COUNCIL AGM

Monday 23 May 2016

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

Mr D Bills – Chairman of the Council
Mr G Wheatley – Vice-Chairman of the Council

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

Large print version can be made available

This meeting may be filmed, recorded or photographed by the public; however anyone who wishes to do so must inform the Chairman and ensure it is done in a non-disruptive and public manner. Please review the Council’s guidance on filming and recording meetings available in the meeting room.

<table>
<thead>
<tr>
<th>Group Meetings</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Conservatives</td>
<td>Cavell &amp; Colman Rooms</td>
<td>6.00pm</td>
</tr>
<tr>
<td>Liberal Democrats</td>
<td>Blomefield Room</td>
<td>6.30pm</td>
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</tbody>
</table>

Contact Claire White on 01508 533669 or democracy@s-norfolk.gov.uk
Agenda

1. Apologies for Absence

2. To Receive Declarations of Interest from Members (please see guidance – page 5)

3. Chairman’s Engagements (engagements attached – page 6)


5. Appointment of Vice-Chairman of the Council for 2016/17 and Declaration of Acceptance of Office;

6. Election of Leader of the Council for 2016/17;

7. Vote of Thanks to the Retiring Chairman;

8. To confirm the minutes of the meeting of the Council held on Tuesday 23 February 2016 (attached – page 9)

9. Chairman’s Announcements

10. Monitoring Officer Report; (report attached – page 21)
11. Appointments to Outside Bodies
   (report attached – page 31)

   (report attached – page 36)

13. Recommendations from the Cabinet;
   PLEASE REFER TO YOUR CABINET AGENDAS FOR THE MEETING HELD 23 MAY 2016
   NOTE: The recommendations from the Cabinet meeting held 23 May will be tabled at the Council meeting.
   (i) South Norfolk Local Plan
       Adoption of Long Stratton Area Action Plan
   (ii) Norwich Research Park; Enterprise Zone

14. Annual Reports / Questions to Chairmen and Portfolio Holders;

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

   a. Cabinet

      Please click here to view the most recent Cabinet minutes available

      Questions to the Leader and other Cabinet members
      NOTE: The Leader will be appointed at the meeting after which the members of the Cabinet and their portfolios will be announced.
b. **Annual Review of the Scrutiny Committee 2015-16 and Questions to the Chairman**
   (report attached – page 50)
   Please [click here](#) to view the most recent Scrutiny minutes available

c. **Annual Report of the Finance, Resources, Audit and Governance Committee 2015/16**
   (report attached – page 66)

d. **Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee – Questions to the Chairman;**
   There have been no meetings of the Licensing Committee since the last meeting of the Council.

e. **Development Management Committee – Questions to the Chairman**
   Please [click here](#) to view the most recent Development Management Committee minutes available

15. **Outside Bodies – Feedback from Representatives:**
   (no reports received)

16. **To consider any correspondence**
DECLARATIONS OF INTEREST AT MEETINGS

Members are asked to declare any interests they have in the meeting. 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 on the matter.
- 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.
- In any case, members have the right to remove themselves from the meeting or the voting if they consider, in the circumstances, it is appropriate to do so.

Should Members have any concerns relating to interests they have, they are encouraged to contact the Monitoring Officer (or Deputy) or another member of the Democratic Services Team in advance of the meeting.
# Civic Engagements for the Chairman and Vice Chairman for the Period: 24 February – 23 May 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>25th February</td>
<td>Community Awards</td>
<td>David presented the awards to the winners of the eight categories.</td>
</tr>
<tr>
<td>26th February</td>
<td>Victoria Cross Commemorative Reception</td>
<td>A reception hosted by the Chairman of NCC to mark the permanent display of the Victoria Cross Commemorative Exhibit. David is arranging for a display at South Norfolk House in memory of the five brave recipients from the Norfolk Regiment.</td>
</tr>
<tr>
<td>4th March</td>
<td>Funeral</td>
<td>The funeral of the late Chairman of Forest Heath took place at St Peter’s Church in Brandon.</td>
</tr>
<tr>
<td>6th March</td>
<td>The Justice Service</td>
<td>A Service hosted by the High Sheriff of Norfolk and held at King’s Lynn Minster.</td>
</tr>
<tr>
<td>7th March</td>
<td>Storytelling</td>
<td>Following a grant from SNC to upgrade their projector, Costessey Town Council hosted a morning of storytelling about Sir Alfred Munnings.</td>
</tr>
<tr>
<td>9th March</td>
<td>Festival</td>
<td>A festival hosted by Norfolk Skills and Careers</td>
</tr>
<tr>
<td>13th March</td>
<td>Musical Performance – Sleeping Beauty</td>
<td>A show performed by the children from Harford Manor, Trowse Primary and Poringland Primary Schools. Local councillors were also in attendance.</td>
</tr>
<tr>
<td>14th March</td>
<td>Fly a Flag for the Commonwealth</td>
<td>David read out the affirmation and raised the Commonwealth flag at the Council’s flag pole in tandem with the rest of the nation in celebration of Commonwealth Day.</td>
</tr>
<tr>
<td>15th March</td>
<td>Opening of De Lucy House</td>
<td>A lunch with the staff and residents of Greensleeves Care Home in Diss to celebrate the opening of their new premises.</td>
</tr>
<tr>
<td>18th March</td>
<td>GEMs</td>
<td>The Council’s annual staff awards in appreciation of those staff who went the extra mile.</td>
</tr>
<tr>
<td>20th March</td>
<td>Charity Concert</td>
<td>A reception and concert hosted by the Mayor of St Edmundsbury in aid of the Samaritans, EACH, Women’s Refuge and West Suffolk Hospital Rainbow Ward.</td>
</tr>
<tr>
<td>23rd March</td>
<td>Luncheon</td>
<td>A lunch with staff and residents of the Edith Cavell Day Centre.</td>
</tr>
<tr>
<td>24th March</td>
<td>Retailer Awards</td>
<td>Garry presented the awards to the winners of each category</td>
</tr>
<tr>
<td>31st March</td>
<td>Lunch</td>
<td>A lunch hosted by the Mayor of Great Yarmouth to mark the Easter Fair.</td>
</tr>
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</table>
### CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 24 February – 23 May 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| 1<sup>st</sup> April | Charity Dinner  
A dinner hosted by the Mayor of Diss in aid of the East Anglian Air Ambulance and Norfolk Knights Wheelchair Rugby Team, with honorary guest speaker, Sergeant Duncan Slater. |
| 5<sup>th</sup> April | WEEE Event  
David attended for part of the event, which raised £209. |
| 6<sup>th</sup> April | 90<sup>th</sup> Birthday Celebration  
A concert held for a South Norfolk resident in celebration of his 90<sup>th</sup> birthday. |
| 7<sup>th</sup> April | Reception  
Reception held at Police HQ by Norfolk Constabulary to showcase the new memorial. |
| 8<sup>th</sup> April | Civic Reception  
An evening reception hosted by the Mayor of Wymondham |
| 9<sup>th</sup> April | Ball  
David Bowie themed charity ball, hosted by the Mayor of Thetford, to commemorate 50 years since David Bowie played at the Guildhall in Thetford. |
| 10<sup>th</sup> April | Civic Service  
Service of Thanksgiving, hosted by the Mayor of Great Yarmouth. |
| 11<sup>th</sup> April | Launch  
David attended the official opening of our new Leisure Centre in Wymondham. |
| 12<sup>th</sup> April | Visit  
David visited Hethersett Academy for a tour of the school and met with the Principal and pupils. |
| 13<sup>th</sup> April | Play  
A performance of Hobson’s Choice at Theatre Royal, hosted by the Chairman of Breckland. |
| 15<sup>th</sup> April | Civic Reception  
A reception hosted by the Chairman of Broadland |
| 18<sup>th</sup> April | Presentation  
David presented a cheque to the staff of the Jenny Lind Ward at the Norfolk & Norwich Hospital |
| 21<sup>st</sup> April | Beacon Lighting  
David hosted a community event in celebration of the Queen’s 90<sup>th</sup> birthday and in conjunction with the rest of the nation. |
| 24<sup>th</sup> April | Special Olympic Regional Event  
David presented medals at the Special Olympic Norfolk skiing competition held in Trowse. Competitors of all ages with learning disabilities came from all over the country, including many from South Norfolk. |
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<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>28&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>10-year Anniversary</td>
<td>A celebration and exhibition of 10 years since the Hethel Engineering Centre officially opened, followed by a presentation on the aims of the HEC for the next 10 years.</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; May</td>
<td>Official Launch</td>
<td>The official opening of the new Climbing Wall at Morley Village Hall, which SNC supported heavily throughout the planning stages.</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; May</td>
<td>Reception</td>
<td>A themed Reception hosted by the Chairman of NCC to raise awareness of the Special Olympics Norfolk.</td>
</tr>
<tr>
<td>10&lt;sup&gt;th&lt;/sup&gt; May</td>
<td>Civic Service</td>
<td>A service of thanks hosted by the Mayor of Great Yarmouth to mark the end of her civic year.</td>
</tr>
<tr>
<td>14&lt;sup&gt;th&lt;/sup&gt; May</td>
<td>Charity Concert</td>
<td>A musical charity concert hosted by the Chairman of North Norfolk District Council.</td>
</tr>
<tr>
<td>19&lt;sup&gt;th&lt;/sup&gt; May</td>
<td>Garden Party</td>
<td>As outgoing Chairman, David will attend the Queen’s annual garden party at Buckingham Palace.</td>
</tr>
<tr>
<td>21&lt;sup&gt;st&lt;/sup&gt; May</td>
<td>Concert</td>
<td>A drinks reception, followed by a spectacular staging of Mahler’s epic and rarely performed Eighth Symphony by the Norwich Philharmonic Orchestra</td>
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</tbody>
</table>
COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Tuesday 23 February 2016 at 7.30 pm

Members Present: Councillors, Bell, Bendle, Bernard, Bills, Broome, Dale, Duffin, Easton, Edney, Ellis, Foulger, Fuller, Goldson, J Hornby, L Hornby, Hudson, C Kemp, W Kemp, Legg, Lewis, Mason Billig, Minshull, Mooney, Neal, Overton, Palmer, Pond, Riches, J Savage, R Savage, Stone, Thomas, Thomson, Wheatley, J Wilby, M Wilby and Worsley

Apologies: Councillors, Amis, Blundell, Dewsbury, Fulcher Gould, Gray, Hardy and Kiddie.

