

# Scrutiny Committee

## Agenda

### Members of the Scrutiny Committee:

Cllr J Hornby (Chairman)  
Cllr Y Bendle  
Cllr T Holden  
Cllr T Spruce  
Cllr J Worley

Cllr J Halls (Vice Chairman)  
Cllr B Bernard  
Cllr J Rowe  
Cllr J Overton

### Date & Time:

Thursday 30 June 2022  
9.30am

### Place:

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

### Contact:

Jessica Hammond tel (01508) 505298  
Email: [committee.snc@southnorfolkandbroadland.gov.uk](mailto:committee.snc@southnorfolkandbroadland.gov.uk)  
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### PUBLIC ATTENDANCE:

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

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

If a member of the public would like to observe the meeting, or speak on an agenda item, please email your request to [committee.snc@southnorfolkandbroadland.gov.uk](mailto:committee.snc@southnorfolkandbroadland.gov.uk), no later than 5.00pm on Monday 27 June 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.

# AGENDA

1. To report apologies for absence and to identify substitute members;
2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;
3. To receive Declarations of Interest from Members;  
(Please see guidance form and flow chart attached – page 5)
4. Community Safety Update;  
(report attached – page 7)
5. Best in Class Housing Offer Review on Progress;  
(report attached – page 9)
6. Call-in of Marketing of South Norfolk House;  
(Cabinet report attached – page 19)  
Decision of the Cabinet meeting held on 13 June 2022:

## RESOLVED

To approve

1. The marketing of South Norfolk House in accordance with planning policy DM2.2 of the South Norfolk Local Plan
2. The delegation to the Director Resources, in consultation with the Leader of the Council to obtain an independent valuation to inform the valuation that has to be agreed with Planning Officers in advance of the marketing, as required by planning policy

**Call-in made by:** Cllrs C Hudson, M Edney and J Worley

**SUSPENSIVE Call-in** of the decision.

### **Reasons for the Call-in:**

- The delegation, explore options i.e. delegation to the Director Resources, in consultation with the Leader of the Council and the Leader of the Opposition (for example) to ensure broad agreement (given the importance of the decision)
- Ask questions on how a reasonable valuation be obtained and the process to be followed to ensure that the South Norfolk House is properly marketed correctly in line with DM2.2 of the SNLP, it may assist if a member of SNC Planning team would be able to attend. We are very keen for this process to be very clear and documented in black and white.

### **7. Scrutiny Work Programme, Tracker and Cabinet Core Agenda;**

(attached – page 23)

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

## **Independence**

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

## **Member leadership**

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

## **A constructive atmosphere**

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

## **Respect and trust**

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

## **Openness and transparency**

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

## **Consensus**

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

## **Impartial and independent officer advice**

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

## **Regular review**

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

## **Programming and planning**

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

## **Managing time**

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

## DECLARATIONS OF INTEREST AT MEETINGS

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

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

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

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



## **COMMUNITY SAFETY UPDATE**

**Report Author:** Mike Pursehouse  
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**Portfolio:** Better Lives / Clean and Safe environment

**Ward(s) Affected:** ALL

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

To provide an opportunity for the South Norfolk Police command and Council Senior Managers to engage members on current community safety priorities and issues in South Norfolk with the aim of advising members and providing a questions and answer session to inform future thinking.

### **Recommendations:**

1. The committee to make recommendations on future community safety priority issues.

#### **1. Summary**

- 1.1 South Norfolk continues to be a safe place to live and work. South Norfolk Council has a strong partnership with the police, and we continue to work together to work

on locally identified priorities, and through the Norfolk County Community Safety partnership.

- 1.2 This agenda item has been requested by the Police to come and speak to the Committee to update on current issues as part of their overall engagement plan. This will allow an opportunity to discuss current issues and concerns with the Police, as well as with the Assistant Directors from Regulatory Services and Individual and Families who between them hold the bulk of community safety working in the Council.

## **2. Background**

- 2.1 As part of the requirements on Policing, Norfolk Police are expected to engage with residents and stakeholders to understand local concerns and provide information on what local priorities are. This session will form part of this overall engagement plan.

## **3. Current position/findings**

- 3.1 South Norfolk Policing command will bring up to date information to update members at the session.

## **5. Issues and risks**

- 5.1 **Resource Implications** – None, community safety work is embedded in current staffing
- 5.2 **Legal Implications** – There are no known legal impacts
- 5.3 **Equality Implications** – There are no known equalities implications
- 5.4 **Environmental Impact** – There are no known environmental impacts.
- 5.5 **Crime and Disorder** – There are no specific issues to raise, crime and disorder continues to be low across the district.
- 5.6 **Risks** – no specific risk identified.

## **6. Conclusion**

- 6.1 This type of engagement is essential to ensure that members have a chance to meet and discuss issues and concerns that are facing South Norfolk residents, to inform local policing and community safety priorities.

## **7. Recommendations**

- 7.1 The committee to make recommendations on future community safety priority issues.



## **BEST IN CLASS HOUSING OFFER REVIEW ON PROGRESS**

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**Portfolio:** Better Lives

**Ward(s) Affected:** ALL

**Purpose of the Report:**

To present a review of the progress on the Best in Class Housing Offer following introduction in April 2021.

**Recommendations:**

To receive the review on progress of the best in class housing offer and make recommendations as appropriate.

## **1. Summary**

- 1.1 This report presents an overview of the first year of the best in class housing offer from 1<sup>st</sup> April 2021-31<sup>st</sup> March 2022.
- 1.2 It also highlights some of the work to follow, not only to maintain momentum on best in class but also to meet the expected challenges to come.

## **2. Background**

- 2.1 The new best in class housing offer was introduced in April 2021, developed in consultation with Campbell Tickell consultants and informed by a joint member working group,
- 2.2 This offer created a new Allocations Scheme for the Council which was aligned with Broadland District Council and included:
  - A single point of access through an online housing portal
  - The introduction of 4 priority bands in place of 5.
  - Implementation of a hybrid approach to allocation of social housing through choice based lettings (CBL) and nominations for larger housing developments.
  - The ability to bid across South Norfolk and Broadland, with local connection and priority need criteria in place
- 2.3 It also ensured that a shared IT system could be introduced, creating consistency, embedding the one team approach and delivering savings over a four year period.
- 2.4 On a wider note, the best in class housing offer project created a blue print for joint projects to be taken forward by officers, senior leadership and members.

