets to support further service delivery.

### **Reasons for Decision**

To review and update the charge levels for environmental and anti-social behaviour offending enforcement.

## **228 STREET NAMING AND NUMBERING POLICY AND INTRODUCTION OF CHARGES**

The Business Improvement Team Manager introduced the report, which proposed updating the policy for the street naming and numbering functions and introducing charges for the service.

It was confirmed that the Place Shaping Panel had considered the report and had

supported the recommendations, as had the Overview and Scrutiny Committee, with the exception of a charge for changing the name of existing properties.

The following amendments were proposed to be made to the Street Naming and Numbering Policy following the meetings above:

- Reference would be made to parish and town councils throughout the policy.
- An additional paragraph at 1.5 to state 'It is recommended that parish and town councils consider proposals for street names in advance of developments commencing, i.e. where local plan allocations, neighbourhood plan allocations or planning applications are approved and discuss these with developers'.
- The first bullet point at paragraph 6.1 to read 'Main roads should be numbered so that when travelling away from the centre of the settlement, odd numbers are on the left and even numbers are on the right'.
- Paragraph 1.1 would refer to Broadland District Council or 'the Council'.

Cabinet was informed that over the last 12 months, the Council had received 170 applications for the naming and numbering of properties and new roads. These requests ranged from single properties to large housing developments. If the charges proposed in the report were implemented they could generate approximately £34,000 towards the recovery of administrative costs. The report also contained comparison charges from neighbouring authorities.

Members were advised that, as part of the introduction of charges, it was also proposed to update and amend the existing Street Name and Numbering Policy.

The Portfolio Holder for Planning emphasised that the introduction of charges was not for profit, but to recover costs and that the fees would be reviewed regularly.

Cabinet was also informed that the Council had arrangements in place to encourage engagement between developers and parish and town councils and would be introducing a checkbox to the application form to establish that they had taken place.

The Portfolio Holder for Finance noted the amendment proposed by the Overview and Scrutiny Committee in respect of renaming existing houses, but did not see this as an issue, as it was the choice of the householder if they wished to change the name of their home.

The Leader concurred with this view, as this was a choice that would incur costs for the Council.

Following a show of hands it was unanimously:

### **RECOMMENDED TO COUNCIL**

1. The introduction of charges from 1 April 2022 as set out in Appendix 1; and
2. The adoption of the Street Naming and Numbering Policy as set out in Appendix 3 with effect from 1 April 2022.

### **Reasons for Decision**

To implement charges and update the Policy for the service.

## **229 S106 AGREEMENTS MONITORING FEES**

The Business Improvement Team Manager introduced the report, which recommended the introduction of monitoring fees on developers to cover the Council's cost of overseeing compliance with legal obligations under section 106 agreements. This proposal reflected the changes enacted by the Community Infrastructure Levy (Amendment) (England) (No2) Regulations 2019, which came into force on 1 September 2019.

Cabinet was informed that currently Broadland was actively monitoring 43 S106 agreements on commenced development sites. These involved the monitoring of 137 obligations with approximately 667 triggers. Fees were not currently charged to cover the costs of ensuring compliance with these developer obligations.

Members' attention was drawn to section four of the report, where the proposed charges were set out. Based on the agreements currently monitored (excluding sites over 400 dwellings and multi-phased agreements), a total sum of £41,200 could have been received for the monitoring of the 37 agreements.

An answer to a query about development of over 400 dwellings, which were proposed to have bespoke fees, it was confirmed that these would be negotiated on a case by case basis using charges for smaller developments as a model, but to allow variations according to their complexity.

The Portfolio Holder for Planning noted that the introduction of charges would align the Council with Government guidance and proposed the recommendation in the report.

Following a show of hands it was unanimously:

### **RECOMMENDED TO COUNCIL**

That the monitoring fees for section 106 agreements, as set out in Appendix 1, are adopted from 1 April 2022.

### **Reasons for Decision**

To implement charges to cover the costs of monitoring S106 obligations, in line with Government guidance.

**230 FORWARD PLAN**

Cabinet received the Forward Plan. It was noted that the February Cabinet had a lot of items and that the Monitoring Officer was trying to move some items to a later date to make this meeting more focused on the budget.

**231 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.

**232 FINANCE CASH RECEIPTING SYSTEM BUSINESS CASE**

The Assistant Director Finance introduced the exempt report, which set out a business case for a joint cash receipting system.

Currently two different systems were used across both Councils, which required two licences, two log-in procedures and separate upgrades. A single system would simplify these processes significantly and deliver a five year saving of £59,370 compared to current costs.

Members were advised that the costs set out in the business case were based on current prices and that these might increase after 1 April 2022. However officers were confident that the system could be delivered by this date, as they remained in close contact with the provider.

It was noted that the Service Improvement and Efficiency Committee had made an amended recommendation that, in principle, the contract should be awarded, if it could be entered into before 1 April 2022. Cabinet concurred with this view and following a show of hands it was unanimously:

**RESOLVED**

To award a contract for a single Cash Receipting system for both Broadland District Council and South Norfolk Council, with an implementation date of 1 April 2022.

**Reasons for Decision**

To move to a single system in order to secure operational benefits and financial savings.

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**233 PLANNING, REGULATORY, HOUSING STANDARDS AND WASTE TEAM SERVICES IT MIGRATION**

The Assistant Director for Planning introduced the exempt report, which proposed aligning the IT systems used by the Planning, Land Management, Regulatory, Housing Standards and Waste Teams.

Members were advised that the existing IT contracts for the above systems were either due to expire in 2022 or were (or would become) unsupported. The business case put forward four options for aligning the IT systems. Option 2 was the most cost effective and was recommended for approval.

Cabinet was informed that aligned IT systems would make significant non-cashable savings from a range of activities including, the time switching between systems, dual reporting and increasing the use of automated processes. It was estimated that this would total 2,223 staff hours per year.

Cabinet generally expressed concern regarding non-cashable savings being cited as part of the business case, as if they were actual savings it should be possible to cash them in.

In response it was confirmed non-cashable savings would be avoided in business cases in future. However, it was emphasised that the new IT system would make for much more efficient services across the Council that would allow officers more time to deliver and enhance services in other areas.

The Portfolio Holder for Transformation and Organisational Development noted that the annual savings after implementation of the new system would be £110,783.

In proposing the recommendation the Portfolio Holder for Planning emphasised that the new IT system would be of benefit to the whole Council.

Following a show of hands it was unanimously:

**RESOLVED**

To

1. Agree to the recommendations as set out in paragraphs 3.14 to 3.20 in Appendix 1, to approve option 2; and
2. Agree to the award of the contract as set out in paragraphs 3.15 and 3.21 to 3.23 in Appendix 1.

**Reasons for Decision**

To move to a single IT system in order to secure operational benefits and financial savings.

**234 BROADLAND FOOD INNOVATION CENTRE- DYNAMIC PURCHASING SYSTEM**

The Assistant Director Economic Growth introduced the exempt report, which sought approval for a contract award of a Dynamic Purchasing System (DPS) to serve the Broadland Food Innovation Centre project (BFIC).

It was explained that a DPS was an electronic procurement tool that was used to purchase goods, works and services that were commonly used by organisations or bespoke services.

If awarded, this system would efficiently facilitate the provision of relevant support services and technical capability to eligible businesses participating in Broadland Food Innovation Centre project.

It was emphasised that all funding for the DPS had been secured through a grant from the Ministry of Housing, Communities and Local Government.

Following a show of hands it was unanimously:

**RESOLVED**

To

1. Award the first set of suppliers (listed in Annex 2) which meet the specified procurement requirements a place on the BFIC DPS; and
2. Agree the process of selecting additional suppliers and awarding subsequent contracts as set out in Annex 1; and
3. Delegate authority to the Director of Place to make any required amendments to Annex 1 to ensure its continued appropriateness for the duration of the project; and
4. Delegate authority to the Director of Place to award individual contracts in line with the process set out in Annex 1.

**Reasons for Decision**

To facilitate the provision of relevant support services and technical capability to businesses at the Broadland Food Innovation Centre.

**235 FUTURE MANAGEMENT OF STREETLIGHTS IN DRAYTON – DRAYTON PARISH COUNCIL**

The Community Assets Manager introduced the exempt report, which sought approval for the transfer of streetlights in Drayton to Drayton Parish Council.

