

Council Agenda

Members of the Council

Cllr J F Fisher
(Chairman)

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

Cllr J K Copplestone
Cllr A D Crotch
Cllr J Davis
Cllr C Eden
Cllr J J Emsell
Cllr R R Foulger
Cllr S C Gurney
Cllr N J Harpley
Cllr D G Harrison
Cllr L H Hemsall
Cllr S I Holland
Cllr N C Karimi-Ghovanlou

Cllr K S Kelly
Cllr D King
Cllr E C Laming
Cllr S Lawn
Cllr K E Lawrence
Cllr J Leggett
Cllr K G Leggett MBE
Cllr I J Mackie
Cllr T M Mancini-Boyle
Cllr I N Moncur
Cllr M L Murrell
Cllr J A Neesam
Cllr G K Nurden

Cllr G Peck
Cllr R E Potter
Cllr S Riley
Cllr D Roper
Cllr C E Ryman-Tubb
Cllr L A Starling
Cllr D M Thomas
Cllr J L Thomas
Cllr S A Vincent
Cllr K A Vincent
Cllr J M Ward
Cllr F Whymark

Date & Time:

Thursday 23 February 2023 at 7pm

Place:

Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich NR7 0DU

Trevor Holden – Managing Director - 15 February 2023

Contact:

Dawn Matthews tel (01603) 430404

Email: committee.bdc@southnorfolkandbroadland.gov.uk

Website: www.southnorfolkandbroadland.gov.uk

Group Meetings:

Conservatives – Trafford Room 6pm

Liberal Democrats - John Mack Room 6pm

PUBLIC ATTENDANCE:

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

You may register to speak by emailing us at committee.bdc@southnorfolkandbroadland.gov.uk no later than 5pm on Monday 20 February 2023

Large print version can be made available

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

AGENDA

1. **To receive declarations of interest from members;**
(guidance and flow chart attached – page 7)
2. **To report apologies for absence;**
3. **To confirm the minutes of the meeting held on 15 December 2022;**
(minutes attached – page 9)
4. **Matters arising from the minutes;**
5. **To receive announcements from:**
 - 5.1 The Chairman (list of engagements attached – page 21)
 - 5.2 The Leader
 - 5.3 Members of the Cabinet
 - 5.4 Head of Paid Service
6. **Questions** - to consider any questions received from members of the public in accordance with Procedural Rule 10.
7. **Public Speaking** – to consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda. (note: In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only)
8. **Overview and Scrutiny Committee** – to receive the non exempt minutes of the meetings on 3 January, 24 January and 31 January 2023; (minutes attached – page 22)
9. **Cabinet** – to receive the non-exempt minutes of the meeting on 10 January 2023;
(minutes attached – page 47)
10. **Cabinet** – to receive the minutes of the meeting on 7 February 2023;
(minutes attached – page 54)

The following items need consideration by Council. (Items 10.1 and 10.2 will be dealt with at agenda item 14 below.)

10.1 Minute no: 81 - Revenue Budget and Council Tax 2023/24; (page 54)

Cabinet recommends to Council:

- 1.1 The approval of the 2023/24 base budget;
- 1.2 That the Council's demand on the Collection Fund for 2023/24 for General Expenditure shall be £6,252,179, and for Special Expenditure shall be £121,962.
- 1.3 That the Band D level of Council Tax be £129.91 for General Expenditure, and £2.53 for Special Expenditure.
- 1.4 Changes to the proposed fees and charges as set out in section 5.

10.2 Minute no: 82 - Capital Strategy and Capital Programme 2023/24 to 2027/28;
(page 56)

To recommend to Council the Capital Strategy (*Appendix A*) and the Capital Programme for 2023/24-2027/28 (*Appendix B*).

(Please note that an amendment will be proposed to the Capital Budget by the Green Party and a copy of the amendment is attached – page 61)

10.3 Minute no: 83 - Treasury Management Strategy Statement 2023/24; (page 56)

To approve the following:

1. The Treasury Management Strategy Statement 2023/24
2. The Treasury Management Policy Statement 2023/24
3. The Annual Investment Strategy 2023/24)
4. The Treasury Management Practice (TMP1)
5. The Treasury Management Scheme of Delegation
6. The Prudential Indicators
7. The Minimum Revenue Provision (MRP) Statement.

10.4 Minute no: 84 - Council Tax Assistance Scheme 2023/24; (page 58)

Recommend to Council to approve the Council Tax Assistance scheme for 2023/24.

Copies of the reports/appendices relating to the recommendations above are available at [Cabinet agenda 7 February 2023](#)

11.Planning Committee - to receive the decisions of the meeting on 21 December 2022;
(decisions attached – page 63)

12.Audit Committee – to receive the minutes of the meeting on 26 January 2023;
(minutes attached – page 64)

13.Licensing and Regulatory Committee – to receive the non-exempt minutes of the meeting on 13 December 2022;
(minutes attached – page 75)

14. Council Tax Resolution 2023/24 - to consider the report of the Assistant Director Finance (report to follow)

(Note: In accordance with The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote will be taken on all matters relating to the budget and council tax setting.)

15. Pay Policy Statement 2023/24 – to approve the Pay Policy Statement for 2023/24; (report attached – page 77)

16. Report of the Monitoring Officer – to consider the report of the Monitoring Officer; (report attached – page 91)

17. Outside Organisations/Member Champion Feedback – to consider reports from members appointed to represent the Council on outside organisations and as member champions; (report attached – page 98)

18. Questions from Members – to consider the following questions received in accordance with Procedural Rule 12.4:

18.1 Question from Cllr Laming

I note that in the Norfolk Devolution Deal document, published 8 December 2022, paragraph 31 says:

Norfolk County Council will be scrutinised and held to account for their devolution deal by the Council's Scrutiny Committee. The Chair of Scrutiny Committee will be appointed by council and will be an opposition member, normally the Leader of the main opposition party, and shall not be a member of a registered political party of which the directly elected leader is also a member.

BDC's Overview and Scrutiny Committee is currently chaired by a member of the governing political party.

Would BDC please consider changing its constitution to require the above arrangements to be in place for its Overview and Scrutiny Committee from May 2023?

The following wording could be used to bring it in line with Norfolk County Council's proposed governance:

Broadland District Council will be scrutinised and held to account by the Council's Overview and Scrutiny Committee. The Chair of the Overview and Scrutiny Committee will be appointed by council and will be an opposition member, normally the Leader of the main opposition party, and shall not be a member of a registered political party of which the Leader of the Council is also a member.

18.2 Question from Cllr Karimi-Ghovanlou

I understand four of the famous corgis were auctioned off on the 2nd February, making a fraction of the purchase cost, with the proceeds going to Nelson's Journey, a very worthwhile charity.

Could the portfolio holder inform this council how much the total cost of refurbishment was before being sold, and the net loss to the council in financial terms.

Also, this council was informed recently that one corgi had gone to Sandringham - but that Broadland would be keeping two corgis. Where will these be displayed and why do we need two?

18.3 Question from Cllr Eden

I am very concerned about the implications of voter ID for 4th May and subsequent elections. Official estimates suggest up to 2 million people in the UK do not have the right ID. Inevitably some will be in Broadland. Many other voters do not know of the changes, including several constituents I have spoken to. We do not have mandatory ID in this country, and it is confusing for most constituents which photo ID they can use even if they have photo ID and know of this new requirement. The primary aim of any elected councillor should be to ensure constituents can freely vote, not to put unnecessary and confusing barriers in their way that will result in lower turnout.

Please answer the following questions:-

1. How many Voter Authority Certificates have Broadland issued?
2. How can Broadland justify the expense of this measure, not least in staff time and training, when there are so many urgent demands on our council?
3. Are Broadland proactively reaching out to groups such as the elderly, minorities and young voters?
4. Are Broadland training voting clerks to deal with multiple acceptable forms of ID, potential voter confusion and potential delays?
5. Will Broadland commit to proper evaluation after May to see if local voters have in effect been disenfranchised?

18.4 Question from Cllr Roper

Please could the Portfolio Holder for Environmental Excellence give her views on the County Council proposal to close the Mayton Wood recycling centre.

19. Motions – to consider any motions received in accordance with Procedural Rule 13:

20. Exclusion of Press and Public;

The Chairman will move that the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

21. Overview and Scrutiny Committee – to receive the exempt minutes of the meeting on 3 January 2023; (minutes attached – page 100)

22. Cabinet - to receive the exempt minutes of the meeting on 10 January 2023; (minutes attached – page 103)

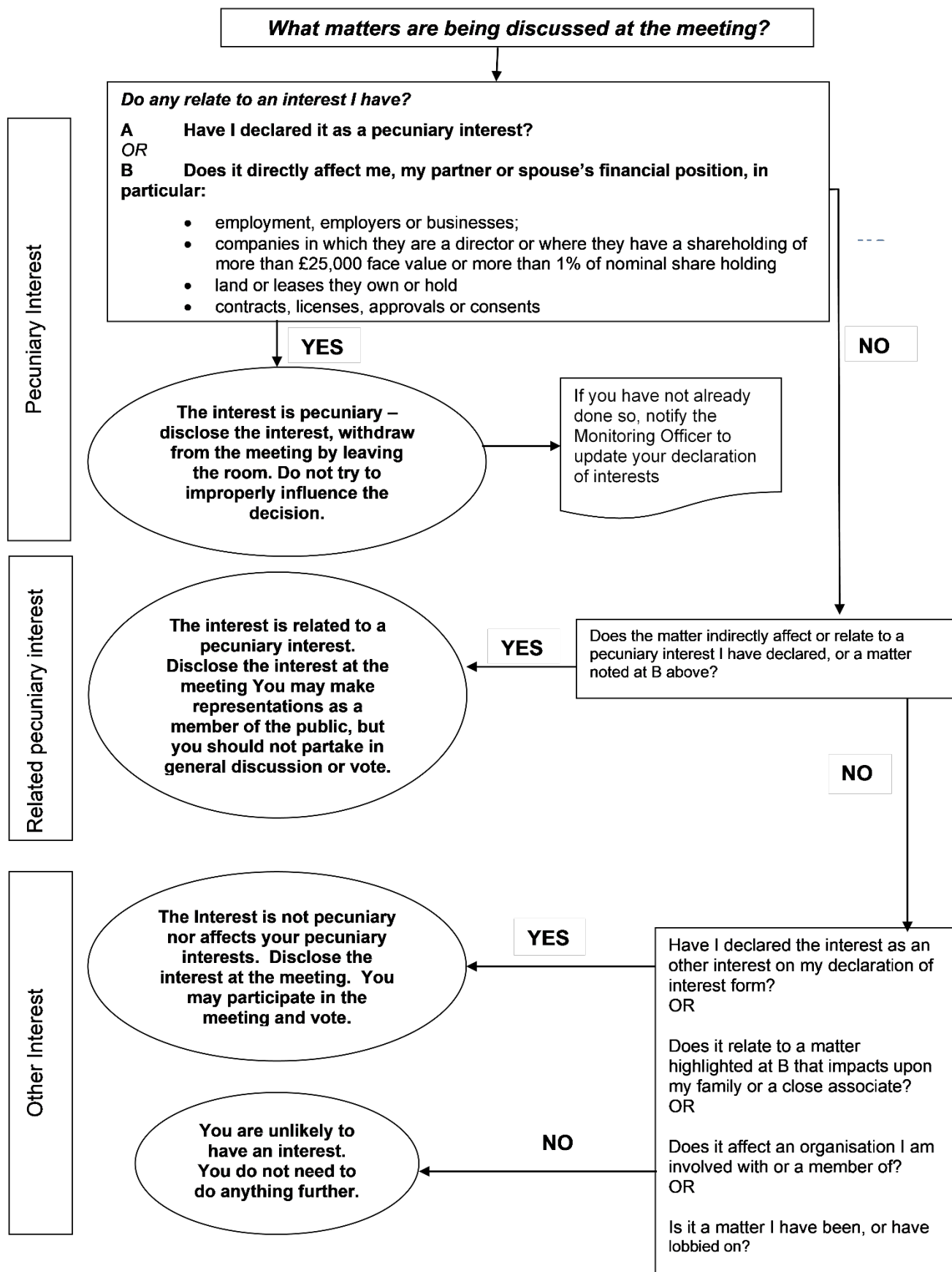
DECLARATIONS OF INTEREST AT MEETINGS

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

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

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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





COUNCIL

Minutes of a meeting of the Council of Broadland District Council, held on Thursday 15 December 2022 at 7pm at the Council Offices

Members Present:	Councillors: S C Beadle, N J Brennan, D J Britcher, S J Catchpole, S M Clancy, J K Copplestone, C Eden, J J Emsell, J F Fisher, R R Foulger, S C Gurney, E C Laming, K E Lawrence, J Leggett, T M Mancini-Boyle, M L Murrell, G K Nurden, R E Potter, D Roper, D M Thomas, J L Thomas, S A Vincent, J M Ward, F Whymark
Officers in Attendance:	The Managing Director (T Holden), the Director Place (P Courtier), the Director of People and Communities (J Sutterby), the Chief of Staff and Monitoring Officer (E Hodds), the Governance Manager and Deputy Monitoring Officer (L Mockford), the Assistant Director Finance and Section 151 Officer (R Fincham) and the Committee Officer (D Matthews).

151 DECLARATIONS OF INTEREST

No declarations were made.

152 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A D Adams, P E Bulman, A D Crotch, J Davis, N J Harpley, L H Hemsall, S I Holland, D King, D Harrison, N C Karimi-Ghovanlou, K S Kelly, K G Leggett, I J Mackie, I N Moncur, J A Neesam, G Peck, S M Prutton, S Riley, L A Starling and K A Vincent.

153 MINUTES

The minutes of the meeting held on 13 October 2022 were agreed as a correct record and signed by the Chairman.

154 MATTERS ARISING

No matters were raised.

155 ANNOUNCEMENTS

Members noted the civic engagements undertaken by the Chairman and Vice Chairman of the Council since the last meeting.

The Leader of the Council updated members on the latest situation regarding County Deals. On 8 December the County Deal for Norfolk had been signed in principle by the Leader of Norfolk County Council, Andrew Proctor, and the Parliamentary Under Secretary of State (Local Government and Building Safety) Lee Rowley MP.

Finalising a Deal would mean that, from 2024 onwards, more could be done to target funding and resources to Norfolk's own growth and infrastructure priorities, attract and retain new and key businesses and sectors, invest in the skills needed, unlock housing and employment sites, raise the profile of the County nationally strengthening the County's voice with Government, and help shape future policies. The deal would bring additional funding to the County and an opportunity to be in control of new powers and additional funding which could make a real difference to residents and to Norfolk.

There were some concerns from a district perspective surrounding the potential infringement of sovereignty and risks of undermining local democracy. The Chairman of the District Councils Network had worked hard to secure an amendment to clause 16 of the Deal which would enable the deferring/stopping of the transfer of district functions to the County Council.

The decision to proceed or not still rested with the County Council and not the districts. It was anticipated that agreement to the official signing of the deal would be determined at a special meeting of the County Council in January 2023, followed by consultations on the detailed proposals and, if agreed, a decision by the County Council towards the end of 2023 to make the necessary amendments to its constitution to facilitate the deal.

The Portfolio Holder for Finance updated members on progress on the future of the "corgis". The sculptures had now all been removed from their various locations and cleaned ready for storage over the winter. Arrangements were being made for an on-line auction of the corgis in February 2023 by Horners of Acle who had offered their services free of charge. The proceeds from the auction would be going to Nelson's Journey – the Chairman's chosen charity. A marketing campaign had begun and it was anticipated there would be a great deal of interest in the sculptures. Two of the corgis would be retained by the Council and arrangements were being made for the corgi named Susan to be gifted to the Royal Household and potentially homed at Sandringham in recognition of the late Queen Elizabeth II. A formal handover was being organised.

The Portfolio Holder for Economic Development advised members that the District Council been allocated £1.3m of funding from the UK Shared Prosperity Fund subject to approval of an investment plan and that she was pleased to confirm that approval of the plan had been received that day.

The Portfolio Holder for Environmental Excellence advised Council that the new “Broadland Bins” app was now available to download which would provide residents with information on bin collection dates, which bin to put out and a reminder about the collection service for textiles and small electrical items and batteries. She encouraged members to download the app. She went on to state that there had been some difficulty accessing the normal national collection rates for recycled materials from the Government for comparison but these would be available in the spring. She was pleased to announce that for 2021/22 the Council’s recycling rate was 50.6% made up of 21.4% dry recycling and 29.2% garden and food waste. The first seven months of operation of the collection of textiles and small electrical items had seen 80 tonnes collected and taken out of residual waste. There was still a desire to increase recycling but the district continued to have the highest rates in Norfolk. She added that the recently refurbished Environmental Strategy and Action Plan would be available on the website in January 2023.

The Portfolio Holder for Communities, Housing and Planning thanked the communities and housing teams for their hard work in the current difficult times. He reminded members that the help hub was available to those in difficulty but it was also available to help people to avoid going into crisis. He reminded members of the contact details for the help hub – telephone: 01603 430431, email: helphub@southnorfolkandbroadland.gov.uk.

156 QUESTIONS FROM THE PUBLIC

No questions had been received.

157 PUBLIC SPEAKING

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

158 OVERVIEW AND SCRUTINY COMMITTEE

The minutes of the Overview and Scrutiny Committee meetings held on 25 October, 15 November and 22 November 2022 were received.

159 CABINET

The minutes of the meeting held on 1 November 2022 were received.

In response to a question regarding the Peer Review action plan and the member workshop, the Leader encouraged all members to attend the workshop on Monday 19 December and he confirmed this was an opportunity for members to go through the action plan and suggest any enhancements or improvements which could be taken forward.

160 CABINET

The minutes of the meeting held on 29 November 2022 were received.

The following matters were considered by Council:

Minute no: 60 – Strategic Performance and Finance Report for Quarter 2 2022/23

The Portfolio Holder for Finance invited Council to support the recommendations from Cabinet.

It was then proposed, seconded, and on being put to the vote,

RESOLVED to agree

- (1) the land charge fees and charges as detailed in paragraph 3.28 of the report
- (2) that the 23/24 Remote Working Capital Budget of £135,000 is brought forward to 22/23.

Minute no: 62 – Best in Class Housing – Temporary Accommodation

The Portfolio Holder for Communities, Housing and Planning stated that the Council needed to review its financial spending on temporary accommodation; financial modelling had highlighted that going forward if the current challenges continued the Council could be looking at spending up to £2m on temporary accommodation. The focus of attention was as always on people and those needing help. The option to purchase and manage its own accommodation would enable the right accommodation to be offered to the right people at the right time. He proposed that members support the recommendations from Cabinet.

In answer to a question, the Portfolio Holder for Communities, Housing and Planning confirmed that proposals to purchase a property in Hellesdon were continuing.

A comment was made by one member that historically the Council had been very successful in preventing homelessness and avoiding the cost of homelessness action. Finding yourself homeless was a devastating situation and he questioned why the previous policy of prevention of homelessness was no longer working.