## **3. Current position/findings**

- 3.1 The online portal and scheme went live on 8<sup>th</sup> April 2021 following significant preparatory work to ensure that customers were fully informed of the changes in addition to existing applications being up to date, that a housing register application was the most appropriate housing option and that the correct banding was applied.
- 3.2 The section below provides details of applications and throughput in relation to the housing register for the first year of implementation – April 2021-March 2022. We have included a broad narrative for the data, however it should be noted that it will be difficult to draw firm conclusions from the information, as there may not be equitable comparable data and it is also likely to be skewed as a result of the pandemic, for example through:
  - Increases in demand through the service
  - Ending of the evictions ban
  - Nationwide lockdowns impacting on socially rented properties becoming available (void)

- Reduction in availability of tradespeople to undertake repairs/refurbishments of void socially rented homes
- Disruption to completions of new build homes of all tenures
- Shortages of building materials

3.3 Charts 1-3 below provides detail on the number of live housing register applications each month. It can be noted that the number of live applications have increased steadily throughout the year before dropping off slightly in March. There has also been a slight increase in the percentage of applications being placed in the highest priority banding. From 4% in April 2021 to 8% in March 2022. This could indicate higher numbers of households who are homeless or in temporary accommodation.

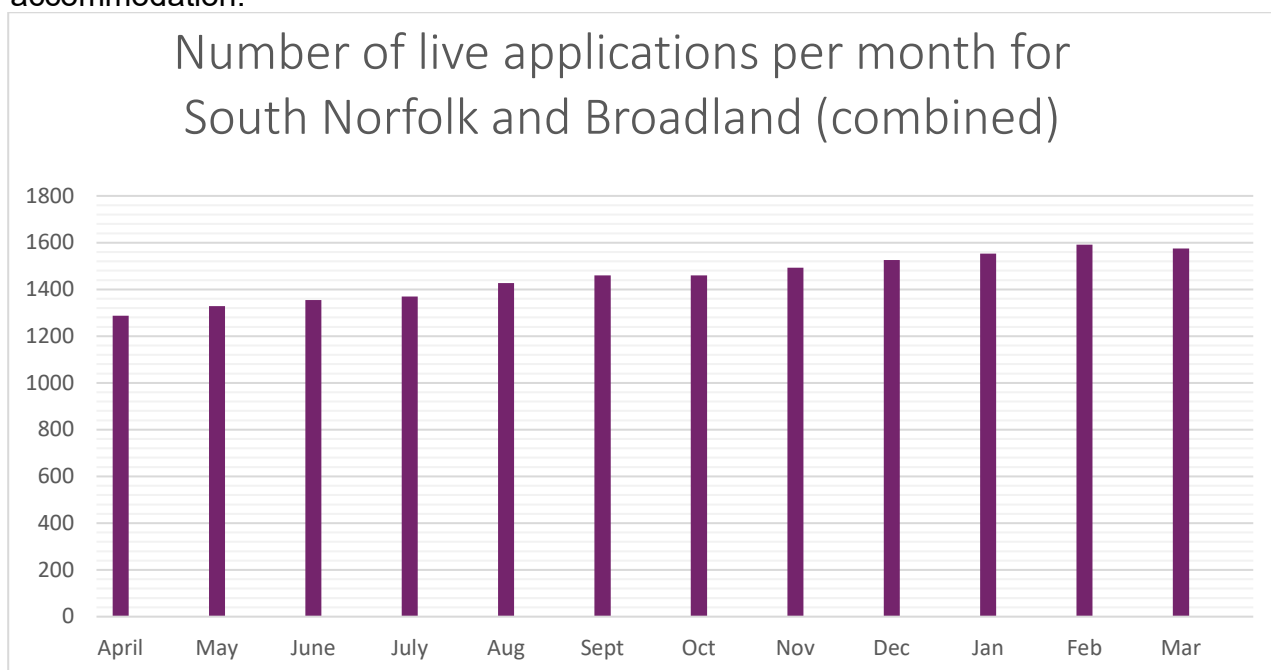


Chart 1: Number of live applications per month for South Norfolk and Broadland combined (2021/22)