Officers in Attendance: The Chief Executive (S Dinneen), the Director of Growth of Localism (T Horspole) and the Director of Business Improvement (D Lorimer).

3323 URGENT ITEM
DEVOLUTION - UPDATE

The Chairman referred to the report (electronically circulated to members), which provided an update on the current Devolution proposals, and further clarity with regard to issues discussed at the Council meeting held 2 November 2015.

The Chairman confirmed that due to the recent announcement that a three county deal could be progressed, with a possible 2017 Mayoral election, he considered that the report could not wait until the next scheduled meeting of the Council, and should be considered as an urgent item.

Cllr J Fuller presented the report to members, explaining that the recommendations would permit officers to progress discussions, and enable the bid to move to the next stage. This would ensure that the Council remained part of the process and that any of its concerns could be shared with potential partner authorities, and taken in to account as deal documents were resolved. He
stressed that there would be further opportunities to debate the context of the bid and the detailed proposals at a future meeting of the Council. In response to a query, he confirmed that double devolution would be an integral part of the bid.

Cllr T Lewis explained that he agreed in principle to the recommendations of the report, but suggested that some members might not be comfortable with a model to include an elected mayor. Cllr C Kemp advised Council that the Government had made it clear that a directly elected Mayor was a requirement, not an option, and he reminded members that this was simply a different form of democracy.

RESOLVED:

1. To delegate to the Chief Executive, in consultation with the Leader of the Council, the authority to continue to progress the devolution bid, and to confirm that South Norfolk Council is supportive in principle to the devolution bid for Norfolk, Suffolk, Cambridgeshire and Peterborough, with an elected Mayor, to enable the bid to move to the next stage.
2. That any matters that would result in a significant (key) decision being required from the Council, or the Council making a formal and binding commitment, will be referred to Full Council for consideration.

3324 MINUTES

The minutes of the meeting held on Monday 14 December were agreed as a correct record and signed by the Chairman.

3325 CHAIRMAN’S ANNOUNCEMENTS

The Chairman referred members to his list of engagements since the last meeting of the Council.

He explained that the Council would be celebrating the Queen’s 90th birthday, on 21 April, with the lighting of a beacon at South Norfolk House. More details of this would follow shortly, and other celebrations would be taking place across the District.
RECOMMENDATIONS FROM THE CABINET

i) PROPOSED CORPORATE ENVIRONMENT POLICY

Cllr K Mason Billig introduced the recommendations from Cabinet, with sought approval for the Corporate Environment Policy. She explained that it was an overarching document and would sit above a more detailed Action Plan, which was to be discussed in more detail at the Environment and Regulation Policy Committee, on 14 March 2016.

It was unanimously

RESOLVED: To approve the Corporate Environment Policy.

ii) CAPITAL AND TREASURY MANAGEMENT REPORT QUARTER 3 2015/16

Cllr M Edney introduced the recommendations from the Cabinet, with regard to the Capital and Treasury Management Report Quarter 3 2015/16. He explained that the report detailed the main variances between budgeted and actual expenditure, and that slippage would depend on the progress made on complex schemes before the end of the fourth quarter.

It was unanimously

RESOLVED: To:

a) Approve the 2015/16 prudential indicators for the quarter;

b) Note the treasury activity in quarter three and that it complies with the agreed strategy.

iii) REVENUE BUDGET AND COUNCIL TAX 2016/17

The Chairman proposed and the Council agreed that, in accordance with Standing Order D4.5, Group Leaders, the portfolio holder and the shadow portfolio holder for resources, be permitted to speak for 10 minutes each on the budget.
Cllr J Fuller began by explaining that this was the ninth time he had stood before Council to present a budget that sought to make South Norfolk one of the best places to live in the country. The Council had been recognised nationally in a number of areas and he felt that members should be proud of what had been achieved in recent years. The Council had been able to maintain services over the last 5 years despite a reduction in Government support of 32%. He made reference to the commercialisation agenda and gave mention to CNC, Big Sky, Build Insight and the Internal Audit Consortium, explaining that the Council had used its capital resources to generate income for the future. He also drew attention to the investments in leisure, which in turn would keep people healthier, the building of affordable homes, which helped families stay together, and the stimulation of growth which had generated New Homes Bonus.

Looking to the future, Cllr Fuller referred to the fundamental shift in the direction of local government finances and the reduction in the Revenue Support Grant. He would very much liked to have again frozen council tax, but he realised that there was a need to be realistic about the future and to recognise that circumstances had changed. The changes, he explained had left district councils as the hardest hit of all types of authority, and one of the core challenges of the Council would be to raise business rates faster than support was cut and this would take time. Turning to the offer for a four year settlement, he suggested that this would require careful consideration and would be subject to announcements on the New Homes Bonus. He did, however, consider the Council to be best placed to meet the challenges ahead.

Referring to the budget, Cllr Fuller was pleased and proud that all members had had a hand in its formation. He outlined the budget’s focus areas, and explained that the Council would raise its precept for a band D property by £4.32, to £135 exactly. This would keep the Council in the lowest quartile, the 26th lowest council tax of any district council out of 201.

Summing up, he explained that the Council would continue to grow the economy with ambitious investment plans, looking after people and recognising that prevention was better than cure. It would continue to strive to build services and improve the quality of life, but the freezing of council tax was no longer an option if it was to be true to its core mission, to be recognised as a respected and ambitious local authority. He then commended the budget to members.

Cllr E Edney referred to the planned increases in council tax over the next 5 years, which he felt to be inevitable following the announcement that the Revenue Support Grant would reduce to nil in 2020. He supported the budget wholeheartedly, and congratulated officers for continuing to deliver high quality services, whilst continuing to find efficiency savings.

Cllr T Lewis explained that the Liberal Democrat Group supported much of what had been said. He would look with interest at future developments in the capital programme and the increase in the number of investment properties purchased; a strategy that had been adopted by the Liberal Democrat Group some years back. However, he did wish to suggest a minor amendment that would result in a marginal change to the budget proposals. He suggested that the additional Rural Services Delivery Grant, received after the budget papers had been received, be used to offset the need for a sharp rise in council tax in 2016/17, and to even out future increases. He then moved the following amendment:
1. The Council’s additional Rural Services Delivery Grant is partly applied to reduce the increased Council Tax in 16/17 from £135.00 (+ 3.31%) to £133.55 (+ 2.2%) 
2. That the Medium Term Plan will assume that annual increases thereafter will also be 2.2% p.a up to and including 2020/21

This amendment was duly seconded by Cllr B Bernard.

Cllr M Wilby explained that he was opposing the amendment. The original budget proposals and profile for council tax increases was, he felt, a sensible approach, and was not disadvantageous to the council tax payer.

Cllr Fuller felt that, with the uncertainty over the future of the New Homes Bonus, it would be reckless to depart from the original planned profile of increases. He considered the rounded up pricing year on year for a Band D property (£135.00 for 2016/17), to be an honest approach, and easy for residents to understand. He was therefore, opposed to the amendment.

The vote on the amendment was then conducted as a roll call vote as follows:

Cllrs Bell, Bernard and Lewis voted in favour of the amendment.


The amendment was lost by 3 votes to 35.

Cllr L Neal, as Chairman of the Scrutiny Committee, advised Council that the Committee had considered the budget proposals at its meeting on 17 February, and members had voted to endorse the proposals.

Cllr M Wilby advised the Council that he was pleased to support a budget that continued to support local communities across the District. He referred to the success of the Member Grants, and the Community Action Fund (CAF), which had made a real difference in the delivery of those projects important to residents, and he explained that for every £1.00 awarded through the CAF, an extra £6.00 of outside funding was brought in. He stressed that the health, wellbeing and quality of life of all residents was a priority for the Council, and he gave mention to the recent investment in the leisure centres and the swim school programme which had recently been extended to 50 weeks per year. He referred to the continued success of the Big Litter Pick, and the Community Awards and the nationally recognised Pub of the Year competition, and he gave special mention to the Waveney Valley Trust and
the Otter Trust which were excellent examples of how groups had worked hard to improve the environment for both residents and visitors to enjoy.