Cabinet was informed that the proposal followed ongoing discussions with Drayton Parish Council, which wanted to take over responsibility for the streetlights.

Following a show of hands it was unanimously:

**RESOLVED**

To

1. Agree to transfer Drayton Streetlights to Drayton Parish Council; and
2. Agree to transfer the special expenses balance collected from households in Drayton to Drayton Parish Council for the purpose of improving and maintaining streetlights in Drayton.

**Reasons for Decision**

To transfer Drayton streetlights management to Drayton Parish Council.

(The meeting concluded at 8.18 pm)

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Chairman

	No received in 12 months	BDC Proposed charges	Potential BDC income
<b>New Developments</b>			
1 plot	36	£126.00	£4,536
2-5 plots	15	£252.00	£3,780
6-10 plots	7	£379.00	£2,653
11-20 plots	1	£631.00	£631
21-50 plots	1	£1,262.00	£1,262
51-100 plots	0	£1,893.00	£0
101+ plots	8	£1,893.00	£15,144
<b>Naming New Street</b>		No charge	
<b>Property Name change / add alias</b>	102	£63	£6,426
<b>Changes to Layouts after SNN process completed</b>	1	No charge	£0
<b>Confirmation of Address</b>	8	No charge	
<b>Renaming Street</b>	1	No charge	
Potential income			£34,432



# **Street Naming and Numbering Policy**

## **Summary**

The document describes the Council's policy for its functions regarding Street Naming and Numbering and give details on our standards for street name plates.

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## **1 Introduction**

- 1.1 Any new development or alterations to existing developments will require Planning and/or Building Regulations approval. This will also give rise for the need to name streets and number properties by the Council, the only authority with the powers to do these tasks.
- 1.2 The naming and numbering of streets and buildings is a Statutory Function of the Council and the Council has adopted Sections 17- 18 of the Public Health Acts 1925 and Sections 64 & 65 of the Towns Improvement Clauses Act 1847. The purpose of this control is to make sure that any new street names, building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles are able to speedily locate any address to which they may be summoned; and the effective delivery of mail. The council has introduced a scale of charges for this function, under Section 93 of the Local Government Act 2003.

The charges cover:-

- Consultation and liaising with external organisations such as Royal Mail.
  - The process of naming or numbering of new properties (including conversions & alias).
  - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
  - Notifications to organisations listed in Section 3.5.
  - Confirmation of addresses.
- 1.3 These charges are to be paid in advance. Changes made without contacting the Council will not be entered onto either the National Gazetteer or the Postal Address file and therefore may not be registered with services and organisations listed in Section 3.5. Please see Section 11 for current fees.
- 1.4 The purpose of this document is to provide advice to developers and building occupiers on the naming and numbering policy of the Council. The Council is happy for developers or occupiers to propose names for consideration, and encourages early engagement with the parish or town council to discuss proposed names. Alternatively the council can contact the relevant parish or town council for their road name suggestions on the developer's behalf. It is suggested that more than one new name is submitted, and that the names proposed meet the criteria set out in Sections 4 – 6 below. The Council's decision ultimately is final.
- 1.5 It is recommended that parish and town councils consider proposals for streetnames in advance of developments commencing, ie. where local plan allocations, neighbourhood plan allocations or planning applications are approved and discuss these with developers.

## **2 Applying for a new address**

- 2.1 Names for new roads should be jointly agreed between the developer and parish or town council
- 2.2 Applications should be made by individuals or developers covering all new buildings, including new houses, commercial or industrial premises,

Or:

Individuals or developers undertaking conversions of existing residential,

commercial or industrial premises which will result in the creation of new properties or premises.

- 2.3 Applications for new addresses should be submitted as soon as possible after planning permission has been granted. This is important, as utility companies are often reluctant to install services where an official address has not been allocated.
- 2.4 Applications can be made by completing the application form that can be downloaded from <https://www.southnorfolkandbroadland.gov.uk/planning/street-naming-numbering>.
- 2.5 The following information should be provided by the developer:
- A location plan clearly identifying the new scheme, in relation to any existing streets or means of access.
  - A detailed approved plan of the development (site layout plan) clearly marked with the plot numbers of the proposed scheme. This plan must indicate the postal delivery point for each property and the main entrance (if different) in relation to the adjacent highway.
  - An internal layout, if appropriate, for developments that are sub-divided at unit or floor level, e.g. a block of flats annotated with individual plot numbers. The main entrance to the flats shall be clearly marked in relation to the adjacent highway.
  - One set of central Eastings and Northings for each building
- 2.6 The completed form & plans should be sent to [streetnaming.bdc@southnorfolkandbroadland.gov.uk](mailto:streetnaming.bdc@southnorfolkandbroadland.gov.uk) or posted to Street Naming and Numbering  
Broadland District Council  
Thorpe Lodge  
1 Yarmouth Road  
Norwich  
NR7 0DU
- 2.7 Where possible, we are happy to take location plans and site layout plans from the associated planning application, but to do this, you must send us the appropriate planning application number & the correct approved drawing numbers.
- 2.8 Developers must be aware that marketing names for developments are not to be confused with street names. It should be made clear in the literature distributed to purchasers that marketing names for the development may not form part of the final official address for the property. The Council reserves the right in all circumstances to replace a marketing name with a street name of its choosing. If an application for naming and/or numbering is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title.

### 3 Procedure

- 3.1 Once an application for naming has been received, the Council will check that there is no duplication or similar existing street names within the geographic location.
- 3.2 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in Sections 4 – 6 of this document.

- 3.3 Where a name is not proposed by a developer, the Council will request the relevant Parish or Town Council to suggest street names. A temporary holding objection may be lodged by the Council in the meantime. We aim to have a reply back within 21 days.
- 3.4 For new streets the Council will inform the Royal Mail of the name(s) that has/have been agreed and the numbering of the properties on the street(s). The Royal Mail is responsible for allocating appropriate post code(s) & post town.
- 3.5 Please note that Royal Mail have strict criteria for issuing postal addresses that do not cover agricultural buildings and land, ancillary buildings and some public buildings.
- 3.6 The Council will also notify the following organisation of changes to property names, property numbering and new streets
- The Emergency Services
  - Norfolk County Council
  - The Valuation Office
  - Ordnance Survey
  - CNC Building Control
  - SNC Departments
- 3.7 We will not normally inform utility companies, they are commercial organisations and can obtain information from other sources.
- 3.8 Ultimately, the Council has the right to object to any name proposed for a new street by the owner or developer by giving notice of objection within one month. The proposer may then within 21 days after service of the notice of objection appeal to a Magistrates Court.

#### **4 General Naming Conventions**

- Street names should not be difficult to pronounce or awkward to spell.
- In order to avoid offence either by inclusion or exclusion of an individual's name, the name of living persons should be avoided. Where the naming is proposed posthumously, agreement from the person's family or estate administrators should be obtained by the applicant and a copy sent to the Council attached to the application. Only the first or last name will be used and not both to avoid the possible occurrence of future information coming to light that may taint that specific road name and give rise to costly street name procedures for both residents and council alike.
- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be construed as advertising should be avoided.
- Street names that could be considered offensive must be avoided.
- The use of North, South, East or West (as in Norwich Road North and Norwich Road South) should be avoided when the road is in two separate parts. In such a case, one half should be completely renamed.
- Phonetically similar names within an area should be avoided (i.e. Norwich Road and Norwich Close, or Churchill Road and Birchill Road).

## **5 Street Naming Conventions**

5.1 When naming new streets, the following conventions should be considered.

All new street names should end with one of the following:

- Avenue (for residential roads)
- Circus (for a roundabout only)
- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Crescent (for a crescent shaped road)
- Drive (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Grove (for residential roads)
- Hill (usually for residential roads, particularly if there is a hill in the area)
- Lane (for development of a historic by-way or residential roads)
- Mead (for residential roads)
- Mews (for residential roads)
- Place (for residential roads)
- Rise (for residential roads)
- Road (for any thoroughfare)
- Row (for residential roads)
- Square (for a square only)
- Street (for any thoroughfare)
- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Way (for major roads and residential roads)

5.2 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

5.3 In addition to the above, we are happy to use historic names as the suffix for a road, such as Loke, Pightle, Drift and others with a Norfolk connection.

5.4 The use of names with royal connotations. The consent of the Lord Chamberlain's office must be received if a name with any reference to the royal family or the use of word 'Royal' is proposed.