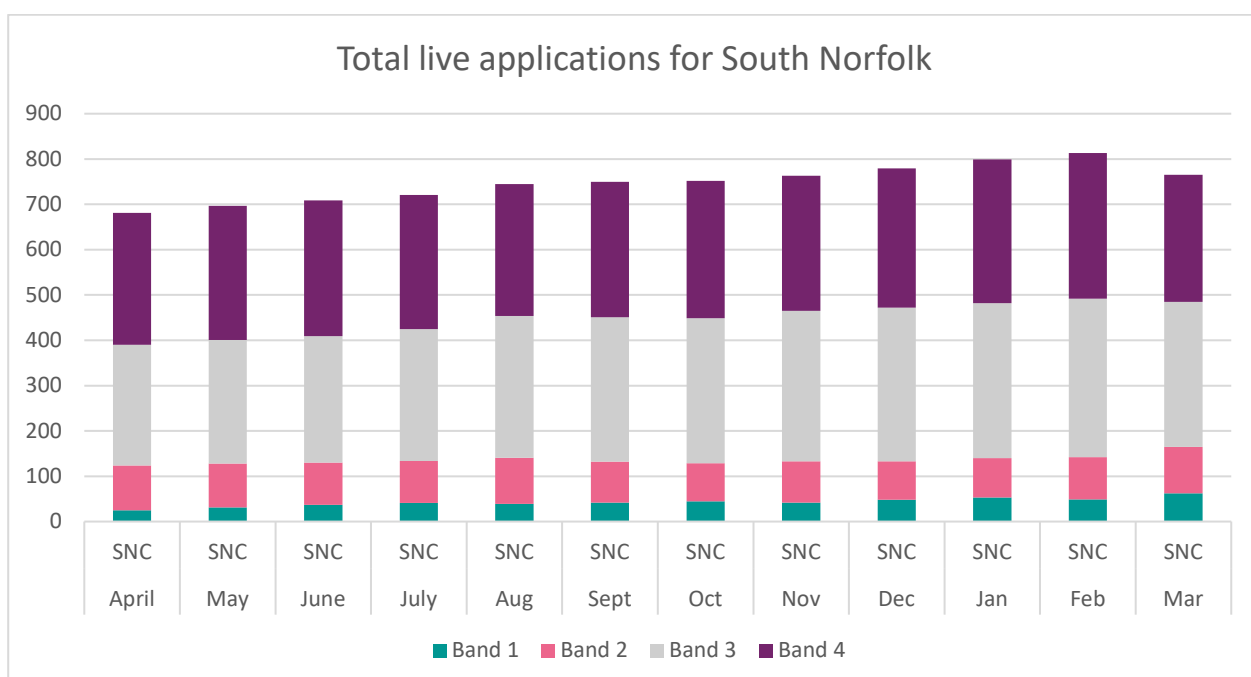


Chart 2: Total live applications for South Norfolk (2021/22)

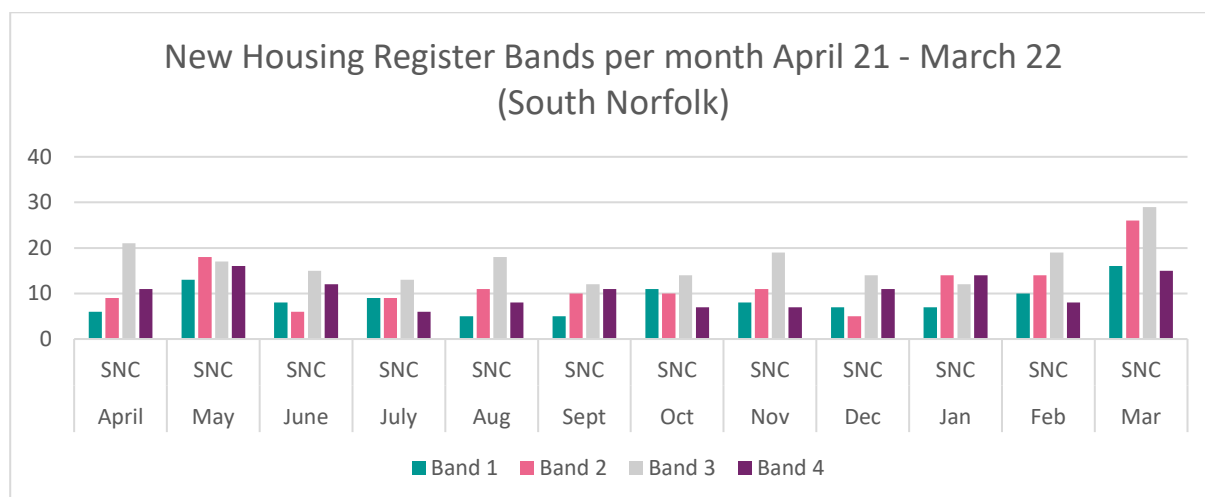


Chart 3: New applications by housing register band for South Norfolk (2021/22)

- 3.4 In terms of the number of applications received through the new online portal, data from August 2021-March 2022 shows that there have been 1181 applications with 322 residents completing the enhanced housing option on the portal, detailing their full housing options including affordable purchase.

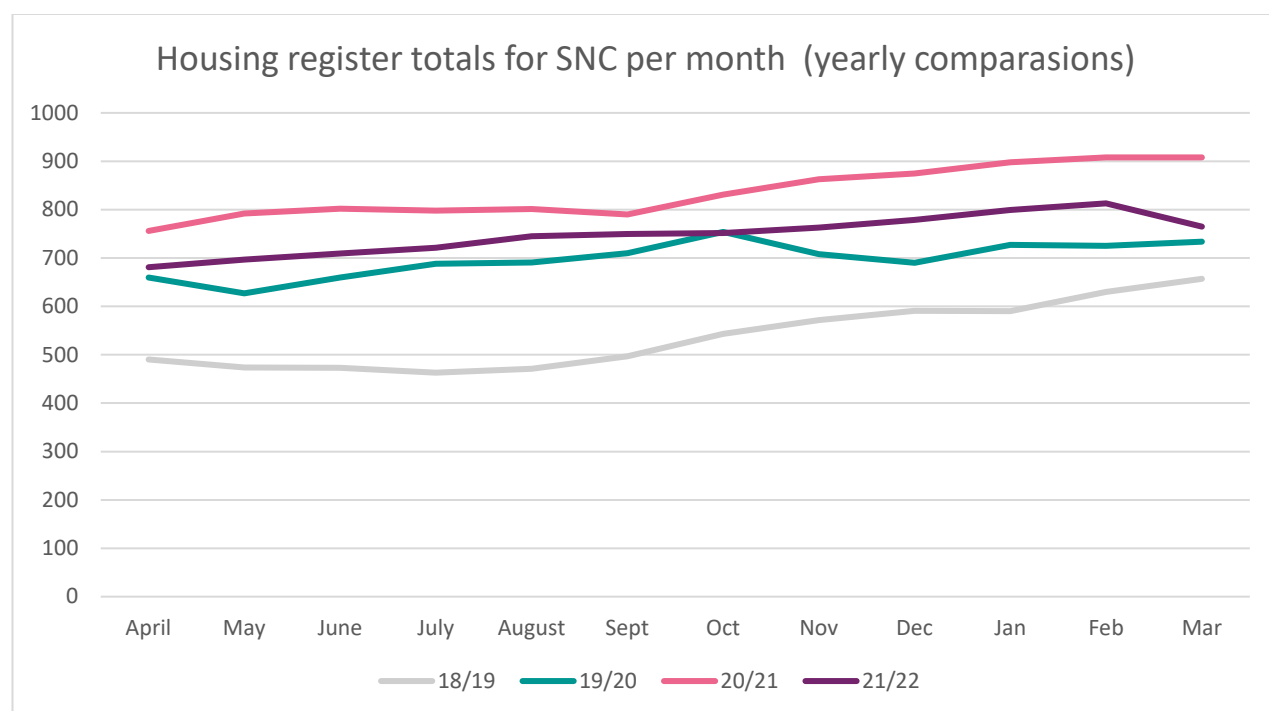


Chart 4: Housing register, total numbers by month. 4 year comparison for South Norfolk

- 3.5 Chart 4 above provides a 4 year comparison of housing register numbers. As can be seen, numbers for 2021/22 are significantly higher than that of 2018/19 and 2019/20 but lower than the previous year. This may be due to a review of housing cases carried out in spring 2021 in preparation for the new system. However, the slowdown in available properties as a result of lockdowns and rise in housing register applications from people living in insecure housing arrangements, such as sofa surfing, also contributed to the increase in numbers for 2020/21.