Cllr C Kemp in commending the budget to members, referring to it as an example of open and honest politics which was in stark contrast to the recent budget proposals from the Norfolk Police and Crime Commissioner.

The vote was then conducted as a roll call vote as follows:


Cllrs Bell, Bernard and Lewis abstained from the vote.

With 35 votes for and 3 abstentions, it was

**RESOLVED:**

a) To approve the base budget; as shown in para 7.1 of the report, subject to final confirmation of the finalised Local Government finance settlement figures which may, if significant, necessitate an adjustment through the General Revenue Reserve to maintain a balanced budget;

b) To approve the use of the revenue reserves as set out in para 8.2 and 8.3 of the report;

c) To agree that the Council’s demand on the Collection Fund for 2016/17 for General Expenditure shall be £6,122,655 and for Special Expenditure be £73,925;

d) To agree that the Band D level of Council Tax be £135.00 for General Expenditure and £1.63 for Special Expenditure.

iv) **CAPITAL PROGRAMME APRIL 2016 TO MARCH 2021**

Cllr M Edney introduced the recommendations from the Cabinet relating to the Council’s Capital Programme for the period April 2016 to March 2021.
It was unanimously

RESOLVED: 1. To agree that the assumptions on which the funding of the capital programme is based are prudent.

2. To approve the capital programme for 2016/17 to 2020/21, noting that both the funding and capital programme for Disabled Facilities Grants has increased and is now £715,645.

v) TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 1 APRIL 2016 TO 31 MARCH 2019

Cllr M Edney briefly outlined the recommendations and it was unanimously

RESOLVED: To agree


b) The Prudential Indicators and Limits for the next 3 years contained within Appendix A of the report, including the Authorised Limit Prudential Indicator.

c) The Minimum Revenue Provision (MRP) Statement (section 8 of the report) setting out the Council’s policy on MRP.

d) The Annual Investment Strategy 2016/17 (section 5 of the report) contained in the Treasury Management Strategy, including the delegation of certain tasks to the Director of Business Development.


3326 COUNCIL TAX RESOLUTION 2016/17

The vote was conducted as a roll call vote as follows:

Cllrs Bendle, Bills, Broome, Dale, Duffin, Easton, Edney, Ellis, Foulger, Fuller, Goldson J Hornby, L Hornby, Hudson, C Kemp,

Cllrs Bell, Bernard and Lewis abstained from the vote.

With 35 votes for and 3 abstentions, it was RESOLVED:

1. To approve the recommendations of the Cabinet meeting held 15 February 2016 relating to the Council Tax Base for dwellings in those parts of its area to which one or more special items relates as in the attached Appendix B of the report;

2. To approve the recommendations of the Cabinet meeting 15 February 2016 relating to the Revenue and Capital Estimates 2016/17;

3. That the Council Tax requirement for the Council’s own purposes for 2016/17 (excluding Parish precepts and special expenses) be calculated as £6,122,655.00.

4. That the following amounts be calculated for the year 2016/17 in accordance with Sections 30 to 36 of the Act.
   a) £66,001,968.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils and any additional special expenses.
   b) £56,781,387.86 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
   c) £9,220,580.14 being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the 1992 Act).
   d) £203.31 being the amount at 5(c) above (Item R), all divided by Item T (1 above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts and special expenses).
   e) £3,097,925.14 being the aggregate amount of all special items (Parish precepts and special expenses) referred to in Section 34(1) of the Act (as per attached Appendix B).
f) £135.00 being the amount at 5(d) above less the result given by dividing the amount at 5(e) above by Item T (1 above), calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept or special expense relates.

5) To note that Norfolk County Council and the Norfolk Police and Crime Commissioner have issued precepts to the Council in accordance with Section 40 of the Act for each category of dwellings in the Council's area as indicated in the table below.

6) That the Council, in accordance with Sections 30 and 36 of the Act, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2016/17 for each part of its area and for each of the categories of dwellings.

<table>
<thead>
<tr>
<th>Precepting Authority</th>
<th>Valuation Bands</th>
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<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>£</td>
</tr>
<tr>
<td>South Norfolk Council</td>
<td>90.00</td>
</tr>
<tr>
<td>Norfolk County Council</td>
<td>793.86</td>
</tr>
<tr>
<td>Norfolk Police and Crime Commissioner</td>
<td>141.96</td>
</tr>
<tr>
<td>Aggregate of Council Tax Requirements (excluding Parish Precepts and Special Expenses)</td>
<td>1,025.82</td>
</tr>
</tbody>
</table>

7) The Council has determined that its relevant basic amount of Council Tax for 2016/17, which reflects an increase of £4.32, is not excessive in accordance with principles approved under Section 52ZB of the Act.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2016/17 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Act.

3327 MULBARTON NEIGHBOURHOOD PLAN: CONSIDERATION WHETHER THE PLAN SHOULD BE MADE PART OF THE DEVELOPMENT PLAN

Cllr J Fuller introduced the report to Council, which presented members with the Mulbarton Neighbourhood Plan for approval.
Cllr N Legg, local member for Mulbarton, commended the report to members, explaining that 90% of the votes in the public referendum had been in favour of the Plan. He thanked Adam Nicholls, the Planning Policy Manager, for his support throughout the process. Cllr C Foulger, also local member for the village, echoed the comments of Cllr Legg, adding that he had been very impressed by the work and dedication of the local Parish Council, with regard to the Plan’s formation.

It was unanimously

**RESOLVED:** To “make” the Mulbarton Neighbourhood Plan with immediate effect, and to delegate to the Director of Growth and Localism authority to publish and publicise the Decision Statement as soon as possible afterwards, in line with the legislative requirements.

### 3328 PAY POLICY STATEMENT 2016/17

Cllr M Edney presented the report to members, which sought Cabinet approval for the Council’s 2016/17 Pay Policy Statement. Cllr Edney explained that the production of a Pay Policy Statement was a requirement of the Localism Act, introduced in 2012, and added that the Pay Policy Statement had already been endorsed by the Joint Consultative Committee, at its meeting held 16 December 2016.

**RESOLVED:** To approve South Norfolk Council’s Pay Policy Statement for 2016/17.

### 3329 MAKING DECISIONS ON PLANNING POLICIES THAT FALL OUTSIDE THE LOCAL PLAN

Cllr J Fuller introduced the report to members, explaining that the Cabinet had requested this report to Council, following its consideration regarding an Article 4 Direction, with respect to the Cringleford Business Centre.

Referring to paragraph 4.1.3, Cllr Fuller suggested that the consent of the Chairman of the Cabinet should also be required for those decisions taken urgently by the Chief Executive, or relevant Director, in addition to the consent required from the Chairman of the Scrutiny Committee and Development Management Committee, and this was subsequently agreed by Council.

Cllr C Kemp, commenting on the same paragraph, explained that the consent of both the Chairmen of Scrutiny and Development Management Committee was also required for those decisions made by the Cabinet.
RESOLVED: To agree the decision making approach for non-local plan planning policies as outlined in paragraphs 4.1 (as amended) and 4.2 of the report.

3330 QUESTIONS TO CHAIRMEN AND CABINET MEMBERS

(a) CABINET

Cllr T Lewis referred to the referendum to be held 23 June 2016, regarding whether or not to remain in the European Union, and he asked Cllr J Fuller whether he could say at this stage, what result would be in the best interest of residents of South Norfolk. In response, Cllr Fuller explained that the proximity of Europe was very important to the economy of South Norfolk, and he referred to the energy industry and the links with Europe regarding health and the environment. He felt that the pros and cons of both options required detailed consideration, but he stressed that Europe was an important customer to the region.

In response to a query from Cllr Lewis regarding the Council’s Community Coordinators, Cllr Y Bendle explained that two coordinators had been appointed in Diss a year ago, to support the people and their community in establishing the links needed to help themselves, and to access any support they might need. Their aim was to connect with people which might not otherwise contact the Council or be brought to the attention of the Early Help Hub. The posts had proved very successful and the Council had recently obtained a grant which provided funding for additional Community Connectors in both Wymondham and Costessey.

(b) SCRUTINY COMMITTEE

There were no questions to the Chairman of the Scrutiny Committee.

(c) LICENSING, APPEALS AND COMPLAINTS COMMITTEE / LICENSING AND GAMBLING ACTS COMMITTEE

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

(d) DEVELOPMENT MANAGEMENT COMMITTEE

There were no questions to the Chairman of the Development Management Committee.
(e) ELECTORAL ARRANGEMENTS REVIEW COMMITTEE

There were no questions to the Chairman of the Electoral Arrangements Committee.

(The meeting concluded at 8.50 pm)

___________________________
Chairman

Council MIns CLW230216

Monitoring Officer Report

Report of the Monitoring Officer
Cabinet Member: John Fuller, Economy and External Affairs

CONTACT
Leah Mickleborough, 01508 533954
lmickleborough@s-norfolk.gov.uk
1. Introduction

1.1 The purpose of this report is to seek approval to make amendments to the Council’s committee structure and the re-formation of the Greater Norwich Development Partnership.

