

COUNCIL

To: All members of the Council

You are hereby summoned to attend a meeting of South Norfolk Council for the purpose of transacting the business set out in this agenda.

Yours sincerely

A handwritten signature in black ink, appearing to be "Trevor Holden", written over a series of horizontal lines.

Trevor Holden
Managing Director

Cllr J Easter
Chairman of the Council

Cllr Y Bendle
Vice-Chairman of the Council

Date & Time:

Monday 17 October 2022
7.30pm

Place:

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

Contact:

Claire White tel (01508) 533669
Email: committee.snc@southnorfolkandbroadland.gov.uk
Website: www.southnorfolkandbroadland.gov.uk

PUBLIC ATTENDANCE:

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

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

If a member of the public would like to attend to observe or ask a question, please email your request to committee.snc@southnorfolkandbroadland.gov.uk, no later than 5.00pm on Wednesday 12 October 2022.

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 6)
- 4. Minutes of the meeting of Council held on the 11 July 2022**
(attached at page 8)
- 5. Chairman's Announcements;**
(engagements attached – page 24)
- 6. To consider any petitions received under Section I of the “Rights of the Public at Meetings”;**
- 7. Notice of Motions:**

(a) Fuel duty relief for rural areas

Cllr C Brown

The Council notes:

- That, because of its rural nature, residents in South Norfolk have been disproportionately affected by the steep rise in fuel prices over the past year. Car journeys in South Norfolk are in general longer, and public transport services less frequent, than urban areas.
- Research by the Countryside Alliance has found that rural households spend an average of £2440 a year on filling up their car, £800 more than households in urban areas.
- That the Government operates a Fuel Duty Relief scheme for rural areas, but at present it only applies in extremely remote parts of Britain such as Orkney, Shetland, the Outer & Inner Hebrides and the Isles of Scilly.
- The Early Day Motion tabled by Richard Foord MP (Lib Dem, Tiverton & Honiton) calling for Fuel Duty Relief to be extended to cover most rural areas in Britain, and for the relief rate to be doubled from 5p to 10p per litre. Coupled with a 2.5% cut in VAT, also called for by the Liberal Democrats, this would save the average driver in South Norfolk £7.60 each time they fill up their car (and over £200 over the next year).

This Council believes that more should be done to support residents in South Norfolk with rising fuel prices.

This Council resolves to:

- Instruct the Chief Executive to write to Chancellor of the Exchequer Kwasi Kwarteng MP to express our support of the proposal to extend fuel duty relief to more rural areas, including South Norfolk, and for the relief rate to be doubled to 10p.
- Write to our local Members of Parliament expressing the Council's support for this proposal and requesting that they support the Early Day Motion tabled by Richard Foord MP.

(b) Fighting anti-refugee laws

Cllr C Brown

The Council notes that:

- South Norfolk is proud of our history of welcoming people seeking safety in South Norfolk.
- there are significant problems with the UK asylum system that affect people in this area, including a record backlog of cases awaiting a decision, a de facto ban on working, and enforced poverty and homelessness.
- the Nationality and Borders Act does not address these issues, and has instead created a two-tier system, punishing people seeking safety based on the journeys they make.
- under these laws, people seeking safety will be criminalised and threatened with removal to Rwanda.
- people will be warehoused in large accommodation centres, segregated from communities and denied support.
- many recognised refugees will receive a temporary and precarious status.
- over 400 charities and faith groups have signed a national pledge to 'Fight the 'Anti-Refugee Laws', including Amnesty International UK, Liberty, Crisis, Refugee Council, Save the Children, Shelter and Oxfam.

This Council believes that:

- everyone's claim for asylum should be treated equally and fairly.
- these are fundamentally 'anti-refugee' laws that undermine internationally recognised rights for people fleeing war and persecution to seek safety.
- these measures will create ever-longer delays in the asylum process.
- the UK needs an asylum system that empowers people seeking safety to rebuild their lives and enables communities to welcome them.

This Council resolves to:

- defend the right to seek safety from war and persecution in the UK and sign the national 'Fight the Anti-Refugee Laws' pledge.
- call on the UK Government to withdraw the UK-Rwanda agreement, repeal the Nationality and Borders Act, and work with Local Authorities and communities to build a refugee protection system that treats all people with dignity and compassion.
- work with local organisations and people with lived experience of the asylum system to identify ways to mitigate the effects of these measures in South Norfolk.
- join the network of cities, towns and districts which promote the inclusion and welfare of people who are fleeing violence and persecution and become a recognised Council of Sanctuary.

8. Recommendations from the Cabinet arising from the meeting held on 17 October 2022;

(a) Update to the Local Development Scheme

(page 298 of the Cabinet for 17 October)

(b) Using intelligence to achieve a First-Class Customer Service

(page 327 of the Cabinet for 17 October)

(c) Public Space Protection Order – Dog Fouling

(page 346 of the Cabinet for 17 October)

NOTE: the recommendations from the Cabinet meeting held 17 October at 9.00am relating to the above items will be tabled at the Council meeting.

9. Adoption of Redenhall with Harleston Neighbourhood Plan

(report attached at page 25)

10. The adoption of updated and consolidated Model Byelaws for the purposes of registration of a range of skin piercing treatments under relevant legislation

(report attached - page 37)

report from the Licensing Committee Chairman attached – page 72)

11. Questions to Chairmen and Portfolio Holders

To take questions from Councillors and the Public

Note: Time allocated to be at the discretion of the Chairman. No notice is required of questions; however, it may be necessary for written answers to be provided where an immediate response cannot be supplied. If members choose to submit questions in writing in advance, they will be circulated before the meeting.

a. Cabinet

Please [click here](#) to view the most recent Cabinet minutes available

Questions to the Leader and other Cabinet members:

John Fuller	The Leader, External Affairs and Policy
Alison Thomas	Better Lives
Graham Minshull	Clean and Safe Environment
Richard Elliott	Customer Focus
Kay Mason Billig	Governance and Efficiency
Lisa Neal	Stronger Economy
Adrian Dearnley	Finance and Resources

b. Scrutiny Committee - Questions to the Chairman

Please [click here](#) to view the most recent Scrutiny Committee minutes

c. Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee – Questions to the Chairman;

Please [click here](#) to view the most recent Licensing Committee minutes

d. Development Management Committee – Questions to the Chairman

Please [click here](#) to view the most recent Development Management Committee minutes

12. Outside Bodies – Feedback from Representatives

Agenda Item: 3

DECLARATIONS OF INTEREST AT MEETINGS

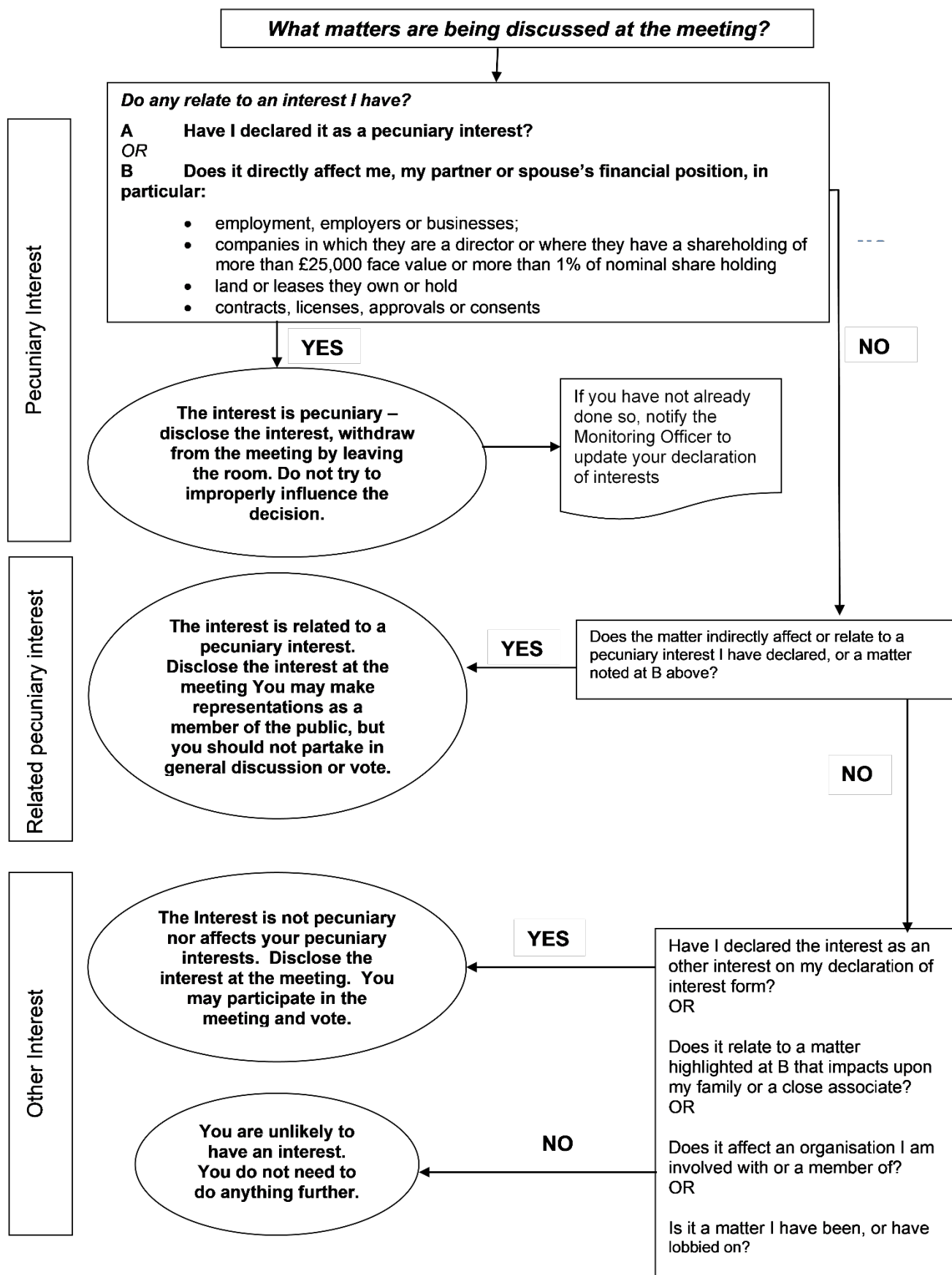
When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda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

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.
<p>Does the interest directly:</p> <ol style="list-style-type: none">1. affect yours, or your spouse / partner's financial position?2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?3. Relate to a contract you, or your spouse / partner have with the Council4. Affect land you or your spouse / partner own5. Affect a company that you or your partner own, or have a shareholding in <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</p>
<p>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</p>

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Agenda Item: 4

COUNCIL

Minutes of meeting of South Norfolk District Council, held on Monday 11 July 2022 at 7.30pm.

Committee Members Present: Councillors: Easter (Chairman), Bendle, Brown, Burrill, Dearnley, Dewsbury, Elliott, Elmer, Francis, Fuller, Glover, Halls, Hardy, Holden, Hornby, Hudson, Hurn, Kemp, Laidlaw, Legg, Mason Billig, Minshull, Ridley, Rowe, J Savage, Spratt, Spruce and Thomson

Apologies Councillors: Amis, Bernard, Bills, Blundell, Curson, Duffin, Edney, Ellis, Kiddie, Knight, Neal, Nuri-Nixon, Overton, R Savage, Thomas, J Wilby, M Wilby and J Worley

Officers in Attendance: The Managing Director (T Holden), the Director of People and Communities (J Sutterby), the Director of Place (P Courtier), the Director of Resources (D Lorimer), the Assistant Director Chief of Staff (E Hodds) and the Assistant Director of Finance (R Fincham)

3649 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Amis, Bernard, Bills, Blundell, Curson, Duffin, Edney, Ellis, Kiddie, Knight, Neal, Nuri-Nixon, Overton, R Savage, Thomas, J Wilby, M Wilby and J Worley.