- 3.6 In terms of throughput of the housing register, 723 households secured accommodation via the housing register across South Norfolk and Broadland in 2021/22. Of these, 430 were in the South Norfolk Area.

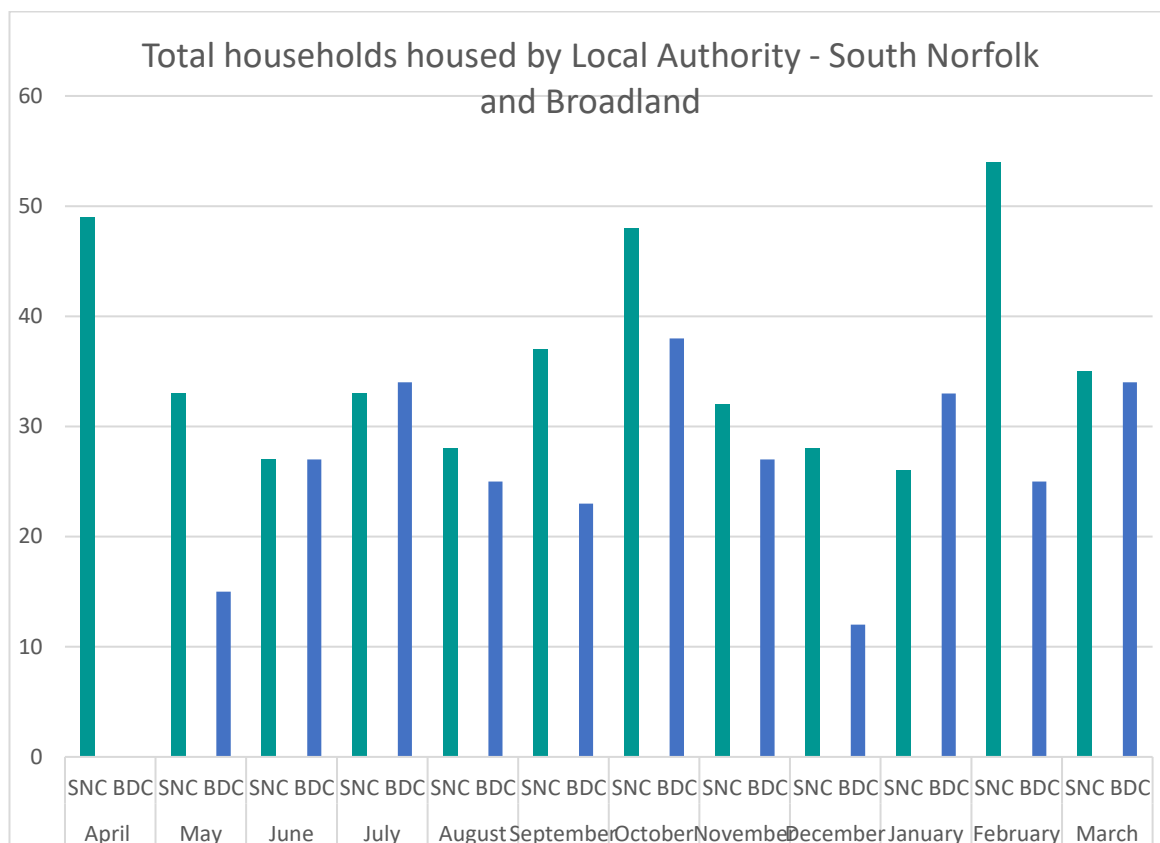


Chart 5: Total households housed by local authority for South Norfolk and Broadland 2021/22

- 3.7 Of those housed in the South Norfolk area, 21 residents were Broadland Housing register applicants, and 31 South Norfolk register applicants have been housed within the Broadland area since April 21. This equates to 5% and 11% of housed applicants respectively indicating that the policy is effective in providing that opportunity to move across districts, however it is not occurring in such large numbers that it is preventing moves within a local district.
- 3.8 With regard to Section 106 properties, these made up 198 of the properties let in South Norfolk, 3 of which were accommodated to Broadland applicants, please also note that 5 South Norfolk residents have been successful in Broadland S106 properties. We have checked these individuals and in all cases the applicants applied to either South Norfolk or Broadland, but they also had connections to parishes in the other district area, which is why they have been successful securing these particular homes. This evidences the greater efficiency of the one team approach as previously these individuals would have been administered by both councils due to their dual connection, now however this administration is halved whilst the same options are available to them.

3.9 Over the last year, 93 properties with adaptations became available (void) in South Norfolk, 3 of which had full wheelchair accessibility and 35 properties were for the over 55s, formerly called Sheltered Housing.

3.10 To provide additional context, the diagram below provides numbers of homes advertised via Home Options in South Norfolk. It is clear from this that numbers of available homes have reduced dramatically. While 2021/22 saw a slight return to numbers of existing homes available for re-let, the numbers of new build properties were still at least 50% lower than previous years meaning that the total available homes for 2021/22 were only 63-75% of preceding years. As can be expected, this places additional pressures when trying to resolve housing and homelessness issues.