The Portfolio Holder for Communities, Housing and Planning responded that he believed the Policy of homeless prevention was still working well and that homelessness would always exist; as one family was helped out of homelessness another would find themselves in difficulty. Prevention continued to be a priority and work with homelessness people and rough sleepers would continue. The report focussed on ensuring that the right accommodation would

be available when needed with a move away from using expensive temporary bed and breakfast accommodation.

The member responded stating that by the time families were needing temporary accommodation, prevention had failed and that prevention should be a priority not helping them after they had become homeless.

The Leader of the Council referred the member to the performance report considered earlier in the meeting which detailed the continue improving performance on homelessness prevention. He referred to the pressures on this work from events over the last 2 years including COVID, the war in Ukraine, asylum seekers and the cost of living crisis which had all contributed to the unprecedented difficulties currently being experienced and it was wrong not to consider the impact of these factors on the increasing cost of homelessness. The proactive proposals being put forward would enable the use of more suitable accommodation in the right locations with better value for money and would put the Council in the best place to deal with the increasing demand without the additional cost burden.

In response to a question, the Portfolio Holder for Communities, Housing and Planning confirmed that local members and parish councils would be kept informed of proposals as they progressed and as far as was possible mindful of the confidentiality of the work.

In seconding the proposal, the Portfolio Holder for Finance expressed her support for the proposals which, although primarily focussed on the financial position, also recognised that people were at the heart of all actions of the Council and this would enable the Council to respond to the increasing demand.

It was then put to the vote and

RESOLVED to

- (1) Create an additional capital budget of £1,356,000, to purchase additional temporary accommodation and to capitalise the staff costs of any purchases;
- (2) increase the current allocated opportunities reserve from £900,000 to £1,000,000, to facilitate the purchase of a property and pay for the renovation works to make the property ready for use;
- (3) To agree to the increase in establishment of 1 x FTE officer for every additional purchase of 10 units of temporary accommodation, which will be paid for by the additional income received from those properties.

Minute no: 64 – Anti-Social Behaviour Policy

The Portfolio Holder for Environmental Excellence invited members to support the recommendations of Cabinet which would see the adoption of a policy to

provide a framework within which officers could work and support early intervention.

It was then proposed, seconded, and on being put to the vote,

RESOLVED to

agree the adoption of the proposed Antisocial Behaviour Policy (attached at appendix 1 to the signed copy of these minutes).

Minute no: 69 – Frettenham Depot – Award of Redevelopment Contract

This matter was considered later in the meeting (see minute no 171 below).

161 PLANNING COMMITTEE

The decisions of the Planning Committee meetings held on 5 October, 2 November and 30 November 2022 were received.

162 AUDIT COMMITTEE

The minutes of the Audit Committee meeting held on 27 October 2022 were received.

The Chairman of the Committee drew attention to the completion of the audit of the 2020/21 accounts with no matters of concern. He also advised that Public Sector Audit Appointments Ltd had appointed Ernst and Young to undertake the Council's audit for 2023/24 to 2027/28. The Audit fees had increased by 150% and he hoped to see a significant improvement in the service delivered by Ernst Young.

163 LICENSING AND REGULATORY COMMITTEE

The non-exempt minutes of the two Licensing and Regulatory Committee meetings on 23 September 2022 were received.

Council noted that the matter set out at agenda item number 13.1 - Minute no: 11 – Local Government (Miscellaneous Provisions) Act 1976 - Town Police Clauses Act 1847 -Taximeter Tariff (table of fares) Consultation Responses had been withdrawn from consideration at the Council meeting that night to enable it to be considered by Cabinet.

164 STANDARDS COMMITTEE

The minutes of the Standards Committee meeting on 1 December 2022 were received.

The Chairman of the Committee drew attention to the recommendation to adopt the LGA Model Code of Conduct (see minute no 165 below) and advised that Norfolk County Council and several parish councils had already agreed to adopt the code.

165 THE LGA MODEL CODE OF CONDUCT

Members considered the report inviting Council to adopt the Local Government Association Model Code of Conduct for Broadland.

It was proposed, seconded and

RESOLVED

To adopt the LGA Model Councillor Code of Conduct, in full, as Broadland's new member code of conduct with effect from 5 May 2023, with the additional section to be added to Part 10 – registering gifts and hospitality:

'I register with the Monitoring Officer, an accumulation of small gifts received from the same source totalling £100 over a period of one year.'

166 REPORT OF THE MONITORING OFFICER

The report detailed the allocations of seats on committees and the appointment to outside bodies as a result of the recent by-election. The Monitoring officer drew attention to the resignation received that day of Cllr B Cook which fundamentally affected some of the proposals contained in the report. She made reference to an updated report tabled at the meeting (copy attached at appendix 2 to the signed copy of these minutes) which set out a revised set of recommendations based on a new calculation of political balance for committees and she read through the revised recommendations.

Cllr Roper indicated he was happy to suggest a proposal, subject to agreement by the Leader of the Council, that the Liberal Democrat group take up their vacancy on the Electoral Arrangements Committee. The Monitoring Officer thanked Cllr Roper but stated that the constitution required this proposal to be made by the Leader of the Liberal Democrat Group.

It was then proposed, seconded and

RESOLVED (unanimously)

1. That agreement be given to the following appointments:

- Chairman (Cllr J Thomas) and Vice Chairman (Cllr K Kelly) on the Service Improvement and Efficiency Committee as set out in paragraph 4.5 and 4.6 of the report (the appointment of Cllr Thomas to the committee agreed with no member voting against the proposal, as it is not in line with the rules of political balance);
- Cllr Clancy replacing the late Cllr Shaw on the Overview and Scrutiny Committee;

Outside bodies:

- Community Safety Partnership Scrutiny Panel – TBC
- Broad (2006) Internal Drainage Board – vacant
- Local Government Association Strategic Aviation ((Special Interest Group) (LGA) (SASIS)) – vacant
- Norwich Airport Limited Consultative Committee – Cllr Copplestone

2. That agreement be given to delegate the following:

- the re-allocation of the Conservative Party committee seat to the Liberal Democrats on either the Appeals Panel, the Electoral Arrangements Committee or the Licensing and Regulatory Committee to the relevant group leaders in consultation with the Monitoring Officer
- the appointment of all vacant committee seats which have arisen from the recent resignations, to the relevant Group Leaders in consultation with the Monitoring Officer.

167 OUTSIDE ORGANISATIONS/MEMBER CHAMPION FEEDBACK

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

168 QUESTIONS FROM MEMBERS

The following questions had been received in accordance with Procedural Rule 12.4:

1. Question from Cllr Laming

UK biodiversity is in decline and a spotlight will be on the subject during the COP15 event in Canada from 7-19 December 2022. Has Broadland District Council ever commissioned a report on the state of biodiversity in Broadland, and does it plan to do so in the near future?

Response from the Portfolio Holder for Environmental Excellence

The Council had previously engaged with Natural England, the Environment Agency, Norfolk Wildlife Trust and the Norfolk Biodiversity Partnership in the preparation of Local Plans. As a part of this process the Council had also prepared sustainability appraisals, incorporating strategic environmental assessments, and habitat regulations assessments. Both the engagement with these environmental bodies and the preparation of the aforementioned reports have informed the Council's Local Plan policies and Green Infrastructure strategies.

In addition to this, work was currently underway to update the Greater Norwich Growth Board Green Infrastructure Strategies. It was agreed, as part of this work, that there would be the need to conduct a biodiversity baseline study across the partnership area. This work was currently in the process of being scoped out with the view to go out to tender in the New Year.

Supplementary Question from Cllr Laming

An on line search for "Biodiversity in Broadland, Norfolk" returned a reference to the Norfolk Biodiversity Partnership which she believed involved some 20 different organisations including Broadland District Council. It appeared the partnership had been established in 1996 but the latest news post was dated 2019. Is the Partnership still in place and, if not, why not?

Response from Portfolio Holder for Environmental Excellence

The Portfolio Holder stated that to provide a comprehensive reply, she would do this by way of a written response after the meeting.

2. Question from Cllr S Gurney and Cllr D King

A recent political leaflet from another party to ours, distributed in Hellesdon, which comprises two electoral wards situated in the Broadland District Council area stated:-

"The tories spent £8.5 million pounds of Your district council tax on new offices".

Would the Leader of Broadland District Council please confirm how much council tax money was actually spent by BDC to purchase a new office?

Response from the Leader

The Leader stated he was surprised to see this information circulated as all members had access to the costings for the purchase of the Horizon Centre. The cost to Broadland District Council for the building was £3.55m.

Supplementary Question from Cllr Gurney

Given the information presented by the Leader, would he agree that the residents who read the leaflet were grossly misled?

Response from the Leader

The Leader confirmed that yes the residents were misled. He was appalled that the Liberal Democrat Group would promote false information and mislead residents with incorrect information.

3. Question from Cllr D Roper

In accordance with paragraph 12.4 (b) of the Constitution, and with the consent of the Chairman, the following question was raised as a matter of urgency, and circulated to all members with the supplementary papers:

"Would the Leader please provide his views on the published Norfolk Devolution Deal (County Deal) and what this means for Broadland as a Council and for residents?"

Response from the Leader

The Leader stated that the County Deal was an opportunity for Norfolk. It would bring new powers and decision making to Norfolk. It would provide extra funding which would make a real difference to the lives of people in Norfolk. How the proposals would impact on Broadland residents was still unknown but the extra funds, resources and opportunities were a positive for Norfolk and Broadland.

Supplementary Question from Cllr Roper

Could you say if you agree or disagree with the Leader of South Norfolk District Council who was reported in the Eastern Daily Press as saying "what is the point it doesn't even absorb the Police and Crime Commissioner and proposes leadership which does not have any hands on planning, housing growth and the clean environment – this is even more government but doing less."

Response from the Leader

The Leader stated that he both agreed and disagreed. The Deal would bring extra resources, funding and powers to local decision making. However the other side of this which the South Norfolk Leader had identified was about being more ambitious and bringing forward other things which could form part of future deals. The South Norfolk Leader was promoting a combined authority as a way forward which would enable it to take those powers forward and be more ambitious. This was, however, not part of the Deal at the current time. A decision could be made to take the current Deal or defer for an extended deal and this debate would continue over the next few months. The Leader confirmed that at the current time he supported the County Deal based on information available but he did have

concerns regarding governance and the ability of the Deal to fulfil its promises. He also had concerns about the capacity of the County Council to consume the extra responsibilities and deliver on them. These were matters to be decided before the County Council took its final decision.

169 MOTIONS

No motions had been received.

170 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

To exclude the press and public from the meeting for the remaining item of business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

171 CABINET

The EXEMPT minutes of the meeting held on 29 November 2022 were received.

The following matter was considered by Council:

Minute no: 69 – Frettenham Depot – Award of Redevelopment Contract

The Portfolio Holder for Environmental Excellence reported that the Council had identified the need for redevelopment of the Frettenham Depot and that funding had been allocated for the refurbishment. A full condition survey had been undertaken to evaluate what was needed. Veolia would manage the contract work and would not be required to move from the site whilst work was carried out. The contract had been independently assessed and deemed to be value for money and a contingency sum had been set aside. The Portfolio Holder for Environmental Excellence drew attention to the range of environmental improvements included within the works. She invited Council to endorse the recommendations set out in the exempt Cabinet minutes.

A member said they would like to see the range of environmental improvements expanded to include alternative low energy options to provide hot water but they acknowledged this would form part of the detail managed by the contractor/operator.

The Leader made reference to the question as to whether the level of investment in environmental improvements and the predicted reduction of 23 tonnes of carbon from Council's footprint was value for money. He explained that the Public Sector Decarbonisation Scheme set a threshold for reduction of carbon and had calculated that projects of no more than £325 per tonne were deemed to be good value. The proposals at the depot would be £311 per tonne, and would be good value for money. This demonstrated the Council's continuing desire to make effective, good value decisions.

In response to a question, the Portfolio Holder for Environmental Excellence confirmed that the existing workshop would be replaced with a new workshop which would be able to accommodate the refuse vehicles. It was then proposed, seconded and

RESOLVED

1. That the approved Capital Budget for Waste Vehicles /Depot is increased by £200,000 to £2,665,369 to allow for the project contingency if required;
2. To delegate to the Assistant Director Community Services, in consultation with the Portfolio Holder for Environmental Excellence, approval to utilise the project contingency if required.

Chairman

(Meeting closed at 8:10 pm)

**CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN
FOR THE PERIOD: 16 DECEMBER 2022 TO 23 FEBRUARY 2023**

17 January	Visit by the Lord Lieutenant, Deputy Lieutenant and Chair of the Norfolk and Suffolk Mental Health Services to look at the achievements of the Help Hub.
19 January	Memorial Service for Vice Chairman Cllr Sue Prutton.
22 January	Burns Night Celebration, hosted by the Mayor of Ipswich.
27 January	Holocaust Memorial Service, hosted by the Lord Mayor.
29 January	70 th Anniversary of the East Coast Floods Service, hosted by the Mayor of Great Yarmouth.
14 February	Opening of the King's Lynn Mart, hosted by the Mayor of King's Lynn.



OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Tuesday 3 January 2023 at 10.00am when there were present:

Committee Members Present: Councillors: M Murrell (Chairman), S C Beadle, N Brennan, P Bulman, S Catchpole, J Davis, S Holland, K Leggett and G Nurden.

Apologies: Councillors: N Harpley, C Karimi-Ghovanlou and S Riley.

Cabinet Members in Attendance: Councillors: J Copplestone and J Leggett.

Officers in Attendance: The Chief of Staff (Monitoring Officer) (E Hodds), the Assistant Director for Planning (H Mellors), the Assistant Director for Economic Growth (G Denton), the Assistant Director for Regulatory (N Howard), Principal Planning Policy Officer (A Banham), Senior HR and OD Lead (V Finch) and the Democratic Services Officer (J Overy).

The Chairman asked those present to note the sad passing of Cllr Sue Prutton by observing a minute's silence in her memory.

82 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Harpley, Cllr Karimi-Ghovanlou and Cllr Riley.

83 MINUTES

The minutes of the meetings held on 15 November and 22 November 2022 were agreed as a correct record.

84 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed back James Overy, the Democratic Services Officer, following his recent illness.

CABINET REPORTS

84 GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES FOCUSED CONSULTATION REPORT

The Principal Planning Policy Officer introduced the report, which sought Cabinet approval to undertake a public consultation on the allocation of Gypsy and Traveller sites in the Greater Norwich Local Plan (GNLP).

The GNLP had been submitted in July 2021, with the requirement for further work to be done to identify sufficient sites for Gypsy and Travellers. This work had subsequently been undertaken and had identified the need for a total of 53 pitches in Greater Norwich. A pitch could be defined as enough space for a family touring caravan, a static caravan and space for vehicles and a dayroom. Ten favoured sites with enough space for 62 pitches had been identified for consultation, which was scheduled to take place from 30 January to 13 March 2023.

In Broadland the favoured sites were at Eastgate in Cawston, near the A47 in Lingwood and an expansion of the existing sites at Stratton Strawless, Horsford and Foulsham.

In response to a query the Assistant Director for Planning informed members that the planned consultation in 2022 had not taken place, as decisions on the GNLP were required to be unanimous and South Norfolk had not supported the consultation due to concerns about the Costessey site and the number of sites being put forward at the time. The Costessey site was only a proposed contingency site as part of this consultation and the choice of sites elsewhere had now been expanded. The contingency site would only be brought forward by the inspector, if other sites were not brought forward.

A member noted that the road improvements from Blofield to North Burlingham were subject to legal challenge, which would put the proposed A47 site for 15 pitches at risk and he suggested that the risk should be acknowledged in the consultation papers. In response, it was confirmed that this risk could be highlighted in the consultation and that the site would only come forward if the road improvements were made.

It was emphasised that the Government Guidance only required sites for the first five years of the GNLP, so that initially only 31 out of the 62 pitches being consulted on were needed to be allocated in the plan.

In answer to a query the meeting was informed that there was no preferred size of site, as the need varied from place to place, with some smaller sites being preferred in some areas and larger ones in other areas. It was also

noted that locating sites in areas with access to local services was challenging, but one approach being used was to provide scope for expansion at sites that had already proven successful, such as at Stratton Strawless and Foulsham. It was also confirmed that the Council worked with the Norfolk and Suffolk Gypsy, Roma and Traveller Service, to establish contact with unauthorised sites.

Members were informed that only minor changes, such as the additional risk to the A47 site at the North Burlingham junction referred to above, would be made under delegated authority to the documentation prior to its publication.

It was confirmed that members would be advised when the consultation would be published on the website and members with Wards where sites had been proposed had also been kept informed of the consultation.

Following a show of hands, with 8 in favour and 1 abstention it was

RECOMMENDED TO CABINET

It is recommended that Cabinet:

1. Approves the focused consultation on the Greater Norwich Local Plan proposed allocations for Gypsy and Traveller sites; and
2. Agrees to delegate authority to the Assistant Director – Planning, in consultation with the Leader and Portfolio Holder for Communities, Housing and Planning, to agree consultation documentation and materials prior to the public consultation.

85 TO ESTABLISH AND ENTER INTO A JOINT VENTURE TO DELIVER A PROGRAMME OF MITIGATION FOR NUTRIENT NEUTRALITY

The Assistant Director for Planning introduced the report, which proposed the establishment of a Joint Venture to source the mitigation to overcome constraints imposed by Natural England in respect of nutrient neutrality.

The Committee was reminded that in March 2022 Natural England had imposed constraints that required planning applications for new overnight accommodation to demonstrate that they were nutrient neutral.

This requirement had had a significant impact on housing development in Broadland and a number of other Norfolk councils and, therefore, it was proposed that the authorities (Breckland, Norwich City, North Norfolk and South Norfolk) and Anglian Water work together to identify a solution.

The Joint Venture would seek to provide a range of environmental credits, initially focusing on nutrient neutrality for small and medium sized developers, who would not otherwise be able to provide mitigation required themselves. This might be expanded in the future to other environmental credits, such as green infrastructure and biodiversity net gain.

In order to provide seed funding in 2022/23 for the establishment of the Joint Venture, it was proposed that Broadland would provide a loan of £150,000 from the Environmental Projects Reserve, which would be repaid with interest from the Joint Venture in due course. From 2023/24 onwards each member of the Joint Venture would then provide a loan of £30,000.

It was confirmed that due diligence would be carried out to ensure that enough mitigations had been identified to cover the credits that would be sold and that credits would only apply to the catchment area to which they applied.

The Committee was informed that initially the Joint Venture would be focusing on environmental credits for overnight accommodation, i.e., housing developments. The provision of any other environmental credits by the Joint Venture would need to be brought back to members for determination in due course

Members were advised that the initial aim of the Joint Venture was to provide short term mitigation measures, such as cover crops and taking agricultural land out of use where solar farms had been installed. However, exact details of these mitigation measures for the environmental credits were not detailed, as the report was focused on establishing the Joint Venture.