## **6. Building Naming and Numbering Conventions**

6.1 When naming / numbering a new building, the following conventions should be considered:

- Main roads should be numbered so that when travelling away from the centre of the settlement, odd numbers are on the left and even in the right.

- A new street should be numbered with even numbers on one side and odd numbers on the other. A proper sequence should be maintained using all numbers without omissions.
- Properties (including those on corner sites) are numbered according to the street on which the main entrance is found. The manipulation of numbering in order to secure a "prestige" address or to avoid an address will not be sanctioned.
- For dwellings in existing unnumbered roads it is essential that they are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of an unnumbered property must also apply to this Council using the renaming application form (See Section 7).
- Where a property has a number, it must be clearly displayed. Where a name has been chosen for a property with a number, only the number will form part of the official address. The name cannot be regarded officially as an alternative. This is enforceable under Towns Improvement Clauses Act 1847.
- Where an existing street or similar is to be extended, it would normally be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- If a building has entrances in more than one street and is a multi-occupied building with each entrance leading to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats or with flat conversions
- The use of numbers followed by letters is permissible. These may be needed, for example, when one large property is demolished and replaced by a number of new properties. The Council is reluctant to renumber existing properties (see Section 7); therefore, the new premises will be given a number followed by a letter. This will be allocated by adding a letter to the lower of the two numbers on either side of the development. For example, a new property between 4 and 6 (evens only) would be allocated 4A, not 6A.
- The use of letters will not be sanctioned if the new development were to be situated before the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2, the new dwellings would not become 2A, 2B, 2C and 2D, but four individual property names would be requested.
- Private garages and ancillary buildings used for housing cars, etc, will not be numbered.

## **7 Changing a Property Name**

- 7.1 Where there is no formal street numbering system a property name forms part of the postal address. Occasionally, requests are made to change this name.
- 7.2 In these cases, the owner should fill out an application form and send to the Council indicating:
- The existing house name, address and postcode.
  - The proposed new name.
  - A plan showing the exact location of the property.

- 7.3 A check will be made to ensure there is no other property in the geographic area with the name or similar name. It is normal practice to seek the views of Royal Mail for their advice on the proposed name. This may result in the proposal not being supported.
- 7.4 Once approved the council will inform Royal Mail of the revised name and appropriate other services will also be informed, see Section 3
- 7.5 We will accept only applications for renaming if you are the freeholder of the property. If you are the leaseholder, tenant, occupant or one of a number of occupants we will require written confirmation from the freeholder giving consent for the property to be renamed. Please note when you complete the application form you are confirming that you have the legal right to request renaming. It will be necessary to submit any written consent required at the same time the application is submitted.

## **8. Renaming and Renumbering of Existing Streets and Buildings**

- 8.1 On rare occasions, it may be necessary to rename or renumber an existing street. This is usually only done as a last resort when:
- There is either no official name or there is confusion over a street's name and/or numbering
  - A group of residents are unhappy with their street name- (costs incurred by this process will be payable to the Council by each of the residents of the streets before the renaming is completed, please see section 11)
  - New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
- 8.2 The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.
- 8.3 Residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.

## **9. Naming of unnamed roads**

- 9.1 The Council has a duty to ensure all roads within the district are officially named.
- 9.2 If there are any unnamed roads within the district the Council will informally consult with the appropriate parish or town council to agree the name for such roads.
- 9.3 We will also informally consult parish or town councils where necessary when there is the need for local knowledge regarding anything to do with existing street names, e.g. where specified streets start and finish.
- 9.4 There are also many instances where a road has been formally named by the Council but does not appear on Royal Mail's Postal Address file. We will try and resolve these discrepancies wherever possible.
- 9.5 We will formally publicise in accordance with the Public Health Act 1925 any alteration of a name or any assigning of a name being proposed by the Council by order. Any person aggrieved may appeal to a Magistrates Court within 21 days of posting up of the notice.
- 9.6 In all cases we will keep the Royal Mail informed of any changes which need to be reflected in their Postal Address file.

## 10. Street Nameplates

- 10.1 Every street must be clearly signposted with nameplates positioned at principal junctions so as to be easily readable by both pedestrians and drivers.
- 10.2 Developers can either provide and install these plates themselves, in accordance with the Council's Design Guide and Specification, or can have them produced and installed and be re-charged for the cost of doing so.
- 10.3 The need to avoid unnecessary street furniture will always be a key consideration where practical. The site and location of street nameplates will, therefore, be carefully considered by officers for appropriateness.
- 10.4 The Council's standard for street name plates is  
11g aluminium pressed street nameplate 6" deep, with 3½" Kindersley letters in white and ½" white border on a black non-reflective background. The nameplate to include the "No through road" symbol, where appropriate.  
Stands are manufactured from 40mm x 40mm x 3mm angle mild steel, galvanised.  
As an alternative, nameplates can be fixed on black (recycled) plastic posts and boards
- 10.5 The Council will provide replacement nameplates where these have become severely damaged or illegible
- 10.6 The Council will also attempt to ensure that, in due course and subject to available resources, every populated road in the district will have nameplates
- 10.7 Developers will normally be expected to pay for and install nameplates for all new streets to the Council's design standard. The developer to also agree the proposed locations of the nameplates in consultation with the Council.

## 11. Fees (including VAT)

New Developments	
1 plot	£126
2-5 plots	£252
6-10 plots	£379
11-20 plots	£631
21-50 plots	£1262
51 + plots	£1893
Naming New Street	No charge
Property Name change / add alias	£63
Changes to Layouts after SNN process completed	No charge
Confirmation of Address	No charge
Renaming Street	No charge

## 12 The NLPG and LLPG

- 12.1 The Council is responsible for maintaining information relating to the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG).



- 12.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 “Spatial Data-sets for geographical referencing”.
- 12.3 The Council is not responsible for assigning post codes or post towns to addresses. The Royal Mail does this. Any queries about post codes or post towns can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at <http://www.royalmail.com/portal/rm/>

#### **Further information and Advice**

For further advice on any aspect of street naming and numbering, please contact the System Administrator on 01603 430328

or email : [streetnaming.bdc@southnorfolkandbroadland.gov.uk](mailto:streetnaming.bdc@southnorfolkandbroadland.gov.uk)

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## LEGISLATION

### PUBLIC HEALTH ACT 1925 (SECTIONS 17-18)

#### NAMING OF STREETS

##### Section 17 – Notice To Urban Authority Before A Street Is Named

1. Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
2. The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
3. It shall not be lawful to be set up in any street an inscription of the name thereof:-
  - a) Until the expiration of one month after the notice of the proposed name has been sent to the urban authority under this section; and
  - b) Where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

4. Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within 21 days after the service of the notice, appeal against the objection to a petty sessional court.

##### Section 18 – Alteration Of Name Of Street

1. The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
2. Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
3. Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.
4. Any person aggrieved by the intended order of the local authority may, within 21 days of the posting of the notice, appeal to a sessional court.

## TOWN IMPROVEMENT CLAUSES ACT 1847 (SECTIONS 64-65)

### Naming Streets

And with respect to naming the streets and numbering the houses, be it enacted as follows:-

### Numbering Of Houses

Section 64: The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding £25 [level 1 on the standard scale] for every such offence.

### Renewal Of Numbers

Section 65: The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding £20 [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

## Appendix 1

### Proposed Section 106 Monitoring Fees:

Development Size	1 – 10 Dwellings	11 – 50 Dwellings	51 – 200 Dwellings	201 – 400 Dwellings	400+ Dwellings or Multi-Phase/Strategic Site
Monitoring Charge per Obligation Type	£200	£300	£400	£500	Bespoke
Maximum Total Fee per Agreement	£2,000	£3,000	£4,000	£5,000	Bespoke



# CABINET

**Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, held on Tuesday 15 March 2022 at 6.00pm.**

<b>Cabinet Members Present:</b>	Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, J Leggett and F Whymark.
<b>Apologies</b>	Councillor: S Lawn
<b>Other Member in Attendance:</b>	Councillor: S Riley
<b>Officers in Attendance:</b>	The Managing Director, Director of Resources, Director of Place, Chief of Staff (Monitoring Officer), Assistant Director of Finance, Assistant Director for Individuals and Families, Assistant Director for Economic Growth, Assistant Director ICT/Digital and Transformation, Housing and Wellbeing Senior Manager, Help Hub and Communities Senior Manager, Revenues Manager, Policy and Partnerships Officer, Project Manager, Internal Consultancy Senior Lead and Democratic Services Officer (LA).