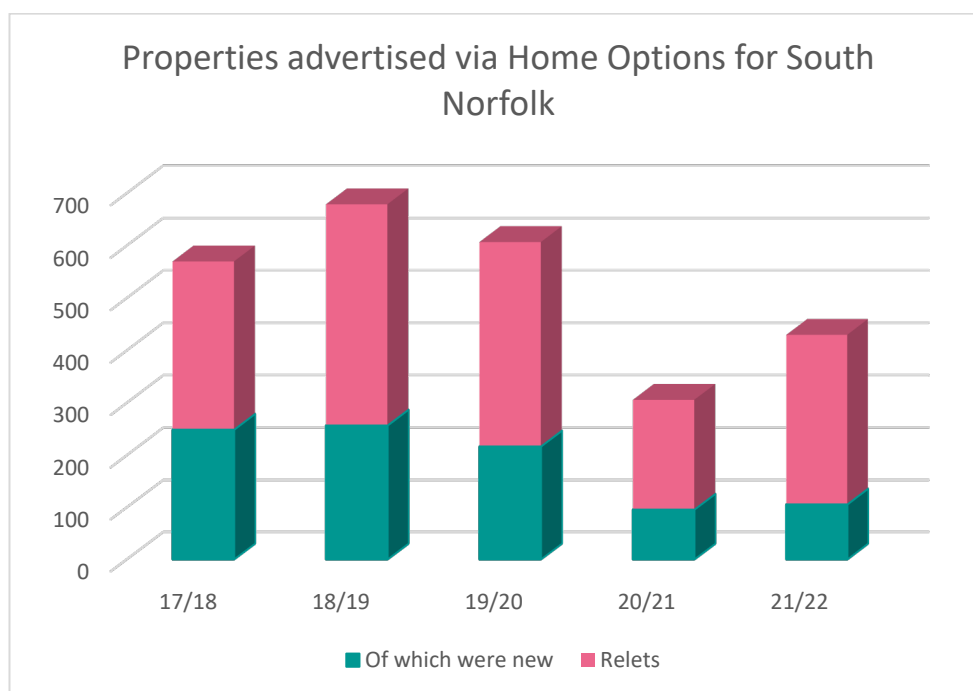


Chart 5: Available properties for let between 2017/18 and 2021/22

3.11 Finally, the introduction of a single IT system has been instrumental in successfully bringing together the One Housing team. In addition, the system is expected to deliver savings of £72,987 during the first four years of operation. These savings will start to be realised from 2023/24 as outlined in the table below.

Savings	Previous costs	Planned and Actual costs
YR1	£57,667	£104,422
YR2	£115,334	£122,175
YR3	£173,001	£139,928
Total YR4 spend	£230,668	£157,681
4 Year savings against current spend	-	£72,987 (Savings)

Table 1: Overview of the costs and savings as a result of the project.  
IT costs and savings as estimated and actual:

(These costs are inclusive of capital and revenue expenditure)

#### **4. Learning so far**

- 4.1 As part of best practice and to ensure that the Council is meeting its statutory duties, a review of the Allocations Scheme is undertaken annually with any changes to the scheme approved by Cabinet.
- 4.2 The review for 2021/22 highlighted some areas for amendment, these mainly centred around tightening up some areas after the scheme had been used operationally and included:
- A small number of changes to the core policy
  - Updating and rewording to the policy to provide clarity to residents
  - Splitting guidance from core policy so that residents can easily find the information they need without looking through guidance directed at officers.
- 4.3 In terms of the introduction of the best in class housing offer. It has been effective in bringing the team together, providing aligned allocations schemes and expanding opportunities for residents to self-service, giving flexibility on when they choose to access our services. Furthermore, it has allowed the team to work through the challenges of Covid-19.
- 4.4 However, the Council is always looking to improve the service it provides and as part of this, an investment of £12,000 has been allocated from the budget to upgrade the IT behind the customer portal to make it more intelligent for customer's needs, for example, only having to fill in details that are relevant to them, such as medical need. It will also have an intelligent evidence calculator which will reduce the administrative burden caused to council officers by evidence chasing.
- 4.5 Finally, learning from the practical aspects of introducing the offer have been considered. While it was strategically effective and met time constraints in terms of the critical necessity of a new IT system it added pressures to front line officers already balancing the impacts of the pandemic. In a single day, they became one team with a new system, allocations policy and phone system answering housing related calls across both South Norfolk and Broadland. The officer team are to be commended for the way they came together as a team and ensured that the new working arrangements have been successful, particularly during the ongoing pandemic period. However learning for the future may suggest a staged approach to introducing changes where this is possible.

#### **5. Looking ahead**

- 5.1 Social Housing is a scarce resource and as the cost of living crisis meets a reduction in availability of private rented homes coupled with rising prices in the sector, it is expected that demand into housing and homelessness services will increase exponentially.

- 5.2 It is also believed that households are using access to available credit to manage the cost of living. However, there is a risk this could leave them vulnerable to continued pressures in the future, perhaps exacerbating the potential for homelessness.
- 5.3 To provide an example, the graph below shows internal modelling for temporary accommodation demand undertaken in February 2022. As can be seen, even on the most positive scenario, numbers are unlikely to reflect those seen broadly across 2017-2019.