3650 DECLARATIONS OF INTEREST

There were no declarations of interest made by members.

3651 MINUTES

Cllr T Laidlaw referred to the minutes of the meeting held 16 May 2022, minute number 3633, the Future Office Accommodation Project – Appraisal and Business Case. Turning to the reference made by Cllr Fuller that council tax levels in 2023/24 could be frozen, he stressed that this was only a proposal, and was subject to Council approval at its budget meeting the following February.

It was agreed that the minutes would be amended to clarify this point.

Members noted an error in Appendix 1 of the minutes for the meeting held on 23 May 2022, in that Cllr C Hudson had been appointed to serve as the Independent Group member on the Finance, Resources, Audit and Governance Committee, and not Cllr Worley as stated in the minutes.

Cllr Fuller also updated members with regard to Appendix 2 and the outside body representation on the Norfolk Rivers Drainage Board. The number of seats allocated to South Norfolk had recently reduced from three to two. Cllr Fuller confirmed that he was appointing Cllrs N Legg and R Savage to sit on the Board.

Subject to these changes, the minutes of the meetings held on 16 May and 23 May 2022 were agreed as a correct record.

3652 CHAIRMAN'S ENGAGEMENTS

Members noted the civic engagements attended by the Chairman and Vice-Chairman for the period 24 May to 11 July 2022.

3653 NOTICE OF MOTIONS

(a) National Grid East Anglia GREEN Proposal

Cllr C Brown moved the following motion, seconded by Cllr I Spratt:

“The Council notes:

- **National Grid has recently undertaken non statutory public consultation on the East Anglia GREEN proposals;**
- **The Council has submitted its response to the consultation setting out concerns and issues;**
- **Many residents and organisations in the local area have also submitted responses;**
- **The impact of this new high voltage power line in South Norfolk would be significant;**
- **A number of alternatives for line and route options were considered prior to the public consultation;**
- **New electricity transmission infrastructure is required to connect the array of new zero and low carbon electricity generation the nation requires for its net zero ambitions, including offshore wind and nuclear power;**
- **National Grid are yet to consider and set out possible mitigation measures for the line;**
- **There will be further consultation for the Development Consent Order (DCO) application for East Anglia GREEN.**

This Council resolves to:

- **Actively engage with National Grid on these proposals, seeking open and positive responses to the issues and concerns raised by our residents.**
- **Lobby our Members of Parliament and Government to ensure that financial criteria are not the only consideration in developing this scheme and that areas of natural habitats and natural beauty in Norfolk are fully valued.**
- **Write to the Government and National Grid to request that a full evaluation of all possible options for this infrastructure are openly assessed and considered, including that of an undersea transmission line.”**

Cllr Brown advised that he was aware that the issue had been debated at some length at a recent Cabinet meeting, and that a consultation response had been agreed and submitted. However, in light of this being such a significant issue and with so many objections being raised by residents, he felt it appropriate to enable all councillors to demonstrate their concerns through the motion submitted.

He referred to the value of the Norfolk countryside and the areas of significant natural beauty and habitats which could be under threat. He felt it important that all potential options should be fully evaluated, including the possibility of an undersea transmission line, and stressed that financial criteria should not be the only consideration. He stressed the importance of engagement with the National Grid and of relaying the Council's views to Government.

Cllr J Fuller welcomed the motion, explaining that the Council was already acting on all of the motion's proposals and had in fact gone further with all Norfolk authorities agreeing to form a coalition to ensure that there was a planned and consistent approach across Norfolk, in not only responding to the current issue, but also any future applications. He agreed that all the options needed to be fully evaluated. Although he recognised that some options would come at a greater cost, he believed the Council's role was to ensure that the Government balanced these costs appropriately with other issues.

He then proposed an amendment as follows:

To add after “This Council Resolves to”:

“note that the Council has...”. (the tenses in the following paragraph to be amended accordingly).

To add at end an additional bullet point:

- Has built a coalition of all Norfolk Councils to ensure that a consistent and evidence-based approach is taken from this and future windfarm and grid opportunities, to balance the private interest with the public good.

Cllr C Brown welcomed Cllr Fuller's update, noting that the Council had gone beyond the motion's proposals. Both he as the proposer, and Cllr I Spratt, as seconder to the motion, were happy to accept the proposed changes.

It was then unanimously

RESOLVED

1. To note that
 - National Grid has recently undertaken non statutory public consultation on the East Anglia GREEN proposals;
 - The Council has submitted its response to the consultation setting out concerns and issues;
 - Many residents and organisations in the local area have also submitted responses;
 - The impact of this new high voltage power line in South Norfolk would be significant;
 - A number of alternatives for line and route options were considered prior to the public consultation;
 - New electricity transmission infrastructure is required to connect the array of new zero and low carbon electricity generation the nation requires for its net zero ambitions, including offshore wind and nuclear power;
 - National Grid are yet to consider and set out possible mitigation measures for the line;
 - There will be further consultation for the Development Consent Order (DCO) application for East Anglia GREEN.
2. To Resolve to note that the Council has
 - Actively engaged with National Grid on these proposals, seeking open and positive responses to the issues and concerns raised by our residents.
 - Lobbied our Members of Parliament and Government to ensure that financial criteria are not the only consideration in developing this scheme and that areas of natural habitats and natural beauty in Norfolk are fully valued.
 - Written to the Government and National Grid to request that a full evaluation of all possible options for this infrastructure are openly assessed and considered, including that of an undersea transmission line.

- Has built a coalition of all Norfolk Councils to ensure that a consistent and evidence based approach is taken from this and future windfarm and grid opportunities, to balance the private interest with the public good.

(b) Electronic Waste and Battery Collections

Cllr C Brown moved the following motion, seconded by Cllr D Burill:

“The Council notes:

- **The development of a Circular Economy, where waste is minimised and where possible completely eliminated, is essential to the development of a more sustainable economy,**
- **We have a stated aim to increase our recycling rate to 60% by 2025,**
- **We manage our own in-house waste and recycling service, which gives the stated advantage of having flexibility to change and improve that service as we require,**
- **Broadland District Council residents have recently had an Electronic Waste and Battery collection service introduced for them,**
- **There is an Electronic Waste reuse and recycling facility within Norfolk, allowing for the efficient and local reuse and recycling of this waste,**
- **The Government introduced new ‘Right to Repair Regulations’ in July 2021 to increase producer responsibility, reduce energy usage and electrical waste, and enable consumers to identify the most energy efficient products on the market.**

This Council resolves to:

- **Introduce a waste electrical collection service at the earliest possible opportunity, to support our residents, increase recycling and improve our environmental performance**
- **Introduce a battery collection and recycling service for residents,**
- **Help to promote and encourage community mutual aid schemes that help recycle electronic devices between users.**
- **Lobby the UK Government and our local Members of Parliament, to enhance the ‘Right to Repair’ law passed in July 2021 to:**
 - **be expanded to specifically include laptops and smartphones within its remit,**
 - **make repair services and resources more affordable and accessible,**
 - **enhance end-user ‘Right to Repair’ and provide protection from ‘planned obsolescence’ in electronic devices.”**

Cllr Brown presented his motion, referring to the huge amount of waste that was produced that could be recycled or reused, yet ended up in landfill or in

incinerators. He referred to the Electronic Waste and Battery collection service introduced in the Broadland area, and queried why this had not been introduced in South Norfolk.

He explained that one of the key issues that had come out of the Joint Waste Review Working Group, was the need to retain in house services so that the service remained flexible. South Norfolk's service had remained in-house, and he was therefore requesting that a similar service to that of Broadlands, be rolled out in South Norfolk.

The relevant portfolio holder, Cllr G Minshull, explained that currently a comprehensive roadside collection was not viable in South Norfolk as there was not sufficient space at the depot. This position would be reconsidered when the depot moved to a new location. He also reported that the Council was working in partnership with a company called Podback, with which the Council would be jointly purchasing an electric vehicle, which would be used to collect coffee pods, electrical items and batteries in South Norfolk. The goods collected would be passed on to Norfolk County Council and become part of the recycling facility referred to within the motion. Members were also advised that the Council's highly successful WEEE events would be returning in the Autumn, following a break due to the Covid pandemic.

Finally, Cllr Minshull referred to Cllr Brown's point regarding the "Right to Repair Law" passed in July 2021. Cllr Minshull explained that although the Bill did refer to "screen devices", he had been assured that this did include laptops and mobile phones, and he felt there was little point in lobbying the Government and local Members of Parliament on this issue.

Cllr Minshull agreed with the sentiment of the motion, but as the Council had already put in place what was being requested, he suggested that Cllr Brown might want to consider withdrawing it.

In response, Cllr Brown explained that he was very pleased to hear that the Council was already working on the issues raised in his motion. He accepted that it would be difficult to implement the same service as Broadland, due to the constraints at the depot, and he welcomed the news that the Council was introducing a service in partnership with Podback. He also agreed that following Cllr Minshull's advice regarding the "Right to Repair Law", and the inclusion of mobile phones and lap tops, there was little to gain from including this in the motion. However, he was reluctant to completely withdraw the motion, and after further discussion with Cllr Minshull, it was agreed that the motion should read:

“This Council resolves to:

- **Reintroduce the WEEE events this Autumn to support our residents, increase recycling and improve our environmental performance**
- **Introduce an electric van, part funded by Podback, which will allow us to collect batteries, electrical items and coffee pods for recycling from our residents**
- **Continue to promote and encourage community mutual aid schemes that help recycle electronic devices between users.**
- **Support the UK Government with Environmental Act 2021 which includes producer responsibilities to reduce waste and promote recycling**
- **Play a full part in driving our green agenda forward.”**

Both Cllr Brown and Cllr Burrill agreed with these changes and after voting, the motion was unanimously carried. It was

RESOLVED to

- Reintroduce the WEEE events this Autumn to support our residents, increase recycling and improve our environmental performance
- Introduce an electric van, part funded by Podback, which will allow us to collect batteries, electrical items and coffee pods for recycling from our residents
- Continue to promote and encourage community mutual aid schemes that help recycle electronic devices between users.
- Support the UK Government with Environmental Act 2021 which includes producer responsibilities to reduce waste and promote recycling
- Play a full part in driving our green agenda forward.

(c) Ban Conversion Therapy

Cllr C Brown moved the following motion, seconded by Cllr D Burrill.

“This Council notes:

- **The harm caused to our LGBT+ community in the past through the denial of rights and equal treatment and further recognises that discrimination does still occur today;**
- **The ongoing harm the practice of so-called conversion therapy brings to LGBT+ people.**

This Council resolves to:

- **Call on the Government to follow through on the promises made for several years to outlaw the practise of so-called conversion therapy.**
- **Call on the Government to ensure that any ban on conversion therapy is fully trans-inclusive, protecting all LGBT+ people from this cruel practice.**
- **Call on the Relevant Government Department and Minister to introduce an effective ban on conversion therapy within England, supported by a programme of work to help tackle these practices in all their forms.**
- **Write to our Members of Parliament urging them to publicly support the Councils' position.**
- **Highlight and promote the continued support, counselling and advocacy that groups in Norfolk provide to members of the LGBT+ Community.**
- **Recognise the excellent work done by local people and organisations to support the LGBT+ community in South Norfolk, including the Norfolk LGBT+ Project, and extends its' thanks and support to them."**

In presenting his motion, Cllr Brown referred to conversion therapies as purposely harmful and repressive, and suggested that they targeted people who were already vulnerable. His motion urged members to call on the Government to ban all such therapies, including those targeting trans people. He explained that the recent debate in parliament had separated the trans element from discussions, with current proposals focussing on those conversion therapies used to treat sexual orientation. He suggested the need for equality, and stressed that people from all communities deserved to be represented and supported. He also referred to an e-petition to parliament, signed by over 145k people, calling on the Government to protect trans people under any ban

He went on to advise members that over three quarters of those subjected to conversion therapies were under the age of 24, and that members of the LGBT+ community who were trans, were twice as likely to have been subject to conversion practises.