The Leader made the following statement in support of Ukraine:

We are proudly flying the Ukrainian flag in solidarity with the people of Ukraine. We want to send a message loud and strong to the people of Ukraine that our prayers are with them. That they have our support in what is an extremely horrific time for them. That on behalf of Members and Officers of Broadland Council we utterly condemn the unprovoked actions of Russia and premeditated war against the people of Ukraine. We have already seen how the humanitarian cost is dreadful and it is only going to get worse. Broadland District Council stands ready to help Ukrainian refugees wherever we can, working with the UK Government to support its settlement programme. In the meantime, our Team, working in partnership with all the other Norfolk Councils, is making preparations at pace for refugee settlement in Norfolk. Where Broadland residents have asked how to help, we are directing them to make cash donations to agencies such as the Red Cross. As this is seen as the best way to get help to people in this humanitarian crisis.

We have not been able to identify any contracts with Russian owned companies. Should it be established that we do then steps will be taken to break these relationships. We have no investments in Russia or Russian companies that we are aware of and, therefore, we also

encourage others to disinvest from Russia. One of our energy contracts is with TOTAL who have now officially made it known, unlike many companies, that they intend to continue to operate in Russia. Therefore, we are currently seeking an alternative supplier.

We do not and will not provide any support for the Russian war machine, which against all odds the Ukrainian people with amazing tenacity and resolve are withstanding at this point in time.

Long may they continue to resist knowing they have the support of the world behind them.

### **251 MINUTES**

The minutes of the meeting of Cabinet held on 8 February 2022 were agreed as a correct record.

### **252 OVERVIEW AND SCRUTINY COMMITTEE**

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 8 March 2022, as each item was considered.

### **253 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE**

Cabinet received the Minutes of the meeting of the Panel held on 25 January 2022. The Portfolio Holder for Transformation and Organisational Development advised the meeting that two items considered by the Panel were on today's Cabinet agenda. These were: item 20 – Enforcement Agent Services and item 22 - Single IT Solution for Revenues and Benefits.

### **254 ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL**

Cabinet received the Minutes of the meeting of the Panel held on 27 January 2022. The Portfolio Holder for Environmental Excellence informed members that the report at minute 27 - Recycling Projects Update and Future Plans, would be brought to the 19 April 2022 meeting of Cabinet.

### **255 WELLBEING POLICY DEVELOPMENT PANEL**

Cabinet received the Minutes of the meeting of the Panel held on 2 February 2022. The Portfolio Holder for Housing and Wellbeing advised the meeting that the Panel recommendation at minute 52, in respect of the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025, would be considered at item 14 on today's Cabinet agenda.

### **256 ECONOMIC SUCCESS POLICY DEVELOPMENT PANEL**

Cabinet received the Minutes of the meeting of the Committee held on 21 February 2022. The Portfolio Holder for Economic Development informed members that the Bure Valley Railway Future Options Review at minute 69 would be determined by Cabinet at item 21

on today's agenda. The Broadland Country Park report, which was considered by the Panel at minute 68, would be brought to Cabinet for determination in due course.

## **257 REPORT DELIVERY PLAN 2022-2024**

The Assistant Director ICT/Digital and Transformation introduced the report, which proposed that the Council approve the adoption of the Delivery Plan for 2022-24. The Delivery Plan outlined the activities and projects the Council would be undertaking to meet the priority areas outlined in the four-year Strategic Plan. If approved, the Plan would commence in April 2022.

The Delivery Plan outlined the proposed programmes and projects under the following four key priority areas:

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

The Delivery Plan also highlighted 32 delivery measures that were used to track the performance of the Council. Some measures that had been baselined in the last Delivery Plan update had now been set with targets going forward, such as the Customer Satisfaction and Experience measure.

The Leader noted that the Delivery Plan clearly set out the Council's ambitions and the significant number of projects being undertaken over the next two years and he proposed the recommendation in the report.

The Portfolio Holder for Economic Development seconded the proposal and drew members' attention to the support provided for local businesses by the Economic Development Team throughout the pandemic. These included: strong support for the visitor economy and market towns; continuing business support and training and a business mentoring scheme that would start shortly. Members were also asked to note that the Council had a number of tenants ready to move into the Food Innovation Centre, when it was completed in September. In addition the Growth Team were looking at commercial opportunities throughout the area, as well as infrastructure improvements to enable growth.

The Portfolio Holder for Finance noted that the Finance Team was looking to introduce a green bond model, which would enable capital-raising and investment for new and existing projects with environmental benefits. A new Finance IT system was being rolled out shortly and a new Revenues and Benefits IT system would be considered later in this meeting.

The Portfolio Holder for Housing and Wellbeing commended staff on the excellent work being undertaken over the last year, particularly in the Help Hub, which supported residents in times of need and also reached out to support community groups across the



District. In addition the Housing Team were looking at extending temporary accommodation capacity, as well as exploring new ways to support people. For example, the Independent Living Policy, the Serious Illness Grant and the Forget-me-not Grant, for people with dementia. Officers would be liaising with colleagues in other districts to encourage these initiatives to be rolled out across Norfolk. Members were also advised that there were now 44 Mental Health first aiders in the One Team, to support staff.

The Portfolio Holder for Environmental Excellence drew members' attention to the implementation of the new waste services contract from 1 April 2022, which would increase the number of items that could be collected for recycling, such as small electrical products and textiles and from October food waste across the whole District. All residents would be leafleted to inform them of these changes. To enhance and protect the natural environment a tree planting scheme was being introduced. The waste depot was also being improved and more effort was being put into finding the perpetrators of fly-tipping. In addition, following a carbon audit, plans were in place to reduce the Council's carbon emissions.

The Portfolio Holder for Transformation and Organisational Development informed the meeting that the Delivery Plan was moving forward with a number of IT projects that would make better use of the data held by the Council. These included, the Customer Relationship Management System, web chat functions, the expansion of the 365 Office Suite and delivery of phase two of the website.

The Leader advised the members that the Portfolio Holder for Planning, who could not be at today's meeting, had wished to highlight the transformation of the Planning Department and the systems that it was using, which would align with the proposals in the Planning White Paper for greater streamlining and simplification of the planning process. New charges for street naming and monitoring S106 agreements were being introduced to cover the Council's costs, from April 2022. The Council was also working with South Norfolk, Norwich City and the County Council on the delivery of the Greater Norwich Local Plan.

Following a show of hands it was unanimously:

### **RECOMMENDED TO COUNCIL**

To approve the adoption of the Delivery Plan for 2022-24.

### **Reasons for Decision**

The report was a factual account.

## **258 COVID-19 RECOVERY PLAN 2021 – 2022: PROGRESS REPORT AND FINANCIAL POSITION**

The Assistant Director for Individuals and Families introduced the report, which provided a progress update on delivery of the COVID Recovery Plan agreed by Cabinet in June 2021.

Funding for the Recovery Plan had come from two main sources. The first was the Contain Outbreak Management Fund, which had been used for test, trace and contain activity, as well as support to those isolating. The fund was currently either spent or fully committed.

The second source of funding was the un-ringfenced COVID Grant, which had been used for a vast amount of support activity for residents and businesses in the District. This fund had a sizable underspend of £443,732.

The report proposed three options for the reallocation of the un-ringfenced COVID funding. The first was to provide a Community Connector service in urban areas of Broadland not currently covered by the service. The cost of providing this service, over a period from June 2022 until March 2024 was £175,000. The aim of the project was to demonstrate to the GP surgeries in these areas the value of the Community Connector service with the view that after 2024 they would directly commission the service from the Council. It was confirmed that the new service would relate to where the resident lived, not where there surgery was.

The second option was to allocate a further £30,000 to the Broadland Local Hospitality Grant scheme, which had proved a valuable support to businesses in Broadland in a sector that had been badly affected by the pandemic.

The third option was to set aside a budget of £35,000 to improve catering and informal seating facilities at Thorpe Lodge. This was considered an important means of re-engaging staff in their service areas and across the One Team, as more staff came back to the office.

The Leader commended the One Team for their work in supporting vulnerable residents, communities and businesses throughout the pandemic. He noted the funding received and the options proposed for the underspend and he proposed the recommendation in the report.