A member expressed concern that mitigations put forward by developers could lead to sewage treatment works in small scale housing developments, which could lead to problems in the longer-term and that he would not want the Council to promote such mitigations.

Members were informed that the mitigation measures would off-set the impacts of new developments to ensure they had a neutral impact. Agriculture remained the main nutrient polluter of water courses and this was being addressed by other agencies.

It was also noted that meeting nutrient neutrality requirements could place further pressure on viability and developer contributions, including affordable housing. However, this was a matter that would be considered via the planning process, rather than through this report.

A member noted that Broadland was being asked to make a loan of £150,000 from the Environmental Projects Reserve to establish the Joint Venture and that according to the Heads of Terms if this sum could not be repaid it would be written-off. She suggested that this sum should be split equally between each local authority to minimise this risk.

In response, the Committee was informed that it was proposed that this sum be provided by one local authority in order to expedite the establishment of the Joint Venture and that any risk to this loan was very small. It was also confirmed that S151 officers had been involved in the drafting of the Heads of Terms and were content with the terms of the proposed loan. Not having the

seeding fund loan provided by a single authority would also delay the establishment of the Joint Venture.

However, despite this assurance it was proposed and seconded that the initial Joint Venture seed funding loan for 2022/23 should be made up of £30,000 from each of the five local authorities.

Following further discussion, it was proposed that recommendation 4 should be amended to the following:

That the initial Joint Venture seed funding loan of £150,000 for 2022/23 should be made up of £30,000 from each of the five local authorities. In the event that Cabinet wished to front fund the whole sum of £150,000 for expedient purposes, it should be made clear in the Heads of Terms that this sum would be paid back to the Council by each local authority.

In answer to a query, it was confirmed that senior officers would be appointed as member directors of the Joint Venture but would receive no remuneration for this role.

It was confirmed that the Director of Place would provide a written response to queries raised about the following matters in the Heads of Terms:

- More details about the employment of staff by the Joint Venture. Would they be employed by the Council, the Joint Venture or both and what would the costs of this be? (20, Reserved matters).
- Who would be provided with monthly management accounts? (26, Information rights).
- Clarification regarding reference to 'persistent/material' (29 Membership termination).

In answer to a query about planning applications on temporary hold due to nutrient neutrality, it was confirmed that a small number that had identified mitigations had been released, but the majority would remain on hold until solutions were found.

Following a show of hands, it was unanimously:

RECOMMENDED TO CABINET

1. Enter a Joint Venture (a company limited by guarantee) with Anglian Water and one or more local authorities in Norfolk for the provision of environmental credits (initially focussing on addressing nutrient neutrality) as per the attached Heads of Terms.

2. To commit £30,000 revenue in 2023/24 as part of establishing the Joint Venture. The purpose of the funding being to establish the operating model in year one, after which there will be full recovery of the operating costs as part of the credit income.
3. Delegate to the Director of Place in consultation with the Leader of the Council to finalise the details of the joint venture agreement and operating arrangements and enter the Joint Venture.
4. *That the initial Joint Venture seed funding loan of £150,000 for 2022/23 should be made up of £30,000 from each of the five local authorities. In the event that Cabinet wished to front fund the whole sum of £150,000 for expedient purposes, it should be made clear in the Heads of Terms that this sum would be paid back to the Council by each local authority.*
5. Delegate to the S151 Officer in consultation with the Portfolio Holder for Finance to finalise the details of the seed funding and repayment mechanism

The Committee adjourned at 11.10am and reconvened at 11.17am, when all the Committee members listed above were present.

86 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 TOWN POLICE CLAUSES ACT 1847 TAXIMETER TARIFF (TABLE OF FARES) CONSULTATION RESPONSES

The Assistant Director for Regulatory introduced the report, which detailed the results of a consultation exercise in respect of a proposed table of fares, which would be applicable to any licensed hackney carriages from 1 April 2023. The draft table of fares and associated consultation responses were presented for Cabinet's consideration and subsequent adoption.

Members were advised that although the Council did not currently have any hackney carriages licensed in the District it was appropriate to have the arrangements in place for a table of fares, as part of the Hackney Carriage and Private Hire Vehicle Policy Terms and Conditions.

Following a show of hands, it was unanimously

RECOMMENDED TO CABINET

1. Consider the draft table of fares document.
2. Consider the responses received to the consultation exercise, and any consequent proposed amendments to the draft table of fares.
3. Agree the proposed table of fares for their adoption with a view to the agreed fares taking effect from 1 April 2023.

87 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

88 HR AND PAYROLL – HUMAN RESOURCES MANAGEMENT SYSTEM AND PAYROLL BUREAU

The Chief of Staff presented the exempt report, which requested that Cabinet consider the business case to proceed with a new Human Resources Management System and Payroll Bureau service for the Council.

Following a show of hands, it was unanimously

RECOMMENDED TO CABINET

To agree the recommendations as set out in the report.

89 PLUMSTEAD ROAD EAST: WORKS COST CONTRIBUTION AGREEMENT FOR A PRIORITY T-JUNCTION

The Assistant Director for Economic Growth presented the exempt report, which sought approval to enter into a Works Cost Contribution Agreement to facilitate the delivery of a T-junction on Council owned land off Plumstead Road East.

Following a show of hands, it was

RECOMMENDED TO CABINET

To agree the recommendations as set out in the report.

(The meeting concluded at 11.48 am)

Chairman



OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on 24 January 2023 at 10.00 am when there were present:

Committee Members Present: Councillor: M Murrell (Chairman), S Beadle, N Brennan, P Bulman, S Catchpole, J Davis, N Harpley, S Holland, C Karimi-Ghovanlou, K Kelly, K Leggett and G Nurden.

Apology: Councillor: S Riley

Other Members in Attendance: Councillors: J Copplestone, J Emsell, J Leggett T Mancini-Boyle and S Vincent.

Officers in Attendance: The Director for Resources (D Lorimer), the Director for Place (P Courtier), the Governance Manager (L Mockford) and Democratic Services Officer (J Overy)

Also in attendance: Sallyanne Jeffrey, Finance and Rating Manager – Water Management Alliance
Matthew Philpot, Area Manager (East Anglia) – Water Management Alliance

90 DECLARATIONS OF INTEREST

Member/Officer	Minute No & Heading	Nature of Interest
Cllrs: Brennan, Copplestone, Kelly and Nurden	92 - Water Management Alliance – Briefing Paper	Non-pecuniary interests. Members of Internal Drainage Boards.

91 MINUTES

The minutes of the meeting held on 3 January 2023 were agreed as a correct record.

92 WATER MANAGEMENT ALLIANCE – BRIEFING PAPER

The Chairman welcomed Sallyanne Jeffrey the Finance and Rating Manager and Matthew Philpot, Area Manager (East Anglia) from the Water Management Alliance to the meeting.

The Committee was informed that the Water Management Alliance was proposing to increase its special levies by 10.01 percent for the Broads Internal Drainage Board and Norfolk Rivers Internal Drainage Board by 6.06 percent. This would equate to the following:

- Broads Internal Drainage Board £186,118 to £204,731 increase £18,613
- Norfolk Rivers Internal Drainage Board - £83,170 to £88,188 increase £5,018

This increase was due to the economic climate that the Water Management Alliance was currently operating in.

The Broads Internal Drainage Board had 37 pumping stations, all of which were powered by electricity to ensure that people, property and land were not flooded during periods of high rainfall. Electricity prices had significantly increased over the last 12 months, and diesel, which fuelled the plant has doubled in price. Moreover, inflation for materials was between 10-25 percent on average. These, along with other contributing factors, made it necessary to recommend this increase.

The increase would still not be enough to balance the budget (a rise of 23 percent would be required to do this) but it was intended that the increased levy would allow a balanced budget to be produced by 2026/27. Members were asked to note that the average increase over the last ten years had been 2.5 percent annually.

The Board's had a management team that constantly reviewed all processes and operations for any efficiencies and cost savings that could be made to minimise the net funding requirement from Drainage Rates and Special Levies. These included:

- Continuing to minimise administration and technical support staff costs.
- Working in partnership with other Risk Management Authorities and other third parties to deliver water level management services in the most cost-effective and integrated manner.

In response to a query, it was confirmed that if these inflationary pressures eased the size of the levy could be reduced accordingly.

The Committee was informed that the Water Management Alliance was also involved with a number of other agencies to facilitate initiatives such as the Felixstowe Hydro cycle, which would bring drainage water (which was currently pumped to sea) inland for irrigation and potentially for public water supply.

In answer to a query about the clearance of ditches and drains the Committee was informed that the maintenance programme was available online and if members had any concerns about work that required attention they should get in touch directly with the Water Management Alliance.

The Chairman thanks Sallyanne and Matthew for their presentation and attendance at the meeting.

93 BUDGET QUESTIONS FOR CABINET

The Committee went through the following budget questions and responses from Cabinet and received further clarification from Portfolio Holders to their supplementary questions.

1. What budget assumptions had been made regarding the disposal of Thorpe Lodge? And what would be the impact on the budget if the disposal was delayed, or the value achieved was less than anticipated, or if it was not sold?

The draft 23/24 budget assumed that Thorpe Lodge was sold at the end of Sept 23. If the disposal was delayed then extra revenue costs would be incurred to look after this asset, and the capital receipt would be delayed.

As the Council had a healthy level of reserves, the Council would be able to cover any additional costs. However, it was in the Council's best interests to dispose of this asset as quickly as possible, commensurate with obtaining a fair value for this asset.

The Leader advised the meeting that Thorpe Lodge had being marketed for sale with its existing use for the last six months and would do so until July 2023. After this if it was not sold planning permission could be sought for a change of use. If it remained unsold after September 2023 extra revenue costs would be incurred, but similarly savings would be made if the property was sold before that date.

It was confirmed that there had been considerable interest in Thorpe Lodge which was in a desirable location in being close to the city, but still in Broadland.

Members were advised that Thorpe St Andrew Town Council had informally discussed Thorpe Lodge but would only be interested in the older part of the

building and had made no offer for the site.

It was also confirmed that Broadland Growth Ltd were considering options for the development of the site but were subject to the same planning constraints as other interested parties.

The Leader emphasised that the market would set the value of Thorpe Lodge and that there was no fixed differential between the value when it was being marketed for existing use and the value when it could be redeveloped.

It was also confirmed that the cost to Broadland for purchasing the Horizon Building was £3.35m (50 percent of the total cost, split with South Norfolk) and that Thorpe Lodge was being marketed for existing use at £3.9m.

2. What were the costs, risks and opportunities arising from the Council decision, on 13 October 22, to adopt an organisational 2030 target for achieving net zero carbon emissions? And how had these been factored into the 23/24 budgets?

The Council had already made significant strides towards net zero and had one of the lowest local authority carbon footprint in the country.

The Council had recently appointed a Clean Growth and Sustainability Manager to help deliver net zero, and the Cabinet had already set aside funding in a Net Zero Reserve to fund projects to move further towards net zero. Major projects were outlined in the recently adopted Environmental Delivery Plan matching resources with the ambition.

The move to the Horizon Centre would deliver an 84 percent reduction when compared to the carbon emissions resulting from the two existing headquarters of both Broadland and South Norfolk Councils, and the recently agreed (Cabinet 29 Nov 22) improvements to the depot included £400,000 to fund enhanced renewables that would make the depot a carbon neutral site.

The Council had taken the opportunity to jointly bid for funding through the Public Decarbonisation Fund 3b to replace the gas boilers within the Horizon Centre with two air source heat pumps. If successful, this funding would significantly reduce costs in replacing these heating systems with the grant covering the vast majority of the cost. The match funding element which would come from the Environmental Reserve and the project would further contribute towards the Net Zero 2030 target and result in an incredibly low emissions building with a minimal carbon footprint.

Not only do our carbon reduction plans reduce our footprint, but they also provide an effective way of mitigating recent energy price rises.

Although we had very low emissions achieving net-zero may require some offsetting. This can be carried out via nature-based solutions such as tree planting or increasing scrub areas and grassland which help in sequestering

carbon. We had received some funding from the LGA to work alongside the Tyndall Centre for Climate Change to identify how best to use Council owned greenspaces to sequester carbon. This would identify how to achieve net-zero without the need to rely on costly carbon offsetting schemes.

The Committee was informed that there was no timetable at this stage for the work with the Tyndall Centre for Climate Change. However, it was emphasised the Council was a leader amongst local authorities in reducing carbon emissions and that it was the intention to extend this model to others in the future.

- 3. The Council had seen a significant increase in homeless presentations and associated temporary accommodation costs. What assumptions were included in the 23/24 budget regarding these pressures? And what actions were being taken to mitigate these pressures?**

The 'Best in Class – Temporary Accommodation' paper considered by Cabinet on 29 November 22, sets out in detail the current temporary accommodation issues, and the actions being taken to mitigate these pressures.

- 4. The Capital Programme includes £7m for investment in Broadland Growth.**

How likely was this spend?

Would nutrient neutrality affect this investment?

Would the current economic climate affect this investment?

What return was anticipated on this spend?

If an investment was made in Broadland Growth how would the investment be overseen by Members?

If the return on this investment was intended to help fill the £1m funding gap in the Medium Term Financial Plan, what if it failed to do so?

A Broadland Growth Development Officer (funded by Broadland Growth) had just been appointed to drive forward delivery as the company did not currently have any sites in progress or in the pipeline.

Members would be aware that the current economic climate is challenging both in terms of inflation and the resulting cost of living crisis, which has started to impact housing prices as mortgage costs increased. In addition, nutrient neutrality was currently restricting the approval of planning permission for new residential developments. However, given the length of time involved in acquiring a site(s) and bringing forward a scheme for planning permission, it is likely that a solution to offset nutrient neutrality would be in place. With an

average 26 week build time, the first properties coming to the market could coincide with an improvement in the economic climate too, as inflation was anticipated to peak in the spring of 2023 and then reduce.

The Council would only invest up to the £7m in Broadland Growth if a sound business case could be demonstrated with an acceptable return, and until then no assumptions had been made regarding the potential level of return but in order to demonstrate to HMRC that there is no state aid, the level of interest charged to Broadland Growth should be in line with commercial rates at the time of lending.

Any lending to Broadland Growth was an investment and as such would be reported through the usual Treasury Management reporting mechanism. It would be the Directors of Broadland Growth Limited, of which two are Broadland Council Members together with the Managing Director of the One Team, to oversee the progress of any developments. As a joint venture the results and information on the company were reflected in the Council's annual accounts. Should the Council not invest all or part of the £7m in Broadland Growth then the funds would remain with the Council and be invested as part of its normal Treasury Management processes. However, the return would be less than the commercial rate that would be charged to Broadland Growth Limited, which will impact closing the Medium Term Financial Plan gap.

The Portfolio Holder for Finance confirmed that the £7m in the Capital Programme would remain in the Council's reserves until it was required for a project. Any individual schemes would be brought to Cabinet, with a business case for approval.

The Board of Broadland Growth Ltd would be meeting later today to consider two possible sites for development.

It was emphasised that Broadland Growth sought to build more affordable homes than were required by planning policy and could, therefore, generate less profit than commercial developers but would also provide an increased social value by using local contractors, whilst also protecting the public purse.

Any loan by the Council to Broadland Growth Ltd would be on a commercial basis. This had led to significant income for the Council on previous developments. The return on this investment was set out in the regular Treasury Management reports to Cabinet. The £7m set aside in the Capital Programme was being invested by the Council until it was required, and interest was being received on this sum.

It was reiterated that the Broadland Growth Development Officer post was being funded by Broadland Growth Ltd.

In respect of the Food Innovation Centre the Committee was informed that there had been significant interest and an announcement on what units had

been let was expected soon.

In summing up the Leader advised the meeting that there were a whole range of activities that the Council was putting its resources into, such as social prescribing, the Help Hub, Temporary Accommodation as well as the Council's work with refugees from Ukraine and Afghanistan. He added that the One Team were especially good at accessing external funding and were at the forefront of rolling out additional services for residents, such as the collection of food waste.

The Committee adjourned at 11.19am and reconvened at 11.26am, when all the Committee members listed above were present.

5. The capital budgets tend to be fixed amounts for each year i.e., £220,000 a year for the server and PC replacement programme. Should future years' budgets be increased to take account of future inflationary pressures?

Although inflation was currently high, Government still had an inflation target of 2%. We had, therefore, not assumed a need to increase future years' capital budgets, but instead would review these each year when the budgets were formally approved and inflate the costs for the impact of inflation that had occurred and the predicted inflation for the forthcoming year, if appropriate.

It was confirmed that the capital budget was considered to be robust enough for the year ahead and had taken account of inflationary pressures. The revenue budget had been stress tested by the Assistant Director for Finance in line with the recommendations of the Peer Review Team. As S151 officer he would also be issuing a narrative summary of the financial position of the Council, as part of the Revenue Budget 2023/24 budget papers.

6. First Class Customer Service was a key Council priority. What changes were being made to the 23/24 budgets to help improve our customer service?

A key priority for the Council was to provide first class customer service, and this was a key focus of all Portfolio Holders. To help drive this agenda the following two key customer services initiatives had recently been agreed:

- Cabinet on 20 Sep 22 agreed to establish a Business Intelligence Service to use data and intelligence to drive delivery of the ambitions in our Strategic Plan 2020 – 2024, and ultimately deliver a first-class customer service for our communities and businesses.*
- Cabinet on 1 Nov 22 agreed to invest £49,500 to initiate a discovery phase to accurately inform what first-class customer service meant for the One Team and to deliver a fully costed business case for the*

technology solution(s) that underpins the vision for first class customer service.

In response to a query about the live streaming of Council meetings, the Leader advised members that due to resource issues, we may not be able to livestream all of the meetings that we currently manage to livestream.

A member wished to record his disagreement with this decision.

7. The Capital Budget included a provisional allowance for investment in a Taverham Hub. Would this amount be sufficient? And if successful, was there provision for expansion of this model to other locations?

The project was currently in its design phase after which officers and partners would explore commercial arrangements, which would allow the creation of a final business case. Until the business case was fully developed it was not possible to predict with absolute certainty what the required capital budget would be for the Taverham Hub. However, £1.5m was considered to be a reasonable estimate. If successful there would be the opportunity to consider expansion of the model and officers were exploring these as a part of the Norfolk One Public Estate programme.

The Leader informed the meeting that this was a very exciting project for the delivery of local services and a scheme that could be replicated in other areas of the District in the future.

8. It was understood that we were still in discussion with the waste contractor on the 'true up' provisions in contract. What assumptions were being made regarding the Waste Contract cost in the budget? And what risks were there if agreement was not reached prior to the budget being agreed?

As we are currently in detailed negotiations with the waste contractor over the 'true up' provisions, it is not appropriate to disclose in public session our current budgetary estimates. However, it was hoped that these negotiations would have concluded in time for the annual budgets to be set in Feb 23, and thus an accurate budget assumption would be able to be made.