2. Committee Structure

2.1 The Leader of the Council, if re-elected, has indicated that he intends to modify the Cabinet Portfolios and undertake some minor re-alignments to the corresponding Cabinet Policy Committees.

2.2 In addition, discussion has taken place between former partners of the Greater Norwich Development Partnership (GNDP). Previously, the GNDP operated to provide oversight and advice to partners on the development of the Greater Norwich Local Plan. Partners have indicated they are supportive of rolling forward the Joint Core Strategy to include new allocations, to deliver growth in the period to 2036. To facilitate development of the Strategy, ensuring there is an up-to-date plan at the end of the decade, and to meet deadlines established there is clearly scope for partners to work together once more.

2.3 The previous GNDP structure operated so that the Board meets in public, making recommendations to constituent authorities; decision making remains the responsibility of the individual Councils. At present, there is uncertainty about the most appropriate future joint working arrangements in the Greater Norwich area due to the proposed devolution deal, and whilst this uncertainty exists it is proposed that the previous structure is re-established. The terms of reference and structure are included at Appendix 3 to this report; whilst this report proposes for South Norfolk Council to re-form the Board, separately on this agenda Council will appoint the representatives.

2.4 The revised portfolios are detailed at Appendix 1. This primarily moves planning policy to the revised Planning Policy and Regulation portfolio.
The changes to Policy Committees arise for a number of reasons. It is clear that the present Government has placed great emphasis on economic growth, prosperity and housing; these drivers are keenly reflected in the Council’s new Corporate Plan. The Corporate Plan aligns services around core themes, and following on from this it is sensible to ensure that the Policy Committee structure is reflective of our Corporate Plan approach and themes.

2.5.1 Growth, Infrastructure and Environment Policy Committee: This committee will have a key emphasis on Economic Growth and Infrastructure requirements, and is expected to have strong synergy with the Greater Norwich Infrastructure Delivery and Planning Board, and the Greater Norwich Growth Board. This Committee will take on the work of the Broadband and Infrastructure Task Group.

2.5.2 Planning Policy and Regulation Policy Committee: This Committee will oversee the development of the Local Plans, working alongside the Growth, Infrastructure and Environment Policy Committee to support growth in the District and linking to the Greater Norwich Development Partnership. This will encompass the work of the Gypsy and Traveller Local Plan Task Group and make recommendations to Cabinet, and Council, for consideration.

2.5.3 Stronger Communities and Leisure Policy Committee: This Committee will lead on our local communities work, including the leisure centres – taking on the work of the former leisure working group.

2.5.4 The Finance, Resources, Audit and Governance Policy Committee and the Housing, Wellbeing and Early Intervention Policy Committee will remain unchanged.

2.6 As is set out within this report, it is proposed that the Policy Committees will take on the work of the current Task and Finish Groups, which are appointed by Cabinet. It will therefore be necessary for Cabinet to agree to the formal disbandment of these groups at their next standing meeting.

2.7 The full schedule of appointments for the municipal year is included in Appendix 2 for approval by Council. As with previous years, the Conservative Group will not take their full allocation of seats on the Scrutiny Committee, taking 7 of their 9 allocated seats. As this is contrary to the rules of political balance, a nem con resolution, with no member voting against, will be required with respect to this part of the decision.
3. Recommendation

3.1 Council is requested to:

3.2 Subject to the consent of the Leader of the Council, agree the modification to the delegation of responsibilities, cabinet portfolios and cabinet policy committees as outlined in section 2 of this report, and appendix 1;

3.3 Agree to the allocation of seats on Council Committees in accordance with Appendix 2 to this report and appoint to those seats as advised by Group Leaders;

3.4 To appoint Chairmen and Vice-Chairmen as set out in Appendix 2 to this report;

3.5 Agree to support the re-formation of the Greater Norwich Development Partnership, as set out in Appendix 3 to this report
### APPENDIX 1

<table>
<thead>
<tr>
<th>Leader - Economy and External Affairs</th>
<th>Finance and Resources</th>
<th>Stronger Communities and Leisure</th>
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<tbody>
<tr>
<td><strong>Activity</strong></td>
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<td><strong>Policy Committee</strong></td>
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<td><strong>Activity</strong></td>
<td><strong>Officer</strong></td>
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<td><strong>Officer</strong></td>
<td><strong>Policy Committee</strong></td>
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<td>DBD</td>
<td>FRAG</td>
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<tr>
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<td>DCS</td>
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<td>Elections</td>
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<td>Cross-Cutting</td>
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<td>Internal Audit</td>
<td>DBD</td>
<td>FRAG</td>
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<tr>
<td>Market Towns Initiative</td>
<td>DGL</td>
<td>Growth, Infrastructure and Environment</td>
</tr>
<tr>
<td>Communications and Media</td>
<td>CEX</td>
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<td>FRAG</td>
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<td>CEX</td>
<td>Cross-Cutting</td>
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<tr>
<td>Events</td>
<td>DCS</td>
<td>Stronger Communities and Leisure</td>
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<tr>
<td>Customer Services</td>
<td>DGL</td>
<td>Cross-Cutting</td>
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<td>Risk Management</td>
<td>DBD</td>
<td>FRAG</td>
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</tbody>
</table>

**Abbreviations:**
- CEX = Chief Executive
- DGL = Director of Growth and Localism
- DBD = Director of Business Development
- DCS = Director of Community Services
- FRAG = Finance, Resources, Audit and Governance Policy Committee
<table>
<thead>
<tr>
<th>Environment and Recycling</th>
<th>Planning Policy and Regulation</th>
<th>Wellbeing and Early Intervention</th>
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<td>Growth, Infrastructure and Environment</td>
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<td>Growth, Infrastructure and Environment</td>
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<tr>
<td>Street Cleaning and grounds maintenance</td>
<td>DCS</td>
<td>Growth, Infrastructure and Environment</td>
</tr>
</tbody>
</table>

Abbreviations:
CEX = Chief Executive
dG = Director of Growth and Localism
DBD = Director of Business Development
dCS = Director of Community Services
FRAG = Finance, Resources, Audit and Governance Policy Committee
Appendix 2

Appointments to Committees, 2016/17

Other Committees

Scrutiny Committee (9)
(7 Conservative / 2 Liberal Democrat – as the Conservative Group have elected not to take their full allocation of seats)

Licensing and Standards Committee (15)
(13 Conservative / 2 Liberal Democrat)

Development Management Committee (11)
(10 Conservative / 1 Liberal Democrat)

Development Management Substitutes Pool (7)
(6 Conservative / 1 Liberal Democrat)

Sites Sub-Committee (6)
(5 Conservative / 1 Liberal Democrat)

Emergency Committee (5)
(4 Conservative / 1 Liberal Democrat)

Electoral Arrangements Review Committee (5)
(4 Conservative / 1 Liberal Democrat)

Aldermanic Review Panel
To be composed the Chairman of the Council, the leaders of both the majority and main opposition groups, and any current members who have previously served as Chairman of the Council

Committees of the Council’s Executive

Growth, Infrastructure and Environment (7)
(6 Conservative / 1 Liberal Democrat)

Housing, Wellbeing and Early Intervention (7)
(6 Conservative / 1 Liberal Democrat)

Planning Policy and Regulation (7)
(6 Conservative / 1 Liberal Democrat)

Stronger Communities and Leisure (7)
(6 Conservative / 1 Liberal Democrat)

Finance, Resources, Audit and Governance (7)
(6 Conservative / 1 Liberal Democrat)
Neighbourhood Chairman (5)
All Conservative

Chairmen of Committees

Council Committees

<table>
<thead>
<tr>
<th>Body</th>
<th>Chairman</th>
<th>Vice-Chairman</th>
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</thead>
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<tr>
<td>Council</td>
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<td>Scrutiny</td>
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<td>Licensing and Appeals</td>
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<td>Standards</td>
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<td>Emergency</td>
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Executive Committees

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<th>Vice-Chairman</th>
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<tr>
<td>Cabinet</td>
<td>Leader of the Council</td>
<td>Deputy Leader of the Council</td>
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<td>Growth, Infrastructure and Environment</td>
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<tr>
<td>Planning Policy and Regulation</td>
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<td></td>
</tr>
<tr>
<td>Housing, Wellbeing and Early Intervention</td>
<td></td>
<td></td>
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<tr>
<td>Stronger Communities and Leisure</td>
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<tr>
<td>Finance, Resources, Audit and Governance</td>
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<tr>
<td>Joint Consultative Committee</td>
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</tr>
</tbody>
</table>
Governance and Support Arrangements

The Greater Norwich Development Partnership Board

The Greater Norwich Development Partnership Board will exercise political leadership for the planning activities carried out jointly by the Greater Norwich Local Planning authorities. This group is made up of three members from Broadland, Norwich City Council, South Norfolk Council, Norfolk County Council and a member from the Broads Authority. The group is supported in its role by the Director level representation from each Local Authority and a series of advisors who will be seconded into the group when necessary.

Membership of the GNDP Board

Broadland District Council
Norwich City Council
South Norfolk Council
Norfolk County Council
Broads Authority

up to three members from each Council, including Leader and Planning Portfolio
up to three members including the Chair of EDT committee
one member

Substitutes: Members may submit substitutes when unable to attend themselves in agreement with the chair
Frequency: Meetings are held quarterly or more frequently as required.