The Portfolio Holder for Finance seconded the proposal and confirmed that she was pleased to see the proposal to roll out the Community Connectors to the urban areas not currently covered. She also advised members that working with South Norfolk, the Council had procured support through the East of England Local Government Association to promote the Council as a body that was readily accessible to local small and medium enterprises.

The Chairman of the Overview and Scrutiny Committee informed the meeting that he had highlighted the risk that spending the un-ringfenced COVID funding could be followed by a further outbreak of Covid-19, and that members should remain aware of this funding risk.

In answer to a query about the mental health pilot project with the YMCA the Help Hub and Communities Senior Manager informed the meeting that unfortunately the Clinical Commissioning Group (CCG) had decided against funding the project. The Council was continuing supporting customers in the same way as before the pilot was in place, within the resources that were available. The CCG was aware of the value of the service, but there was no timeline for their reconsideration of funding the service at this stage.

Following a show of hands it was, unanimously:

**RESOLVED**

1. To note the progress made against the COVID recovery plan, endorsed by Cabinet in June 2021; and
2. To agree to the deployment of un-ringfenced COVID grant to fund options presented in section 5.

**Reasons for Decision**

To continue to provide support and assistance to residents and businesses in the District.

**259 SOUTH NORFOLK AND BROADLAND ROUGH SLEEPER STRATEGY 2022-2025**

The Policy and Partnerships Officer introduced the report, which presented the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025, which linked in with the Council's overarching approach of homelessness prevention and sits alongside the best in class housing offer and the Greater Norwich Homelessness Strategy.

The Strategy was designed to align with the National Rough Sleeper Strategy and was influenced by findings of a review of Council's Rough Sleeper Service.

The Strategy identified four priority areas and strategic objectives:

1. Prevention: Rough sleeping is prevented
2. Intervention: offer the right accommodation and support at the right time. No second night sleeping rough.
3. Recovery: The impact of the service is positive and long-lasting for the customer.
4. Systems: working together to eliminate rough sleeping.

The Portfolio Holder for Housing and Wellbeing commended officers for their work on the Strategy and the approach being taken and proposed the recommendation in the report.

The Chairman of the Overview and Scrutiny Committee advised Cabinet that the Committee had been advised by the Housing and Wellbeing Senior Manager that a new emphasis was to be placed on the prevention of rough sleeping and homelessness by Norfolk and Suffolk Foundation Mental Health Trust. This would be via a new, fully resourced Rehab Team to help people discharged from mental health units into accommodation, with support for them to stay there. This would also have the benefit of freeing up beds in mental health units more quickly. Members would be informed more about this new initiative in due course.

Following a show of hands it was unanimously:

**RESOLVED**

To approve the adoption of the South Norfolk and Broadland Rough Sleeper Strategy 2022-2025.

**Reasons for Decision**

To meet legislative requirements.

**260 APPROVAL OF EXTENSION TO BELAUGH CONSERVATION AREA AND ADOPTION OF CONSERVATION AREA APPRAISAL**

The Director for Place introduced the report, which recommended that Council approve and adopt the Belaugh Conservation Area Appraisal and the extension of the Conservation Area boundary.

The Conservation Area had last been re-appraised in 2011. At that time it was recommended that the area should be extended to include the property Piper's Haigh, which fell within the Broadland District Council area.

However, although approved by the Broads Authority the additional extended area was not adopted by Broadland District Council at this time, so the boundary remained legally the same.

The Broads Authority conducted a re-appraisal in 2021 and it was concluded that a single change to the boundary, as initially recommended in 2011, should again be proposed.

It was, therefore, proposed that Cabinet recommends to Council to adopt the Conservation Area appraisal produced by the Broads Authority and approve the extension to the Conservation Area boundary to include the property Piper's Haigh and its associated curtilage land which fell within the Broadland District Council planning area.

Following a show of hands it was unanimously:

**RECOMMENDED TO COUNCIL**

1. To approve the adoption of the proposed extension of the boundary of Belaugh Conservation Area to include Piper's Haigh and its curtilage; and
2. To approve and adopt the conservation area appraisal for Belaugh Conservation Area.

**Reasons for Decision**

To designate an area in the District as a Conservation Area.

**261 COMMUNITY INFRASTRUCTURE FUND APPLICATION: BRUNDALL PARISH COUNCIL**

The Assistant Director Economic Growth presented the report, which sought approval to offer a loan of £231,318.85 to Brundall Parish Council to part fund phase one of the new Brundall Sports Hub, using the Community Infrastructure Loan facility.

Phase one of the project would deliver a new multi-sport floodlit 3G pitch and associated community building. Upon delivery, the new Sports Hub would be capable of hosting various sports clubs, teams and coaching sessions within the community, whilst drawing people into the village.

To facilitate this loan, the earmarked reserve of the Community Infrastructure Fund would need to be increased by £150,000. It was proposed to make this increase permanent to cover existing commitments and the proposed loan to Brundall Parish Council. This would result in the Community Infrastructure Fund increasing to a total value of £650,000.

Members were advised that the structure of the Community Infrastructure Loan Fund meant that there would be very little risk to the Council in making this loan. However, there was also a backstop date of eight years for the loan to be repaid in full, as part of the agreement.

The Portfolio Holder for Economic Development commended the project and proposed the recommendations in the report.

The Leader emphasised the importance of facilitating infrastructure schemes for communities that had resulted from growth in the District.

Following a show of hands it was unanimously:

### **RECOMMENDED TO COUNCIL**

To allocate an additional earmarked reserve of £150,000, to permanently increase the Community Infrastructure Fund loan facility to cover the existing commitments, plus the proposed loan to Brundall Parish Council. This will result in the Community Infrastructure Fund increasing to a total value of £650,000.

### **RESOLVED**

1. To agree to a £231,318.85 loan to Brundall Parish Council for the design and construction of the Brundall Sports Hub;
2. To agree delegated authority to the Director of Place, in consultation with the Section 151 officer and Portfolio Holder of Economic Growth, to review and approve the legal agreement which confirms the loan on behalf of the Council.

### **Reasons for Decision**

To facilitate the delivery of a local infrastructure project.

**262 FORWARD PLAN**

The Portfolio Holder for Economic Development requested that the Broadland Country Park Masterplan be included on the Forward Plan.

In response, the Assistant Director Economic Growth confirmed that there were a number of existing commitments that needed to be put in place, so that a comprehensive Masterplan could be drafted for Cabinet. The timeframe for this could not currently be determined, but it would be brought to members as soon as possible.

The Recycling Projects Update and Future Plans report considered by the Environmental Excellence Policy Development Panel, which included a recommendation regarding providing 180L residual bins to new properties or as replacement bins, would be added to the Forward Plan for the 19 April 2022 meeting of Cabinet.

**263 EXCLUSION OF 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.

**264 TAVERHAM GP SURGERY AND HEALTH HUB**

The Project Leader presented the exempt report, regarding the Taverham GP Surgery and Health Hub.

Officers outlined the background and proposals of the report and drew members' attention to the key aspects. A detailed discussion took place where members of the Cabinet agreed with the proposals in the report.

Following a show of hands it was unanimously

**RESOLVED**

To approve the recommendations contained in the exempt report.

**Reasons for Decision**

To facilitate a multi-agency integrated service, that would support clinical, financial, wellbeing and social needs.

**265 ENFORCEMENT AGENT SERVICES**

The Revenue Manager presented the exempt report, which reviewed the Council's enforcement service. Officers answered further questions on the report in detail. The Portfolio Holder for Finance commended the report to members and thanked officers for their continued work in the service.

Following a show of hands it was unanimously

**RESOLVED**

To approve recommendations contained in the exempt report.

**Reasons for Decision**

To enhance the enforcement agent service for residents and the Council.

**266 BURE VALLEY RAILWAY FUTURE OPTIONS REVIEW**

The Assistant Director of Economic Development presented the exempt report, which outlined the findings from the Bure Valley Railway Future Options review. A considerable discussion took place on various aspects of the report, as detailed in the exempt Minutes.

Following a show of hands it was unanimously

**RESOLVED**

To approve the recommendations, as amended, in the exempt report.

**Reasons for Decision**

To review the options for the Bure Valley Railway.

**267 SINGLE IT SOLUTION FOR REVENUES AND BENEFITS**

The Assistant Director for Individuals and Families introduced the exempt report, which presented a business case for a joint Revenues and Benefits IT solution.