If agreement was not reached by Feb 23, then the Council would need to include a prudent 'true up' assumption and this would come with a risk that this could be either too high or too low.

The Leader confirmed that the Council had been prudent by making the Waste Contract assumptions in the budget reflect a 'worst case scenario' to avoid any negative impact on the budget.

9. The Council was looking to upgrade the Frettenham Depot. This was likely to include energy efficiency measures which would benefit the contractor as they would benefit from lower running costs. How would the Council ensure that it received the benefit from the lower running costs?

It was proposed to amend the contract to ensure that the Council obtained the benefit from lower running costs. This was likely to be done by reducing the contract fee by the amount saved by Veolia on all running costs.

The Portfolio Holder for Finance informed the meeting that the money saved by these efficiency measures would go into the Environmental Reserve to fund further environmental measures.

10. How would nutrient neutrality effect planning income? And what assumptions had been made in the 23/24 budget relating to this?

There were two major impacts of nutrient neutrality on planning income. Firstly, developers might hold off submitting planning applications, due to the current level of uncertainty. Secondly income could only be accounted for when the associated work had taken place. So, if only a proportion of the associated work could be carried out, then only a proportion of the fee could be recognised.

We were intending to establish a joint venture with other local authorities in Norfolk and Anglian Water to secure significant mitigation for nutrient neutrality. It was expected that this would enable planning permissions to start being issued again in spring 2023 and therefore we were currently assuming that planning income for 23/24 would remain at current levels. However, this was an assumption that we would continue to review in the coming months.

The Leader informed the Committee that the Council was being pro-active in front funding the joint venture company and this funding would be paid back with interest.

The Director for Place added that the joint venture should be self-financing once it was established, so it should have no impact on the Council's finances.

The Portfolio Holder for Finance informed the meeting that the seed funding loan being made by the Council for the joint venture would also be repaid back to the Environmental Reserve.

The Leader confirmed that the details of the seed funding and repayment mechanism had been delegated to the S151 Officer, in consultation with the Portfolio Holder for Finance.

11. What safeguards had been put in place to address the Council's financial position in the event that the financial settlement was less than anticipated?

The Cabinet as part of setting the 2023/24 budget was considering options to deliver savings and increase income, in order to be in the best possible position to respond to the impact of the financial settlement. Some of these options would be able to be delivered for 2023/24 and other options would require longer term transformational projects to deliver savings.

Furthermore, the Council had a healthy level of reserves and would therefore, if necessary, be able to use reserves in the short term to balance the budget if the financial settlement resulted in a significant cut in Government funding.

Update: The provisional finance settlement was announced on 19 December 2022, and all councils would have an increase of three percent in core spending power before any changes in Council Tax levels were taken into account. This was therefore slightly better than we were originally estimating.

In answer to a query the Portfolio Holder for Finance confirmed that the Council had made repeated representations to Government over a number of years requesting that the financial settlement be made for longer than one year but had been unsuccessful. The Local Government Association had also requested longer financial settlement periods for local authorities to enable more certainty over financial planning, with a similar lack of success. However, the Council had set a prudent and balanced budget that took account of ongoing inflationary pressures. Moreover, the Council had substantial reserves that could be called on if ever needed.

The Chairman thanked the Cabinet members for their attendance at the meeting.

94 COMMITTEE WORK PROGRAMME

The Governance Manager advised the Committee that at the meeting on 4 April 2023 members would receive a presentation on Better Broadband for Norfolk and the Police and Crime Commissioner would also be in attendance to answer the Committee's questions. Members would also be asked to approve the Overview and Scrutiny Committee's Annual Report at that meeting and would consider the Council's Partnership Register.

In June/July 2023 the Committee would review the Council's Housing Allocations Policy. Dates for a review of the move to the Horizon Building and the Peer Review Action Plan would be confirmed.

The agreement of budget questions for Cabinet would be added to the November 2023 meeting of the Committee.

In response to two suggestions for inclusion in the Work Programme (Customer Services and the Waste Collection Contract), the Governance Manager requested that the respective members complete a topic review form, to assess if they met the criteria for inclusion.

95 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

96 EXEMPT MINUTES

The exempt minutes of the meeting held on 3 January 2023 were confirmed as a correct record.

97 MATTERS ARISING

It was confirmed that the Committee Officer would request a written response from the Assistant Director for Economic Growth regarding the loss of income to the Council if the housing development that would be unlocked by the highway works for a priority T Junction at Plumstead Road East if it did not go ahead.

(The meeting concluded at 12.10pm)

Chairman



OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on 31 January 2023 at 10.00 am when there were present:

Committee Members Present: Councillor: M Murrell (Chairman), T Adams, N Brennan, P Bulman, S Catchpole, S Clancy, J Davis, N Harpley, S Holland, C Karimi-Ghovanlou.

Apologies for absence: Councillors: K Kelly, K Leggett, G Nurden and S Riley.

Other Members in Attendance: Councillors: J Emsell, J Leggett, T Mancini-Boyle and F Whymark.

Officers in Attendance: The Director of Resources (D Lorimer), the Chief of Staff (Monitoring Officer) (E Hodds), the Assistant Director of Individuals and Families (M Pursehouse), the Assistant Director for Finance (R Fincham), the Capital and Treasury Accountant (D Slowther), the Housing and Wellbeing Senior Manager (R Dunsire), the Health and Wellbeing Partnership Officer (A Langley) and the Democratic Services Officer (J Overy)

CABINET REPORTS

98 COUNCIL TAX ASSISTANCE SCHEME 2023/24

The Housing and Wellbeing Senior Manager introduced the proposed Council Tax Assistance Scheme 2023/24, which would reduce Council Tax bills to more affordable levels for low-income households. The Council was required by the Government to review the scheme on an annual basis.

He advised the meeting that there were no changes proposed for 2023/24, as a comprehensive review had been undertaken last year to increase the efficiency of the assessment and to ensure that those in most need were

targeted for assistance.

In answer to a query, it was confirmed that there had been no negative feedback in respect of the scheme. Members were advised that the Council also had a discretionary fund which it could use to help people in financial hardship and that this pot was proposed to be increased for 2023/24.

Following a show of hands, it was unanimously

RECOMMENDED TO CABINET

That Cabinet **Recommends to Council** the proposal and approves the Council Tax Assistance scheme for 2023/24.

99 REVENUE BUDGET AND COUNCIL TAX 2023/24

The Assistant Director for Finance introduced that report, which set out the proposed Revenue Budget and Council Tax for 2023/24.

The Committee was reminded that the Council faced a number of inflationary pressures in areas such as staffing costs, waste collection, energy prices and temporary accommodation, which had seen a significant increase.

However, the Government settlement had been slightly better than expected with all councils receiving an increase of at least three percent in their core spending power (provided they increased Council Tax). Even so, this would not be enough to keep up with inflation at its current level.

Despite these pressures the efficiencies being implemented by the Council would ensure that no draw on general fund reserves was required for a balanced budget and that Council Tax could be kept at the current level of £129.91. It was also proposed that there be no change in special expenses for street lighting for 2023/24.

In an update to the report the Committee was advised that the Police were proposing to increase their precept by £15. This would be subject to ratification by the Police and Crime Commissioner.

In answer to a question about the savings from joint working with South Norfolk, it was confirmed that these were included in the quarterly Strategic Performance and Finance reports and were monitored as part of the Council's Transformation Programme, which had identified that savings were necessary to ensure that the Council continued to deliver balanced budgets going forward.

A member highlighted paragraph 8.8 in the report, which stated the strong argument for Council Tax increases to protect the taxbase and address the future predicted funding gap in the Medium-Term Financial Plan (MTFP). She

noted that although there was no predicted draw on reserves for 2023/24, there would be in future years without an increase in Council Tax. She, therefore, asked the Assistant Director for Finance if he was confident that the Council could afford a Council Tax freeze for 2023/24?

In response the Assistant Director for Finance confirmed that it was affordable in the short-term not to increase Council Tax, although for every year that it was not increased £0.25m was lost in Council income. Savings, therefore, needed to be delivered and it was considered that they could be found as part of the transformation process. He added that any increase in Council Tax remained a political decision, but at this stage he did not as the S151 Officer consider it imprudent not to increase Council Tax. It was confirmed that the recommended minimum level of reserves was £1.2m.

A member noted that there were a number of areas of concern, such as the failure to sell Thorpe Lodge by September 2023, income lost through nutrient neutrality and a reduction in the New Homes Bonus. He asked if these issues had been stress-tested.

In response, the Assistant Director for Finance directed members to paragraph 6.5 in the report, which illustrated some scenarios that could increase and decrease the funding gap in the MTFP. This stress-testing exercise would be developed over future years to quantify the financial risks being faced by the Council in the short to medium term.

A member noted that overall, the budget was sound, with no draw on reserves or increase in Council Tax and although further savings would be needed the Council had had a funding gap in the MTFP for a long time but had always managed to address this issue in the past. He commended the budget to members.

A member noted the increase in investment income that had resulted from the increase in interest rates, which had helped the Council's finances significantly and that this was for the benefit of all residents in the District.

In respect of staff pay, members were advised that each one percent increase was equivalent to £75,000 in the budget. Negotiations with UNISON on staff pay would be commencing later today.

The Committee was informed that a £1 increase in Council Tax would equate to an additional £50,000 in the budget.

The Chairman congratulated Portfolio Holders and the Assistant Director for Finance and his Team for an excellent budget.

Following a show of hands, it was unanimously

RECOMMENDED TO CABINET

That Cabinet **recommends to Council**:

1. The approval of the 2023/24 base budget; subject to confirmation of the finalised Local Government Finance Settlement figures which may necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget. Authority to make any such change to be delegated to the Assistant Director of Finance.
2. That the Council's demand on the Collection Fund for 2023/24 for General Expenditure shall be £6,252,179, and for Special Expenditure shall be £121,962.
3. That the Band D level of Council Tax be £129.91 for General Expenditure, and £2.53 for Special Expenditure.
4. Changes to the proposed fees and charges as set out in section 5.

That Cabinet notes:

1. The advice of the Section 151 Officer with regard to section 25 of the Local Government Act 2003, contained in section 10 of this report.
2. The Medium Term Financial Strategy projections.

100 CAPITAL STRATEGY AND CAPITAL PROGRAMME 2023/24 TO 2027/28

The Capital and Treasury Accountant introduced the report, which detailed the Council's proposed Capital Budget for 2023/24 and the Capital Programme 2027/28.

The Capital Programme totalled £25.3m over the next five years. Expenditure for the programme would be funded from reserves, grant funding and capital receipts. There would be no requirement to borrow to fund the programme.

Budgets included works to the waste depot, the purchase of properties for temporary accommodation and £7m for loans to Broadland Growth Ltd to fund developments.

It was confirmed that the funds for Broadland Growth Ltd would be retained by the Council until projects were approved.

Following a show of hands, it was unanimously

RECOMMENDED TO CABINET

Cabinet is asked to **recommend to Council** the Capital Strategy (**Appendix A**) and the Capital Programme for 2023/24-2027/28 (**Appendix B**).

101 TREASURY MANAGEMENT STRATEGY STATEMENT 2023/24

The Capital and Treasury Accountant introduced the report, which set out the Council's approach to the management of its borrowings, investments and cash flows.

The Strategic Statement was required to be approved annually by Council. There had been no major changes for 2023/24, but revised Treasury Management and Prudential codes published by the Chartered Institution of Public Finance and Accountancy had been incorporated for the first time.

The new codes emphasised that any authority borrowing should be for local projects, rather than for purely commercial ventures. This was not an issue for the Council currently, as no borrowing would be required to fund the Capital Programme.

Members were advised that the three key treasury management principles remained security, liquidity and yield.

Following a show of hands, it was unanimously

RECOMMENDED TO CABINET

Cabinet is recommended to approve the following and **recommend these to Council**:

1. This Treasury Management Strategy Statement 2023/24
2. The Treasury Management Policy Statement 2023/24 (**Appendix 1**)
3. The Annual Investment Strategy 2023/24 (**Appendix 2**)
4. The Treasury Management Practice (TMP1) (**Appendix 3**)
5. The Treasury Management Scheme of Delegation (**Appendix 4**)
6. The Prudential Indicators (**Appendix 5**)
7. The Minimum Revenue Provision (MRP) Statement (**Appendix 6**).

102 HEALTH AND WELLBEING PARTNERSHIPS FUNDING DELEGATIONS

The Health and Wellbeing Partnership Officer introduced the report, which proposed approval of delegations to accept and distribute funding for the Broadland Health and Wellbeing Partnership.

The Broadland Health and Wellbeing Partnership was part of the structure of the Integrated Care System that had been established in 2022. The Partnership was chaired by the Portfolio Holder for Communities, Housing and Planning and brought together colleagues from local government, health services, voluntary, community and social enterprise organisations and other partners, to focus on improving the health and wellbeing of residents in the District.

Norfolk County Council had provided £300,950 in Covid Recovery Funding for the Partnership. Delegation of this funding had already been given to the Director of People and Communities and the relevant Portfolio Holder, under existing COVID delegations and this money had been allocated to a number of wellbeing initiatives by the Partnership.

In addition, Adult Social Care had now allocated £82,000 of recurring funding from the Better Care Fund to further its wellbeing objectives. However, before this money could be released delegated authority was required for the Director of People and Communities, in consultation with the relevant Portfolio Holder, to spend and allocate the funding, as intended.

A further finding stream of £204,750 across two years from Norfolk Public Health was expected for the Partnership in April 2023.

It was emphasised that the Council was only the holder of this funding pot, which was allocated by the Partnership.

In answer to a query about how many people were being helped by the Partnership, the Committee was informed that tracking data was still being collated and a report would be brought to members on the initiatives in the near future. One example of this was a women's accommodation project that had helped 11 women so far.

In response to a question about the Mindful Towns and Villages project and if the cost of hiring rooms and refreshments etc. was covered by this initiative, the Health and Wellbeing Partnership Officer confirmed that she would consult with a colleague who was dealing with the matter and provide a response following the meeting.

Another member suggested that the Committee should receive reports on the Partnership, as there were issues regarding the effective use of the funding and how well isolated rural areas would be helped.

The Chairman suggested that an item be placed on the Work Programme for the Committee to receive an update.

Members generally concurred with this view and the following additional recommendation to Cabinet was proposed seconded and agreed:

3. Subject to regular reports on the activities and spending of the Health and Wellbeing Partnership being reported back to the Overview and Scrutiny Committee.

Following a show of hands, it was unanimously

RECOMMENDED TO CABINET

1. To delegate authority to accept moneys offered to Broadland District Council by the Health and Wellbeing Partnerships to the Director of People and Communities in consultation with the Portfolio Holder for Finance.
2. To delegate the spend of any Health and Wellbeing Partnership money allocated to Broadland District Council to the Director of People and Communities in consultation with the Portfolio Holder for Communities, Housing and Planning.
3. *Subject to regular reports on the activities and spending of the Health and Wellbeing Partnership being reported back to the Council.*

(The meeting concluded at 10.43am)

Chairman

CABINET

Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, on Tuesday 10 January 2023 at 6.00pm.

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

Other Members in Attendance: Councillors: S Holland and M Murrell.

Officers in Attendance: The Managing Director (T Holden), the Director for Resources (D Lorimer), the Director of Place (P Courtier), the Director for People and Communities (J Sutterby), the Chief of Staff (Monitoring Officer) (E Hodds), the Assistant Director of Finance (R Fincham), the Assistant Director for Regulatory (N Howard), the Assistant Director for Planning (H Mellors), the Principal Planning Policy Officer (A Banham) the Senior HR and OD Lead (V Finch), the Food Safety and Licensing Team Manager (L Chant), the Growth Delivery Manager (E Larter) and the Democratic Services Officer (J Overy).

The Leader asked those present to note the sad passing of Cllr Sue Prutton by observing a minute's silence in her memory.

71 MINUTES

The minutes of the meeting of Cabinet held on 29 November 2022 were agreed as a correct record.

72 OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 3 January 2023, as each item was considered.

73 GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES FOCUSED CONSULTATION REPORT

The Principal Planning Policy Officer introduced the report, which sought Cabinet approval to undertake a public consultation on the allocation of Gypsy and Traveller sites in the Greater Norwich Local Plan (GNLP).

The GNLP had been submitted in July 2021, with the understanding that further work would need to be done on the allocation of sites for Gypsy and Travellers. This work had subsequently been undertaken and ten favoured sites with enough space for 62 pitches had been identified. These sites were proposed to go out for a public consultation, which was scheduled to take place from 30 January to 13 March 2023.

The report had already been considered by a number of Committees and issues raised had included the legal challenge to the road improvements from Blofield to North Burlingham, which would put the proposed A47 site at risk and the importance of residential pitches in allowing Gypsy and Traveller children to attend school.

Cabinet was also informed that South Norfolk Council had made an amendment to recommendation one and that under the terms of the Greater Norwich Development Partnership, the constituent bodies needed to give unanimous approval to move ahead with the consultation.

The Portfolio Holder for Communities Housing and Planning noted that the report would start the process of consultation and that further sites might come forward as part of this. He proposed the following amendment of recommendation 1:

Approve the focused consultation on the Greater Norwich Local Plan (GNLP) proposed allocations for Gypsy and Traveller sites, *subject to the reference to the Contingency Site for Gypsy and Traveller pitches at Costessey being deleted.*

In seconding the amended proposal, the Portfolio Holder for Environmental Excellence advised residents to read and comment on the proposed sites.

The Leader noted that the consultation would run from 30 January to 13 March 2023 and he too urged residents to comment on the proposals in the report, so that the Council was made fully aware of how the sites would impact the District.

Following a show of hands it was

RESOLVED

To

1. Approve the focused consultation on the Greater Norwich Local Plan (GNLP) proposed allocations for Gypsy and Traveller sites, subject to the reference to

the Contingency Site for Gypsy and Traveller pitches at Costessey being deleted; and

2. Agree to delegate authority to the Assistant Director – Planning, in consultation with the Leader and Portfolio Holder for Planning, to agree consultation documentation and materials prior to the public consultation.

Reasons for Decision

To meet the requirements of the National Planning Policy Framework and to ensure the legal compliance and soundness of the Greater Norwich Local Plan.

74 TO ESTABLISH AND ENTER INTO A JOINT VENTURE TO DELIVER A PROGRAMME OF MITIGATION FOR NUTRIENT NEUTRALITY

The Director for Place introduced the report, which proposed the establishment of a Joint Venture to source the mitigation to overcome constraints imposed by Natural England in respect of nutrient neutrality.

The Joint Venture would seek to provide a range of environmental credits, initially focusing on nutrient neutrality for small and medium sized developers, who would not otherwise be able to provide the mitigation required themselves. The Joint Venture would enable the trading of mitigation to off-set the nutrients arising from developments by buying wholesale nutrient neutrality mitigations and then selling them on. For example, an upgrade to a water recycling centre by Anglian Water would generate an increase in nutrients being stripped out, which could then be purchased as mitigations and sold on as credits to developers.