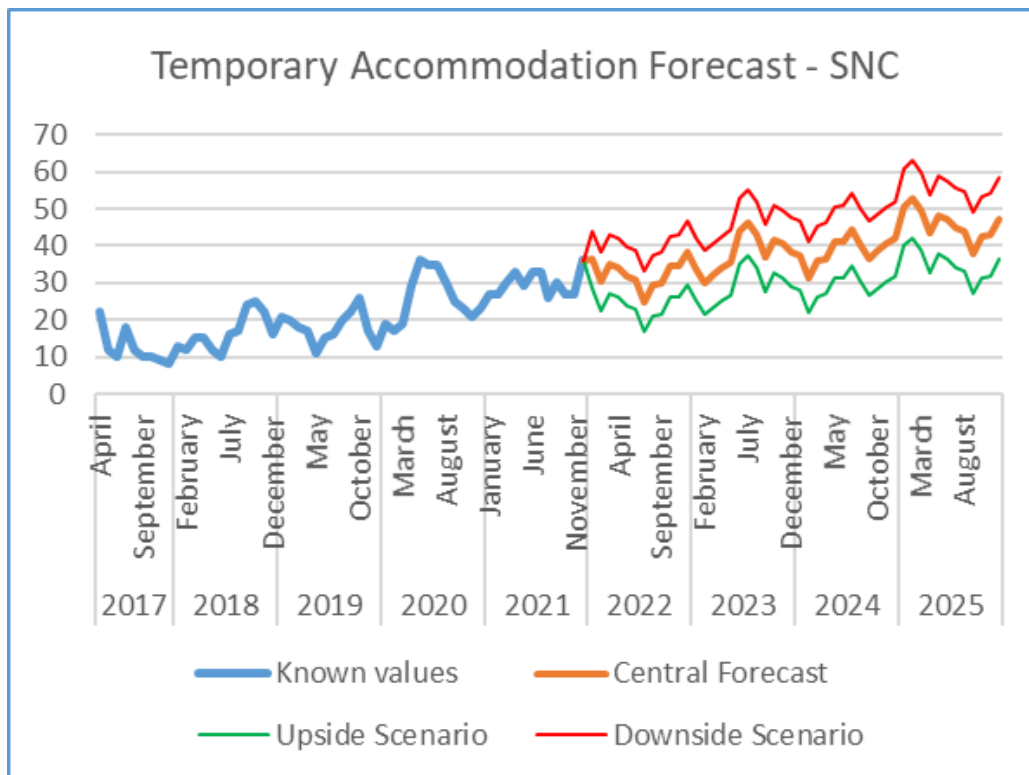


Chart 6: Temporary Accommodation Forecast for South Norfolk Council

- 5.4 To that end, it is imperative that the Council encourages customers to seek support sooner so that we can work to prevent costly crisis measures such as the use of temporary accommodation.
- 5.5 We will also seek to make the best use of our funding, such as discretionary housing payments, homelessness prevention funding and hardship funding passported from Norfolk County Council.
- 5.6 In addition and as outlined below, work to further the best in class housing offer continues and will flex in order to be responsive to current circumstances.

### Customer Journey

- 5.7 The Council is undertaking the Customer Journey transformational project. Currently in phase 1 we have undertaken a complete review of the Housing service from the first point of contact to resolution. One of the visions of the project



is to design and implement a clear customer journey that puts early prevention at the front of our service.

- 5.8 The aims and project deliverables include enabling residents to self-identify their housing need and plan for their future needs when they can, however support and identify those who can't and are at risk of homelessness.
- 5.9 Phase One is currently in the development stage of recommendations, a report on these will be presented to members as part of the Best in Class Housing project in the autumn/winter of 2022, however some improvements and efficiencies are being made along the course of the project which include:
- Upgrading the housing portal to make it more user friendly.
  - Listened to feedback from residents and improve the information and updates on the Customer Portal Launched the self-serve housing options on the Customer Portal

### **Temporary Accommodation Review**

- 5.10 We have been conducting a robust review of our temporary accommodation portfolio and we will now be undertaking this in conjunction with Campbell Tickell Consultants, to benefit from objective housing and finance expertise.
- 5.11 As part of the review we will be looking to explore the demands on our Temporary Accommodation, forecast what the future demands may be and how we meet these demands.
- 5.12 A report on the suggested recommendations for Temporary Accommodation will be presented to members as part of the Best in Class Housing Programme autumn/winter 2022.

## **6. Issues and risks**

- 6.1 **Resource Implications** – Work to further the Best in Class Housing offer is being met by existing staff resource. Costs to improve the customer portal and contract Campbell Tickell have been allocated from existing budget. Undertaking this spend aims to streamline the application process for customers in addition to creating a responsive and cost effective temporary accommodation portfolio.
- 6.2 **Legal Implications** – The Best in Class Housing offer enables the Council to meet its statutory duties towards housing and homelessness.
- 6.3 **Equality Implications** – There are no known equality implications
- 6.4 **Environmental Impact** – There are no known environmental impacts.
- 6.5 **Crime and Disorder** – There are no known crime and disorder implications

- 6.6 **Risks** – As has been shown above, there is a risk demand into the service will increase immeasurably. However, the Best in Class Housing offer work is ongoing to mitigate this.

## **7. Conclusion**

- 7.1 The work to design and implement the Best in Class Housing offer was undertaken during an unprecedented and challenging period of time. All officers within the team have risen to the occasion to ensure that the roll out was successful.
- 7.2 The new system has meant that we can; provide a single point of access to our customers; offer greater choice in bidding across South Norfolk and Broadland; bring together the one Housing team, creating unity of purpose, sharing expertise and developing staff skillset.
- 7.3 However, there is further work to be done as the team now learn to manage as a bigger entity serving a bigger geographic footprint to make sure the housing system is efficient and responsive to customer needs and that our offer is sustainable and can meet demands.

## **8. Recommendations**

- 8.1 To receive the review on progress of the best in class housing offer and make recommendations as appropriate.

## **Background papers**

Housing allocation policy review 4 January 2022

## **Marketing of South Norfolk House**

**Report Author(s):** Debbie Lorimer  
Director Resources  
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**Portfolio:** Leader of the Council

**Ward(s) Affected:** Long Stratton

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

Following the decision to jointly purchase the Horizon Centre and relocate the Council's headquarters, there is a need to look at the future of South Norfolk House. As part of the work looking at future options there is a planning policy requirement that any change of use would require a period of a minimum of six months marketing to have taken place. This report seeks agreement to start that marketing to reduce the length of time between the site becoming vacant and any future use going forward.

### **Recommendations:**

Cabinet are asked to approve:

- 1) The marketing of South Norfolk House in accordance with planning policy DM2.2 of the South Norfolk Local Plan
- 2) The delegation to the Director Resources in consultation with the Leader of the Council to obtain an independent valuation to inform the valuation that has to be agreed with Planning Officers in advance of the marketing, as required by planning policy

## **1 SUMMARY**

- 1.1 Following the decision to jointly purchase the Horizon Centre and relocate the Council's headquarters, there is a need to look at the future of South Norfolk House. As part of the work looking at future options there is a planning policy requirement that any change of use would require a period of a minimum of six months marketing to have taken place. This report looks at the requirements of this specific planning policy and the required actions which includes the requirement to agree a valuation in advance prior to the marketing beginning. The report seeks agreement to obtain a valuation and to start the marketing to reduce the length of time between the site becoming vacant and any future use going forward.