Responsibilities
- To prepare and monitor a joint Local Plan for the three district local planning authority areas of Broadland, City of Norwich and South Norfolk, to include integrated land-use and transport policies.
- To oversee the work of the Greater Norwich Local Plan team and associate bodies and ensure all bodies work effectively.
- To make recommendations to the Councils and Broads Authority on any wider planning matter affecting the Broadland, City of Norwich and South Norfolk administrative areas.
- To advise on the development of the Local Transport Plan (LTP) implementation strategies and on future reviews of the LTP relevant to the area, including the Norwich Area Transportation strategy (NATS).
- To facilitate joint working between the local planning authorities and the local transportation authority on matters of common interest and benefit.
- To ensure the Greater Norwich Infrastructure Plan reflects the needs of the Greater Norwich Local Plan.

The Greater Norwich Infrastructure Delivery and Planning Board
The Directors are responsible for directing the Greater Norwich strategic planning activity on behalf of the Authorities and ensuring it meets the objectives.

Membership of the Greater Norwich Infrastructure Delivery and Planning Board

Broadland District Council                  Head of Planning
Norwich City Council                       Executive Head of Regeneration & Development
South Norfolk Council                      Director of Growth and Localism
Norfolk County Council                     Executive Director of Community and Environmental Services
Broads Authority                          Director of Planning and Resources
New Anglia Local Enterprise Partnership   Managing Director
Greater Norwich Partnership               Partnership Manager

Substitutes: Director’s may submit substitutes when unable to attend themselves.

In attendance at Board meetings
Representatives from the Greater Norwich Local Plan Group and the Greater Norwich Projects Team will attend when required.
Council AGM
23 May 2016

Agenda Item: 11

Report of the Democratic Services Officer
Cabinet Member: John Fuller, Leader of the Council

CONTACT
Sue Elliott 01508 533943
selliott@s-norfolk.gov.uk

Appointments to Outside Bodies
1. Introduction

1.1 This report sets out the current organisations on which the Council has been represented during 2015/16, and those organisations that have invited Council representation for 2016/17. The Council needs to consider if it wishes to continue to appoint to outside organisations and which members to appoint as representatives.

2. Background

2.1 Council is responsible for making appointments of representatives to serve on outside organisations.

3. Current Position/Findings

3.1 Attached at Appendix 1 is a current list of organisations on which the Council is represented and the appointed representatives for 2015/16.

3.2 Members should note that the Council is not required to appoint directly to Whitlingham Charitable Trust as members are appointed to this body by the Broads Authority.

3.3 It has been requested that the Council appoint a substitute member to the Community Safety Partnership (Scrutiny) in addition to the existing requirement of one representative.

3.4 As outlined in the Monitoring Officer Report (Agenda Item 10), there is now a requirement to appoint to the Greater Norwich Development Partnership.
4. Proposals

4.1 It is proposed that the Council continues to appoint to outside organisations during 2016/17, as listed at Appendix 2 of the report.

4.2 Representation on outside bodies strengthens the community leadership role of elected members. It ensures that the Council is made aware of issues within partner organisations and ensures the interests of the Council and its residents are presented in the wider community.

4.3 Group Leaders have been asked to consider member appointments for 2016/17.

5. Risks and implications arising

5.1 Financial - there is a direct cost to the Council in members’ travelling and subsidence costs, but this is taken into account in the current budget.

6. Other options

6.1 The Council could decide not to accept invitations to be represented on outside bodies.

7. Recommendation

7.1 To recommend that Council makes appointments to those outside organisations listed in Appendix 2 of the report, for 2016/17.
## Appointed Representatives on Outside Bodies for 2015/16

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>No. REPS</th>
<th>REPRESENTATION FOR 2015/16 AGM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A47 Alliance</td>
<td>One</td>
<td>Margaret Dewsbury</td>
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<tr>
<td>Aldeby Pits Liaison Committee</td>
<td>One</td>
<td>William Kemp</td>
</tr>
<tr>
<td>Border Hoppa</td>
<td>One</td>
<td>Brian Riches</td>
</tr>
<tr>
<td>Broads Authority</td>
<td>One</td>
<td>Vic Thomson</td>
</tr>
<tr>
<td>CNC Board</td>
<td>One</td>
<td>David Bills</td>
</tr>
<tr>
<td>CNC Consultancy Service</td>
<td>One</td>
<td>David Bills</td>
</tr>
<tr>
<td>Community Safety Partnership (Scrutiny)</td>
<td>One (+sub)</td>
<td>Robert Savage</td>
</tr>
<tr>
<td>Diss Community Partnership</td>
<td>One</td>
<td>Graham Minshull</td>
</tr>
<tr>
<td>Diss, Thetford and District Citizens Advice Bureau</td>
<td>One</td>
<td>Tony Palmer</td>
</tr>
<tr>
<td>District Council's Network</td>
<td>One (+ sub)</td>
<td>John Fuller (Martin Wilby)</td>
</tr>
<tr>
<td>East of England Leaders' Board</td>
<td>One (+sub)</td>
<td>John Fuller (Martin Wilby)</td>
</tr>
<tr>
<td>Greater Norwich Growth Board</td>
<td>One</td>
<td>John Fuller</td>
</tr>
<tr>
<td>Hingham Education Trust</td>
<td>One</td>
<td>Yvonne Bendle</td>
</tr>
<tr>
<td>Local Government Ass. - General Assembly</td>
<td>One (+ sub)</td>
<td>John Fuller (Martin Wilby)</td>
</tr>
<tr>
<td>Local Government Ass - Rural Services Network</td>
<td>One (+ sub)</td>
<td>Jeremy Savage (Charles Easton)</td>
</tr>
<tr>
<td>Local Government Information Unit</td>
<td>One (+ sub)</td>
<td>Yvonne Bendle (Phil Hardy)</td>
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<tr>
<td>Norfolk Arts Forum Steering Committee</td>
<td>One (+ sub)</td>
<td>Andrew Pond (Trevor Lewis)</td>
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<tr>
<td>Norfolk Citizens' Advice Bureau</td>
<td>One</td>
<td>Lisa Neal</td>
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<tr>
<td>Norfolk Duty to Co-operate Member Forum</td>
<td>One (+ sub)</td>
<td>John Fuller (Derek Blake)</td>
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<tr>
<td>Norfolk Health Overview and Scrutiny Committee</td>
<td>One (+ sub)</td>
<td>Nigel Legg (Colin Foulger)</td>
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<tr>
<td>Norfolk Health and Well Being Board</td>
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<td>Yvonne Bendle (Alison Thomas)</td>
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<tr>
<td>Norfolk Joint Museums Committee</td>
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<td>Barry Stone (Jenny Wilby)</td>
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<td>John Fuller</td>
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<tr>
<td>Norfolk Parking Partnership Joint Committee</td>
<td>One</td>
<td>William Kemp</td>
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<td>Norfolk Police and Crime Panel</td>
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<td>Christopher Kemp (Robert Savage)</td>
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<td>Leslie Dale (Trevor Lewis)</td>
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<td>Norfolk Waste Partnership</td>
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<td>ORGANISATION</td>
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<td>REPRESENTATION FOR 2016/17 WEF AGM</td>
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<tr>
<td>Norfolk Citizens' Advice Bureau</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Norfolk Duty to Co-operate Member Forum</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>Norfolk Health Overview and Scrutiny Committee</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>Norfolk Health and Well Being Board</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>Norfolk Joint Museums Committee</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>Norfolk Leaders' Group</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Norfolk Parking Partnership Joint Committee</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Norfolk Police and Crime Panel</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>Norfolk Rail Policy Group</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>Norfolk Records Committee</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>Norfolk Rivers Internal Drainage Board</td>
<td>Three</td>
<td></td>
</tr>
<tr>
<td>Norfolk Waste Partnership</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>North East Suffolk CAB (NESCAB)</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Norwich Area Museums Committee</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Norwich Fringe Project – Joint Advisory Panel</td>
<td>One (+ sub)</td>
<td></td>
</tr>
<tr>
<td>Nplaw Board</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Royal Norfolk Agricultural Ass. - Council</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>SNC Wholly Owned Companies (Shareholder Rep)</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>South Norfolk Older Peoples Forum</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Venta Icenorum JAB</td>
<td>Three</td>
<td></td>
</tr>
<tr>
<td>VisitNorwich Limited</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Water Management Strategy Forum</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Waveney Valley Local Action Group</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Waveney, Lower Yare &amp; Lothingland IDB</td>
<td>Four</td>
<td></td>
</tr>
</tbody>
</table>
Ninth Report of the Independent Panel to Review the Scheme of Allowances for South Norfolk Council
1. Introduction

1.1 Periodically, local government bodies are required to review their scheme to determine the level of expenses and allowances that Councillors receive for undertaking their role. This report seeks to inform Council of the outcome of the work undertaken by the Independent Remuneration Panel appointed to review the scheme, making recommendations for Council to consider.