The Portfolio for Communities Housing and Planning wished to congratulate the team for the tremendous amount of work they had done to bring this scheme forward. He noted that this was a way forward that would help unblock the delays in development caused by the constraints imposed by Natural England. He proposed the recommendations in the report.

In seconding the proposal, the Portfolio Holder for Finance noted that the scheme demonstrated the forward-thinking attitude being taken by the Council to address this issue.

The Portfolio Holder for Environmental Excellence noted the contribution to the green agenda made by the scheme and that she was pleased to see that some of it was being funded by a loan from the Environmental Projects Reserve.

In response to a query from the Leader, the meeting was advised that it was not considered necessary to have a formal reporting mechanism to leaders, as the Joint Venture would be an autonomous company with officer representation on the board. There would however be an informal reporting link to Leaders via the Norfolk Strategic Planning Forum.

In answer to a further query, the Director of Place advised Cabinet that three funding streams were required for the establishment of the Joint Venture. Central Government had already provided £200,000 across the catchment to respond to the nutrient neutrality issue; the £150,000 loan from Broadland would establish the Joint Venture and the £300,000 cumulative loan from the partners would fund the first year. These loans would be recouped, by top-slicing the credits being sold and it was envisaged that after the first year the Joint Venture would be self-funding.

The Chairman of the Overview and Scrutiny Committee informed the meeting that the Committee had raised concerns about the security of the £150,000 being loaned by the Council for the establishment of the Joint Venture and had recommended that this sum should be made up of £30,000 from each of the local authorities instead. He added that this matter had subsequently been clarified at the Communities, Housing and Planning Policy Committee on 4 January 2023, to his satisfaction,

The Director for Place confirmed that if an agreement between each local authority needed to be drawn up for the £150,000 loan, it would further delay the process of establishing the Joint Venture. He added that the risk of the scheme failing was negligible and the business case for the Joint Venture was sound, as the payment per dwelling for a credit would be between £5,000-£7,000. Therefore, the first 200 credits would return between £1m-£1.4m and as the catchment had a backlog of 10,000 homes, it was clear that it would generate significant income that would allow the loans to be repaid promptly.

This income could also be expanded in the future to deliver other environmental credits, such as green infrastructure and biodiversity net gain.

The Leader noted that the risk to the Council from this scheme was low and that it would still need to introduce measures to respond to nutrient neutrality on its own, if it did not join the Joint Venture.

It was confirmed that the repayment of the £150,000 loan would go back into the Environmental Projects Reserve.

The Leader suggested that the return from the Joint Venture might even be used to further reinforce the Environmental Projects Reserve, to enable more environmental initiatives to be brought forward.

Following a show of hands, it was unanimously:

RESOLVED

1. To enter a Joint Venture (a company limited by guarantee) with Anglian Water and one or more local authorities in Norfolk for the provision of environmental credits (initially focussing on addressing nutrient neutrality) as per the attached Heads of Terms.
2. To commit £30,000 revenue in 2023/24 as part of establishing the Joint Venture. The purpose of the funding being to establish the operating model in year one,

after which there will be full recovery of the operating costs as part of the credit income.

3. To delegate to the Director of Place in consultation with the Leader of the Council to finalise the details of the joint venture agreement and operating arrangements and enter the Joint Venture.
4. To loan £150,000 revenue from the Environmental Projects Reserve as seed funding in 2022/23 for the Joint Venture to be repaid with interest within 2 years from the establishment of the Joint Venture.
5. To delegate to the S151 Officer in consultation with the Portfolio Holder for Finance to finalise the details of the seed funding and repayment mechanism

Reasons for Decision

To establish a joint venture company in order to identify mitigation solutions that would address the development constraints imposed by nutrient neutrality.

74 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 TOWN POLICE CLAUSES ACT 1847 TAXIMETER TARIFF (TABLE OF FARES) CONSULTATION RESPONSES

The Food Safety and Licensing Team Manager introduced the report, which detailed the results of a consultation exercise in respect of a proposed table of fares, which would be applicable to any licensed hackney carriages from 1 April 2023. The draft table of fares and associated consultation responses were presented for Cabinet's consideration and subsequent adoption.

Members were advised that although the Council did not currently have any hackney carriages licensed in the District, it was appropriate to have the arrangements in place for a table of fares, as part of the Hackney Carriage and Private Hire Vehicle Policy Terms and Conditions, which was introduced on 1 April 2022.

The proposed table of fares had had a lead in period of 12 months and under the new policy all new drivers were dual licensed, so could drive either hackney carriage or private hire vehicles.

Only seven responses to the consultation had been received. None were from drivers or operators in Broadland.

The Portfolio Holder for Environmental Excellence advised the meeting that the Council was well prepared should hackney carriages be licensed in the District in the future and she emphasised that the table set out the maximum fares that could be charged and that operators could charge less if they wished.

In response to a query the Food Safety and Licensing Team Manager confirmed that the technical query from the taximeter manufacturer had been addressed to ensure that the meters were correctly calibrated for the administration of the fares.

It was confirmed that the fares would be reviewed annually, and could be reviewed sooner if needed, for example if energy costs increased suddenly.

Following a show of hands, it was unanimously

RESOLVED

To agree the proposed table of fares for their adoption with a view to the agreed fares taking effect from 1 April 2023.

Reasons for decision

To meet legislative requirements.

75 FORWARD PLAN

Cabinet noted the Forward Plan.

76 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

77 HR AND PAYROLL – HUMAN RESOURCES MANAGEMENT SYSTEM AND PAYROLL BUREAU

The Chief of Staff presented the exempt report, which requested that Cabinet consider the business case to proceed with a new Human Resources Management System and Payroll Bureau service for the Council.

Following further discussion, as set out in the exempt minute, it was

RESOLVED

To

1. Agree and endorse the Business Case as attached at Appendix A; and
2. Agree to delegate the award of the contract for Human Resources Management System and Payroll Bureau to the Chief of Staff in consultation with the Portfolio Holder for Transformation and Organisational Development.

Reasons for Decision

To proceed with the procurement of a Human Resources Management System and Payroll Bureau service for the Council.

78 PLUMSTEAD ROAD EAST: WORKS COST CONTRIBUTION AGREEMENT FOR A PRIORITY T-JUNCTION

The Growth Delivery Manager presented the exempt report, which sought approval to enter into a Works Cost Contribution Agreement to facilitate the delivery of a T-junction on Council owned land off Plumstead Road East.

Following further discussion, as set out in the exempt minute, it was

RESOLVED

To agree the recommendations, as amended.

Reasons for Decision

To provide the highway infrastructure required to support major residential growth in the District.

79 EXEMPT MINUTES

The exempt minutes of the meeting of Cabinet held on 29 November 2022 were agreed as a correct record.

(The meeting concluded at 6.55 pm)

Chairman



CABINET

Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, on Tuesday 7 February 2023 at 6.00pm.

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

Officers in Attendance: The Managing Director (T Holden), the Director for Resources (D Lorimer), the Director for People and Communities (J Sutterby), the Chief of Staff (Monitoring Officer) (E Hodds), the Assistant Director of Finance (R Fincham), the Assistant Director for Individuals and Families (M Pursehouse), the Capital and Treasury Accountant (D Slowther), the Housing and Benefits Manager (L Sayer), the Health and Wellbeing Partnerships Officer (A Langley) and the Democratic Services Officer (J Overy).

80 MINUTES

The minutes of the meeting of Cabinet held on 10 January 2023 were agreed as a correct record.

81 REVENUE BUDGET AND COUNCIL TAX 2023/24

The Assistant Director for Finance introduced the report, which set out the proposed Revenue Budget and Council Tax for 2023/24.

Cabinet was advised that the key message for this budget was that the Government settlement had been slightly better than expected with all councils receiving an increase of at least three percent in their core spending power. Even so, this would not be enough to keep up with the inflationary pressures in areas such as staffing costs, waste collection, energy prices and temporary accommodation, which the Council faced.

However, despite these pressures the efficiencies being implemented by the Council would ensure that no draw on general fund reserves was required for a balanced budget and Council Tax could be kept at the current level of £129.91. It

was also proposed that there be no change in special expenses for street lighting for 2023/24.

In an update to the report Cabinet was advised that the final Government Settlement had been received. This had shown an increase in the Service Grant of £4,598 and a reduction in the Funding Guarantee Grant of the same amount, so overall the funding position of the Council was as set out in the report.

The Portfolio Holder for Finance noted the very difficult financial climate, but that despite this Broadland had one of the lowest levels of Council Tax in Norfolk and was the only local authority to freeze Council Tax for the last two years. She also noted the gap in the Medium-Term Financial Plan, but she remained confident that this could be addressed through efficiencies and savings. She also stated that the approach taken by Cabinet was to work on the basis of not wanting to increase Council Tax. She thanked her fellow Portfolio Holders and the Finance Team for putting together the budget and proposed the recommendations in the report with an amendment to recommendation one to take account of receipt of the finalised Local Government Finance Settlement.

The Leader concurred with this view and noted that this demonstrated how proactive the Council had been in setting strategies that placed it in such a good financial position.

Following a show of hands, it was:

RECOMMENDED TO COUNCIL

1. The approval of the 2023/24 base budget.
2. That the Council's demand on the Collection Fund for 2023/24 for General Expenditure shall be £6,252,179, and for Special Expenditure shall be £121,962.
3. That the Band D level of Council Tax be £129.91 for General Expenditure, and £2.53 for Special Expenditure.
4. Changes to the proposed fees and charges as set out in section 5.

RESOLVED

To note:

1. The advice of the Section 151 Officer with regard to section 25 of the Local Government Act 2003, contained in section 10 of this report.
2. The Medium-Term Financial Strategy projections.

Reasons for Decision

The report was a factual account.

82 CAPITAL STRATEGY AND CAPITAL PROGRAMME 2023/24 TO 2027/28

The Capital and Treasury Accountant introduced the report, which detailed the Council's proposed Capital Budget for 2023/24 and the Capital Programme to 2027/28.

The Capital Programme totalled £25.3m over the next five years. Expenditure for the programme would be funded from reserves, grant funding and capital receipts. There would be no requirement to borrow to fund the programme.

Budgets included works to the waste depot, the purchase of properties for temporary accommodation and £7m for loans to fund Broadland Growth Ltd developments.

The Portfolio Holder for Finance informed the meeting that the Council was in a good position to fully fund a number of significant projects during these difficult times. In particular she looked forward to seeing projects progressed through Broadland Growth Ltd.

The Leader noted the ambitious projects scheduled in the Capital Programme, which would serve to enhance the District going forward.

Following a show of hands, it was unanimously:

RECOMMENDED TO COUNCIL

To approve:

1. The Capital Strategy (***Appendix A in the Cabinet Agenda***); and
2. The Capital Programme for 2023/24-2027/28 (***Appendix B in the Cabinet Agenda***).

Reasons for Decision

The report was a factual account.

83 TREASURY MANAGEMENT STRATEGY STATEMENT 2023/24

The Capital and Treasury Accountant introduced the report, which set out the Council's approach to the management of its borrowings, investments and cash flows.

The Strategic Statement was required to be approved annually by Council. There had been no major changes for 2023/24, but revised Treasury Management and Prudential codes published by the Chartered Institution of Public Finance and Accountancy had been incorporated for the first time.

The new codes emphasised that any authority borrowing should be for local projects, rather than for purely commercial ventures. This was not an issue for the Council, as the Council was not proposing any purely commercial ventures and no borrowing would be required to fund the Capital Programme.

Members were advised that the three key treasury management principles remained security, liquidity and yield.

The Portfolio Holder for Finance noted the increase in return on investments, which was the positive aspect of inflation and that there had been no breach of prudential indicators, no need to borrow and that the Council's investments remained ethically sound.

The Leader noted the very healthy financial position, which emphasised the strength of the Council.

Following a show of hands, it was unanimously:

RECOMMENDED TO COUNCIL

To approve:

1. The Treasury Management Strategy Statement 2023/24;
2. The Treasury Management Policy Statement 2023/24; (***Appendix 1 in the Cabinet Agenda***)
3. The Annual Investment Strategy 2023/24; (***Appendix 2 in the Cabinet Agenda***)
4. The Treasury Management Practice (TMP1); (***Appendix 3 in the Cabinet Agenda***)
5. The Treasury Management Scheme of Delegation; (***Appendix 4 in the Cabinet Agenda***)
6. The Prudential Indicators; (***Appendix 5 in the Cabinet Agenda***)
7. The Minimum Revenue Provision (MRP) Statement. (***Appendix 6 in the Cabinet Agenda***)

Reasons for decision

The report was a factual account.

84 COUNCIL TAX ASSISTANCE SCHEME 2023/24

The Housing and Benefits Manager introduced the proposed Council Tax Assistance Scheme 2023/24, which would reduce Council Tax bills to more affordable levels for low-income households.

It was explained that the Council was required by the Government to review the scheme on an annual basis. However, there were no changes proposed for 2023/24, as a comprehensive review had been undertaken last year to increase the efficiency of the assessment and future-proof the scheme in the face of the introduction of Universal Credit.

The Portfolio Holder for Finance acknowledged that there was no requirement to change the scheme at this stage and emphasised that the Council had a discretionary Hardship Fund to provide financial assistance for residents in need.

Following a show of hands, it was unanimously:

RESOLVED TO RECOMMEND CABINET

To approve the Council Tax Assistance scheme for 2023/24.

Reasons for decision

To ensure that the Council continued to provide support to residents in need.

85 HEALTH AND WELLBEING PARTNERSHIPS FUNDING DELEGATIONS

The Health and Wellbeing Partnership Officer introduced the report, which proposed approval of delegations to accept and distribute funding for the Broadland Health and Wellbeing Partnership.

The Broadland Health and Wellbeing Partnership was part of the structure of the Integrated Care System that had been established in 2022. The Partnership was chaired by the Portfolio Holder for Communities, Housing and Planning and brought together colleagues from local government, health services, voluntary, community and social enterprise organisations and other partners, to focus on improving the health and wellbeing of residents in the District.

Norfolk County Council had provided £300,950 in Covid Recovery Funding for the Partnership. Delegation of this funding had already been given to the Director of People and Communities and the relevant Portfolio Holder, under existing COVID delegations and this money had been allocated to a number of wellbeing initiatives by the Partnership.

In addition, Adult Social Care had now allocated £82,000 of recurring funding from

the Better Care Fund to further its wellbeing objectives. However, before this money could be released authority was required to spend and allocate the funding, as intended.

A further finding stream of £204,750 across two years from Norfolk Public Health was expected for the Partnership in April 2023.

The Portfolio Holder for Communities, Housing and Planning noted how successful the Partnership had been and the importance of its work in delivering projects going forward. He also proposed amending recommendations one and two to ensure greater financial transparency by delegating authority to the Section 151 Officer, in consultation with the Portfolio Holder for Finance, rather than the Director for People and Communities and the Portfolio Holder for Communities, Housing and Planning. He also proposed accepting the recommendation from the Overview and Scrutiny Committee that regular reports be made to the Committee on the activities and spending of the Partnership.

The Managing Director emphasised that the changes to the scheme of delegation would bring the funding streams in line with the others that related to the Partnership and that the Council was only the holder of this funding pot, which was then allocated by the Partnership.

Following a show of hands, it was unanimously:

RESOLVED

1. To delegate authority to accept moneys offered to Broadland District Council by the Health and Wellbeing Partnerships to the Section 151 Officer, in consultation with the Portfolio Holder for Finance.
2. To delegate the spend of any Health and Wellbeing Partnership money allocated to Broadland District Council to the Section 151 Officer, in consultation with the Portfolio Holder for Finance.
3. Subject to regular reports on the activities and spending of the Health and Wellbeing Partnership being made to the Overview and Scrutiny Committee.

Reasons for decision

To facilitate the receipt and allocation of funding by the Health and Wellbeing Partnership.

86 FORWARD PLAN

Cabinet noted the Forward Plan.

87 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

88 EXEMPT MINUTES

The exempt minutes of the meeting of Cabinet held on 10 January 2023 were agreed as a correct record.

(The meeting concluded at 6.36pm)

Chairman

Proposed Capital Budget Amendment

Submitted for Main Council Meeting scheduled for 23 February 2023

Proposer: Cllr Eleanor Laming Seconded: Cllr Jan Davis

Background to the Amendment

Broadland District Council could increase the number of houses retrofitted with energy efficient measures, thus helping some residents who are on low incomes or poorly insulated houses but are not eligible for current schemes. Funding would assist them with the cost of living by reducing energy bills, and would boost the local economy by employing local fitters.

It is proposed that the council reduces the capital set aside to fund Broadland Growth (2023-2025) to £5m, and ringfences £2m for the purpose of providing a programme to retrofit houses in the district, which are not eligible for government grant funding, with appropriate energy efficient measures.

It is proposed that the remaining £5m allocated for Broadland Growth would be redistributed in the Capital Programme with £2m in 2023/24 and £3m in 2024/25.

The design of the exact programme would be delegated to the Assistant Director of Individuals and Families to ensure value for money and to target assistance to residents in most need. Approval and fair allocation would be key and a grants-based system could be used, or alternatively a loan-based system with criteria surrounding repayment periods and interest rates etc. which would have the benefit of bringing some income back to the council.

As a fund for residents, it would be regarded as a revenue fund, so each year, grants or loans would be provided to residents to insulate their homes, using accredited installers.

Broadland Growth is form of investment where the council stands to get a commercial return from the total £7m (2022-2025) loaned for various projects. So ideally the proposed programme would demonstrate payback for the council.

At the moment, Broadland Growth has no projects in the pipeline. The value of the allocated capital will fall with time and some could be spent now to help residents who are currently struggling. Appropriate retrofitting has a pay-back benefit in terms of fuel economies in the future.

Rodney Fincham, Assistant Director of Finance has been consulted on the financial implications of this proposal. He has confirmed that the budget (as amended) would still be robust and would still leave the council with adequate reserves.

Mike Pursehouse, Assistant Director for Individuals and Families is also aware of this proposal, and has indicated that the Warm Homes team is set up to deliver this type of agenda.

Amendment

- 1) Council reduces the capital set aside to fund Broadland Growth (2023-2025) to £5m, and ringfences £2m for the purpose of providing a programme to retrofit houses in the district.
- 2) Council redistributes the remaining £5m allocated for Broadland Growth in the Capital Programme by allocating £2m in 2023/24 and £3m in 2024/25.
- 3) Council delegates the design of the exact programme to the Assistant Director of Individuals and Families.

DECISIONS ON APPLICATIONS – 21 December 2022

App'n No	Location	Description of Development	Decision
20220739	DRAYTON	To modify planning obligations under Section 106a of Variation of Condition 3 20 212012 of 20201990 for Outline planning on 20170196	Approved the variation of S106 to remove affordable housing contribution and include a review mechanism within the S106
20221684	BURLINGHAM (Lingwood)	Application for deed of variation of Section 106 Agreement under planning permission ref 20190278	Approved the variation of S106 to reduce affordable housing contribution (to 2 affordable units) and include a review mechanism within the S106 (including ability to deliver surplus as on site provision).