He urged members to support his motion, which not only sought a ban on conversion therapy for all, but also recognised the excellent work carried out in South Norfolk to support the LGBT+ community.

In response, Cllr K Mason Billig explained that the Government in the Queen's speech had already given a commitment to a ban on abhorrent practises in this regard. She agreed that the trans community was of equal importance, however, she suggested that there was a differential in that if someone was considering transitioning, a clinical element was involved, which made that decision a much more complex and difficult one. That was why the Government had conducted a consultation involving all key stakeholders, health care professionals, and the public, before any legislation was put forward. She felt this was the correct approach, to ensure that the issues

were fully researched so that a clear distinction could be made on what was an unethical practise, and supportive therapy.

Cllr Mason Billig explained that she agreed with the last two bullet points of the motion regarding the excellent work carried out locally in support of the LGBT+ community, but was concerned that the rest of the motion was calling on the Government to do things it had already said it would do, and would be put in place once the results of the consultation had been fully considered. She suggested that Cllr Brown might consider postponing the motion to a later date, when the outcomes of the Government consultation were known, which in turn would allow for a more meaningful debate, and an acceptable cross-party motion could be agreed. Referring to the current motion on the table, she felt that she could not support all of it, however was reluctant to vote against it, giving her no option but to abstain.

Cllr J Fuller stressed that discrimination in all forms should be abhorred, and he supported equal rights for all. However, he felt the motion to be too simplistic, and considered that the Council was ill-qualified to make such judgements. He felt that a more considered and structured debate was required, and he could not support the motion in its current form.

Cllr M Dewsbury explained that her portfolio at Norfolk County Council included equality, diversity and inclusion. She fully supported the comments made by Cllrs Mason Billig and Fuller, suggesting that the motion required more thought.

Cllr W Kemp commented that he felt it premature to be debating such a motion at this stage, and that he felt it would be more appropriate to consider the Council's response, once the Government's intentions were clear.

Cllr K Mason Billig then proposed an amendment, to delete all but the last two bullet points, and to add an additional paragraph, stating that the Council would consider a future motion on the matter, once the Government had made clear its intentions. This was seconded by Cllr J Halls.

Cllr Brown stated that he could not support the amendment. He advised that Northern Ireland had already moved to introduce a ban on conversion therapy in all of its forms, and Scotland planned to do so by the end of 2023. He explained that conversion therapies were those with a determined outcome. A total ban would not stop "talking therapies" which had no determined outcome and were designed to assist individuals in making their own decisions.

He did not support the idea of delaying the motion; he felt it more appropriate to lobby the Government now, before it had made a decision on the way forward.

Members then voted on the proposed amendment, and with 19 votes for, 5 against, and 3 abstentions, the amendment was carried.

Cllr Fuller supported the move to consider the matter at a later date, once the Government had responded to the results of the consultation, and this he believed would result in a more meaningful debate.

Cllr D Burrill was disappointed that the original motion had been amended. He felt that the motion had been gutted of its original purpose, and he would be voting against it.

With 19 votes for, 4 against and 4 abstentions, it was then

RESOLVED to

1. Highlight and promote the continued support, counselling and advocacy that groups in Norfolk provide to members of the LGBT+ Community.
2. Recognise the excellent work done by local people and organisations to support the LGBT+ community in South Norfolk, including the Norfolk LGBT+ Project, and extends its' thanks and support to them.
3. Consider a future motion on the matter, once the Government had made clear its intentions regarding the proposed ban on conversion therapies.

3654 RECOMMENDATIONS FROM CABINET ARISING FROM THE MEETINGS HELD 13 JUNE AND 11 JULY 2022

(a) City Deal Borrowing and Greater Norwich Strategic Investment Fund

Cllr J Fuller presented the recommendations from Cabinet, which sought agreement from Council to give authority to Norfolk County Council to draw down on £20m from the Public Work Loans Board, to create a recyclable fund to support local infrastructure projects, as agreed in the Greater Norwich City Deal.

He explained that the proposals would allow the lead authority to invest in specific projects and that they would then be responsible for securing the repayments, which would be paid into the new Strategic Investment Fund. Members noted that the repayments to the Public Work Loans Board would be paid from the Infrastructure Investment Fund, which was funded through the receipt of Community Infrastructure Levy (CIL).

It was unanimously

RESOLVED

To agree

1. To give authority to Norfolk County Council, as the Greater Norwich Growth Board's Accountable Body, to drawdown up to £20m from the Public Work Loans Board to create a recyclable fund to support local infrastructure projects as agreed in the Greater Norwich City Deal, subject to the following conditions:
 - The loan is used to create a fund, which will accelerate the delivery of infrastructure projects within the parameters defined within Community Infrastructure Levy legislation.
 - Repayment to be made from the Infrastructure Investment Fund pooled CIL.
 - The fund will be available to any of the Greater Norwich partners acting as lead authority and secured in a borrowing agreement with Norfolk County Council, which will include an agreed repayment schedule and back stop date.
 - Repayments from the lead authority would be made into a new recyclable Strategic Investment Fund.
 - Due diligence and legal arrangements regarding the beneficiary project will be the responsibility of the lead authority.
2. The draft legal agreement that will commit future pooled Community Infrastructure Levy income as repayment against the drawdown of up to £20m through the Greater Norwich City Deal (amounts will be drawn in stages see Appendix D and E)
3. Subject to recommendation 2, upon each staged draw down totalling no more than £20m, the GNGB to be granted delegated authority to sign the legal agreement together with their s151 officers, under the direction of Norfolk County Council as the Accountable Body and in accordance with their signed Joint Working Agreement
4. That the GNGB be given delegated authority to manage the allocation of the City Deal borrowing and later, governance of the Strategic Investment Fund in line with the draft Terms of Reference - Appendix A and B.

(b) Economic Growth Strategic Plan

Cllr J Fuller presented the recommendations from Cabinet which sought Council to approve the Economic Growth Strategic Plan 2022-27.

Cllr Fuller commended the Plan to members which he felt to be clear and concise, providing a clear path for future delivery. He explained that Cabinet

had requested that some photographs be replaced with real life examples with images of the local area, as it was felt that this would enhance the Plan further.

Cllr C Brown welcomed the Strategy, in particular the overarching principles of inclusive and clean growth. He agreed with Cllr Fuller's point regarding the photographs, and the need to showcase the district's amazing sectors and industries.

Members referred to a recent article in the press which had criticised the Council for failing to apply for levelling up funding through a particular grant. Cllr Brown explained that he had been disappointed that no application for the grant had been made, but recognised that significant community funding had been gained from other sources. The Managing Director confirmed that it had been a deliberate decision not to apply for the grant referred to, due to the Council's full capital programme, and the timescales for spend stipulated in the grant criteria.

It was unanimously

RESOLVED

To approve and adopt the Economic Growth Strategic Plan 2022 – 2027 and use of the South Norfolk Summary as an externally facing document, subject to minor amendments.

(c) Regulatory Enforcement Policy

Cllr G Minshull presented the recommendations from Cabinet, which sought Council approval for a new overarching Enforcement Policy.

He commended the policy to Cabinet and members noted that it was still subject to a legal review, which might result in further minor amendments.

It was unanimously

RESOLVED

To agree

1. The adoption of the proposed overarching Enforcement Policy at Appendix 2 to replace the existing overarching enforcement policy, retaining its other existing thematic enforcement policies.
2. To delegate authority to the Assistant Director of Regulatory in consultation with the Portfolio Holder for Clean and Safer Environment, to enact any amendments advised by the Legal team, following the completion of its review.

**(d) Strategic Performance, Risk and Finance Report for Quarter 4
2021/22**

Cllr A Dearnley presented the recommendations arising from the Cabinet meeting held 13 June 2022, relating to slippage requests for both revenue and capital spend.

It was unanimously

RESOLVED

To agree the slippage requests for both revenue (detailed in para 3.16) and capital (detailed in para 3.19)

3655 QUESTIONS TO CHAIRMEN AND PORTFOLIO HOLDERS

(a) Cabinet

Cllr C Brown referred to his question at the last Council meeting, regarding member attendance. He explained that he had been informed by officers that a new committee system would shortly be installed, and that this would detail member attendance going forward, but would not capture historic information. He felt this to be unacceptable and referred to the websites of other local authorities where member attendance figures could easily be obtained. He requested that a report detailing all member attendance for the last municipal year be presented to the next Council meeting and suggested that this should be reported on an annual basis to full Council.

Cllr J Fuller explained that the committee system would be installed later that month, and that it would go live as soon as possible, after a period of data inputting and staff training. Following this, attendance figures would be more easily accessible to all. He reminded Cllr Brown that attendance was recorded in the minutes of each meeting, and that he was able to calculate previous attendance figures himself, if he so wished. However, he did not consider this to be a good or an effective use of officer time, and did not accept that a report to the next meeting was necessary. He suggested that Cllr Brown speak with the Democratic Services Manager, should he have further queries.

Cllr T Laidlaw referred back to the meeting of the Council in May, when the Leader of the Council had proposed a pausing of the Commercial, Trading and Customer Focus Policy Committee for a period of 2 months, to allow for a review of its terms of reference, and the consideration of a joint committee with Broadland Council, to consider issues relating to commercial activities,

including the move to the Horizon building. Cllr Laidlaw asked Cllr Fuller for an update on progress and reminded Council that its commercial activities were not wholly aligned with that of Broadland, referring in particular to Leisure Services.

Cllr Fuller explained that it was regrettable, but unfortunately it had not yet been possible to resolve this matter, and that he would shortly be progressing discussions with Broadland Council regarding the formation of a joint committee, to consider items relating to the move, and other commercial matters. He accepted Cllr Laidlaw's point that some areas were specific to South Norfolk and would require a separate mechanism for reporting.

Cllr Hardy referred to an article in the local press regarding issues with Gypsy and Traveller sites, particularly in the Costessey area, and how this impacted on the Local Plan and housing numbers. He asked Cllr Fuller to provide an update on the issues raised.

In response, Cllr Fuller explained that the Greater Norwich Local Plan Gypsy and Traveller Focused Consultation had been considered at the Cabinet meeting held that morning, however, the consultation in its current form could not be supported.

Cllr Fuller felt that the Inspectors had contributed to a circumstance whereby they were mandating the entirety of the Local Plan on the satisfactory consultation of 24 gypsy and traveller sites, which he felt to be wholly disproportionate and required challenge. They were also proposing a process which was divorced from the process of the rest of the Local Plan, whereby instead of consultation responses going back to the Council as the regulatory authority, all responses would go direct to the Inspectors. He felt this to be unacceptable as this was not a modification to the existing Plan, but an entirely new "limb".

Referring to some of the detail in the consultation document, he drew members' attention to GNLP 5007, a 62-hectare site in Costessey, where it was proposed that 1 hectare be allocated for Gypsy and Traveller sites. Cllr Fuller felt it unacceptable that there was no indication of where the 1-hectare site would be located, and also that the 18 pitches were contingent to the allocation of the rest of the site for 1800 houses. He strongly opposed this proposal and stressed that this was a contingency site only and had been consulted upon on that basis.