It was explained that moving to a single solution would realise significant financial savings for both Councils in the form of reduced software licensing and annual support costs.

A single solution would also increase resilience across the service and the alignment of working practices, which in turn would improve the overall customer journey offered to residents and businesses.

Following a show of hands it was unanimously

**RESOLVED**

1. To agree and endorse the Business Case; and

2. To agree to delegate authority to award the contract for a single Revenues & Benefits solution to the Assistant Director of Individuals and Families in consultation with the Portfolio Holder for Finance.

**Reasons for Decision**

To move to a single IT solution that would realise significant financial savings for both Councils and increase resilience across the service.

**268 EXEMPT ECONOMIC SUCCESS POLICY DEVELOPMENT PANEL**

Cabinet received the exempt minutes for the meeting held on 21 February 2022.

(The meeting concluded at 7.35 pm)

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Chairman



## DECISIONS ON APPLICATIONS – 23 February 2022

App'n No	Location	Description of Development	Decision
<b>20211768</b>	The Hawthorns, Hindolveston Road, Foulsham	Three detached, three bedroomed dwellings with garages and gardens, a new highway access, ecological enhancements, and the retention of the existing woodland	REFUSED
<b>20212024</b>	The Grain Store, Banningham Road, Aylsham, NR11 6LS	Proposed demolition of existing barn, which has been granted class Q permission under reference 20191719, and the erection of a new dwelling with integrated garaging, workshops & pool	APPROVED subject to conditions

**31 March 2022**

## **PAY POLICY STATEMENT 2021/22**

**Report Author(s):** Helen Molloy  
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**Portfolio:** Transformation and Organisational Development

**Ward(s) Affected:** All

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

Section 38 of the Localism Act introduced in 2012 requires all Local Authorities to produce an annual Pay Policy Statement, which must be approved by Council and made available to the public. Broad District Council's Pay Policy Statement 2022/23 is to be approved by Council in advance of its publication on the Council's website.

### **Recommendations:**

1. That Council approves the content of Broadland District Council's 2022/23 Pay Policy Statement as attached in advance of its publication on the Council's website.

## **1. Summary**

- 1.1 Section 38 of the Localism Act introduced in 2012 requires all Local Authorities to produce an annual Pay Policy Statement, which must be approved by Council and made available to the public. Broadland District Council's Pay Policy Statement 2022/23 is to be approved by Council in advance of its publication on the Council's website.

## **2. Background**

- 2.1 The Localism Act requires Pay Policy Statements to cover disparate aspects of remuneration policy, specifically those relating to its highest and lowest paid members of staff. The statement must include:
- The Local Authority's policy in the level and elements of remuneration for its Chief Officers.
  - The Local Authority's policy on the remuneration of its lowest paid employees, (together with its definition of 'lowest paid employees').
  - The Local Authority's policy on the relationship between the remuneration of its Chief Officers and other officers.
  - The Local Authority's policy on other specific aspects of Chief Officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.
- 2.2 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments and:
- Must be approved formally by Council.
  - Must be approved by the end of March each year.
  - Can be amended in year.
  - Must be published on the Authority's website (and in any other ways the Authority chooses).
  - Must be complied with when the Authority sets the Terms and Conditions for its officers.

## **3. Current position**

- 3.1 Broadland District Council's Pay Policy Statement for 2022/23 is attached.

## **4. Proposed action**

- 4.1 The proposal is for the approval of the 2022/23 Pay Policy Statement.

## **5. Other options**

- 5.1 Not applicable to this report.

## **6. Issues and risks**

- 6.1 **Resource implications** – Budgets for locally agreed pay increased and any nationally agreed awards form part of the annual budget setting process.
- 6.2 **Legal implications** – The Council is obliged through the Localism Act to produce an annual Pay Policy Statement and so would not be meeting its statutory obligations if it failed to do so.

## **7. CONCLUSION**

- 7.1 The Council is required to publish the Pay Policy Statement on an annual basis and approval is sought prior to its publication.

## **8. RECOMMENDATION**

- 8.1 That Council approves the content of Broadland District Council's 2022/23 Pay Policy Statement as attached in advance of its publication on the Council's website.

## **Appendix A – Pay Policy Statement 2022/23**

## **Pay Policy Statement 2022-2023**

### **1. Status of this Policy Statement**

This policy sets out Broadland and South Norfolk Council's approach to the pay of their workforce, including Chief Officers, in accordance with Section 38 of the Localism Act.

Any decision under powers delegated in the Councils' Constitutions with regard to remuneration to be taken during 2022/23 will be bound by and must comply with this Statement.

The Section 151 Officer must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

From 1<sup>st</sup> January 2020 these terms and conditions became effective for all staff thus creating a One officer team serving both Councils. These terms and conditions are to be continued for all staff, unless otherwise documented.

### **2. Scope**

This statement sets out the Councils' policy with regard to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers' remuneration and that of other officers

"Remuneration" for the purpose of this Statement includes four elements:

- basic salary
- performance related pay
- pension
- all other allowances arising from employment

### **3. Objectives of the Policy Statement**

(a) To ensure a capable and high performing workforce.

The Councils' policy is to set remuneration sufficient to attract and retain sufficiently experienced and qualified individuals to deliver the Councils' priorities.

(b) Simplicity, clarity and fairness between employees and between the Councils and their communities.

The Councils aim to be transparent on pay related matters to their staff, prospective staff and their wider communities. This Policy Statement

contains information relating to pay, grading and associated benefits applicable to all employees across both Councils. The Statement, once approved by each of the respective Councils, is published on each Council website.

Any remuneration package proposed for an employee which exceeds £100,000 (calculated by the value of total remuneration to be paid in the first year) must be approved in advance by both full Councils, and any package with a value of below £100,000 is approved by the Managing Director under delegated responsibility and in line with this Policy Statement.

- (c) To differentiate between remuneration and other employment related expenses.

The Councils make one-off, month by month regulated payments to compensate an employee who has temporarily stepped up into a more senior post, or where an employee has made an exceptional business contribution to the Councils. This is remuneration.

The Councils reimburse employees for expenses incurred during the course of their employment in line with the Councils' published rates. The Councils will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events, in line with the Councils relevant policy documents. The Councils do not regard such costs as remuneration but as non-pay operational costs.

This policy is applied consistently to the Managing Director, Chief Officers, Deputy Chief Officers and other employees.

#### **4. Chief Officers**

For the purpose of this Policy Statement, Chief Officers are defined as:

- Managing Director (and Returning Officer)
- Directors (statutory or non-statutory)
- Assistant Directors (Deputy Chief Officers)

#### **5. Job Evaluation**

The pay range for each post is set using a recognised analytical job evaluation scheme (Inbucon). A point-based scheme assesses each job against a number of factors. The process involves:

- The employee and manager agreeing a role profile
- Evaluation of the job data by trained analysts in partnership with the recognised Trade Union(s)
- The evaluation score determining the salary range for the job

Together HR & Trade Union representatives evaluate all new posts as part of a panel approach. Where substantial change occurs to an existing job the

employee and the manager are responsible for providing a revised, and agreed, role profile for re-evaluation.

## **6. Pay Bandings**

The pay bands for both Councils have been adjusted to provide one agreed pay spine for all staff, these are also aligned to agreed job families. These will be periodically reviewed, and if necessary, adjusted to reflect the appropriate market rate for the job using regional comparative data. As conforming with the Councils' policy to be competitive in both the public and private sector markets. Chief Officers are on a separate salary structure. See 10. for salary progression and appointment throughout a band.

To provide the opportunity for the Councils to fully consider a suitable salary progression scheme against the new pay spine the current performance related pay (PRP) schemes have been ceased.

A new scheme has been developed in line with the Councils 2021-2022 pay policy statement, this scheme was consulted on with staff members during 2021, aimed at coming into effect from May 2022.

Following formal pay negotiations with Management and Trade Union(s), the proposed scheme has been delayed whilst negotiations are continuing.

Staff costs are shared across the Councils on a percentage split for joint services.

The Managing Director also receives Returning Officer fees. Nominated Assistant Returning Officers also receive fees relating to duties undertaken during an election. The fees in respect of County, District and Parish Council Elections are set by the Chairpersons of the Norfolk Authorities' Member Remuneration Panels and the fees for conducting European, Parliamentary and Policy & Crime Commissioner elections are set by the Home Office and Ministry of Justice.