## **2 BACKGROUND**

- 2.1 The Council held an Extraordinary Council Meeting on the 16 May 2022 where it approved the joint purchase of the Horizon Centre, which will deliver significant financial and environmental benefits as well as cultural benefits for the One Team of Officers which will lead to improved performance and service delivery.
- 2.2 The consequence of the relocation of the Council's headquarters is the future of the South Norfolk House site and a need to minimise the period between the site becoming vacant and any future use as well as keeping any revenue costs at a minimum.

## **3 CURRENT POSITION/FINDINGS**

- 3.1 The report which came to the Extraordinary Council Meeting in May contained a high-level appraisal of four options for the South Norfolk House site once it became vacant. While the options are developed further, to take forward any redevelopment of the site that requires a change of use there would be a need to satisfy planning regulations including the requirements under Policy DM2.2 Protection of employment sites of the South Norfolk Local Plan.
- 3.2 The Policy seeks to safeguard sites and buildings currently in or last used for an employment use. To justify departure from employment/ business development, Part (2) (a) of policy DM2.2, requires that evidence of a marketing exercise for at least 6 months at valuations agreed by the Council and for a range of suitable alternative uses should be discussed and agreed with the Council.
- 3.3 The following steps would need to be taken under part (2) (a) of Policy DM2.2 to achieve a change of use:
- a) Agree valuations with the Council as the local planning authority for the current site/use and a range of suitable alternative uses.
  - b) Actively market the site for a least 6 months based on valuation(s) agreed with the Council.
  - c) Gather/ present evidence and findings of marketing exercise and any offers in support of any planning application and/or in support of pre-application advice.

## 4 PROPOSED ACTION

- 4.1 In order to compile with the steps outlined above it is proposed that Cabinet agree the marketing of the site is progressed as quickly as possible so that the six-month period is initiated.
- 4.2 That as part of the instigation of that work, Officers obtain an independent valuation via a suitable accredited and recognised surveyor, which Planning Officers have indicated would be acceptable as evidence on which to agree up front a valuation.

## 5 OTHER OPTIONS

- 5.1 Policy DM2.2 Protection of employment sites does include an alternative option which is:

*There would be an overriding economic, environmental or community benefit from redevelopment or change to another use which outweighs the benefit of the current lawful use continuing.*

- 5.2 However, this carries significant risk as any challenge could result in having to carry out the steps in 3.2 anyway which could significantly delay progress on the site. Starting the process now means the majority of the six months occurs while the building is still in use and while further work on the options is being carried out so it shouldn't impact substantially on timescales.

## 6 ISSUES AND RISKS

- 6.1 This report is proposing taking actions which reduces the risk of having a delay in taking forward options for the South Norfolk House site once it is vacated. There are a number of risks outlined below although the Council is under an obligation to obtain Best Value in the disposal of the site and therefore needs to look at alternative uses for the site.
- 6.2 **Resource Implications** – There is a requirement to minimise the period of time between vacating the site (which needs to be completed quickly to avoid dual running costs with the Horizon Centre) and obtaining proceeds from the disposal of the site.
- 6.3 **Legal Implications** – these are considered in the report.
- 6.4 **Equality Implications** – None at this stage.
- 6.5 **Environmental Impact** – None at this stage.
- 6.6 **Crime and Disorder** – None at this stage.
- 6.7 **Risks** – There is the risk that offers are received based on the independent valuation which are lower than the anticipated return in the business case and what could be achieved through acceptable alternative use of the site.

## **7 CONCLUSION**

- 7.1 There is a requirement to resolve the future of the South Norfolk House site at pace to ensure best value for taxpayers and to comply with planning policy as part of the process. Beginning the marketing of the site now to comply with planning policy DM2.2 will ensure this is achieved.

## **8 RECOMMENDATIONS**

- 8.1 Cabinet are asked to approve:

- 8.1.1 The marketing of South Norfolk House in accordance with planning policy DM2.2 of the South Norfolk Local Plan
- 8.1.2 The delegation to the Director Resources, in consultation with the Leader of the Council to obtain an independent valuation to inform the valuation that has to be agreed with Planning Officers in advance of the marketing, as required by planning policy

### **Background Papers**

Extraordinary Council Meeting 16 May 2022 Future Office Accommodation Project – Appraisal and Business Case

## Scrutiny Committee – Work Programme

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

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

Date of meeting	Topic	Organisation / Officer / Responsible member	Objectives
30 June 2022	Review of Housing Best in Class model	Housing and Wellbeing Senior Manager and Portfolio Holder for Better Lives	Members to consider whether the aims of the Best in Class Housing Review have been met. The Committee to also review the Council's Housing Allocations Policy after 12 months of operation. The Committee to make appropriate recommendations.
	Community Safety Update	Assistant Director – Individuals & Families; and Portfolio Holder for Better Lives	The Committee to receive an update on work being undertaken by the Norfolk County Community Safety Partnership and the Council. Members will have the opportunity to review work undertaken and make any recommendations regarding the future approach, as appropriate.
TBC – likely July / Aug 2022	Wymondham Neighbourhood Plan	Senior Community Planning Officer, and Leader & Portfolio Holder for Stronger Economy	The Committee to consider the Wymondham Neighbourhood Plan, ahead of consideration of cabinet. Scrutiny Committee to make recommendations to Cabinet regarding the next steps for the Plan and whether the criteria has been met.
4 Aug 2022	Leisure Recovery Plan	Assistant Director – Community Services & Leisure Operations Manager; & Portfolio Holder for Customer Focus	Scrutiny Committee to review and assess the progress with the Leisure Recovery Plan. Members to make recommendations as appropriate
8 Sept 2022	<i>No items scheduled</i>		
13 Oct 2022	<i>No items scheduled</i>		
17 Nov 2022	Police Crime & Community Safety Plan	Assistant Director – Individuals & Families; and Portfolio Holder for Better Lives	Scrutiny Committee to consider the Police Crime & Community Safety Plan to review its effectiveness and progress towards meeting the objective and targets set. <b>The Norfolk Police and Crime Commissioner to attend.</b>