Agenda Item: 12

AUDIT COMMITTEE

Minutes of a meeting of the Audit Committee of Broadland District Council, held on Thursday 26 January 2023 at 10.01am.

Committee Members Present: Councillors: G Nurden (Chairman), P Bulman, A Crotch, S Holland and K Vincent

Officers in Attendance: The Managing Director (T Holden), the Director of Resources (D Lorimer), the Assistant Director of Finance (R Fincham), the Chief of Staff (E Hodds), the Assistant Director of Planning (H Mellors), the Head of Internal Audit (F Haywood), the Strategy and Intelligence Manager (S Carey), the Internal Audit Trainee (E Voinic) and the Democratic Services Officer (J Hammond)

Also in Attendance: Councillors: N Brennan, J Copplestone, J Leggett and S Vincent

24 DECLARATIONS OF INTEREST

No declarations of interest were received.

25 APOLOGIES FOR ABSENCE

No apologies for absence were received.

26 MINUTES

The minutes of the meeting of the Audit Committee held on 27 October 2022 were agreed as a correct record.

27 MATTERS ARISING

Comments regarding the Peer Review

Members discussed the comments made by the Peer review, which stated that “the external auditors recognised the Audit Committee at South Norfolk

Council was more effective in its oversight of financial reporting, internal controls and risk, with a good approach to support and challenge.”

The Chairman advised the Committee that clarification had been sought from Ernst and Young (EY) but no response had been received to date.

He then requested that the Committee be informed of the South Norfolk's Finance, Resources, Audit and Governance (FRAG) Committee's future meeting dates, so that they can attend to observe the Committee. FRAG Committee members would also be invited to attend Broadland's Audit Committee so that both sets of members may learn from each other. The Committee felt that this would demonstrate to the Peer Review that members were taking on board their comments.

Minute No: 35 – Strategic and Annual Internal Audit Plans 2022/23

The Committee thanked the Head of Internal Audit for presenting the results of the Risk Management Policy Review during an informal member workshop.

Minute No: 14 – Internal Audit update – Progress and Follow Up

Members queried whether the Internal Audit Contractor (TIAA) had met its Key Performance Indicators (KPIs) since the last meeting or whether officers were considering retaining 10% of the fee. The Head of Internal Audit explained that TIAA's performance as a whole would be considered as part of a year-end review. It would then be for the Corporate Leadership Team (CLT) to decide whether any of the fee would be retained. The Audit Committee would have an opportunity to feed in to CLT's decision. The Committee were informed that all quarter 3 audits had been progressed or finalised and TIAA had indicated it was on track to complete all quarter 4 audits within the deadlines.

Turning to the Cyber Essentials and Cyber Essentials Plus accreditation, the Director of Resources explained that the Council had begun the process to obtain both accreditations.

Minute No: 22 – Audit Results Report 2020/21

With regard to the member related party declarations for 2022/23, members queried how unreceived declarations from resigned and deceased members would be managed in the accounts. The Assistant Director of Finance explained that written requests would be issued to resigned members asking them to complete the declaration. With regard to deceased members, there was nothing that the Council could do.

It was highlighted that Mr Paylor had advised the final Value for Money (VFM) commentary would be presented to the Committee today as part of the

Auditor's Annual Report. The Assistant Director of Finance confirmed that the 2020/21 Audit Letter (including VFM) had been received and was due to be placed on the Council's website shortly. He added that the letter was positive with no significant issues raised.

Members queried whether work on the 2021/22 audit had commenced on 16 January, as previously advised by Mr Paylor. The Assistant Director of Finance stated that the audit work had not commenced, as EY were currently working on South Norfolk's 2020/21 audit. A revised start date had not yet been agreed but was likely to be after May 2023. It was noted that EY were experiencing a significant backlog due to a lack of resources, the Committee felt that EY had a contractual obligation to complete the work in a timely manner and suggested that the Chairman write to EY to express the Committee's dissatisfaction.

28 STRATEGIC RISK UPDATE

Members considered the report of the Strategy and Intelligence Manager, which provided an overview of the current position in terms of Strategic Risk for Broadland District Council.

The Strategy and Intelligence Manager outlined the salient points of the report, drawing attention to the changes in the status of risks and additions to the register, since the last update to the Committee.

Members were informed that three new risks had been added onto the Risk Register since the last update to the Committee, these were:

- BDC SI3 – risk of insufficient private and social housing stock to meet growing demand on the Council and Temporary Accommodation.
- BDC P2 – inability to find Gypsy and Traveller sites to meet the need and enable the Greater Norwich Local Plan (GNLP) to be found sound.
- BDC SI13 – impacts on demand for council services as a result of the cost-of-living crisis.

Discussion turned to the three risks which had been either escalated, de-escalated, or closed from the Strategic Risk Register, these were:

- BDCM4 – Capability and capacity does not meet organisational requirements. This risk score was increased from 12 to 16 due to current market pressures and the retention and recruitment risks this brought to the Council.

- BDC SI1 – Risk of the council being unable to respond effectively to further waves of the Covid-19 Pandemic. This risk was de-escalated to the Directorate Risk Register as it was within the Councils risk appetite.
- BDC A1 – Our ICT Infrastructure fails due to running old infrastructure at near capacity with intention of increasing the load. The risk was closed due to mitigations being implemented.

The Strategy and Intelligence Manager advised members that alongside the Strategic Risk Register, teams were also managing operational risk within their Directorate Risk Registers. At present there were 53 risks identified on these registers, which were being managed by Directors and Assistant Directors.

In response to a question, the Head of Internal Audit advised the Committee of the responsibilities of the Audit Committee, Cabinet and CLT in terms of risk management. She informed the Committee that:

- The Audit Committee were responsible for scrutinising the scope and effectiveness of the risk management systems in place.
- Cabinet had responsibility for:
 - Setting the culture for risk management at the Council
 - Approving the Risk Management Policy
 - Development and approving the Risk Appetite
- CLT were responsible for identifying, evaluating and reporting on significant strategic risks faced by the Council.

It was then queried how Portfolio Holders were kept informed of risks and mitigations. Officers explained that all Cabinet members were updated on Council business, including risks, at monthly informal cabinet meetings. The Chief of Staff added that she held monthly catch ups with her directorates Portfolio Holder, as well as joint quarterly meetings with the Portfolio Holders of both Councils. The Assistant Director of Planning advised members that she held weekly joint meetings to ensure that both Portfolio Holders were aware of all important planning matters. Officers assured the Committee that all other Assistant Directors held similar meetings with the Portfolio Holders responsible for their directorates.

The Chairman invited the Cabinet members present at the meeting to provide comments on how effective they felt the Strategic Risk process was. The Cabinet members present raised a number of concerns on how the Strategic Risk Register was presented to both the Audit Committee and Cabinet.

The Leader of the Council highlighted a risk he had previously raised with CLT, which had not been included in the register presented today. The Chief of Staff informed Cabinet that the risk in question had been discussed by CLT, who determined it did not qualify as a strategic risk for the Council. The Cabinet members felt that there was too much of a delay in being updated when CLT made a decision regarding strategic risk.

The Audit Committee noted that whilst significant improvements had been made towards risk management and the reporting process, there were still improvements which could be made. The Committee suggested that stronger wording be considered within the risk management policy to ensure the rationale for risks that were assessed by CLT and found to be operation and not strategic were formally fed back to members. It was also agreed that the Strategic Risk Register would reflect the portfolio(s) associated with each of the risks in the register. The CLT officers present highlighted a concern that a fixed protocol on communication could restrict 'organic communication' between officers and members but agreed to investigate the suggestion further.

After further discussion it was

RESOLVED

To note the Strategic Risk Register update for the Council.

29 DRAFT STATEMENT OF ACCOUNTS 2021/22

The Assistant Director of Finance formally presented the draft Statement of Accounts 2021/22. The Committee had informally reviewed the draft Statement of Accounts on 22 September 2022.

Regarding the bad debt provision for sundry debtors, the Assistant Director of Finance confirmed that it would be included in the Statement of Accounts before they were finalised.

It was highlighted that the Related Party Transactions section of the statement had omitted reference of one councillor being a Director of Norse Environmental Waste Services Limited (NEWS). The Assistant Director of Finance confirmed that it would be added.

Discussion turned to the comprehensive income and expenditure account where it was noted that for the Corporate Costs account, the 2021/22 gross income was significantly higher than the previous year. The Assistant Director of Finance advised that this was due to the payment of the Council's share of the gain from the pooling of business rates income across Norfolk (in previous

years any pooling gain was retained corporately across Norfolk to fund projects across the county).

In response to a question the Assistant Director of Finance informed the Committee that a loss on disposal of assets related to both an asset becoming obsolete, and a loss being made on the sale of the asset.

It was then

RESOLVED

To note the draft Statement of Accounts for 2021/22

30 INTERNAL AUDIT UPDATE – PROGRESS AND FOLLOW UP

The Head of Internal Audit presented her report which reviewed the work performed by Internal Audit in delivering the Annual Internal Audit Plan for 2022/23 during the period 13 September 2022 to 16 January 2023.

The Head of Internal Audit explained that since the plan's approval in March 2022, the BRD2316 Network Security and Infrastructure Management audit had been deferred to 2023/24, as a security posture review had recently been completed to provide third party assurance over the controls. In order not to duplicate the work, the audit would be rescheduled post the move to the Horizon Centre.

Members noted that during the period of the report, 85 days of programmed work had been completed which equated to 59% of the Internal Audit Plan for 2022/23, and that two reports (Community Assets and Community Activity) had been issued as final, with 11 recommendations raised by Internal Audit. No Operational Effectiveness Matters had been proposed to management for consideration. Members were concerned that 41% of the audit work had not yet been completed. The Head of Internal Audit advised members that audit work was not equally profiled across the 4 quarters, a larger proportion of the work had been scheduled for quarter 4. She added that she was having weekly conversations with TIAA, who confirmed that they were on schedule to complete all work within the deadlines.

Turning to section 5 of the report regarding the outstanding internal audit work from 2021/22, the Head of Internal Audit explained that the report regarding Cyber Security had now been issued and formal management responses provided. Members were advised that the detailed management responses had not been included within report as they contained sensitive information regarding the Council's cyber security. It was confirmed that the full report would be circulated to the Committee outside of the meeting.

The Head of Internal Audit informed the Committee that the risk management position statement had been completed and the team were awaiting CLT responses.

Moving on, the Head of Internal Audit drew members' attention to Appendices 4, 5 and 6 of the report which detailed the status of agreed internal audit recommendations and outstanding recommendations for 2020/21 and 2021/22. Member discussed a number of the outstanding recommendations, including:

- HR and Payroll – Recommendation 3

The Committee noted that progress was being made to appoint a new provider and a business case had recently been approved. In response to queries, the Director of Resources confirmed that a new system would be in place by the deadline of 31 March 2024, she further explained that the current service provided by Suffolk County Council would cease on 1 April 2024.

- Remote Access – Recommendation 1

The Head of Internal Audit informed the Committee that this recommendation had now been completed and she was awaiting evidence from officers. She added that the recommendation would be removed from the report before the next meeting.

- Disaster Recovery – Recommendations 3 and 6

The Chairman queried whether the deadlines for these recommendations needed to be amended until after the move to the Horizon Centre. The Head of Internal Audit confirmed that they would need to be changed. The Director of Resources then updated members on the position regarding the office move. She explained that the 'fit out' contractors had been appointed and dates for the work to be undertaken agreed.

The Committee noted that recommendation 3 – regular DR tests be scheduled and undertaken, was an urgent priority however testing was being delayed until after the move. The Director of Resources advised that this was per the advice of the ICT team, she explained that a number of controls and mitigations had been put into place, including system mirroring and system back-ups.

In response to the suggestion that testing be started before the move, the Director of Resources explained that all ICT officers were involved in the 3 current projects, which were:

- Horizon Centre move

- Digital requirements for the Election
- Office 365 installation

In order to free up resource to carry out the DR testing, officers would have to be diverted from one of these projects, which ran the risk of delaying the project, and in turn delaying the move to the Horizon Centre. The Head of Internal Audit stressed the importance of the Audit Committee raising these potential risks and issues but noted that it was for CLT to determine the level of risk it was willing to accept. She also reminded members of the successful outcomes of the recent penetration tests carried out.

One member queried why the testing was not carried out before both Councils occupied Thorpe Lodge, the Director of Resources advised that as new infrastructure was being implemented as part of the joint occupation of Thorpe Lodge, it was not considered appropriate to carry out DR testing at that time.

- Counter Fraud and Corruption – Recommendations 3-7 and 9

The Assistant Director of Finance updated members on the appointment of the Anglia Revenue Partnership (ARP) as the Council's Counter Fraud Service. ARP were going through the formal approval process with its current members before the contracts could be signed. He added that the new fraud service was still expected to 'go-live' on 1 April 2023.

In response to a question, the Assistant Director of Finance acknowledged that, had he been aware of the delays in progressing with ARP, more mitigations would have been put in place by the Council.

After further detailed discussion it was

RESOLVED

To receive the progress report covering progress in delivering the Internal Audit Plan for the 2022/23 financial year.

31 AUDIT COMMITTEE – INDEPENDENT PERSONS

Members considered the report of the Head of Internal Audit which outlined the proposal for appointing Independent Person's to the Audit Committee.

Members were reminded that at a meeting of the Audit Committee in October 2019 it was agreed that there were benefits to be gained from having an Independent Person on the Committee. However, it was not felt necessary to progress at that time.

Since that meeting in 2019, CIPFA had released further guidance which stipulated that *“Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise”*

The Head of Internal Audit informed the Committee that whilst it was not yet a legislative requirement to appoint Independent Persons onto the Committee, two other district Councils in Norfolk had appointed independent persons to their Audit Committee, those being Breckland Council and Norwich City Council. Both Councils offered a modest committee attendance allowance together with reimbursement for travelling and subsistence expenses.

It was explained that the Head of Internal Audit would work in collaboration with the Committee to determine the criteria used to evaluate the suitability of candidates and that the criteria would likely look to fill any perceived skills gaps and add desirable qualities.

The Independent Person should not currently be involved in the running of the Council as either a Councillor or employee. Former Councillors could not serve as an Independent Person until 5 years after they ceased being a Councillor.

It was queried what role the Independent Person would have on the Committee. They were informed that the Independent Person would have an advisory position only and would not be a voting member of the Committee. One member noted the similarity between the proposed Independent Person and the co-opted members of the Standards Committee, one member highlighted that attendance by the co-opted members had been a reoccurring issue.

Members further queried the likelihood of finding a suitable candidate for the role, the Head of Internal Audit speculated that suitable applicants may become harder to find in the event that it became a legislative requirement and more local authorities began seeking candidates.

Suggestion was made that both Broadland and South Norfolk appointed the same Independent Person onto their respective Audit Committees, as collaborative working meant that similar reports were being presented to both Committees. Additionally, the cost of the Independent Person could be shared between the two Councils. Officers noted the benefit of a shared Independent Person, but It was noted that this may make finding candidates harder, as any candidate would have to commit to attend 8 meetings per year instead of 4.

Discussion turned to the best time to appoint an Independent Person onto the Committee. It was noted that there could be a number of changes to the

membership following the District Elections in May 2023. Members considered that there was benefit in waiting until after the elections, when the Committee membership was known, and potential skill gaps assessed.

Members expressed their support in principle for appointing an Independent Person onto the Committee and endorsed the potential benefits this would have. But it was felt that further investigation was required before candidates were sought.

It was then

RESOLVED

To recommend to Council that steps be taken to fully investigate the appropriateness of appointing an Independent Person to the Audit Committee

32 AUDIT COMMITTEE WORK PROGRAMME

The Committee considered each item within the Work Programme.

The Head of Internal Audit explained that at its meeting on 16 March 2023, the Committee was due to consider the Strategic and Annual Internal Audit Plans for 2023/24.

Members were advised that the Democratic Services Officer would be producing the Annual Report of the Audit Committee, to be presented by the Chairman at the 16 March 2023 meeting.

Discussion turned to the self-assessment of the Audit Committee; members queried whether this was still required given the potential change in membership following the May elections. It was suggested that a self-assessment would benefit the future members of the Committee.

The Chairman requested that the Committee be updated on the Risk Management Review once the position statement had been finalised. The Head of Internal Audit agreed to circulate the report to the Committee and hold an informal meeting with the Committee to discuss outcomes.

The Assistant Director of Finance informed the Committee that it was unlikely the External Audit Plan 2023/24 and the Audit Results Report 2021/22 / formal approval of the Statement of Accounts 2021/22 would be brought to the next meeting of the Committee.

(The meeting concluded at 11.57am)

Chairman



LICENSING AND REGULATORY COMMITTEE

Minutes of a meeting of the Licensing and Regulatory Committee of Broadland District Council, held at the Council offices on Tuesday 13 December 2022 at 10:00 am.

Committee Members Present: Councillors: D King (Chairman), Cllr K G Leggett and Cllr N Harpley

Officers in Attendance: The Licensing Team Leader (Sarah Harris) and the Democratic Services Officer (Dawn Matthews)

Others in Attendance: Sarah Moss – Solicitor NPLaw (the Committee's legal advisor)

The license holder and his wife in respect of the case at minute no: 22 below

18 DECLARATIONS OF INTEREST

None made.

19 APOLOGIES FOR ABSENCE

None received.

20 MINUTES

The non-exempt minutes of the two meetings held on 23 November 2022 were confirmed as a correct record.

21 EXCLUSION OF THE PRESS AND PUBLIC

It was

RESOLVED

to exclude the press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraphs 1, 3 and 7 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

22 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT) 1976 PRIVATE HIRE VEHICLE DRIVER LICENSING

The Committee considered matters involving a private hire vehicle driver as detailed in the exempt appendix to the signed copy of these minutes. After due consideration, it was

RESOLVED:

To issue the Private Hire Vehicle Driver's licence for a restricted period of six months and issue a written warning.

23 MINUTES

The exempt minutes of the meeting held on 23 September 2022 were confirmed as a correct record and signed by the Chairman.

(The meeting concluded at 11.30am)

Chairman

PAY POLICY STATEMENT 2023/24

Report Author(s): Emma Hodds
Chief of Staff
01508 533791
Emma.hodds@southnorfolkandbroadland.gov.uk

Portfolio: Transformation and Organisational Development

Ward(s) Affected: All

Purpose of the Report:

Section 38 of the Localism Act introduced in 2012 requires all Local Authorities to produce an annual Pay Policy Statement, which must be approved by Council and made available to the public. Broadland District Council's Pay Policy Statement 2023/24 is to be approved by Council in advance of its publication on the Council's website.

Recommendations:

That Council approves the content of Broadland District Council's 2023/24 Pay Policy Statement as attached in advance of its publication on the Council's website by 31 March 2023.