He advised members that Cabinet had felt that the only reasonable way forward was for a single issue review on Gypsy and Traveller sites, to be undertaken by the Greater Norwich Development Partnership. He referred to the Council's excellent track record in the provision of Gypsy and Traveller sites and stressed the need to balance the needs of gypsies and travellers with that of the settled community.

Cllr C Hudson asked Cllr Fuller for an update on the removal of the Harleston toilets. He also referred to the call for evidence from the Government on remote and hybrid meetings to which South Norfolk Council had responded. To Cllr Hudson's knowledge, no results had been published or next steps agreed, and he asked Cllr Fuller whether he was able to update Council on the matter.

Referring to Cllr Hudson's first point, Cllr Fuller advised Council that a contractor had been appointed to remove the Harleston toilets, however it was discovered that the toilets had been more firmly cemented in than originally anticipated and there were concerns that their removal might cause damage to the equipment. The Managing Director advised that officers were currently carrying out a viability review and cost benefit analysis as to whether the equipment could be successfully removed. If safely removed, the equipment was to be moved elsewhere for community use.

Turning to the query regarding remote and hybrid meetings, Cllr Fuller agreed that it was an enormous frustration that remote and hybrid meetings were not yet legally permitted. He had recently raised the matter with Government Ministers, who were supportive of the change, however it was unfortunate that these Ministers were no longer in post. He knew that the LGA was actively pursuing the matter and he believed the matter attracted much support. He stressed that informal meetings could be run remotely or as a hybrid and highlighted the need for the meeting rooms at the Horizon building to be optimised to allow for remote meetings and live streaming.

Cllr G Minshull announced that the Council's Waste Team had recently been awarded a "highly commended" at the recent MJ Awards. He felt this to be well deserved and read out the judges' comments where reference was made to the fact that not one single round had been missed throughout the Covid pandemic.

Cllr J Hornby referred to a recent visit to a gym in Attleborough, which was open 24 hours a day for 7 days a week. Users were able to scan their membership cards to obtain access when the gym was not physically manned by staff. He wondered if the Council would also consider such a system at its leisure centres. Cllr Brown also commented that there was a gym in his ward which used facial recognition technology to provide access to users.

Cllr Elliott thanked Cllr Hornby for his query, and Cllr Brown for his comments and said that he would pass these on to staff for further consideration. He explained that the leisure industry was a highly competitive sector that was being driven by technology and he referred to the decision at Cabinet that morning to install EGYM equipment at the Wymondham Leisure Centre, which would provide users with a more comprehensive service.

(b) Scrutiny Committee

Cllr C Brown referred to his previous request for Scrutiny training for members and he thanked the Chairman of the Committee, Cllr Hornby, for arranging this.

Cllr Hornby explained that the Senior Governance Manager had made all the necessary arrangements.

Referring to a call-in considered at a recent meeting of the Committee, Cllr Hornby stressed the need for members to consider carefully any future call-ins and to ensure that they listened to the Cabinet debate and read officer reports carefully. He stressed that he did not want to deter call-ins and he welcomed additional scrutiny where needed.

He also referred to the Wymondham Area Action Plan and advised that this would be pre-scrutinised at the meeting in October, before consideration at Cabinet at the end of that month.

(c) Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee

There were no questions put to the Chairman of the Licensing Committee.

(d) Development Management Committee

The Chairman, Cllr V Thomson commented on the current issues around Nutrient Neutrality. Cllr Fuller explained that he was chairing a meeting with other local authorities the following week on the matter, and he hoped that some progress would be made for a solution. He especially hoped that a solution for the smaller developments, some distance away from areas of conservation, would be found, as these sites tended to employ local people and businesses. Cllr Brown welcomed this approach and also hoped that the opportunity to develop areas of wetland in the district would be progressed.

3656 OUTSIDE BODIES – FEEDBACK FROM REPRESENTATIVES

There was no feedback from members regarding outside bodies.

The meeting concluded at 9.24 pm

Chairman

CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 12 JULY 2022 TO 17 OCTOBER	
14 July	South Norfolk Community Awards
25 July	Pride Flag-raising on behalf of South Norfolk Council
12 August	Police Beat Managers' Summer Tour
24 August	Ukrainian Independence Day
2 September	Red Ensign flag-raising for Merchant Navy Day
2 September	Norfolk County Council Chairman's Summer Reception
3 September	Great Yarmouth Marina Centre Opening Ceremony
4 September	North Norfolk Chairman's Civic Reception
8 September	Presentation of the Queen's Award for Voluntary Services to the staff at the Norfolk Tank Museum
9 September	Lowering of flag and laying of flowers in memory of Queen Elizabeth II.
11 September	Proclamation of the new King, following the passing of Queen Elizabeth II.
28 September	Mayor of Great Yarmouth's Civic Reception
9 October	Justice Service, hosted by the High Sheriff of Norfolk
16 October	Civic Service hosted by the Chairman of Broadland District Council
17 October	Funeral of South Norfolk Alderman and Past Chairman, Lady Sheelin Knollys

ADOPTION OF REDENHALL WITH HARLESTON NEIGHBOURHOOD PLAN

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

Portfolio: External Affairs and Policy; Stronger Economy

Ward(s) Affected: Harleston

Purpose of the Report:

To approve the adoption of the Redenhall with Harleston Neighbourhood Plan.

Recommendations:

1. The Council is RECOMMENDED to adopt the Redenhall with Harleston Neighbourhood Plan.

1 Summary

- 1.1 This report provides details of the Referendum held in relation to the Redenhall with Harleston Neighbourhood Plan. Following a successful result at the referendum on 22 September 2022, the report recommends that Council adopts the Redenhall with Harleston Neighbourhood Plan as part of South Norfolk Council's Development Plan.

2 Background

- 2.1 The Neighbourhood Plan for Redenhall with Harleston commenced in 2020 and was submitted to South Norfolk Council in November 2021. The Neighbourhood Plan has been prepared by a steering group of volunteers (aided by a professional consultant) on behalf of Redenhall with Harleston Town Council.
- 2.2 The Neighbourhood Plan has been developed in consultation with residents and businesses in the neighbourhood area, as well as other stakeholder bodies. The Plan seeks to guide the future development of the parish up until 2038. It includes a vision and a set of objectives for the area, as well as a series of policies that look to shape future development within the respective time period.
- 2.3 The Neighbourhood Plan and supporting documentation was submitted to South Norfolk Council in November 2021 and was approved for publication and examination. In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, a period of consultation on the Neighbourhood Plan ran from Monday 31 January until Friday 18 March 2022. The Plan was subsequently subject to an independent examination and the final report was received on 6 June 2022.
- 2.4 South Norfolk Council considered the examiner's recommendations at its Cabinet meeting of 11 July 2022 and issued a decision statement detailing the Council's intention to send the Neighbourhood Plan to referendum, subject to modifications being made as specified by the examiner.
- 2.5 The table below illustrates the date at which South Norfolk Council approved the submitted documents, undertook the required six week publication of the Plan, and approved the final Decision Statement.

Neighbourhood Plan	Approval of submitted Plan	Publication of Plan	Approval of final Decision Statement
Redenhall with Harleston	04/01/2022	31/01/2022 – 18/06/2022	11/07/2022

- 2.6 Following issuing of the decision statement, details of the referendum were published. The referendum was announced to be held on 22 September 2022, with details published on the South Norfolk Council website and made available at Harleston Library.

- 2.7 The Electoral Services team sent out polling cards to registered electors within the neighbourhood area and made other statutory preparations for the referendum.

3 Current Position/Findings

- 3.1 The result of the referendum was a successful one with 87% of those who voted, voting in favour of the Neighbourhood Plan. South Norfolk Council can now formally adopt the Redenhall with Harleston Neighbourhood Plan (the declaration of the result is included as Appendix 1).
- 3.2 The Referendum Version of the Neighbourhood Plan can be viewed [here](#). Following the Council's adoption or 'making' of the Plan, the title page and introduction will be updated before a final version is published.
- 3.3 Following the successful referendum, the Neighbourhood Plan became part of the statutory Development Plan for South Norfolk.
- 3.4 The Plan is therefore being used, alongside existing Local Plan documents, in the determination of planning applications that fall within the Neighbourhood Area.

4 Proposed Action

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

5 Other Options

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

6 Issues and Risks

6.1 Resource implications

6.2 Adoption of the Neighbourhood Plan requires a small amount of officer time in order to publicise the fact that the Plan will now form part of the criteria for determining planning applications within the neighbourhood area.

6.3 Planning officers will have to consider the adopted Neighbourhood Plan alongside existing Local Plan documents when determining planning applications within the neighbourhood area. However, this will form part of the existing process in determining applications and should not require extra resources.

6.4 The adoption of the Neighbourhood Plan will mean that Redenhall with Harleston Town Council will receive 25% of future Community Infrastructure Levy receipts from development that is approved within their parish, for spending on local infrastructure projects.

6.5 Legal implications

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

6.7 Equality implications

6.8 There are no significant equalities implications associated with the proposed Neighbourhood Plan. A full Equality Assessment was carried out in relation to the Submission Version of the Neighbourhood Plan. Given there have been no substantial changes to the Neighbourhood Plan, the original EQIA has been included with this report as Appendix 2.

6.9 Environmental impact

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

6.11 Crime and disorder

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

6.13 Risks

6.14 There are no significant risks associated with other matters covered in this report.

7 Conclusion

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

8 Recommendations

- 8.1 The Council is **RECOMMENDED** to adopt the Redenhall with Harleston Neighbourhood Plan.

Declaration of Result of Poll

Referendum on the Neighbourhood Plan for the Redenhall with Harleston Area

22 September 2022

I, Nicola Tullock, being the Deputy Counting Officer at the above referendum held on Thursday 22 September 2022 do hereby give notice that the number of votes recorded at the said Referendum on the question:

“Do you want South Norfolk Council to use the **Neighbourhood Plan for Redenhall with Harleston area** to help them decide planning applications in the neighbourhood area?”

was as follows:

	Votes	Percentage
Number of votes cast for YES	578	87%
Number of votes cast for NO	89	13%

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

The total number of votes cast was 667 Total Electorate 4,072

The total number of votes recorded represented 16.4% of the registered electors.

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

More than half of those voting have voted in favour of the Redenhall with Harleston Neighbourhood Plan

Date 22nd September 2022

Nicola Tullock

Deputy Counting Officer

Equalities and Communities Impact Assessment

Name of Officer/s completing assessment:

Richard Squires

Date of Assessment:

02/12//2021

Re-visited 03/10/2022 on adoption of NP

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

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

The **Redenhall with Harleston Neighbourhood Plan** is a community-led document for guiding the future development of the parish. It concerns the use and development of land between 2022 and 2038. It is the first Neighbourhood Plan that has been developed by and for the communities of Redenhall and Harleston. Once the Plan is made (adopted), it will become part of the statutory Development Plan for South Norfolk, and South Norfolk Council will use it (alongside documents making up the Local Plan) to determine planning applications covered by the neighbourhood area. The Town Council will also use the Plan to respond to planning applications.

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

The Neighbourhood Plan incorporates an overall vision for the parish, a series of objectives on different themes, and a range of policies that seek to achieve these objectives. The Plan was developed over a period of one year before being submitted to South Norfolk Council in November 2021, and the process has involved an exhaustive programme of evidence gathering and community and stakeholder involvement. Since the submission of the Plan to South Norfolk Council the Plan has been through a formal consultation, an independent examination and a referendum, all organised by the Council. The final stage is for South Norfolk Council to 'make' (or adopt) the Plan.

The changes made to the Neighbourhood Plan since its examination have not been significant enough to alter any of the equalities considerations discussed in the original EQIA (undertaken in December 2021). The findings of the original EQIA are set out below.