2. Background

2.1 The Independent Remuneration Panel last considered the scheme of members’ allowances in early 2012. Since that time, two of the members of the panel have left, meaning that it now consists of Peter Franzen (Chair), representing the media; Chris Walker, representing Town and Parish Councils; Patrick Gorman, representing the business sector, and Cindee Creehan, representing the voluntary sector.

2.2 The Panel has met on 3 occasions in order to make its current recommendations, including a session held on 15 February 2016 where Councillors were invited to put their views to the Panel; this was attended by Councillors Fuller, Lewis and Kemp. The panel has also had opportunity to review a wide range of information including the allowance and expense rates for other similar Councils and the outcomes of a timesheet exercise undertaken by South Norfolk Councillors. The Panel would like to note their thanks to Councillors in supporting their work, particularly in collating timesheets and providing their views on the scheme to group leaders.

2.3 The Panel’s work was supported by Leah Mickleborough, Monitoring Officer, though the conclusions and recommendations raised are their own.
3. Key Issues Considered

Members Allowances

3.1 In reviewing the level of allowances payable to Councillors, the Panel were mindful of a range of factors. Since their last review was undertaken, the financial landscape for local authorities had changed significantly, and the Panel were keen to ensure that the scheme proposed was both affordable to the Council, and sensitive to the financial environment. The Panel were keenly aware of the negative publicity attracted by other authorities who had made significant increases to their remuneration levels, and considered, whilst recognising it is important that Councillors are recognised for the work they undertake, agreed that it would not be appropriate to propose a significant change in South Norfolk’s rates at this time.

3.2 The Panel were also mindful that the financial and legislative landscape meant that authorities needed to be bolder in their decision making, and the remuneration levels needed to acknowledge that some members had to take the greatest weight of responsibility for this. Whilst this is primarily recognised through the special responsibility allowances, an appropriate balance needed to be struck between the level of basic allowance, and the relative tiers of special allowances to recognise the challenges that senior members of the authority faced in their work.

3.3 In undertaking their work, the Panel members carefully scrutinised the outcomes of the timesheet exercise, which overall reflected that the time commitment of Councillors was broadly the same as the previous review. The 2016 exercise indicated that backbench Councillors spend an average of 53 hours performing their role, and those receiving special allowances averaged 77 hours. The Panel also had access to a range of other information, including comparative allowance and expense schemes for other authorities, although it was recognised that due care needed to be given to ensure the scheme was right for South Norfolk, taking into account the differing responsibilities of Councillors at each authority.

3.4 Previously, the Panel has sought to take an approach of assessing the level of hourly average wages, and then take into account the “voluntary” element of the Councillor role in determining the level of basic allowances; the level of special allowances were then reviewed and adjusted based, primarily, in line with the level paid at other authorities. However, in undertaking their current year
review, the Panel decided to focus on what was achievable given the financial envelope available to South Norfolk Council and maintaining the principle to ensure an appropriate balance is struck between the basic allowance and rewarding those members that have the most significant responsibilities.

3.5 The Panel also recognised that over the past 4 years, the level of allowances had risen in line with the national pay settlement awarded to staff. Taking this into account, the Panel is now recommending a modest 0.5% increase in the level of basic allowances for 2016/17. The cost of this proposal represents an additional £23 per Councillor, to take the total basic allowance to £4,630.

3.6 The panel considers that the pyramid approach to establishing the level of special responsibility allowances used by a number of authorities gave a transparent basis on which to base their review. This suggests that different responsibilities should be linked to a particular level, and whilst a basic 100:75:50:25 ratio was not workable at South Norfolk, 5 tiers of responsibility could readily be established compared to the previous 6 levels. Further, the Panel considers that it would also aid understanding to link the levels of special allowances to the level of basic allowances rather than having no clear correlation between the two. This has led to some small disparity in the relative increases and decreases in special allowances, however should simplify the system and aid its understanding to members of the public. The full list of special allowances, and proposed rates, is included in the proposed scheme at Appendix A.

3.7 In determining the relative ratios of allowances, the Panel took into account the information from timesheets on the ratio of time incurred by those receiving allowances compared to backbench members; the relative increases or decreases that may result in allowances, and the relative roles that were undertaken by the members and the responsibility that this entailed.

3.8 In reaching their decisions on the rate of special allowances, the Panel took account of the following matters:

3.8.1 The role of the Neighbourhood Chairman has significantly changed since the last review of allowances. Previously, members in this role were responsible for chairing Neighbourhood Board meetings, and had oversight for the delivery of the Your Neighbourhood, Your Choice programme in their area. Whilst the role still oversees the delivery of the Community Action Fund, it was considered the special responsibility allowance for this role should be reduced.

3.8.2 The frequency of licensing committees has continued to be limited, and with this in mind it was similarly considered that the special allowance for the role should be reduced.
3.8.3 The recently introduced Electoral Arrangements Review Committee will have an important role to play in shaping the future of the District in the forthcoming electoral term. The Committee has met frequently over the past year and is likely to continue to need to do so. With this in mind, it was considered by the Panel appropriate to introduce a special allowance for the Chairman of the Committee.

3.8.4 The Panel received a proposal that members of the Development Management Committee should receive a special allowance. This provoked an interesting debate amongst the Panel, but in conclusion it was considered that whilst it was recognised the challenging nature of the decisions that have to be made by this committee, they did not wish to set a precedent by awarding the members of a committee an allowance; this could lead to a dilution in the nature of special responsibilities and unfairness between backbench members appointed to different committee positions.

3.9 In total, taking into account all changes put forward by the Panel, the scheme would cost 3% more than the current theoretical cost of scheme (being the total amount of basic allowance and special allowances that are payable to members of the Council) – however, given historically not all Councillors have claimed what they are fully entitled to, it is likely that in practice the actual cost of the scheme would be broadly consistent with both the existing budget and totals actually paid to Councillors. However, the Panel considers they are satisfied with the overall cost of the scheme, and felt that the changes put forward ensures that those who are required to invest more hours in their Council work and have a greater degree of responsibility through they perform are rewarded more appropriately.

3.10 The Panel do wish to make clear that they recommend all Councillors who qualify to receive special responsibility allowances by virtue of the position or role that they perform ensure that they attend the training required to achieve and maintain competency in their role.

3.11 The Panel raised concern that the current wording that “caps” the level of allowances payable to Councillors where they undertake multiple roles is unclear. This was reinforced by officers, who identified that a recent audit had also raised concern that the current scheme was not possible to operate in practice. It was confirmed to the panel that this situation had only arisen from 1 June 2015, where, due to changes in Councillor responsibility, a very small number of Councillors were in receipt of more than one special allowance. Were the full terms of the scheme be employed, those Councillors would have been penalised in that they would have actually had their total allowances reduced for taking on extra responsibility.
3.12 The Panel felt it appropriate to remedy the situation retrospectively by proposing that from 1 June 2015, Councillors could receive up to two special allowances. Although the panel noted that some Councils cap the level of allowances at just one special responsibility allowance, it was considered that if Councillors do take on additional roles, then they should be rewarded accordingly. The timesheets demonstrated that it was feasible to undertake more than one role successfully, and that if a Councillor was taking on too many roles then this would be identified by group leaders and peers and the number of appointments reduced. As a result, they propose that the scheme is amended from 1 April 2016 to remove the cap on the number of special responsibility allowances that can be claimed.

3.13 The last panel review agreed that each year, the level of allowances should rise in line with the national pay settlement for staff. However, with uncertainty regarding the overall financial and governance environment for local authorities, the Panel agreed that in future it would be sensible that were the national pay settlement be 1% or less, then the level of basic and special responsibility allowances rise accordingly. However, if the rate is greater than 1%, the Panel can meet to determine the rise that should apply to members. Further, should there be any significant changes in a role to which special allowances apply, then the Panel will be informed by the Monitoring Officer, after which they will determine whether they need to meet to reconsider the allowance for that role.

Expenses

3.14 The panel are proposing a number of adjustments to the scheme of expenses for Councillors, as follows:

3.14.1 IT Allowances: the costs of Broadband provision have significantly fallen since the last panel review. With increased electronic working, it was recognised that it is required to perform the work of a Councillor... Hence it was felt that all Councillors could claim a technology allowance of £10 per month as a contribution to costs towards, for example, broadband costs, purchase of printer cartridges, etc. Those Councillors who Bring their own Device can claim an additional £60 per annum.)

3.14.2 Meal Allowances: It was felt that the current rates for meals did not reflect the reality of the modern environment. The Panel now propose that the rates be set at £8 for breakfast; £8 for lunch and £15 for dinner, and to remove the rate for afternoon tea.
3.14.3 Accommodation Allowances: review indicated that with some basic planning, it is feasible to secure appropriate accommodation at the current rates, and therefore it was simply proposed to remove the rounding so that the total amount claimable is £88 is outside of London and £100 for London accommodation.

3.14.4 Travel expenses: the requirement for VAT receipts with fuel claims is proposed to be removed, as is the rate for second and third passengers within a car of 2p per mile (which is very rarely used in practice). Receipts for subsistence claimed (parking, rail tickets purchased, meals etc) are still required. It is proposed to change the train travel so that the presumption is that standard class of train travel be used, and first class should only be used where it is the same price or cheaper than standard class (which again, reflects the reality of how Councillors operate at present)

3.14.5 Carers Allowance: it was felt that to ensure consistency and fairness, this should be set as the national minimum wage for age 25 and over – now called the national living wage. This would represent £7.20 for the 2016/17 financial year. Although a higher rate was considered for those with more complex care needs, this would be difficult to operate in practice and further it was felt that such costs should be met from personal care budgets.