Date of meeting	Topic	Organisation / Officer / Responsible member	Objectives
22 Dec 2022	<i>Will be held in the event of call-in only</i>		
26 Jan 2023	Environment Strategy	Environment Manager and Portfolio Holder for Clean & Safe Environment	Scrutiny Committee to review the effectiveness of the 2020-2025 Environment Strategy and assess whether outcomes have been achieved. The Committee to also be updated on consideration of its suggestions at the review undertaken in January 2022. Members to make recommendations as appropriate.
16 Feb 2023	2023/24 Budget & Longer-Term Financial Strategy	S151 Officer; and Portfolio Holder for Finance & Resources	Scrutiny Committee to consider the Council's 2023/24 budget and the recommendations of Cabinet. Members to also formulate a recommendation to Council regarding the budget for consideration at its meeting later in February 2023.
2 March 2023	<i>Will be held in the event of call-in only</i>		
6 April 2023	Member-Led Grants	Assistant Director – Individuals & Families; and Portfolio Holder for Better Lives	The Committee to assess the funding allocations and outcomes achieved from the Member Led Grants and make recommendations as appropriate



Scrutiny Recommendation Tracker 2022/23

Date	Topic	Responsible Officer	Resolution and Recommendations	Response / Progress	Outcome
9 June 2022	Help Hub Review	Help Hub and Communities Senior Manager	<b>RESOLVED To:</b> note the current position of the Help Hub and the future approach outlined in the report	No further action required	Members had the opportunity to review the model operating in the Help Hub currently. The Committee was pleased to note progress made and did not feel it necessary to make any further recommendations

**CABINET CORE AGENDA 2022/23**

<b>Date</b>	<b>Key</b>	<b>Title of Report</b>	<b>Responsible Officer</b>	<b>Portfolio Holder</b>	<b>Exempt</b>
<b>11 Jul</b>	Key	City Deal Borrowing and the Establishment of the Greater Norwich Strategic Investment Fund	Phil Courtier	John Fuller	
		Egym Procurement	Simon Phelan / Rob Adams	Richard Elliott	
	Key	Shared Prosperity Fund Investment Plan	Nina Cunningham	Lisa Neal	
		Economic Growth Plan	Debra Baillie-Murden	Lisa Neal	
		Redenhall with Harleston Neighbourhood Plan – Consideration of Examiner's Report	Richard Squires	John Fuller/Lisa Neal	
	Key	Garden Waste Disposal Contract Procurement	Simon Phelan	Graham Minshull	Exempt
	Key	Gypsy and Traveller Allocation Site Public Consultation	Adam Banham	John Fuller	
	Key	Enforcement Policy	Nick Howard	Alison Thomas	
<b>5 Sept</b>		Starston Neighbourhood Plan – Consideration of Examiner's Report	Richard Squires	John Fuller/Lisa Neal	
	Key	Submission of Diss and District Neighbourhood Plan	Richard Squires	John Fuller/Lisa Neal	
	Key	Submission of Wymondham Neighbourhood Plan	Richard Squires	John Fuller/Lisa Neal	
	Key	Approach to Resourcing Fraud Work	Rodney Fincham	Adrian Dearnley	Exempt
		Using Intelligence to achieve a First Class Customer Service	Sinead Carey / Shaun Crook	Kay Mason Billig	
<b>26 Sept</b>		Best in Class Housing Phase Two Development – Customer Focus	Richard Dunsire	Alison Thomas	
		Health and Wellbeing Strategy	Mike Pursehouse	Alison Thomas	
	Key	Dog related Public Space Protection Orders	Andrew Grimley / Teri Munro	Graham Minshull	
	Key	Dog Warden Contract Award	Andrew Grimley	Graham Minshull	
		Digital Mail Solution	Craig Moore	Kay Mason Billig	
	Key	Licensing Fees and Charges	Nick Howard	Graham Minshull	
	Key	Licensing Service Review	Nick Howard	Graham Minshull	
	Key	Electric Vehicle Charging Points	David Disney	Lisa Neal	

Date	Key	Title of Report	Responsible Officer	Portfolio Holder	Exempt
	Key	Commuted Sums Action Plan	Helen Sibley / Sally Hoare	Lisa Neal	
	Key	Affordable Housing Development Plan	Helen Skoyles	Lisa Neal	
<b>31 Oct</b>	Key	Draft Local Development Order Browick Interchange	Nina Cunningham/ Glen Beaumont	Lisa Neal	Exempt
	Key	Draft Local Development Order FEP	Nina Cunningham/ Glen Beaumont	Lisa Neal	Exempt
	Key	Food Safety Service Review	Nick Howard	Graham Minshull	
<b>5 Dec</b>		Performance Report Q2 2022/23	Sinead Carey / Helen Hall	Adrian Dearnley / Kay Mason Billig	

*A key decision is an executive decision which will:*

- (a) result in the Council spending, or saving a **significant** amount compared with the Budget for the service or function the decision relates to; or*
- (b) to be **significant** in terms of its effects on communities living or working in an area, comprising two or more wards in the area of the Council, in that it will:*
  - (i) Have a long-term, lasting impact on that community; or*
  - (ii) Restrict the ability of individual businesses or residents in that area to undertake particular activities; or*
  - (iii) Removes the provision of a service or facility for that community; or*
  - (iv) Increases the charges payable by members of the community to provide a service or facility by more than 5%; or*
  - (v) Have the potential to create significant local controversy or reputational damage to the Council; or*
  - (vi) Is a matter that the decision maker considers to be a key decision.*

*When assessing whether or not a decision is a key decision the decision maker must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will generally be considered to be a key decision if:*

- (a) the amount spent is £200,000 or more of revenue expenditure; or*
- (b) savings of £75,000 or more per annum, or*
- (c) capital expenditure of £200,000 or more (where a decision makes a commitment for spending over a period of time, it is the total commitment that must be considered to see if it is a key decision).*