The Neighbourhood Plan vision is as follows:

'Harleston will continue to be a small, thriving and attractive market town with a community feel. It will have a range of housing types and tenures to suit all ages and incomes, supported by appropriate infrastructure and employment opportunities. Development will be sustainable, well designed, and suitably located, integrated and connected. The surrounding area will remain rural, and the natural environment and local heritage will be protected. The area will continue to be a desirable place to live, work and visit for current and future generations.'

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

- Housing and the built environment
- Community infrastructure
- Town centre, business and employment
- Access
- Natural environment

The Neighbourhood Plan also incorporates a Design Guide and Code.

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

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

3. Which additional Communities characteristics does this policy impact?

Protected Characteristic	Positive Impact	Neutral Impact	Negative Impact
Health	✓		
Place inc. Rurality	✓		
Low Income and Poverty	✓		

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

Please include:

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

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

Like most Local Plan documents that are concerned with the development and use of land, the Protected Characteristics that are most impacted are Age and Disability. The former due to the pressures facing young people being able to afford housing in the community, and access employment locally, for example. Elderly people face issues such as being able to down-size to smaller, more suitable homes and being able to access community facilities. The Neighbourhood Plan takes measures to address these issues, primarily through Policy RWH1 (Housing mix), which supports a range of housing which would provide for the needs of these different groups within the community. In addition, Policies RWH5, RWH6 and RWH7 seek to protect existing and address the need for new community infrastructure (including medical, educational, green etc.).

The Neighbourhood Plan includes statements of evidence and justification alongside each of the proposed policies, explaining how public consultation with residents, as well as factual research, has informed the policy being proposed. One of the supporting documents published alongside the Neighbourhood Plan is a Consultation Statement which provides more detail of how and when

public consultation and engagement was carried out, what the results of this were, and how these results have impacted subsequent development of the policies.

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

Communications methods used during the process included a local Neighbourhood Plan website; the parish magazine; Facebook; posters; flyers; A-boards; local radio etc. During the plan process, several public and stakeholder engagement methods were utilised, including online mapping, Zoom meetings, a business survey, a household survey and a face-to-face exhibition. This culminated in a statutory, pre-submission Neighbourhood Plan consultation that took place with the community and stakeholder bodies prior to the Plan being submitted to the Council.

The engagement and consultation process allowed the emerging policies to be discussed, tested and updated with local residents and stakeholders, before the draft Plan was finalised for submission.

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

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

Please include:

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

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

As explained above, the overall intention of the Neighbourhood Plan (as demonstrated by the Vision) is to encourage sustainable development and seek to benefit the entire community. The Neighbourhood Plan is required to demonstrate its contribution to sustainable development (encompassing economic, environmental and social sustainability). This is addressed in detail within the Basic Conditions Statement, which is one of the additional, supporting documents that the Parish Council is required to submit alongside its Neighbourhood Plan.

The following summary of how the Neighbourhood Plan contributes to sustainability is an excerpt from the Basic Conditions Statement:

‘The plan has been formulated with Sustainable Development at its heart. The embedded theme of sustainability is reflected in the overarching vision for the plan, which reflects the three distinct strands of sustainability – economic, environmental, and social.’

The Basic Conditions Statement also assesses the Plan against the National Planning Policy Framework Sustainable Development Objectives. The following illustrates those Neighbourhood Plan objectives and policies that help to address the social sustainability objective within the NPPF:

NNPF 2021:

A social objective: to support strong, vibrant and healthy communities by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being;

Contribution through Redenhall with Harleston Neighbourhood Plan Objectives and Policies :

Objective 1: To ensure that new housing development is of an appropriate mix that meets the current and future needs of the town.

Objective 2: To achieve high quality, well-designed and environmentally sustainable development which complements the distinctive character and heritage of Redenhall with Harleston.

Objective 3: To ensure that the provision of community infrastructure meets the needs of needs of the whole community and keeps pace with new housing growth.

Objective 4: To reinforce the important function of Harleston Town Centre as a viable, successful, accessible, and attractive centre for residents and visitors.

Objective 5: To support new employment opportunities and encourage existing underused or unused employment sites to move forward.

Objective 6: To ensure new developments provide transport connections both to the town and the wider countryside and to encourage self and healthy access for pedestrians and cyclists within the development

RWH1 Housing Mix

This policy sets out the preferred mix of housing to be provided in new developments.

RWH2 High quality design

This policy requires that all new development should be consistent with the principles laid out in the Design Guidance and Code which is a supporting document to the Neighbourhood Plan.

RWH5 Community Infrastructure and Growth

This policy supports new development where it can be demonstrated that the community infrastructure to support that growth can be made available.

RWH6 New community infrastructure

This policy supports the provision of new community infrastructure . Where new buildings and land are to be offered to the community, consultation will be carried out to establish the most appropriate use.

RWH7 Protection of existing community facilities

This policy seeks to protect existing community infrastructure from development proposals that would result in their loss, subject to criteria.

RWH8 New play areas, open spaces and sports provision

This policy supports the provision of new play areas, open spaces, and sports provision. It identifies 5 specific priorities.

RWH9: Local Green Spaces

This policy identifies a number of Local Green Spaces within the Neighbourhood Plan area which are to be protected in accordance with the NPPF.

RWH10 Town centre vitality and viability

This policy seeks to reinforce the important function of the town centre as a viable and attractive commercial centre. It seeks to retain retail uses within the town centre and supports residential development at first floor level

RWH11 Town centre enhancements

This policy supports development proposal that would result in the enhancement of the town centre including creating an attractive public realm and the creation of attractive spaces for use by local people and visitors

RWH12. Small scale , day to day retail in new developments

This policy supports the provision of small-scale retail in new development to meet the day to day needs of residents.

RWH14 Live work units

This policy provides support for new live-work units subject to criteria

RWH15 Traffic Generation and safety

This policy seeks to ensure that new development maximises the opportunities for sustainable transport including walking and cycling and that it does not result in unacceptable impacts on highway safety.

RWH16 Pedestrian and cycle connectivity

This policy supports the health and well-being of residents by encouraging the increase of walking and cycling levels and encouraging access into the countryside.

RWH17 Protection and enhancement of existing public rights of way

This policy seeks to protect and enhance existing public rights of way.

RWH18 Parking

This policy sets out the parking considerations to be taken into account for new developments.

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

Please include:

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

This assessment does not identify any particular negative impacts or equalities-related issues concerning the Redenhall with Harleston Neighbourhood Plan. This is due, in large part, to the fact that the statutory planning process requires an assessment of the proposed plan's contribution to sustainable development as a matter of course. Neighbourhood Plans are required by law to have

undergone appropriate community and stakeholder consultation, and to demonstrate that policies are evidenced, justified, deliverable, and sustainable.

If successful, and once made by South Norfolk Council, the Neighbourhood Plan will primarily be monitored by Harleston Town Council, but the District Council will also be able to assess its implementation from a development management point of view and the determination of planning applications within the parish.

Signed by evaluator: **Richard Squires**

Signed by responsible head of department: **Helen Mellors**

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

REVIEW DATE - _____

(See Page 2 for details of reviews. Please send a copy of the reviewed document to Victoria Parsons)

Agenda Item: 10
Council
17 October 2022

The adoption of updated and consolidated Model Byelaws for the purposes of registration of a range of skin piecing treatments under relevant legislation

Report Author(s): Leigh Chant
Food, Safety and Licensing Team Manager
01508 533999
leigh.chant@southnorfolkandbroadland.gov.uk

Portfolio: Clean and Safe Environment

Ward(s) Affected: All

Purpose of the Report:

To enable the Committee to consider (1) the registration of businesses and/or persons providing cosmetic piercing or semi-permanent skin colouring, and premises where business is carried on; and, (2) the adoption of a single consolidated set of model byelaws produced by the Department of Health to regulate tattooing, semi-permanent skin colouring, cosmetic piercing, electrolysis businesses and the practice of acupuncture for the purposes of securing the cleanliness of premises, fittings and persons and where appropriate the sterilisation of equipment used in connection with a business.

Recommendations:

Council is recommended to:

1. Consider the model byelaws in Appendix 1 and to agree their adoption in accordance with its powers in Part VIII of the Local Government (Miscellaneous Provisions) Act 1982.

2. Agree to delegate authorisation to the Director of Place to affix the Council's Common Seal to the byelaws shown in Appendix 1, to adopt the byelaws and make application to the Secretary of State for Health, for confirmation of these byelaws.
3. Agree to the revocation of existing legacy byelaws at Appendix 2 upon adoption of the consolidated byelaws at Appendix 1.

1. Summary

- 1.1 This report proposes the registration of businesses (persons and premises) providing cosmetic piercing or semi-permanent skin colouring and the adoption of model byelaws applying to tattooing, semi-permanent skin colouring, cosmetic piercing, electrolysis businesses and the practice of acupuncture. Appendix 1 contains the Model Byelaws that would form the basis for this regulation.
- 1.2 The Model Byelaws at Appendix 1 provide a clear approach for regulation and understanding by businesses providing services listed at 1.1 above, as well as for the public. Once adopted, the Model Byelaws will provide for regulation of cleanliness, hygiene and infection control within these businesses. Implementation of the Local Government Act 2003 will require persons carrying on business of semi-permanent skin colouring and cosmetic piercing, and the premises where business is carried on, to register with South Norfolk Council.

2. Background

- 2.1 Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 provides powers to local authorities to regulate tattooing, ear-piercing and electrolysis, and Section 14 of the 1982 Act providing powers to regulate the practice of acupuncture, by requiring registration and observance of byelaws by businesses or persons undertaking these activities and the premises where business/practice is carried on.
- 2.2 Section 120 of the Local Government Act 2003 amends the Local Government (Miscellaneous Provisions) Act 1982 to include cosmetic piercing (i.e. ear piercing and cosmetic body piercing) and semi-permanent skin colouring (e.g. micropigmentation, micro-blading, semi-permanent make-up, and temporary tattooing) in the list of those activities which local authorities have powers to regulate.
- 2.3 The provisions within the Local Government Act 2003 add cosmetic piercing and semi-permanent skin colouring businesses to the Local Government (Miscellaneous Provisions) Act 1982 so that local authorities may require persons carrying on these businesses to register themselves and their premises.
- 2.4 The Local Government (Miscellaneous Provisions) Act 1982 provides that local authorities may make byelaws relating to:
 - a) the cleanliness of registered premises and fittings,

- b) the cleanliness of registered persons / persons assisting and,
 - c) the cleanliness and where appropriate the sterilisation of instruments, materials and equipment in connection with a business
- 2.5 A copy of the existing byelaws for ear-piercing and electrolysis, tattooing and the practice of acupuncture are provided at Appendix 2.
- 2.6 A consolidated set of model byelaws encompassing all types of skin piercing (acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis) were produced by the Department of Health as part of guidance issued to local authorities to regulate persons and premises where these activities are carried out. These Model Byelaws reflect current infection control advice and represent industry best practice.
- 2.7 The byelaws provide a clear approach for regulation and enforcement. As a single, multipurpose set of byelaws they are intentionally flexible and can be applied to one, several or all types of skin piercing/skin colouring activities. Further explanation of the consolidated Model Byelaws is provided at Appendix 3.
- 2.8 The adoption of these byelaws will support regulation and enforcement, and enable officers to take the appropriate action if necessary to protect public health.
- 2.9 Legal advice confirms that The Local Government Act 2003 introduced transitional powers in its Schedule 6 which means that the Council is automatically able to apply the registration requirement and make byelaws, in respect of cosmetic piercing and semi-permanent skin colouring. Therefore, no additional action is required to implement the powers contained in s.120 Local Government Act 2003.