1. Summary

- 1.1 Section 38 of the Localism Act introduced in 2012 requires all Local Authorities to produce an annual Pay Policy Statement, which must be approved by Council and made available to the public. Broadland District Council's Pay Policy Statement 2023/24 is to be approved by Council in advance of its publication on the Council's website.

2. Background

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

3. Current position

- 3.1 Broadland District Council's Pay Policy Statement for 2023/24 is attached.

4. Proposed action

- 4.1 The proposal is for the approval of the 2023/24 Pay Policy Statement.

5. Other options

5.1.1 Not applicable to this report

6. Issues and risks

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

7. Conclusion

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

8. Recommendations

- 8.1 That Council approves the content of Broadland District Council's 2023/24 Pay Policy Statement as attached in advance of its publication on the Council's website by 31 March 2023.

Appendix A – Pay Policy Statement 2023/24

Pay Policy Statement 2022-2023

1. Status of this Policy Statement

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

Any decision under powers delegated in the Councils' Constitutions with regard to remuneration to be taken during 2023/24 will be bound by and must comply with this Statement.

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

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

2. Scope

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

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

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

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

3. Objectives of the Policy Statement

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

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

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

The Councils aim to be transparent on pay related matters to their staff, prospective staff and their wider communities. This Policy Statement contains information relating to pay, grading and associated benefits applicable to all employees across both Councils. The Statement, once approved by each of the respective Councils, is published on each Council website.

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

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

The Councils make one-off, month by month regulated payments to compensate an employee who has temporarily stepped up into a more senior post, or where an employee has made an exceptional business contribution to the Councils. This is remuneration, see section 11 on Honoria.

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

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

4. Chief Officers

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

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

5. Job Evaluation

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

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

Together Human Resources & the Trade Union representatives evaluate all new posts as part of a panel approach. Where substantial change occurs to an existing job the employee and the manager are responsible for providing a revised, and agreed, role profile for re-evaluation.

6. Pay Bandings

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

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

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

7. Pay Review

As stated above, pay levels are reviewed each year, the key elements of the local policy are currently still part of local negotiations between management and trade union representatives.

It is the Council policy to pay a minimum of the National Real Living Wage to all employees, as part of the pay negotiations currently underway with Trade Union(s) with the apprentices being paid in line with the national guidance.

8. Pay Range

The Councils operates a pay structure for Chief Officers and a pay structure for all other officers. The spread of posts across each of the bands (as of 6th February 2023) is shown in the tables below

Chief Officer

Generic Role	Salary Scale	No. Employees
Managing Director	£145,726 - £174,872	1

Director	£84,938 - £106,144	3
Assistant Director	£63,703 - £84,312	8

All other:

Generic Role	Salary Scale	No. Employees
Senior Manager/Senior Specialist	H - J	37
Manager/Specialist	G - F	147
Senior Administrator/Senior Case/Operations Worker/Senior Technical Advisor	D - E	271
Administrator/Case/Operations worker/Technical Advisor	A - C	522
Apprentice	Apprentice	14

All staff below Chief Officer

Generic Role	Salary Scale	No. Employees
Apprentice	£18,328 - £19,099	14
A*	£19,100 - £19,960	242
B	£19,961 – 23,493	121

C	£23,494 - £27,576	159
D	£27,577 - £32,392	171
E	£32,393 - £36,935	100
F	£36,936 - £42,438	98
G	£42,439 - £47,587	49
H	£47,588- £53,011	24
I	£53,012 - £57,289	9
J	£57,290 - £62,313	4

- As a Real Living Wage employer those currently on a Band A and part of Band B are currently paid an adjustment to make sure that this ambition is met.

The mean of the two Councils salaries paid as at 6th February 2023 is £26,195 and the median is £23,794 Excluding apprentices (who are paid in between

National Living Wage and the competitive apprentice rate set out above), the lowest paid employees are on Band A - these constitute a variety of staff including both administrative and operational.

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

9. Pay Multiples

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

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

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

10. Salary Progression

Salary on appointment is usually at the entry level of the band. Although the entry level can be varied by the skills and experience of the successful candidate, a higher point can only be agreed following consultation with the approval of the Senior HR & OD Lead and the Chief of staff.

Salary progression is currently through a performance related pay scheme that enables consolidated payments to be made to staff at year end based on their individual level of performance. This in turn enables progression through the salary band.

11. Honoraria

The Councils retain an Honoraria Policy to provide financial recognition for (for example) additional responsibilities undertaken by employees throughout the year. Honoraria are calculated based on the additional duties taken on by the individual, and the length of time that these responsibilities are likely to have a duration of.

12. Market Supplements

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

13. Travel Rates

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

The current rates are:

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

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

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

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

14. Car Loan/Cycle Scheme

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

15. Termination Payments

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

On leaving the Authority due to redundancy the agreed Redundancy Policy will apply. The amount of compensation will be up to a maximum of 1.4 times actual weekly pay but will not exceed 104 weeks' pay. This will be payable in the form of a lump sum, with any statutory redundancy payment offset against the discretionary award.

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

Any severance payment made outside the scope of this Policy will reasonably comply with Councils' policy at any given time and be agreed with the Senior HR & OD Lead and Chief of Staff. Any such agreement will remain confidential.

16. Re-employment

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

Senior HR & OD Lead and the Chief of Staff as well as ensuring in line with the Modifications Order before appointment is confirmed.

17. Professional Fees Subscriptions and Unison costs

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

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

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

18. Relocation Expenses

The offer of relocation assistance will be agreed and offered to a successful candidate at the time of confirming appointment, subject to the agreement of the Senior HR & OD Lead and Chief of Staff.

Eligibility

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

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

Limit

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

19. Overtime

All overtime worked in excess of normal hours of work must be authorised by a designated Officer such as the Assistant Director or Senior Operational Manager in advance. Overtime from Monday to Saturday, Sundays and Public Holidays is paid in accordance with the employee's contract of employment.

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

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

20. Sickness Benefit

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

Less than 4 months service – Statutory sick pay only (occupational

sick pay will not normally be paid)

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

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

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

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

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

21. Annual leave

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

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

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

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

22. Recovery of Overpayments

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

23. Pension Provision

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

www.norfolkpensionfund.org or www.lgps.org.uk

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

The Scheme provides for the exercise of discretion that allows for retirement benefits to be enhanced. The Councils will consider each case on its merits but has

determined that its usual policy is not to enhance benefits for any of its employees. This Policy Statement reaffirms this in respect of Chief Officers and all other employees.

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

24. Auto Enrolment

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

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

The re-enrollment date for the Councils was 1st November 2019

25. Non-Pay Benefits

The Councils also have a number of non-pay related benefits such as occupational maternity/ paternity/shared parental/adoption leave, flexible working and employee recognition awards. These are not part of the Councils' Pay Policy Statement but are referred to here for completeness.

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26. Review of the Pay Policy Statement

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

27. Gender Pay Reporting

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

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

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

All of these figures for the period 2022/23 can be viewed via the Council joint website. [South Norfolk and Broadland District Councils Joint Website.](#)

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

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

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

28. Publication of Data, Access to Information and Transparency

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

29. Changes to Terms and Conditions

From 1st January 2020 there has been a single officer team serving both independent Councils and common terms and conditions applied across the board.

Monday, 07 February 2022

Monitoring Officer Report

Report Author(s): Emma Hodds
Monitoring Officer
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emma.hodds@southnorfolkandbroadland.gov.uk

Portfolio: The Leader

Ward(s) Affected: All

Purpose of the Report:

This report covers the allocation of seats on committees and panels, the appointments of chairmen/vice-chairmen of committees/panels, and the appointment to outside bodies. These changes are required due to two casual vacancies occurring because of the resignation of Councillor Cook and the sad death of Councillor Prutton; and the resignation of Cllr Justine Thomas from the conservative group. The need to appoint a new Vice-Chairman of the Council is also included.

This report also seeks to appoint two additional Deputy Electoral Registration Officers (EROs).

Recommendations:

That Council agrees:

1. The allocation of committee seats to each political group as set out in Appendix A.
2. The appointment of members to committee seats, as set out in section 4.4 of the report.

3. The appointment of members to Cabinet Panels, as set out in section 4.5 of the report.
4. The appointment of Chairmen and Vice-Chairmen to committees and panels, as set out in section 4.6 of the report.
5. The appointment to outside bodies as set out in section 4.7 of the report.
6. The appointment of a new Vice-Chairman of Council.
7. The appointment of Emma Hodds and Nicola Tullock as Deputy Electoral Registration Officers for Broadland District Council.

1. Summary

- 1.1 This report covers the allocation of seats on committees and panels, the appointments of chairmen/vice-chairmen of committees/panels, and the appointment to outside bodies. These changes are required due to two casual vacancies occurring due to the resignation of Councillor Cook and the sad death of Councillor Prutton; and the resignation of Cllr Justine Thomas from the conservative group. The need to appoint a new Vice-Chairman of the Council, is also included.

This report also seeks to appoint two additional Deputy Electoral Registration Officers (EROs).

2. Background

- 2.1 Since the last Council meeting, it has become necessary to recalculate the political balance of the Council again for a number of reasons, as follows:
- a) the resignation of a Councillor Cook
 - b) the sad death of Councillor Prutton
 - c) the resignation of a Councillor Justine Thomas from the conservative group
- 2.2 Officers have undertaken a review of the representation of different political groups at committees of the council, in accordance with the political balance rules. The impact on the Council's committees are outlined within this report.

3. Current position/findings

- 3.1 Following the calculation, the percentage allocation of each political group on the Council is as follows:

Conservative Group	28 members	64%
Lib Dem Group	12 members	27%
Labour Group	2 members	4.5%
Green Group	2 members	4.5%
Independent	1 member	not classed as group under political balance rules

4. Proposed action

- 4.1 In accordance with the political balance rules, a review of the representation of political parties to committees has been undertaken.

There are 104 committee seats and based on the percentages of each group as above (para 3.1) this has resulted in the Conservative Party losing one seat and the Liberal Democrats gaining one seat, as follows.

Group	Existing seats	New allocations
Conservative Group	69	68
Lib Dem Group	27	28
Labour Group	4	4
Green Group	4	4
Total	104	104

- 4.2 A calculation has been carried out to allocate seats to each committee based on the percentages, which has resulted in fractions of seats, requiring some rounding up and down.
- 4.3 The Leaders of the political parties whose seat allocations have changed, have been consulted on the new allocation of committee seats. This has resulted in changes to the Appeals Committee where Conservatives have lost a seat and Liberal Democrats have gained a seat (as set out in appendix A).
- 4.4 The Leaders have also been consulted on the appointments to committee seats and they have nominated members to be added, removed or replaced to committees. This has resulted in a number of changes for Council to approve, as follows:

Conservatives

Appeals Panel – Cllrs Adams and Fisher to replace Cllr Justine Thomas and Cllr Prutton. Cllr Ward to replace Cllr Clancy. Cllr Potter to be removed (due to lost seat)

Awards Panel – Conservative seat vacant

Licensing and Regulatory – two Conservative seats vacant

Member Development Panel – Conservative seat vacant

Overview & Scrutiny Committee – Conservative seat vacant

Planning Committee – Conservative seat vacant

Service Improvement & Efficiency Committee – Conservative seat vacant

Labour

Member Development Panel – Cllr Calix to replace Cllr Cook

Standards – Cllr Calix to replace Cllr Cook

Liberal Democrats

Member needs to be nominated for the Appeals Panel seat

CABINET PANELS

- 4.5 The following changes to the Cabinet Panels will need to be approved (note, these are not included in the committee seat calculation):

Communities, Housing & Planning Panel – Conservative seat vacant

Environmental Excellence Panel – Cllr Gurney to replace Cllr Prutton

APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

- 4.6 Council will also need to approve the following changes to the appointments of chairmen and vice-chairmen:

Chairman of Communities, Housing & Planning Panel – Cllr Brennan to replace Cllr Prutton
Vice-chairman of Appeals Panel – Cllr Adams to replace Cllr Prutton
Vice-chairman of Licensing & Regulatory – Cllr Bulman to replace Cllr Justine Thomas

APPOINTMENTS TO OUTSIDE BODIES

- 4.7 Appointments need to be made to outside bodies, this has been confirmed by the Leader as follows:

Community Safety Partnership Scrutiny Panel – vacant

Norfolk Arts Forum (substitute member) – vacant

Norfolk Against Scams Partnership – Cllr Mackie to replace Cllr Prutton

Norfolk Health Overview and Scrutiny Committee – Cllr Murrell to replace Cllr Prutton

Great Norwich Development Partnership (substitute member) – Cllr Brennan to replace Cllr Prutton

Norfolk Biodiversity Partnership (substitute member) – Cllr Mackie to replace Cllr Prutton

Norfolk Waste Partnership (substitute member) – Cllr Kelly to replace Cllr Prutton

APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL

- 4.8 Due to the sad death of Councillor Sue Prutton, it will also be necessary for Council to appoint a new Vice-Chairman of the Council. Nominations will be invited at the meeting.

DEPUTY ELECTORAL REGISTRATION OFFICERS

- 4.9 Councils can approve the appointment of one or more deputy Electoral Registration Officers (EROs) to help discharge statutory electoral registration functions. Broadland District Council has currently appointed one such Deputy (Linda Mockford). However, due to the Elections Act, 2022 it is recommended to appoint a further two deputies to cover any additional requirements. It is therefore, proposed to appoint Emma Hodds and Nicola Tullock as Deputy EROs for Broadland.

5. Issues and risks

- 5.1 **Resource Implications** – no implications

- 5.2 **Legal Implications** – the recommendations contained within this report ensure that the Council remains compliant with legislation

- 5.3 **Equality Implications** – no implications
- 5.4 **Environmental Impact** – no implications
- 5.5 **Crime and Disorder** – no implications
- 5.6 **Risks** – no other risks identified

6. Recommendations

That Council agrees:

- 6.1 The allocation of committee seats to each political group as set out in Appendix A.
- 6.2 The appointment of members to committee seats, as set out in section 4.4 of the report.
- 6.3 The appointment of members to Cabinet Panels, as set out in section 4.5 of the report.
- 6.4 The appointment of Chairmen and Vice-Chairmen to committees and panels, as set out in section 4.6 of the report.
- 6.5 The appointment to outside bodies as set out in section 4.7 of the report.
- 6.6 The appointment of a new Vice-Chairman of Council.
- 6.7 The appointment of Emma Hodds and Nicola Tullock as Deputy Electoral Registration Officers for Broadland District Council.

Appendix A

Seat allocations – politically proportionate committees

Committee	No of seats	Cons	Lib Dem	Labour	Green
Appeals	8	5	3	0	0
Audit	5	4	1	0	0
Awards	10	6	3	0	1
Emergency Committee	6	4	2	0	0
Electoral Arrangements	10	6	2	1	1
Joint Scrutiny	6	4	2	0	0
Joint Appts. Panel	4	3	1	0	0
Licensing	13	8	3	1	1
Overview & Scrutiny	15	9	4	1	1
Planning	11	8	3	0	0
SIEC	11	8	3	0	0
Standards	5	3	1	1	0
Total	104	68	28	4	4

Changes highlighted in yellow.

OUTSIDE ORGANISATIONS / MEMBER CHAMPIONS - FEEDBACK REPORTS

Report Author: Emma Hodds
Chief of Staff, Monitoring Officer
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ehodds@southnorfolkandbroadland.gov.uk

Portfolio: Leader (Policy)

Wards Affected: All

Purpose of the Report:

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

Recommendation:

To note the report

Cllr J Leggett - Norfolk Waste Partnership Board (NWP)

A meeting of the Norfolk Waste Partnership Board was held on 8th December 2022.

The topics discussed were:

Matters Arising

The Annual NWP report was circulated to Parish and Town Councils via NALC, if your Town or Parish Council has not received this, the report can be found here

<https://www.norfolkrecycles.com/wp-content/uploads/2022/11/Norfolk-Waste-Partnership-Annual-Report-2022.pdf>

Carbon Footprint in recycling messaging

Linking recycling to reducing our carbon footprint in simple messaging.

Campaigns

During 2023 there will be a campaign to target hard to reach groups.

Messaging on social media is adjusted to the area e.g. referring to food waste and WEEE if applicable.

Feed back was given on the 'Oops You've Got It Wrong' in Gt Yarmouth and the actions following identification of a contaminated bin.

Norfolk Waste Enforcement Group

This Group is considering invigorating the SCRAP campaign- fly tipping and waste crime. There was a discussion concerning fly tipping and different approaches taken by members, the use of data to plot fly tipping locations, time of year, type of waste etc.

Council updates

Breckland – Had an environment month

County Council – New recycling centres

Gt Yarmouth – Fly tipping campaign, green fleet strategy

Kings Lynn and West Norfolk - Planning a food waste week.

Norwich City – 'Love Norwich, Play your Part campaign – City centre business and communal bins

North Norfolk – Changing collection dates, introducing WEEE and batteries collection.

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

Pages 100 to 106 are not available to the public because the information is confidential as it includes exempt information about the financial or business affairs of a person

COUNCIL

Thursday 23 February 2023

Final Papers

Item	Details	Page No
14	Council Tax Resolution 2023/24	
	To consider the report of the Assistant Director Finance	108

DEMOCRATIC SERVICES

Broadland District Council

Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU

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COUNCIL TAX RESOLUTION 2023/24

Report Author(s): Rodney Fincham, Assistant Director - Finance
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Portfolio Holder: Finance

Ward(s) Affected: All wards

Purpose of the Report: This report takes the recommended 2023/24 budget from Cabinet, together with information from the various precepting bodies to produce the appropriate recommendations for setting the council tax for the area, which the Council is required to agree at this meeting.

Recommendations:

Council is Recommended to resolve:

- (1) That the Council Tax Base for 2023/24 be noted.
- (2) The sums that have been calculated for 2023/24 in accordance with Sections 31 to 36 of the Local Government Finance Act.
- (3) That the County and Police precepts be noted.
- (4) The Council Tax for 2023/24.
- (5) That the Council's basic amount of Council Tax for 2023/24 is not excessive.

1 Budget Position

- 1.1 The Cabinet meeting in February considered the financial position of the Authority for 2023/24 and future years, and recommended to this Council meeting the budget for 2023/24. The Cabinet report and the information in that report must be used to underpin any decisions taken at this meeting.
- 1.2 Members attention is drawn to Section 10 of the Cabinet report which contains the advice of the Chief Financial Officer¹ in respect of the budget as required under the Local Government Act 2003.

¹ For Broadland DC this officer is the Assistant Director Finance.

- 1.3 Since that meeting information has been received from the major precepting bodies so that the Council is now in the position to agree the total 2023/24 council tax for the area.

Nb: The Norfolk County Council budget will not be formally approved by their full Council until 21st Feb 2023. In the unlikely event that the NCC figures change, an amended Council Tax Resolution Report will be issued.