4. Proposals

4.1 The proposed scheme is attached at Appendix A.

4.2 However, this is a proposal, and Council do have the right to put forward alternatives should they wish.

5. Risks and implications arising

5.1 The financial implications of the proposed scheme are set out in paragraph 3.8. Although the scheme reflects a small increase in cost compared to the current scheme, historically some Councillors have not claimed all they are entitled to and therefore the actual cost to the Council will be consistent with the current cost of Allowances.
5.2 The Panel have ensured that due weight is given to equalities implications in proposing the scheme, for example through reviewing the level of carers allowances payable, and ensuring there is flexibility within the scheme for the Director or Monitoring Officer to designate additional costs as approved duties for the purposes of claiming expenses.

6. Recommendation

6.1 It is recommended by the Independent Remuneration Panel that the Council adopts the revised Scheme of Members Allowances attached at Appendix A.
Appendix A

Proposed Members’ Allowances & Approved Duties

1. Basic Allowance

1.1 A basic allowance per annum is automatically paid on a monthly basis to all members, which is £4,630. This is deemed to include incidental expenses such as heating, lighting, telephone, stationery and postage. No form of claim is required from the member.

1.2 Instead of claiming the basic allowance, members on income related benefits are entitled to claim such expenses as are wholly, exclusively and necessarily incurred in pursuance of their duties as District Councillors, up to the amount of basic allowance, regardless of excess expenditure nevertheless incurred. Such expense claims must be evidenced.

2. Special Responsibility Allowance

2.1 In addition to the basic allowance a further payment, a Special Responsibility Allowance (SRA) is paid to members exercising special responsibilities where each payment reflects the level of responsibility. These are paid monthly. No form of claim is required from the member.

2.2 Special Responsibility Allowances will be paid as follows:

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Leader of the Council</th>
<th>12,038</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.6 x Basic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 2</td>
<td>Cabinet Members;</td>
<td>6,019</td>
</tr>
<tr>
<td>1.3 x Basic</td>
<td>Chairman of the Council; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chairman of the Development Management Committee</td>
<td></td>
</tr>
<tr>
<td>Tier 3</td>
<td>Chairman of the Scrutiny Committee</td>
<td>4630</td>
</tr>
<tr>
<td>1 x Basic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 4</td>
<td>Deputy Cabinet Members;</td>
<td>2778</td>
</tr>
<tr>
<td>0.6 x Basic</td>
<td>Leader of the Main Opposition Group;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chairman of the Electoral Arrangements Review Committee</td>
<td></td>
</tr>
<tr>
<td>Tier 5</td>
<td>Neighbourhood Chairmen</td>
<td>1,389</td>
</tr>
<tr>
<td>0.3 x Basic</td>
<td>Chairman of the Licensing Committees;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chairman of the Standards Committee;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V-Chairman of the Development Management Committee;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V-Chairman of the Scrutiny Committee;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V-Chairman of Council</td>
<td></td>
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</tbody>
</table>
2.3 Members are permitted to claim all SRA’s to which their role(s) are entitled to receive.

3. **Carers’ Costs**

3.1 The Council will reimburse the costs of care for young children and other dependents if a councillor has inescapable domestic responsibilities. The period covered will be in line with the total absence for approved duties including travelling time each way. A receipt signed by the carer is required. Members are also entitled to claim in respect of up to a maximum of 8 hours per week or 2 meetings per week, whichever is the lesser for council business that relates to their work as a District councillor both in their parishes or on District Council business. This allowance should not be generally payable to members of the Councillor’s family, but in exceptional circumstances there may be no alternative, and in such cases, it is delegated to the Monitoring Officer to decide if it is reasonable or not.

3.2 The maximum allowance is the rate of national minimum wage (aged 25 or over)

4. **IT Expenses**

4.1 Members are entitled to claim a £10 per month IT allowance, as a contribution towards any IT costs wholly and necessarily incurred to undertake their role.

4.2 The Council expects all members to bring their own electronic device in order to facilitate electronic working. Councillors may claim up to £60 per year to support costs incurred as a result of this approach. This may only be claimed by those members who are using their own device and not by those using a County Council owned device, or by those with exceptional circumstances who require a South Norfolk Council device.

5. **Travelling Allowance**

5.1 A member may use a car if such use results in substantial saving of time, is in the interests of the Council, or is otherwise reasonable:

<table>
<thead>
<tr>
<th>Rates applicable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motor car</strong></td>
<td>45p per mile - plus 5.0p per mile for any passengers</td>
</tr>
<tr>
<td><strong>Motor-cycle</strong></td>
<td>24p per mile</td>
</tr>
<tr>
<td><strong>Cycling</strong></td>
<td>20p per mile</td>
</tr>
</tbody>
</table>

5.2 Members are advised that, as a general rule, mileage claims should be made on the basis of a ‘nearest available route’ between start and finish of each journey for attendance at any approved duty. Travel should normally be claimed from the members’ home address, but if for unavoidable reason this should not be possible, then the claim for mileage should only be for any additional miles incurred by virtue of a different starting place.
5.3 For travel by public transport, the presumption should be that members will travel standard class. Members may travel by first class where this is the same cost, or cheaper, than standard class travel.

6. Subsistence Allowance

6.1 Day Subsistence Allowance

These allowances are paid at the same rate as for officers. The rates are:

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
<td>£8.00</td>
</tr>
<tr>
<td>(more than 4 hours away from normal place of residence before 11 am.)</td>
<td></td>
</tr>
<tr>
<td><strong>LUNCH</strong></td>
<td>£8.00</td>
</tr>
<tr>
<td>(more than 4 hours away from normal place of residence including the lunch–time between 12 noon and 2 pm.)</td>
<td></td>
</tr>
<tr>
<td><strong>EVENING MEAL</strong></td>
<td>£15.00</td>
</tr>
<tr>
<td>(more than 4 hours away from normal place of residence ending after 7 pm.)</td>
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</tbody>
</table>

6.2 Overnight Subsistence Allowance

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence overnight</td>
<td>£88</td>
</tr>
<tr>
<td>For London and the Conference of the LGA</td>
<td>£100</td>
</tr>
</tbody>
</table>

Notes:
(a) These sums are maxima and amounts claimed should have actually been spent. The declaration on the claim form emphasises this point.

(b) Accommodation at conferences etc is often booked by an officer and paid directly by the Council and the above limits are to apply. Officers will consult members before the arrangements are made.

(c) If you need to book accommodation yourself, the above limits apply and must cover all expenses in any 24 hour period.

(d) When claiming day and overnight subsistence, members must provide receipts to support the amount claimed.

(e) In calculating the amount of subsistence the length of all approved duties (including travelling time) will be aggregated together each day and treated as if they were one approved duty.

7. Approved Duties for Payment of Travelling and Subsistence Allowances

7.1 Travelling and subsistence allowances at the levels set out in Sections 5 and 6 from time to time agreed by the authority will, except when a body to which the
Appendix A

Council makes appointments or nominations agrees to make its own payment direct to the member, be paid to Councillors undertaking the following appointed duties:

7.1.1 Attending a meeting* of

(a) the Council;
(b) the Cabinet*;
(c) a committee of the Cabinet*;
(d) a meeting of a committee or sub-committee, Panel or Working Party*

*For this purpose, “meeting” means a formally constituted public meeting of the body concerned.

(e) a pre agenda meeting with officers as a Cabinet member, chairman or vice chairman of any committee;
(f) a meeting of some other body to which the authority makes appointments or nominations;
(g) local authority association of which the authority is a member;
(h) committee or sub-committee of a body to which the authority makes appointments or nominations;
(i) Cabinet as a representative of a minority group;
(j) Scrutiny Committee as a Cabinet member for items called in from a Cabinet decision;
(k) Cabinet, a Committee or sub committee to raise any item on the agenda as a non-member.
(l) which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);

7.1.2 Attendance of any meeting with and or initiated by:

(a) The Chief Executive;
(b) A Director;
(c) A Head of Service
(d) The Governance and Business Manager
(e) The Internal Audit Consortium Manager
(f) The Scrutiny Officer;
(g) The Development Control Manager; or a Senior Planning Officer
(h) The Planning Policy Manager

7.1.3 Where members are undertaking duties:

(a) on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
(b) on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
Appendix A

(c) approved by a Director in connection with discharging the duties of the authority or its committees or sub-committees.

Will be classified as an approved duty.

7.1.4 Attendance at training events for members, convened by the Council, or external training sessions / conferences authorised by the Monitoring Officer will be an approved duty.

7.1.5 In addition to the above, members of the Council who are not on the Cabinet can claim up to two visits a month to South Norfolk House to undertake Council business. Cabinet members can claim for all visits to South Norfolk House to undertake Council business.