3. Current position/findings

- 3.1 The current byelaws provide for the regulation of persons and premises where ear-piercing and electrolysis, tattooing or acupuncture are carried out. The current byelaws do not include the regulation or registration of persons or businesses providing cosmetic piercing or semi-permanent skin colouring; treatments where there has been significant commercial growth and popular interest from members of the public in obtaining such treatments since the Local Government (Miscellaneous Provisions) Act 1982 was first enacted and byelaws covering South Norfolk were originally created.
- 3.2 The consolidated Model Byelaws were established by the Department of Health in 2004. They provide an appropriate method for ensuring the protection of public health and do not place any unnecessary, excessive or disproportionate impacts on persons or businesses providing these treatments, beyond that required to protect the health and safety of the public by requiring suitable premises, equipment and infection control procedures.
- 3.3 The registration and regulation of these persons / businesses and adherence to the byelaws by persons / businesses is intended to protect the public by reducing

the potential risk of infection from blood borne viruses and other infections and enables officers to take the appropriate action if required.

- 3.4 The Constitution of South Norfolk Council has delegated responsibility to the Director of Place for skin piercing registration.

4. Proposed action

- 4.1 Adoption of the Model Byelaws and implementation of the Local Government Act 2003 will enable the council to register new persons / premises carrying out acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis.
- 4.2 Officers will notify all registered persons / businesses carrying out these activities regarding adoption of the byelaws and provide a copy of the byelaws. Officers will also carry out monitoring visits to determine compliance with the byelaws and provide advice.
- 4.3 A copy of the Model Byelaws will be displayed on the council's website.

5. Other options

- 5.1 The council could decide not to adopt the Model Byelaws and not to require registration and compliance with Model Byelaws by businesses or persons carrying out cosmetic piercing or semi-permanent skin colouring.

6. Issues and risks

- 6.1 The adoption of model byelaws for the regulation of the businesses referred to in this report will protect the health and wellbeing of residents, and especially those vulnerable to infection.
- 6.2 Local authorities can effectively control skin piercing by adopting the Model Byelaws. Without their adoption, South Norfolk Council would not be able to regulate hygiene practices to reduce the risk of infection in premises and by operatives offering body piercing and skin colouring procedures. There is a risk that affected skin piercers may fail to register with the council, and those that are already registered (under earlier byelaws) could breach the proposed byelaws, if they do not register for such extended treatments (where carried out).
- 6.3 Cosmetic piercing and skin colouring carries a risk of blood borne infection if infection control procedures are not carried out effectively. There are also risks of injury and permanent scarring. These risks will be mitigated by putting the consolidated Model Byelaws in place. Environmental Health Officers will conduct routine monitoring inspections of registered businesses, and will monitor for and investigate any unlawful business activity.

- 6.4 **Resource Implications** – The Local Government (Miscellaneous Provisions) Act 1982 enables councils to charge a reasonable fee for the registration of persons and premises carrying out the business of skin piercing. These fees will be reviewed in line with all fees and charges. In the meantime, the existing one-off registration fee per practitioner of £75.50 would continue to apply, in line with the Council's adopted fees and charges for 2022/23.
- 6.5 Officers propose to review the registration of persons or premises carrying out acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis to ensure all activities are registered and conduct monitoring inspections to assess compliance with the byelaws. These steps will be funded from existing budgets.
- 6.6 There will be a cost implication for the placing of notices in local newspapers covering the South Norfolk area for two consecutive weeks, publishing the byelaws to be adopted.
- 6.7 **Legal Implications** – Positive regulation is enabled by the recommendations in this report and registration enabled by the adoption of the model byelaws. Legal advice has been taken, which confirms the Council has powers to make byelaws, specifically relating to treatments outlined in this report. Legal advice has also confirmed all 'due process' to be followed in the adoption of the model byelaws and revocation of the existing byelaws.
- 6.8 **Equality Implications** – An equalities and communities impact assessment has been undertaken, finding there will be no new impacts.
- 6.9 **Environmental Impact** – Whilst these proposals relate to human health, no wider environmental impacts have been identified. The findings were neutral, with no new impacts.
- 6.10 **Crime and Disorder** – The adoption of the byelaws and registration of these persons / premises will regularise these activities. No implications have been identified for crime or disorder.
- 6.11 **Risks** – Adoption of the byelaws enables local authorities to effectively control skin piercing by adopting the Model Byelaws. If the Model Byelaws are not adopted then the council will not be able to effectively regulate hygienic practises aimed at reducing the risk of infection in premises and by operatives offering body piercing and skin colouring procedures, at a time when consumer demand for these is increasing.
- 6.12 There is a potential risk of skin piercing operators failing to register with the council and those that are registered could breach the byelaws. All registered and new businesses will be provided with a copy of the updated byelaws and will be monitored during routine inspections, any information regarding non-registered activities will be investigated.

7. Conclusion

- 7.1 The process of adopting the Model Byelaws will be in accordance with the Local Government (Miscellaneous Provisions) Act 1982, providing for the public to be notified and invited to make representations. The consolidated set of Model Byelaws will enable the registration of persons / premises and the effective regulation of practices carried out during acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis with regard to health and safety and the protection of public health.

8. Recommendations

- 8.1 Council to consider the model byelaws in Appendix 1 and to agree their adoption in accordance with its powers in Part VIII of the Local Government (Miscellaneous Provisions) Act 1982.
- 8.2 Council to agree to delegate authorisation to the Director of Place to affix the Council's Common Seal to the byelaws shown in Appendix 1, to adopt the byelaws and make application to the Secretary of State for Health, for confirmation of these byelaws.
- 8.3 Council to agree to the revocation of existing legacy byelaws at Appendix 2 upon adoption of the consolidated byelaws at Appendix 1.

Appendices

Appendix 1	Proposed Model Byelaws for acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis
Appendix 2	Existing South Norfolk byelaws for tattooing, acupuncture, ear piercing and electrolysis
Appendix 3	Explanatory note to the consolidated model byelaws

Background papers

1. Local Government (Miscellaneous Provisions) Act 1982 - Part VIII Acupuncture, Tattooing, Ear Piercing and Electrolysis
[Local Government \(Miscellaneous Provisions\) Act 1982 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1982/24/part_viii)
2. Local Government Act 2003 - Section 120 regulation of cosmetic piercing and skin-colouring businesses
[Local Government Act 2003 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2003/31/part_120)
3. CIEH Tattooing and Body piercing guidance Toolkit

[tattooing-and-body-piercing-guidance-toolkit-july-2013.pdf \(cieh.org\)](#)

APPENDIX 1

PROPOSED MODEL BYELAWS

Acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis

Byelaws for the purposes of securing the cleanliness of premises registered under sections 14(2) or 15(2) or both of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in such premises and of persons registered under sections 14(1) or 15(1) or both of the Act and persons assisting them and of securing the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the practice of acupuncture or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis, or any two or more of such practice and businesses made by South Norfolk Council in pursuance of sections 14(7) or 15(7) or both of the Act.

Interpretation

1.—(1) In these byelaws, unless the context otherwise requires—

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“client” means any person undergoing treatment;

“hygienic piercing instrument” means an instrument such that any part of the instrument that touches a client is made for use in respect of a single client, is sterile, disposable and is fitted with piercing jewellery supplied in packaging that indicates the part of the body for which it is intended, and that is designed to pierce either—

(a) the lobe or upper flat cartilage of the ear, or

(b) either side of the nose in the mid-crease area above the nostril;

“operator” means any person giving treatment, including a proprietor;

“premises” means any premises registered under sections 14(2) or 15(2) of the Act;

“proprietor” means any person registered under sections 14(1) or 15(1) of the Act;

“treatment” means any operation in effecting acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis;

“the treatment area” means any part of premises where treatment is given to clients.

(2) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2.—(1) For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that—

(a) any internal wall, door, window, partition, floor, floor covering or ceiling is kept clean and in such good repair as to enable it to be cleaned effectively;

(b) any waste material, or other litter arising from treatment is handled and disposed of in accordance with relevant legislation and guidance as advised by the local authority;

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- (c) any needle used in treatment is single-use and disposable, as far as is practicable, or otherwise is sterilized for each treatment, is suitably stored after treatment and is disposed of in accordance with relevant legislation and guidance as advised by the local authority;
- (d) any furniture or fitting in premises is kept clean and in such good repair as to enable it to be cleaned effectively;
- (e) any table, couch or seat used by a client in the treatment area which may become contaminated with blood or other body fluids, and any surface on which a needle, instrument or equipment is placed immediately prior to treatment has a smooth impervious surface which is disinfected—
 - (i) immediately after use; and
 - (ii) at the end of each working day.
- (f) any table, couch, or other item of furniture used in treatment is covered by a disposable paper sheet which is changed for each client;
- (g) no eating, drinking, or smoking is permitted in the treatment area and a notice or notices reading “No Smoking”, and “No Eating or Drinking” is prominently displayed there.

(2)(a) Subject to sub-paragraph (b), where premises are registered under section 14(2) (acupuncture) or 15(2) (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the 1982 Act, a proprietor shall ensure that treatment is given in a treatment area used solely for giving treatment;

(b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

(3)(a) Subject to sub-paragraph (b), where premises are registered under section 15(2) (tattooing, semi-permanent skin-colouring and cosmetic piercing) of the 1982 Act, a proprietor shall ensure that the floor of the treatment area is provided with a smooth impervious surface;

(b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

3.—(1) For the purpose of securing the cleansing and so far as is appropriate, the sterilization of needles, instruments, jewellery, materials and equipment used in connection with treatment—

(a) an operator shall ensure that—

- (i) any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in treatment—
 - (aa) is clean and in good repair and, so far as is appropriate, is sterile;
 - (bb) has not previously been used in connection with another client unless it consists of a material which can be and has been adequately cleansed and, so far as is appropriate, sterilized.
- (ii) any needle, metal instrument, or other instrument or equipment used in treatment or for handling such needle, instrument or equipment and any part of a hygienic piercing instrument that touches a client is sterile;
- (iii) any jewellery used for cosmetic piercing by means of a hygienic piercing instrument is sterile;

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- (iv) any dye used for tattooing or semi-permanent skin-colouring is sterile and inert;
 - (v) any container used to hold dye for tattooing or semi-permanent skin-colouring is either disposed of at the end of each treatment or is cleaned and sterilized before re-use.
- (b) a proprietor shall provide—
- (i) adequate facilities and equipment for—
 - (aa) cleansing; and
 - (bb) sterilization, unless only pre-sterilized items are used.
 - (ii) sufficient and safe gas points and electrical socket outlets;
 - (iii) an adequate and constant supply of clean hot and cold water on the premises;
 - (iv) clean and suitable storage which enables contamination of the articles, needles, instruments and equipment mentioned in paragraphs 3(1)(a)(i), (ii), (iii), (iv) and (v) to be avoided as far as possible.

4.—(1) For the purpose of securing the cleanliness of operators, a proprietor—

- (a) shall ensure that an operator—
- (i) keeps his hands and nails clean and his nails short;
 - (ii) keeps any open lesion on an exposed part of the body effectively covered by an impermeable dressing;
 - (iii) wears disposable examination gloves that have not previously been used with another client, unless giving acupuncture otherwise than in the circumstances described in paragraph 4(3);
 - (iv) wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with another client;
 - (v) does not smoke or consume food or drink in the treatment area; and
- (b) shall provide—
- (i) suitable and sufficient washing facilities appropriately located for the sole use of operators, including an adequate and constant supply of clean hot and cold water, soap or detergent; and
 - (ii) suitable and sufficient sanitary accommodation for operators.
- (2) Where an operator carries out treatment using only a hygienic piercing instrument and a proprietor provides either a hand hygienic gel or liquid cleaner, the washing facilities that the proprietor provides need not be for the sole use of the operator.
- (3) Where an operator gives acupuncture a proprietor shall ensure that the operator wears disposable examination gloves that have not previously been used with another client if—

- (a) the client is bleeding or has an open lesion on an exposed part of his body;
or

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- (b) the client is known to be infected with a blood-borne virus; or
- (c) the operator has an open lesion on his hand; or
- (d) the operator is handling items that may be contaminated with blood or other body fluids.