## **7. Pay Review**

As stated above, pay levels are reviewed each year. Following on from the 25<sup>th</sup> of November 2020 where as part of the response to the economic impacts of the COVID-19 pandemic, the Chancellor announced that public sector pay will be "paused" for 2021/22, this forming part of the Government published Spending Review 2020. This has subsequently been unfrozen for the period 2022/23, On 27 October 2021, [the Autumn Budget and Spending Review 2021](#) announced that public sector workers would receive "fair and affordable" pay rises across the 2022/23 to 2024/25 Spending Review period.

This ended the one-year public sector pay freeze, that had been put in place in the [2020/21 Spending Review](#). This had affected all public sector workers except NHS staff and low paid workers.

The key elements of the local policy are currently still part of local negotiations between management and trade union representatives.

It is the policy of the Councils to pay a minimum of the National Living Wage for all posts. It is also the Councils commitment to offer National Real Living Wage to all employees, as part of the pay negotiations currently underway with Trade Union(s). This commitment is to be reviewed with each subsequent increase to the National Real Living Wage conducted annually.

## 8. Pay Range

The Councils operates a pay structure for Chief Officers and a pay structure for all other officers. The spread of posts across each of the bands (as at 7<sup>th</sup> February 2022) is shown in the tables below

Chief Officer

Generic Role	Salary Scale	No. Employees
Managing Director	£140,000 - £168,000	1
Director	£81,600 - £102,000	3
Assistant Director	£61,200, - £80,999	8

All other:

Generic Role	Salary Scale	No. Employees
Senior Manager/Senior Specialist	H - J	33
Manager/Specialist	G - F	128
Senior Administrator/Senior Case/Operations Worker/Senior Technical Advisor	D - E	230
Administrator/Case/Operations worker/Technical Advisor	A -C	358
Apprentice	Apprentice	13



**All staff below Chief Officer**

<b>Generic Role</b>	<b>Salary Scale</b>	<b>No. Employees</b>
<b>Apprentice</b>	<b>£12,070</b>	<b>£17,321</b>
<b>A</b>	<b>£17,940</b>	<b>£19,176</b>
<b>B</b>	<b>£19,177</b>	<b>£22,570</b>
<b>C</b>	<b>£22,571</b>	<b>£26,492</b>
<b>D</b>	<b>£26,493</b>	<b>£31,119</b>
<b>E</b>	<b>£31,120</b>	<b>£35,484</b>
<b>F</b>	<b>£35,485</b>	<b>£40,770</b>
<b>G</b>	<b>£40,771</b>	<b>£45,717</b>
<b>H</b>	<b>£45,718</b>	<b>£50,928</b>

I	£50,929	£55,038
J	£55,039	£59,864

The mean of the two Councils salaries paid as at 1<sup>st</sup> February 2022 is £24,469 and the median is £22,570. Excluding apprentices (who are paid in between National Living Wage and the competitive apprentice rate set out above), the lowest paid employees are on Band A - these constitute a variety of staff including both administrative and operational.

The principles that guide the relationship between pay levels e.g. Job Evaluation, Pay Bandings are described in this Policy Statement.

## **9. Pay Multiples**

The Councils do not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required.

In terms of overall remuneration packages, the Councils' policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities, but not to differentiate on other allowances, benefits and payments it makes.

The Councils do not expect the remuneration of its highest paid employee to exceed ten times that of the lowest group of employees.

## **10. Salary Progression**

Salary on appointment is usually at the entry level of the band. Although the entry level can be varied by the skills and experience of the successful candidate, a higher point can only be agreed following a pay comparison. This would entail being able to justify the reason for giving the individual a higher salary than others. All salary amendments will be subject to the prior approval of the Senior HR & OD Lead and the relevant Director or Chief of staff. The current local pay negotiations, hope to result in a performance related pay scheme that enable progression through the salary band.

## **11. Honoraria**

The Councils retain an Honoraria Policy to provide financial recognition for (for example) additional responsibilities undertaken by employees throughout the year. Honoraria are calculated based on the additional duties taken on by the

individual, and the length of time that these responsibilities are likely to have a duration of.

## **12. Market Supplements**

Due to changing labour market pressures and following the agreement of the Managing Director market supplements were introduced within CNC Building Control in December 2018. These will be reviewed on an annual basis. If the supplement is no longer relevant or appropriate, this will be ceased, and the post holder will automatically revert back to their original grade. Data may be obtained from Councils and other employers in the local geographical area for salary comparison purposes. Should it become necessary to pay supplements in other areas of the Councils then these will be assessed against the current market conditions and will require approval of the Senior HR & OD and Chief of Staff.

## **13. Travel Rates**

In addition to pay, the Councils pay travel rates for the use of private vehicles on essential and reasonable Council business. The Councils pay such allowances in accordance with HMRC rates; these are the same for Chief Officers and other employees.

The current rates are:

First 10,000 miles per year: 45 pence per mile

Beyond 10,000 miles per year: 25 pence per mile

5p per mile is paid for a maximum of 4 passengers therefore the maximum claimable amount is 65p per mile

These rates are set at the maximum tax-free level approved by the HMRC.

## **14. Car Loan/Cycle Scheme**

The Councils operates a car leasing scheme which employees can access via the Sodexo self-service platform. This option which will be paid for by the employee, enables employees to take advantage of a competitive car leasing package.

## **15. Termination Payments**

The Councils have a single redundancy scheme which applies to all employees without differentiation. The Councils do not provide any further payment to employees leaving the Councils employment other than in respect of accrued leave which by agreement is untaken at the date of leaving. In exceptional circumstances the Council will make a payment in lieu of notice.

On leaving the Authority due to redundancy the agreed Redundancy Policy will apply. The amount of compensation will be up to a maximum of 1.6 times actual weekly pay but will not exceed 104 weeks' pay. This will be payable in the form of a lump sum, with any statutory redundancy payment offset against the discretionary award.

From January 2022 the designated redundancy multiplier will move to 1.4 for all staff.

If an employee is made redundant and is over the age of 55 their pension will be payable as per the Local Government Pension Scheme; there could be a pension strain cost associated with this.

Any severance payment made outside the scope of this Policy will reasonably comply with Councils' policy at any given time and be agreed with the Managing Director and Section 151 Officer. Any such agreement will remain confidential.

## **16. Re-employment**

Any individual who has been previously employed by either Council will need to compete for the position in accordance with the agreed Recruitment and Selection Policy. If the individual is successful and has previously been in receipt of severance benefits from either of the Councils, this must be referred to the Managing Director and Section 151 Officer before appointment is confirmed.

## **17. Professional Fees Subscriptions and Unison costs**

Reimbursement of professional memberships will be paid by the Councils if it is a mandatory requirement to enable the individual to carry out their statutory role. This is to be confirmed as per the job advert when the post is advertised.

All other professional memberships will be considered at the discretion of the Director/Assistant Director in liaison with the Senior HR & OD Lead and will be determined based on service specific requirements

The Councils do not make direct payment to UNISON officials for trade union duties, however there is a Facilities Agreement in place to cover these duties.

## **18. Relocation Expenses**

The offer of relocation assistance will be agreed and offered to a successful candidate at the time of confirming appointment, subject to the agreement of the Section 151 Officer.

### Eligibility

The full package applies to newly appointed officers who have accepted a permanent post and who are genuinely required to move. Part-time employees can claim the same entitlements as full-time employees.

The decision of whether relocation applies to specific roles is made at the recruitment approval stage.

### Limit

The overall maximum amount that can be claimed is £8,000.

## **19. Overtime**

All overtime worked in excess of normal hours of work must be authorised by a designated Senior Office such as Director or Chief of Staff in advance. Overtime

from Monday to Saturday, Sundays and Public Holidays is paid in accordance with the employee's contract of employment.

Eligibility for overtime payments is usually restricted to employees on salary band C and below. Unless contractually agreed or an exceptional circumstance all overtime is at plain time rates.

Employees who work less than 37 hours will be paid at plain time until they have worked over the full-time equivalent.