- 1.4 The 2023/24 budget for Broadland DC recommended by the Cabinet translates into a district council tax of £129.91 for a Band D property, which represents no change compared to 2022/23.
- 1.5 In areas where the Council accepts responsibility for street lighting maintenance, these costs are treated as a Special Expense. The total estimate of Special Expenses amounts to £121,962 in 2023/24. The average special expense tax rate in 2023/24 is set at £2.53. This level of income will be sufficient to cover current levels of maintenance and build a reserve to fund a replacement programme.
- 1.6 To this figure is added the cost of parish precepts and the major preceptors.
- 1.7 The following table consolidates the overall council tax position for 2023/24.

	22/23 Band D £	23/24 Band D £	Change
Norfolk County Council	1,516.95	1,592.64	4.99%
Police & Crime Commissioner	288.00	302.94	5.19%
Total Preceptors	1,804.95	1,895.58	
Broadland District Council	129.91	129.91	0.00%
Special Expenses	2.53	2.53	0.00%
Total District Element	132.44	132.44	No increase
Parishes (Average)	89.70	92.73	3.38%
Total Band D Council Tax	2,027.09	2,120.75	4.62%

Note: It is the Total District Element that is capped at £5.

- 1.8 Members are reminded of the Local Government and Finance Act 1992, which prohibits any Member who has not paid for at least two months his/her Council Tax when it becomes due, from voting on setting the budget and making of the Council Tax and related calculations.
- 1.9 The setting of the council tax is the conclusion of the process by which the Council aligns its plans to further its corporate aims with the prudent and sustainable use of resources.

2 Issues and Risks

- 2.1 **Resource implications** – the report summarises the key aspects regarding the statutory obligations of the authority in setting its council tax.
- 2.2 **Legal implications** – the authority has to adhere to the Local Government Finance Act as described in the various sections of the report.

Recommendations

- 1 That it be noted that the following amounts for 2023/24 have been determined under delegated authority and in accordance with regulations made under the local Government Finance Act 1992:
- a) **48,127** being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.
 - b) The amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items (i.e. Parish precepts) relate, as shown in **Appendix A**.
- 2 That the Council calculates the following amounts for 2023/24 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011):
- a) **£42,086,226** being the aggregate expenditure which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act (including the General Fund, Special Expenses and Parish Precepts).
 - b) **£31,249,352** being the aggregate income which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act.
 - c) **£10,836,874** as its council tax requirement for the year including Special Expenses and Parish Precepts being the amount by which the aggregate expenditure at 2(a) above exceeds the aggregate income at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act.
 - d) **£225.17** as the basic amount of its Council Tax for the year, being the council tax requirement at 2(c), divided by the Council Tax Base for the year (48,127) at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act.
 - e) **£4,584,696** being the aggregate amount of all special items referred to in Section 34(1) of the Act (i.e. Parish Precepts and street lighting special expenses).
 - f) **£129.91** as the basic amount of its Council Tax for dwellings in its area, excluding Special Expenses and Parish Precepts, being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act.
 - g) The amounts given by adding to the amount at 2(f) above the amounts of the special items for the relevant Parish divided in each case by the Council Tax Base for the Parish at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in each Parish is as set out in **Appendix B**.

h) The amounts given by multiplying the basic amounts for each Parish 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 3 That it be noted that for the year 2023/24 the main precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with s40 of the Local Government Finance Act 1992.

Band	Norfolk County Council	Police & Crime Commissioner	Total Preceptors
A	£1,061.76	£201.96	£1,263.72
B	£1,238.72	£235.62	£1,474.34
C	£1,415.68	£269.28	£1,684.96
D	£1,592.64	£302.94	£1,895.58
E	£1,946.56	£370.26	£2,316.82
F	£2,300.48	£437.58	£2,738.06
G	£2,654.40	£504.90	£3,159.30
H	£3,185.28	£605.88	£3,791.16

- 4 That, having calculated the aggregate in each case of the amounts of the District's and preceptors requirements, in accordance with s30(2) of the Local Government Finance Act 1992, **hereby sets** amounts of the council tax for the year 2023/24 for each category of dwelling as follows.

Band	District & Parishes Council Tax	Total Preceptors	Total 2023/24 Council Tax
A	£150.11	£1,263.72	£1,413.83
B	£175.13	£1,474.34	£1,649.47
C	£200.15	£1,684.96	£1,885.11
D	£225.17	£1,895.58	£2,120.75
E	£275.21	£2,316.82	£2,592.03
F	£325.25	£2,738.06	£3,063.31
G	£375.28	£3,159.30	£3,534.58
H	£450.34	£3,791.16	£4,241.50

The council tax for each category of dwelling by parish is as set out in **Appendix C**.

- 5 Determine that the Council's basic amount of Council Tax (including special expenses) for 2023/24 is not excessive, in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992, and thus there is no need to hold a Council Tax referendum.

Background Papers

Cabinet Budget Report 7 February 2023

Appendix A: Council Tax Base

	Tax Base		Tax Base
Acle	1,077.0	Heydon	51.0
Attlebridge	58.0	Honingham	146.0
Aylsham	2,715.0	Horsford	1,739.0
Beeston	14.0	Horsham & Newton St.Faiths	658.0
Beighton	183.0	Horstead with Stanninghall	393.0
Belaugh	51.0	Lingwood & Burlingham	884.0
Blickling	50.0	Marsham	231.0
Blofield	1,607.0	Morton on the Hill	36.0
Booton	60.0	Old Catton	2,356.0
Brampton	73.0	Oulton	83.0
Brandiston	39.0	Postwick with Witton	212.0
Brundall	1,694.0	Rackheath	799.0
Burgh & Tuttington	151.0	Reedham	445.0
Buxton with Lamas	599.0	Reepham	965.0
Cantley	250.0	Ringland	87.0
Cawston	527.0	Salhouse	594.0
Coltishall	600.0	Salle	42.0
Crostwick	22.0	South Walsham	334.0
Drayton	1,916.0	Spixworth	1,271.0
Felthorpe	273.0	Sprowston	6,103.0
Foulsham	343.0	Stratton Strawless	199.0
Freethorpe	331.0	Strumpshaw	285.0
Frettenham	277.0	Swannington (See note)	165.0
Great & Little Plumstead	1,421.0	Taverham	3,593.0
Great Witchingham	241.0	Thelmeithorpe	33.0
Guestwick	54.0	Thorpe St Andrew	5,189.0
Hainford	374.0	Upton with Fishley	261.0
Halvergate	220.0	Weston Longville	143.0
Haveringland	101.0	Woodbastwick	168.0
Hellesdon	3,866.0	Wood Dalling	89.0
Hemblington	151.0	Wroxham	801.0
Hevingham	434.0	Total	48,127.0

Note: The Council covers the parishes of Swannington, Alderford, and Little Witchingham.

Appendix B: Parish Band D Amounts

	Precept	Parish Band D	Special Expenses Band D	District, Parish & Special Band D
	£	£	£	£
Acle	129,240.00	120.00		249.91
Attlebridge	120.00	2.07		131.98
Aylsham	455,305.00	167.70		297.61
Beeston St. Andrew	0.00	0.00		129.91
Beighton	7,134.00	38.98		168.89
Belaugh	0.00	0.00		129.91
Blickling	1,000.00	20.00		149.91
Blofield	99,700.00	62.04		191.95
Booton	550.00	9.17		139.08
Brampton	4,590.00	62.88		192.79
Brandiston	350.00	8.97		138.88
Brundall	149,880.00	88.48		218.39
Burgh & Tuttington	3,750.00	24.83		154.74
Buxton with Lamas	32,265.00	53.86		183.77
Cantley	11,000.00	44.00		173.91
Cawston	31,200.00	59.20		189.11
Coltishall	41,937.00	69.90		199.81
Croswick	0.00	0.00		129.91
Drayton	186,990.00	97.59		227.50
Felthorpe	12,483.00	45.73		175.64
Foulsham	11,500.00	33.53		163.44
Freethorpe	16,874.00	50.98		180.89
Frettenham	8,590.00	31.01		160.92
Great & Little Plumstead	53,834.92	37.89		167.80
Great Witchingham	26,000.00	107.88	20.97	258.76
Guestwick	350.00	6.48		136.39
Hainford	12,232.00	32.71		162.62
Halvergate	13,020.00	59.18		189.09
Haverlingland	450.00	4.46		134.37
Hellesdon	561,227.00	145.17	30.24	305.32
Hemblington	3,900.00	25.83		155.74
Hevingham	17,000.00	39.17		169.08

	Precept	Parish Band D	Special Expenses Band D	District, Parish & Special Band D
	£	£	£	£
Heydon	4,000.00	78.43		208.34
Honingham	10,198.00	69.85		199.76
Horsford	78,407.00	45.09		175.00
Horsham & Newton St.Faiths	27,900.00	42.40		172.31
Horstead with Stanninghall	34,500.00	87.79		217.70
Lingwood & Burlingham	28,173.00	31.87		161.78
Marsham	11,062.00	47.89		177.80
Morton on the Hill (Note 1)	470.00	13.06		142.97
Old Catton	305,227.00	129.55		259.46
Oulton	3,500.00	42.17		172.08
Postwick with Witton	10,450.00	49.29		179.20
Rackheath	53,612.00	67.10		197.01
Reedham	21,752.00	48.88		178.79
Reepham	86,000.00	89.12		219.03
Ringland	8,290.00	95.29		225.20
Salhouse	29,997.00	50.50		180.41
Salle	0.00	0.00		129.91
South Walsham	23,237.00	69.57		199.48
Spixworth	88,000.00	69.24		199.15
Sprowston	774,101.00	126.84		256.75
Stratton Strawless	8,500.00	42.71		172.62
Strumpshaw	11,650.00	40.88		170.79
Swannington (See note 2)	6,000.00	36.36		166.27
Taverham	318,088.00	88.53		218.44
Themelthorpe	0.00	0.00		129.91
Thorpe St Andrew	550,654.00	106.12		236.03
Upton with Fishley	9,389.00	35.97		165.88
Weston Longville	7,328.00	51.24		181.15
Woodbastwick	4,000.00	23.81		153.72
Wood Dalling	1,888.00	21.21		151.12
Wroxham	53,889.00	67.28		197.19

Note 1: We have not received a formal precept request from Morton on the Hill. Therefore we have set this precept at the same level as 22/23.

Note 2: The Council covers the parishes of Swannington, Alderford, and Little Witchingham.

Appendix C: The Council Tax for Each Category of Dwelling by Parish

	A £	B £	C £	D £	E £	F £	G £	H £
Acle	1,430.33	1,668.71	1,907.10	2,145.49	2,622.27	3,099.04	3,575.82	4,290.98
Attlebridge	1,351.71	1,576.99	1,802.28	2,027.56	2,478.13	2,928.70	3,379.27	4,055.12
Aylsham	1,462.13	1,705.81	1,949.50	2,193.19	2,680.57	3,167.94	3,655.32	4,386.38
Beeston St. Andrew	1,350.33	1,575.38	1,800.44	2,025.49	2,475.60	2,925.71	3,375.82	4,050.98
Beighton	1,376.31	1,605.70	1,835.08	2,064.47	2,523.24	2,982.01	3,440.78	4,128.94
Belaugh	1,350.33	1,575.38	1,800.44	2,025.49	2,475.60	2,925.71	3,375.82	4,050.98
Blickling	1,363.66	1,590.94	1,818.21	2,045.49	2,500.04	2,954.60	3,409.15	4,090.98
Blofield	1,391.69	1,623.63	1,855.58	2,087.53	2,551.43	3,015.32	3,479.22	4,175.06
Bopton	1,356.44	1,582.51	1,808.59	2,034.66	2,486.81	2,938.95	3,391.10	4,069.32
Brampton	1,392.25	1,624.29	1,856.33	2,088.37	2,552.45	3,016.53	3,480.62	4,176.74
Brandiston	1,356.31	1,582.36	1,808.41	2,034.46	2,486.56	2,938.66	3,390.77	4,068.92
Brundall	1,409.31	1,644.20	1,879.08	2,113.97	2,583.74	3,053.51	3,523.28	4,227.94
Burgh & Tuttington	1,366.88	1,594.69	1,822.51	2,050.32	2,505.95	2,961.57	3,417.20	4,100.64
Buxton with Lamas	1,386.23	1,617.27	1,848.31	2,079.35	2,541.43	3,003.51	3,465.58	4,158.70
Cantley	1,379.66	1,609.60	1,839.55	2,069.49	2,529.38	2,989.26	3,449.15	4,138.98
Cawston	1,389.79	1,621.43	1,853.06	2,084.69	2,547.95	3,011.22	3,474.48	4,169.38
Coltishall	1,396.93	1,629.75	1,862.57	2,095.39	2,561.03	3,026.67	3,492.32	4,190.78
Crostown	1,350.33	1,575.38	1,800.44	2,025.49	2,475.60	2,925.71	3,375.82	4,050.98
Drayton	1,415.39	1,651.28	1,887.18	2,123.08	2,594.88	3,066.67	3,538.47	4,246.16
Felthorpe	1,380.81	1,610.95	1,841.08	2,071.22	2,531.49	2,991.76	3,452.03	4,142.44
Foulsham	1,372.68	1,601.46	1,830.24	2,059.02	2,516.58	2,974.14	3,431.70	4,118.04
Freethorpe	1,384.31	1,615.03	1,845.75	2,076.47	2,537.91	2,999.35	3,460.78	4,152.94
Frettenham	1,371.00	1,599.50	1,828.00	2,056.50	2,513.50	2,970.50	3,427.50	4,113.00
Great & Little Plumstead	1,375.59	1,604.85	1,834.12	2,063.38	2,521.91	2,980.44	3,438.97	4,126.76
Great Witchingham	1,436.23	1,675.60	1,914.97	2,154.34	2,633.08	3,111.82	3,590.57	4,308.68
Guestwick	1,354.65	1,580.42	1,806.20	2,031.97	2,483.52	2,935.07	3,386.62	4,063.94
Hainford	1,372.13	1,600.82	1,829.51	2,058.20	2,515.58	2,972.96	3,430.33	4,116.40
Halvergate	1,389.78	1,621.41	1,853.04	2,084.67	2,547.93	3,011.19	3,474.45	4,169.34
Haveringland	1,353.30	1,578.85	1,804.40	2,029.95	2,481.05	2,932.15	3,383.25	4,059.90
Hellesdon	1,467.27	1,711.81	1,956.36	2,200.90	2,689.99	3,179.08	3,668.17	4,401.80
Hemblington	1,367.55	1,595.47	1,823.40	2,051.32	2,507.17	2,963.02	3,418.87	4,102.64
Hevingham	1,376.44	1,605.85	1,835.25	2,064.66	2,523.47	2,982.29	3,441.10	4,129.32
Heydon	1,402.61	1,636.38	1,870.15	2,103.92	2,571.46	3,039.00	3,506.53	4,207.84
Honingham	1,396.89	1,629.71	1,862.52	2,095.34	2,560.97	3,026.60	3,492.23	4,190.68
Horsford	1,380.39	1,610.45	1,840.52	2,070.58	2,530.71	2,990.84	3,450.97	4,141.16
Horsham & Newton St.Faiths	1,378.59	1,608.36	1,838.12	2,067.89	2,527.42	2,986.95	3,446.48	4,135.78
Horstead with Stanninghall	1,408.85	1,643.66	1,878.47	2,113.28	2,582.90	3,052.52	3,522.13	4,226.56
Lingwood & Burlingham	1,371.57	1,600.17	1,828.76	2,057.36	2,514.55	2,971.74	3,428.93	4,114.72
Marsham	1,382.25	1,612.63	1,843.00	2,073.38	2,534.13	2,994.88	3,455.63	4,146.76
Morton on the Hill	1,359.03	1,585.54	1,812.04	2,038.55	2,491.56	2,944.57	3,397.58	4,077.10
Old Catton	1,436.69	1,676.14	1,915.59	2,155.04	2,633.94	3,112.84	3,591.73	4,310.08
Oulton	1,378.44	1,608.18	1,837.92	2,067.66	2,527.14	2,986.62	3,446.10	4,135.32
Postwick with Witton	1,383.19	1,613.72	1,844.25	2,074.78	2,535.84	2,996.90	3,457.97	4,149.56
Rackheath	1,395.06	1,627.57	1,860.08	2,092.59	2,557.61	3,022.63	3,487.65	4,185.18
Reedham	1,382.91	1,613.40	1,843.88	2,074.37	2,535.34	2,996.31	3,457.28	4,148.74
Reepham	1,409.74	1,644.70	1,879.65	2,114.61	2,584.52	3,054.44	3,524.35	4,229.22
Ringland	1,413.85	1,649.50	1,885.14	2,120.78	2,592.06	3,063.35	3,534.63	4,241.56
Salhouse	1,383.99	1,614.66	1,845.32	2,075.99	2,537.32	2,998.65	3,459.98	4,151.98
Salle	1,350.33	1,575.38	1,800.44	2,025.49	2,475.60	2,925.71	3,375.82	4,050.98
South Walsham	1,396.71	1,629.49	1,862.28	2,095.06	2,560.63	3,026.20	3,491.77	4,190.12
Spixworth	1,396.49	1,629.23	1,861.98	2,094.73	2,560.23	3,025.72	3,491.22	4,189.46
Sprowston	1,434.89	1,674.03	1,913.18	2,152.33	2,630.63	3,108.92	3,587.22	4,304.66
Stratton Strawless	1,378.80	1,608.60	1,838.40	2,068.20	2,527.80	2,987.40	3,447.00	4,136.40
Strumpshaw	1,377.58	1,607.18	1,836.77	2,066.37	2,525.56	2,984.76	3,443.95	4,132.74
Swannington (See note)	1,374.57	1,603.66	1,832.76	2,061.85	2,520.04	2,978.23	3,436.42	4,123.70
Taverham	1,409.35	1,644.24	1,879.13	2,114.02	2,583.80	3,053.58	3,523.37	4,228.04
Themelthorpe	1,350.33	1,575.38	1,800.44	2,025.49	2,475.60	2,925.71	3,375.82	4,050.98
Thorpe St Andrew	1,421.07	1,657.92	1,894.76	2,131.61	2,605.30	3,078.99	3,552.68	4,263.22
Upton with Fishley	1,374.31	1,603.36	1,832.41	2,061.46	2,519.56	2,977.66	3,435.77	4,122.92
Weston Longville	1,384.49	1,615.23	1,845.98	2,076.73	2,538.23	2,999.72	3,461.22	4,153.46
Woodbastwick	1,366.20	1,593.90	1,821.60	2,049.30	2,504.70	2,960.10	3,415.50	4,098.60
Wood Dalling	1,364.47	1,591.88	1,819.29	2,046.70	2,501.52	2,956.34	3,411.17	4,093.40
Wroxham	1,395.18	1,627.71	1,860.24	2,092.77	2,557.83	3,022.89	3,487.95	4,185.54

Note: The Parish Council covers the parishes of Swannington, Alderford, and Little Witchingham.