5. A person registered in accordance with sections 14 (acupuncture) or 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Act who visits people at their request to give them treatment should observe the requirements relating to an operator in paragraphs 3(1)(a) and 4(1)(a).

6. The byelaws relating to **tattooing** that were made by A. Pask, Head of Central Services on the 14th January 1985 and were confirmed by the Secretary of State for Social Services on 3rd May 1985 are revoked.

7. The byelaws relating to **ear piercing and electrolysis** that were made by A. Pask, Head of Central Services on the 14th January 1985 and were confirmed by the Secretary of State for Social Services on 3rd May 1985 are revoked.

8. The byelaws relating to **acupuncture** that were made by A. Pask, Head of Central Services on the 14th January 1985 and were confirmed by the Secretary of State for Social Services on 3rd May 1985 are revoked.

SOUTH NORFOLK DISTRICT COUNCIL

BYELAWS

made under Section 15 of the

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

with respect to

TATTOOING

These byelaws may be cited as "The South Norfolk (Tattooing) Byelaws, 1984".

1. Interpretation:

- a. In these byelaws, unless the context otherwise requires -

"The Act" means the Local Government (Miscellaneous Provisions) Act 1982;

"Client" means any person undergoing treatment;

"Operator" means any person giving treatment;

"Premises" means any premises registered under Section 15 of the Act for the carrying on of the business of tattooing;

"Proprietor" means any person registered under Section 15 of the Act to carry on the business of tattooing;

"Treatment" means any operation in effecting tattooing;

"The treatment area" means any part of premises where treatment is given to clients.

- b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that -

- a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively;

- b. The treatment area is used solely for giving treatment;

- c. The floor of the treatment area is provided with a smooth impervious surface;

d. All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leakproof, or in leakproof liner bags. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the material disposed of safely. Where liners are not used, the receptacles shall then be cleaned;

e. All needles used in treatment are placed after use in separate covered and leakproof re-usable boxes, or disposable needle boxes designed for the purpose. Where re-usable boxes are used they shall be emptied at least once every working day or more frequently as necessary, and the contents disposed of safely or sterilised for re-use, as appropriate. The boxes shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;

f. All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;

g. All tables, couches and seats used by clients in the treatment area, and any surface on which the items specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is wiped down with a suitable disinfectant between the treatment of different clients, and thoroughly cleaned at the end of each working day;

h. Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;

i. A notice or notices reading "No Smoking" are prominently displayed within the treatment area.

3. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment -

a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment -

i. is clean and in good repair, and, so far as is appropriate, is sterile;

ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilised;

b. An operator shall ensure that -

i. any needle, metal instrument, or other item of equipment, used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;

ii. All dyes used for tattooing are bacteriologically clean and inert;

iii. the containers used to hold the dyes for each customer are either disposed of at the end of each session of treatments, or are sterilised before re-use;

c. A proprietor shall provide -

i. adequate facilities and equipment for the purpose of sterilisation (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;

ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;

iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;

iv. adequate storage for all items mentioned in byelaw 3 a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.

4. For the purpose of securing the cleanliness of operators -

a. An operator whilst giving treatment shall ensure that -

i. his hands and nails are clean, and nails kept short;

ii. he is wearing clean and washable clothing, or alternatively a disposable covering that has not previously been used in connection with any other client;

iii. he keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;

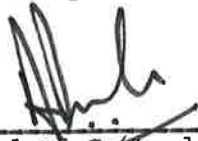
iv. he does not smoke or consume food or drink;

b. A proprietor shall provide -

i. suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nail brush;

ii. suitable and sufficient sanitary accommodation for operators.

THE COMMON SEAL OF THE SOUTH
NORFOLK DISTRICT COUNCIL WAS
HEREUNTO AFFIXED THIS 14th
DAY OF JANUARY, 1985
in the presence of:



Head of Central Services



3992

The foregoing byelaws are hereby
confirmed by the Secretary of State
for Social Services on

3 May 1985
and shall come into operation on
1 July 1985.



Assistant Secretary
Department of Health
and Social Security



NOTE - THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

A. Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on the premises. Section 16 (9) of the Act lays down that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act.

B. Section 16 (2) of the Act (as amended) provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Section 15 of the Act, the Court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16 (11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

C. Nothing in these byelaws shall extend to the carrying on of the business of tattooing by or under the supervision of a person who is registered as a medical practitioner or to premises on which any such business is carried on by or under the supervision of such a person.

SOUTH NORFOLK DISTRICT COUNCIL

BYELAWS

made Under Section 15 of the

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

with respect to

EAR PIERCING AND ELECTROLYSIS

These byelaws may be cited as "The South Norfolk (Ear Piercing and Electrolysis) Byelaws, 1984".

1. Interpretation:

- a. In these byelaws, unless the context otherwise requires

"The Act" means the Local Government (Miscellaneous Provisions) Act 1982;

"Client" means any person undergoing treatment;

"Operator" means any person giving treatment;

"Premises" means any premises registered under Section 15 of the Act for the carrying on of the business of ear piercing or electrolysis;

"Proprietor" means any person registered under Section 15 of the Act to carry on the business of ear-piercing or electrolysis;

"Treatment" means any operation in effecting ear-piercing or electrolysis;

"The treatment area" means any part of premises where treatment is given to clients.

- b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that -

- a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings in any part of the premises used by clients and operators are kept clean and in such good repair as to enable them to be cleaned effectively;

- b. All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leakproof, or in leakproof liner bags. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the material disposed of safely. Where liners are not used, the receptacles shall then be cleaned;
- c. All needles used in treatment are placed after use in separate covered and leakproof re-usable boxes, or disposable needle boxes designed for the purpose. When re-usable boxes are used they shall be emptied at least once every working day or more frequently as necessary, and the contents disposed of safely or sterilised for re-use, as appropriate. The boxes shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;
- d. All furniture and fittings in the treatment area are kept clean and in such good repair as to enable them to be cleaned effectively;
- e. All tables, couches and seats used by clients in the treatment area and any surface on which the items specified in 3b below are placed immediately prior to treatment have a smooth impervious surface which is wiped down regularly with a suitable disinfectant;
- f. Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;
- g. A notice or notices reading "No Smoking" are prominently displayed within the treatment area.

3. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment -

- a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment -
 - i. is clean and in good repair, and, so far as is appropriate, is sterile;
 - ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilised;
- b. An operator shall ensure that any needle, metal instrument, or other item of equipment used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;

c. A proprietor shall provide -

i. adequate facilities and equipment for the purpose of sterilisation (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;

ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;

iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;

iv. adequate storage for all items mentioned in byelaw 3 a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.

4. For the purpose of securing the cleanliness of operators -

a. An operator whilst giving treatment shall ensure that -

i. his hands are clean;

ii. he is wearing clean clothing;

iii. he keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;


iv. he does not smoke or consume food or drink.

b. A proprietor shall provide:

i. suitable and sufficient washing facilities for the use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nail brush;

ii. suitable and sufficient sanitary accommodation for operators.

THE COMMON SEAL OF THE SOUTH
NORFOLK DISTRICT COUNCIL WAS
HEREUNTO AFFIXED THIS 14th
DAY OF JANUARY, 1985
in the presence of:



HEAD OF CENTRAL SERVICES



3991

The foregoing byelaws are hereby
confirmed by the Secretary of State
for Social Services on

3 May '985
and shall come into operation on
1 July '985.

AB Burton

Assistant Secretary
Department of Health
and Social Security.



NOTE - THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

A. Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on the premises. Section 16(9) of the Act lays down that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act.

B. Section 16(2) of the Act (as amended) provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Section 15 of the Act, the Court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16(11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

C. Nothing in these byelaws shall extend to the carrying on of the business of ear piercing or of electrolysis as the case may be by or under the supervision of a person who is registered as a medical practitioner or to premises on which any such business is carried on by or under the supervision of such a person.

SOUTH NORFOLK DISTRICT COUNCIL

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SKIN PIERCING BYELAWS

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CONFIRMED 3 MAY 1985

OPERATIVE FROM 1 JULY 1985

These byelaws extend to all parts of
the South Norfolk District

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

A Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on the premises. Section 16(9) of the Act lays down that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act.

B Section 16(2) of the Act (as amended) provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under **Section 14** of the Act, the Court may, instead of or in addition to imposing a fine, order the suspension of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16(11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

C Nothing in these byelaws shall extend to the carrying on of the business of acupuncture as the case may be by or under the supervision of a person who is registered as a medical practitioner or to premises on which any such business is carried on by or under the supervision of such a person.

THE COMMON SEAL OF THE SOUTH
NORFOLK DISTRICT COUNCIL WAS
HEREUNTO AFFIXED THIS 14th
DAY OF JANUARY 1985

In the presence of :

L.S.

A.E. PASK, Head of Central Services

The foregoing byelaws are hereby
confirmed by the Secretary of State
for Social Services on the
3rd day of May 1985
and shall come into operation on

L.S.

the 1st day of July 1985

A D Barton
Assistant Secretary
Department of Health
and Social Security

SOUTH NORFOLK DISTRICT COUNCIL

BYELAWS

made under Section 14 of the

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

with respect to

ACUPUNCTURE

These byelaws may be cited as “The South Norfolk (Acupuncture) Byelaws, 1984”.

1. Interpretation:

a. In these byelaws, unless the context otherwise requires:-

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means any person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under Section 14 of the Act:

“Proprietor” means any person registered under Section 14 of the Act:

“Treatment” means any operation in the practice of acupuncture;

“The Treatment Area” means any part of premises where treatment is given to clients.

b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that –

a) All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively:

b) The treatment area is used solely for giving treatment:

- c) All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leakproof, or in leakproof liner bags. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the material disposed of safely. Where liners are not used, the receptacles shall then be cleaned:
 - d) All needles used in treatment are placed after use in separate covered and leakproof re-usable boxes, or disposable needle boxes designed for the purpose. When re-usable boxes are used they shall be emptied at least once every working day or more frequently as necessary, and the contents disposed of safely or sterilised for re-use, as appropriate. The boxes shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals:
 - e) All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;
 - f) All tables, couches and seats used by clients in the treatment area and any surface on which the item specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is wiped down at least daily with a suitable disinfectant,
 - g) Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client
 - h) A notice or notices reading "No Smoking" are prominently displayed within the treatment area.
3. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment-
- a) An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment –
 - (i) is clean and in good repair, and, so far as is appropriate, is sterile;
 - (ii) has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilised;

b) An operator shall ensure that

- (i) any needle, metal instrument, or other item of equipment used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;

c) A proprietor shall provide –

- (i) adequate facilities and equipment for the purpose of sterilisation (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws:
- (ii) sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws:
- (iii) an adequate constant supply of clean hot and cold water readily available at all times on the premises:
- (iv) adequate storage for all items mentioned in byelaw 3 (a) and (b) above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.

4. For the purpose of securing the cleanliness of operators –

(a) An operator whilst giving treatment shall ensure that:-

- (i) his hands are clean; and nails kept short;
- (ii) he is wearing clean and washable clothing, or alternatively a disposable covering that has not previously been used in connection with any other client;
- (iii) he keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by a impermeable dressing;
- (iv) he does not smoke or consume food or drink.