## **20. Sickness Benefit**

Employees are entitled to a sliding scale of sickness benefit according to their length of recognised continuous service, as follows:

Less than 4 months service – Statutory sick pay only (occupational sick pay will not normally be paid)

4 months up to 2 years – 1 month's full pay plus 2 months half pay

On or after 2 years – 2 months full pay plus 2 months half pay

On or after 3 years – 4 months full pay and 4 months half pay

On or after 4 years – 5 months full pay and 5 months half pay

On or after 5 years service – 6 months full pay and 6 months half pay

*By strict exception, as a result of the Covid19 Pandemic employees with less than 4 months service will be entitled to receive sick pay for any Covid related absences*

## **21. Annual leave**

The standard annual leave entitlement is 25 days (pro rata for staff working less than the standard working week) rising to 28 days after 5 years continuous service. Chief Officer entitlement is 30 days. In addition, the Councils recognise 8 public holidays, which are fixed throughout the year.

All employees are encouraged to take their full holiday entitlement each year. Employees will be able to purchase additional holiday with agreement from their line manager, provided there is organisational cover in place.

Employees will also be able to sell purchased leave back to the Councils, however will not be able to sell leave that is part of their contractual entitlement.

All staff are encouraged to work flexibly according to the needs of the service and their own personal work life balance requirements.

## **22. Recovery of Overpayments**

If an overpayment of salary or expenses occurs the Payroll Team will notify the member of staff concerned and agree how the monies will be repaid within a six-month timescale. A repayment plan will be agreed with the individual owing monies to the Council to ensure these are recovered.

## **23. Pension Provision**

All employees may join the Local Government Pension Scheme. The scheme is a statutory scheme with a sliding scale of contributions from employees and the employer, based on annual salary. For more comprehensive details of the Local Government Pension Scheme see

[www.norfolkpensionfund.org](http://www.norfolkpensionfund.org) or [www.lgps.org.uk](http://www.lgps.org.uk)

Neither the Scheme nor the Councils adopt different policies with regard to pension benefits for any category of employee; the same terms apply to Chief Officers and all other employees.

The Scheme provides for the exercise of discretion that allows for retirement benefits to be enhanced. The Councils will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. This Policy Statement reaffirms this in respect of Chief Officers and all other employees.

The Pension Scheme provides options for flexible retirement. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees. The One Team Policy requires that a minimum reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable. Approval for any flexible retirement requests are through the senior HR/OD lead with final sign off from the Chief of Staff

## **24. Auto Enrolment**

In complying with Government legislation to auto enroll workers into a workplace pension scheme, with effect from 1 November 2013 the Councils auto enroll all workers into the Local Government Pension Scheme if they meet the following criteria:

- earn over £10,000 per year
- are aged 22 or over
- are under State Pension Age
- are not already in a pension scheme

The re-enrollment date for the Councils was 1<sup>st</sup> November 2019

## **25. Non-Pay Benefits**

The Councils also have a number of non-pay related benefits such as occupational maternity/ paternity/shared parental/adoption leave, flexible working

and employee recognition awards. These are not part of the Councils' Pay Policy Statement but are referred to here for completeness.

## **26. Review of the Pay Policy Statement**

This Statement will be kept under review and is subject to annual approval by both full Councils. Changes will be agreed through appropriate consultation with the recognised Trade Union(s) and will be considered with regard to external good practice, legislation, recruitment and retention data and external pay information. Any potential departure from this Policy Statement during the course of the year requires the approval of the Managing Director and Leader of each Councils.

## **27. Gender Pay Reporting**

New regulations took effect from 1 April 2017 requiring Gender Pay Reporting for all organisations with 250+ employees. The Councils will report annually on these six calculations;

1. Average gender pay gap as a mean average
2. Average gender pay gap as a median average
3. Average bonus gender pay gap as a mean average
4. Average bonus gender pay gap as a median average
5. Proportion of males receiving a bonus payment and proportion of females receiving a bonus payment
6. Proportion of males and females when divided into four quartiles ordered from lowest to highest pay.

Alongside the calculations a narrative can be added to explain the reasons for the results and follow up actions taking place.

All of these figures for the period 2021/22 can be viewed via the Council joint website. [South Norfolk and Broadland District Councils Joint Website.](#)

Alternatively, past and present gender pay reports can be viewed via the Government website. (Please note, due to employee numbers only South Norfolk Council gender pay report figures are able to be externally published for the period 2020/21 and 2021/22).

[Broadland District Council- Gender Pay Reports](#)

[South Norfolk District Council- Gender Pay Reports](#)

## **28. Publication of Data, Access to Information and Transparency**

The code of recommended practice for local authorities on data transparency requires that the Councils should publish public data that includes Senior Officer salaries, names (discretionary), job descriptions, responsibilities, budgets and numbers of staff (with “Senior Officer” employees defined as those earning greater than £58,690). This information will be published on the Councils website by 1 April of each year and included, as required, within the Statement of Accounts which are subject to audit inspection.

## **29. Changes to Terms and Conditions**

From 2<sup>nd</sup> January 2019 Broadland and South Norfolk Councils appointed a Managing Director who will now leads the two Councils together under one team. As a result of this from 1<sup>st</sup> January 2020 there has been a single officer team serving both independent Councils.

Tuesday, 11 January 2022



## PROGRAMME OF MEETINGS – MAY 2022 TO MAY 2023

PUBLIC MEETINGS	DAY and TIME	MAY 2022	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN 2023	FEB	MAR	APR	MAY
Audit Committee	Thurs 10am			21		22				26		16		
Council (*Annual Mtg)	Thurs 7pm	26		28			13		15		23	30		25
Cabinet	Tues 6pm		14	19	23	27		1/29		10	14	21	18	
Overview & Scrutiny Committee (pre Cabinet)	Tues 10am		7	12	16	20	25	22		3	7	14	11	
Overview & Scrutiny Committee	Tues 10am		28			6		15		24			4	
Planning Committee	Wed 9.30am	18	15	13	10	7	5	2/30	21	25	22	22	19	
Economic Success Policy Development Panel	Mon 6pm		27			5		7	19		6		3	
Environmental Excellence Policy Development Panel	Thurs 6pm		23		18		20		8		9		6	
Place Shaping Policy Development Panel	Mon 6pm		13		8		3	28		23		20		
Wellbeing Policy Development Panel	Wed 6pm		29			7		2	14		8		5	
Service Improvement & Efficiency Cttee	Mon 6pm		20		15		17		5	30		27		
Appeals Panel	Arranged as required													
Awards Panel	To be confirmed													
Electoral Arrangements Committee	Arranged as required													
Joint Appointment Panel	Arranged as required													
Joint Scrutiny Committee	Arranged as required													
Joint Statutory Officer Appeals Cttee	Arranged as required													
Joint Statutory Officer Hearing Cttee	Arranged as required													
Licensing & Regulatory Committee	Arranged as required													
Performance Management Sub-Cttee	Arranged as required													
Standards Committee	Arranged as required													
NON PUBLIC MEETINGS														
Member Development Panel	Arranged as required													
Joint Informal Cabinet	To be confirmed													

Please note – all dates are subject to change

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

**Report Author:** Emma Hodds  
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01508 533791  
ehodds@southnorfolkandbroadland.gov.uk

**Portfolio:** Leader (Policy)

**Wards Affected:** All

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

The purpose of this report is to receive feedback from members on their representation on outside bodies.

### **Recommendation:**

To note the report

## **Cllr J Ward – Norfolk Arts Forum Executive Committee - 24 February 2022**

The Norfolk Arts Forum Executive Committee met, via Zoom, on 24 February, chaired by Cllr Margaret Dewsbury. We heard from the following members:-

Lyndall Rosewarne, Director of Magic Acorns which provides music and creative art for babies and young children. They recently took over a floor of the empty Debenhams to put on activities.

Veronica Newson, Campaign Manager of Head East, a promotional company advertising the benefits of our eastern region in London, Cambridgeshire, and Essex.

Peggy Hughes, Director of the National Centre for Writing, based at Dragon Hall, partnered with Anglia Ruskin University on some projects, they are producing a Heritage Trail of Magdalen Street and are working with many diverse groups.

A Writer in Residence has been appointed for libraries; she is Eleanor Trainer

Rachel Drury, Director of 'Collusion'. this is art using new technology such as providing outdoor projections. They are busy building networks with other artists.

Julia Devonshire and Genevieve Rudd of the Great Yarmouth Artists Group are making contact with artists in the area, for mutual support and to promote local talent through their Independent Arts Council

**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 93 to 94 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