(b) A proprietor shall provide:

- (i) suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nail brush;
- (ii) suitable and sufficient sanitary accommodation for operators.

Appendix 3

Further explanation of the consolidated model byelaws

The following is a summary of the key changes and additions provided for in the consolidated Model Byelaws, with a brief explanation in each case as to the purpose:

1. Section 2(1)(c) encourages the use of treatment needles to be single use and disposable rather than sterilised and reusable.

This amendment attempts to further reduce the risk of cross contamination from client to client and minimise handling of the needles by the operator.

2. Section 2(1)(e) specifies in detail the equipment to be disinfected and increases the frequency of this process to 'after each use' in addition to the previous requirement of 'at the end of each working day' only.

This ensures thorough understanding by the operator of exactly which pieces of equipment are to be disinfected in addition to the frequency of the process, reducing further client to client cross contamination risks.

3. Section 2(1)(g) introduces a new requirement to prevent eating, drinking and smoking in treatment areas in addition to notices stating 'No Smoking' and 'No Eating or Drinking' being prominently displayed in the treatment area.

This reduces the risk of contamination from client to client and practitioner to client by removal of activities that increase this risk.

4. Section 2(2)(a) introduces the requirement to provide treatment, other than that for ear and nose piercing (section 2(2)(b)) in a treatment area used solely for providing treatment.

This not only determines specific areas in which activities are carried out that are more at risk from bodily fluid spillages but also protects the client's dignity given the likely body/skin exposure.

5. Section 2(3)(a) introduces the requirement for treatment areas (other than for ear and nose piercing) to be provided with a smooth impervious floor surface.

This enables thorough cleaning and disinfection of floor areas following body fluid spillages potentially more likely to be associated with these practices i.e. tattooing, semi-permanent skin colouring, acupuncture, electrolysis and body piercing, (other than nose and ear), further reducing cross contamination risks.

6. Section 3(1) and 3(1)(a)(iii) introduces both needles and jewellery to the list of items to be clean and sterile.

This provides a more specific and updated list of items to be included in these processes ensuring the reduction in cross contamination risk.

7. Section 3(1)(a)(iv) changes the wording used by the previous byelaws regarding the dye used in tattooing and semi-permanent skin colouring from 'bacteriologically clean' to 'sterile'.

This brings uniformity to the wording in the byelaws and reduces any risk of confusion.

8. There is some rearrangement of the wording in Section 3(1)(b) of the new combined model byelaws, however, the context is the same as the existing byelaws.

Appendix 3

9. Section 4(1)(a)(ii) requires any open lesion on any exposed part of the operator to be effectively covered by an impermeable dressing.

The existing byelaws specifically name the type of wounds to be effectively covered by an impermeable dressing. This potentially excludes other wounds which, if not appropriately dressed and protected, could also pose cross contamination risks. This change seeks to address the anomalies.

10. Section 4(1)(a)(iii) introduces the requirement for the operator to wear disposable examination gloves that have not previously been used with another client (with the exception of acupuncture in certain circumstances as set out in section 4(3)(a – d) of the model consolidated byelaws and is highlighted in section 3.13 below).

This aims to reduce the risk of cross contamination from client–client, operator–client and client–operator by providing a barrier to body fluids and surface bacteria.

11. Section 4(1)(b)(i) of the new, combined model byelaws removes the requirement for a nail brush to be available for the hand hygiene of operators.

Nail brushes are proven to be potential sources of high levels of bacteria. The removal of their use eliminates this cross contamination risk.

12. Section 4(2) states that in premises where only a hygienic piercing instrument is used (i.e. for ear and nose piercing), the washing facilities provided can be shared with people other than the piercing operator.

This is a new risk based approach.

13. Section 4(3)(a-d) spells out under which circumstances disposable gloves should be worn during the practice of acupuncture.

This ensures a reduction in client-client, client-operator cross contamination in the higher risk elements of acupuncture treatment.

14. Section 5 of the new model combined byelaws makes provision for the practice of acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis by registered persons to be carried out elsewhere from their registered premises on request. Whilst the requirements relating to the premises cannot therefore be applied the requirement remains for compliance relating to the operator as stated in section 3 (1)(a) and 4(1)(a) of the new model byelaws.

This allows clients to receive treatment in the comfort and security of a premises of their choice, if they so wish, and at the operators' agreement (e.g. at home). This will ensure operator associated risks of cross contamination are controlled.

Guidance - Completing an Equalities and Communities Impact Assessment

PROTECTED GROUPS	PUBLIC SECTOR EQUALITY DUTY ('PSED')
<p>The Equality Act 2010 identifies 9 protected characteristics:</p> <ul style="list-style-type: none"> • Age • Disability • Gender • Sexual Orientation • Race • Religion • Pregnancy & Maternity • Gender Reassignment • Marriage & Civil Partnerships 	<p>The PSED requires us, as a Local Authority, to undertake the following:</p> <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation Consider whether a policy, procedure or practice is likely to treat anyone less favourably or disadvantage them because of a protected characteristic. • Advance equality of opportunity Consider measures to advance equality of opportunities for protected • Promote good relations Take steps to tackle prejudice and promote understanding between groups. e.g. hold talks for staff/the public; get involved in local events; promote local events run by protected groups.
CONSIDERATION TO BE GIVEN TO:	COMMUNITY IMPACTS
<ul style="list-style-type: none"> • Health • Place inc. Rurality • Low Income and Poverty 	<p>In addition to the 9 characteristics protected under legislation you are also asked to consider how the proposed policy could impact upon:</p> <ul style="list-style-type: none"> • Achieving our priorities of Health and Wellbeing and Inclusive Growth • Informing and contributing to the development of sustainable communities through our Locality Offer <p>This holistic approach constitutes good practice and demonstrates that a robust assessment has been undertaken, evidenced and reviewed.</p>

Questions	Answers
When should an Equalities and Communities Impact Assessment (EqCIA) be undertaken?	Equalities and Communities Impact Assessments (EqCIAs) should be undertaken when a policy practice or procedure is revised/created which may impact on a protected group. We must ensure these impacts are considered at an early stage. It is important to remember that impacts may have a positive or negative effect. Additionally, it is good practice to consider the additional characteristics of <i>Health, Place inc. Rurality</i> and <i>Low Income and Poverty</i> . While this demonstrates that a thorough assessment has taken place it also evidences how proposed policies, practices or procedures contribute to achieving our agreed priorities.
Why do we need to under an EqCIA?	If we fail to do so this may be open to legal challenge, causing reputational & financial harm.
How do we undertake an EqCIA?	Complete the attached EqCIA. Consider consultation with representatives of potentially affected groups. Send the completed EqIA to your Head of Department and then to the Equalities Lead - Victoria Parsons. This may be discussed with the shared Joint Equality Group.
What questions should I ask myself when completing the EqCIA:	<ol style="list-style-type: none"> 1. Could the new/revised Policy, Procedure or service, or the way it is carried out, have an impact on one of the protected groups? 2. Is a negative impact unavoidable? What could be done to avoid/mitigate? Can it be justified? Can we achieve the aims without having the same negative impact?
Do I need to consider consultation ?	<p>Yes, quite possibly. To understand the impact of a change, consultation can be vital. Consultation may involve:</p> <ul style="list-style-type: none"> • Discussion with colleagues across the Council to identify impacts. • Engaging with representatives of relevant protected groups or with the public directly. • Contacting other local authorities. • Undertaking desk top research. • Consulting with the Joint Equality Group. <p>Consultation can include: face-to-face meetings; focus groups, questionnaires (inc. on the Council website) & discussion papers.</p>
Do I need to review an EqCIA?	Yes, these should be reviewed periodically by you to ensure the impacts were correctly identified and that steps have been taken to mitigate against any negative effects.

Any questions?	Please email equalities@southnorfolkandbroadland.gov.uk should you have any questions.
Who do I send the completed EqCIA to?	Please send the completed EqCIA to equalities@southnorfolkandbroadland.gov.uk and your Head of Department.

Equalities and Communities Impact Assessment

Name of Officer/s completing assessment: Paula Skitt/Leigh Chant

Date of Assessment: 24th January 2022

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

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

Officers propose the adoption of consolidated Model Byelaws under the Local Government (Miscellaneous Provisions Act) 1982 as amended by the Local Government Act 2003 in the South Norfolk Council area. These will require the registration and regulation of persons / premises providing tattooing, semi-permanent skin colouring, cosmetic piercing, electrolysis and acupuncture for the purposes of securing the cleanliness of premises, fittings and persons and where appropriate the sterilisation of equipment used in connection with these businesses. A formal report will seek agreement to the necessary procedures to adopt this consolidated set of Model Byelaws. The council will not be required to develop any new local byelaws, nor to develop or adapt any wording of byelaws since this is already provided in the Model Byelaws.

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

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

3. Which additional Communities characteristics does this policy impact?

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

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

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy

- Any other groups impacted not detailed above

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

The report details the reasoning for the adoption of the consolidated byelaws, the activities providing semi-permanent skin colouring or cosmetic piercing are not included in the current byelaws. The byelaws regulate key areas of these businesses regarding the hygiene of the structure and equipment used and the adherence to infection control procedures necessary to protect the health of persons receiving these services.

It is not anticipated that there will be any equalities impacts if South Norfolk Council adopt the consolidated byelaws, all costs are incurred by the person or business carrying out the activity.

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

Please include:

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

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

It is not anticipated that the adoption of these byelaws will have any communities impacts, the adoption of these byelaws protects public health by requiring the persons / businesses carrying out these activities to register their activities with the Council. Adherence to the byelaws provides a level playing field for all persons / businesses carrying out these activities as well as protecting public health.

There is a fee for the registration of these persons / businesses, this is a one off registration fee. South Norfolk already registers and charges a fee to the persons / businesses carrying out tattooing, acupuncture, electrolysis and ear piercing. The consolidated byelaws additionally include the registration and regulation of semi-permanent skin colouring (for example micro-blading and semi-permanent micro pigmentation) and cosmetic piercing (piercing of parts of the body other than ear lobes).

The procedure for the adoption of byelaws includes the placing of 2 notices in a local newspaper for at least 28 days before requesting confirmation of the byelaws by the Secretary of State.

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

Please include:

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

The purpose of adopting the consolidated byelaws is to protect public health, it does not impact against any protected characteristic in a negative way.

If the byelaws are not adopted then persons /businesses providing semi-permanent skin colouring or cosmetic piercing will remain unregistered and unregulated.

The overriding consideration in the adoption of these consolidated byelaws is the protection of public health.

Signed by evaluator: Leigh Chant

Signed by responsible head of department:

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

REVIEW DATE - _____

(See Page 2 for details of reviews. Please send a copy of the reviewed document to Victoria Parsons)

Licensing Report

The Licensing and Gambling Acts Committee met on 20th September 2022 to consider the Adoption of updated and consolidated Model Byelaws for the purposes of registration of a range of skin piercing treatments. The committee unanimously agreed to recommend the updated Byelaws be adopted by full council.

Following discussion Officers confirmed that the Government had announced its intention to crack down on other unregulated cosmetic procedures earlier in 2022 –

www.gov.uk/government/news/government-to-crack-down-on-unregulated-cosmetic-procedures .

Primary legislation is already in place (Health and Care Act 2022), which enables the Secretary of State to introduce a legal framework for the Licensing of specified cosmetic procedures. We will seek to take account of the introduction of any secondary legislation/Regulations, and any new licensing procedures that may be introduced in the future.

*Cllr Yvonne Bendle
Chair of Licensing*