7.1.6 Up to 12 ward-business-related return journeys to meetings to or within their ward each month.

7.1.7 Expenses incurred in participating in official duties undertaken by the Chairman or Vice Chairman and reported to Council shall, unless Council specifically disapproves, be reimbursed at the rates set out in Part 6 of this constitution.

7.1.8 In exceptional circumstances, other duties not included above can be designated as approved duties for the purposes of travelling and subsistence allowances, with prior approval from the relevant Director or Monitoring Officer.

7.2 Undertaking Duties for the Local Government Association (LGA)

7.2.1 The application of the sections on attendance allowance, travelling and subsistence for meetings of the LGA means that any member appointed to an executive panel, or task group of the LGA may claim the allowance fixed by the LGA. The claim for allowance should be made to South Norfolk Council; it will then be reclaimed from the LGA on a quarterly basis. Travelling and subsistence allowances can be claimed from South Norfolk in accordance with the Council’s scheme. Any member involved in any of these activities should speak to the Monitoring Officer to ensure the correct allowances are claimed;

For the avoidance of doubt, the following are not eligible for reimbursement of travelling, subsistence and carers’ allowance:

- Attendance at political group meetings
- Meetings attended by a single group, with no officers present
- Attendance at civic receptions and Chairman’s receptions
- Attendance at meetings of outside bodies on which members have not been appointed by the Council
- Visits outside of South Norfolk House that are outside of a member’s own ward (e.g. Saffron)
- Any Social Events

8. Renunciation

8.1 A Councillor may forego all or any part of his/her allowances under this scheme by giving notice to that effect to the Monitoring Officer.
Appendix A

9. Part year entitlements

9.1 On basic or special responsibility allowances where entitlements are affected by changes in membership or changes in responsibilities during the year, the entitlement is calculated by taking the proportion of days entitlement to a full year. In attendance and other allowances the sum payable is that in force on the day the duty was undertaken.

10. General

10.1 The basic and special responsibility allowances are paid in the current month. Travelling, conference and other expenses are paid in arrears.

10.2 Members are required to submit their claims by the fifth working day each month so that payment can be made to their bank/building society no later than 25th of the month.

10.3 Councillors who fail to submit a claim within 3 months of carrying out the duty or incurring the expense, will be deemed, automatically, to have waived their right to claim.

10.4 If any member is in doubt about entitlement to any item, the Payroll Manager should be consulted prior to submitting a claim.

10.5 Whenever a member appointed to a conference or course or is unable to attend, the Monitoring Officer must be notified of the substitute member before he/she attends the conference or course. Failure to do so will result in no payment being made.

10.6 Members must take full responsibility for the accuracy of claims made and sign declarations to that effect.

11. Withholding allowances

11.1 In certain circumstances, the council will use its powers to withhold or recover allowances from members

If you have any queries or questions or want advice on any particular points or issues, contact the Monitoring Officer.
Annual review of the Scrutiny Committee 2015-16

Introduction by Cllr Lisa Neal, Chairman of the Scrutiny Committee

I am pleased to present this Annual Report of South Norfolk Council’s Scrutiny Committee.

All scrutiny has been carried out by the Committee, there have been no Task and Finish Groups this year. The Scrutiny Tracker System is proving very useful.

A wide variety of issues were scrutinised by the committee this year and our recommendations were accepted by Cabinet or Council. Any South Norfolk member or parish council can suggest a topic for investigation or review by the committee and all are welcome to attend our meetings.

We repeated the Directorate Plan workshop in December and believe it is evolving well to suit our needs. It allows all members to take part in informal scrutiny of the Directorate Plans, should they wish to do so, and is an excellent alternative to committee based scrutiny. The officers and members who took part this year felt that it worked very well.

I would like to thank all the officers who contribute the information and research required for our committee work, and our Scrutiny Officer, Emma Goddard, for her support and for co-ordinating everything so effectively.

I commend the report to the Council.

Lisa Neal
Working style of the Scrutiny Committee

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

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

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

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

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

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

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

Regular review
There will be regular reviews of how the overview and scrutiny process is working, and a willingness to change if it is not working well.
Programming and planning
The Scrutiny Committee will have a programme of work. Members will agree the topics to be included in the work programme, the extent of the investigation to be undertaken in relation to resources, and the witnesses to be invited to give evidence.

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

1. Introduction – by Lisa Neal, the Chairman of the Scrutiny Committee (page - 1)
2. Working style of the Scrutiny Committee (page - 2)
3. The membership of the scrutiny committee 2015 – 2016 (page - 5)
4. The scrutiny year (page - 6)
5. The scrutiny tracker & outcomes 2015 - 2016 (page - 9)
6. A quick guide to scrutiny (page - 15)
7. Public involvement and getting in touch with scrutiny (page – 16)
**The membership of the Scrutiny Committee 2015-16**

At South Norfolk Council the scrutiny function is carried out by the Council’s Scrutiny Committee and any Scrutiny Task and Finish Groups that it may appoint to investigate specific issues in greater depth. The Scrutiny Committee is politically balanced and is made up of councillors from the political groups that make up the Council. Only non–cabinet members can be on the committee and this allows those members to have an active role in the Council’s decision-making process.

The Scrutiny Committee is chaired by Cllr Lisa Neal, who is a member of the Conservative party which is the majority party at South Norfolk Council. The Committee’s Vice-Chairman is Cllr Trevor Lewis, who is a member of the Liberal Democrat Party. The Scrutiny Committee is made up of nine Councillors and membership is as follows:

**Councillors:**

Lisa Neal *(Chairman)*
Trevor Lewis *(Vice-Chairman)*

Brendon Bernard
Barry Duffin
Colin Gould
Keith Kiddie
Des Fulcher
Graham Minshull
Jenny wilby

Other non-executive members also took part as substitute members as and when required
The Scrutiny Year and how it operates at South Norfolk

What is scrutiny and how does it select topics for scrutiny?

Scrutiny is an essential part of ensuring that the Council, its partners and other public bodies remain effective and accountable. Scrutiny can examine and monitor all or part of the activity of a public sector body with the aim of improving the quality of public services. Scrutiny ensures that executives are held accountable for their decisions, that their decision-making process is clear and accessible to the public and that there are opportunities for the public and their representatives to influence and improve public policy.

Predominantly, Scrutiny Committee carries out most of its work in relation to the Council's Cabinet. It undertakes this through scheduled reviews of decisions and policies that have been agreed by the Cabinet in order to hold it to account. In addition, Scrutiny considers call-ins. A summary of decisions made by Cabinet is published immediately after each meeting of Cabinet and any three members of the Council may call-in a decision for Scrutiny to consider, which effectively means the decision is delayed until Scrutiny can examine the decision at its next meeting. After examination, Scrutiny can decide to recommend an alternative option or endorse the decision of the Cabinet. There was one call-in for the period that this Annual Report covers.

Support for the Scrutiny function

The Scrutiny function is supported by Democratic Services. The Scrutiny Officer provides advice to both members and officers and supports the Scrutiny Committee and the various Task and Finish groups that may be set up. Democratic Services Officers produce agendas and clerk the meetings. Senior officers and managers of the Council are expected to attend Scrutiny Committee and present reports at the request of the Committee. In addition, Cabinet members are often present to aid the Committee's understanding of a particular item, which makes scrutiny more effective and constructive.

Policy Committees

Policy development is undertaken by the Policy Committees. This enables a clear segregation between scrutiny and policy development. In the past, the Scrutiny Committee supported the development of policy, whilst also evaluating and assessing policies at an early stage. This structure affords the Scrutiny Committee a more independent role when challenging service delivery. In addition, the Scrutiny Committee may still appoint Task and Finish Groups to look at matters in more depth when required.
The Policy Committees feed directly into Cabinet and make recommendations based on their research and findings. Working on a formal and informal basis, these Committees are flexible to programme their work around upcoming policy and are able to focus on specific areas of the Council.

The work programme for Scrutiny Committee

The Scrutiny Committee has a structured work programme that sets out the investigations and reviews that will be carried out and reported to Committee, which is decided by members. There are also opportunities for parish councils to suggest topics for the Committee to look into. This process is known as the Community Reference Scheme and was developed by the Council some years ago and remains unique to South Norfolk. This demonstrates the commitment South Norfolk has to scrutiny and the involvement of others in the process. Members of the Council are also able to raise topics by way of a simple form or discussion with the Chairman or the Scrutiny Officer. Potential reports are assessed by way of the Council TOPIC analysis which evaluates the merits of scrutinising the issue in terms of Timeliness, Objectives, Performance, Interest and Corporate priorities.

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

Scrutiny Business Plan Workshop

In December each year an informal Scrutiny-led member Workshop is organised to review the Council’s Business Plans. This gives all Councillors the opportunity to shape the activities of the Council and how these are measured in order to deliver the priorities and outcomes determined by Cabinet. Directors and key officers are present at the workshop to answer queries and discuss the Plans.

The session allows members to assess:

- The extent to which the proposals deliver the Council’s priorities and outcomes
- The extent to which the proposals are realistic and achievable
- The impact of the proposals on customers
• The extent to which the proposals offer value for money

Joint scrutiny bodies

**Norfolk County Health Overview and Scrutiny Committee (HOSC);** South Norfolk Council has a member representative who sits on the Norfolk County HOSC plus one substitute member. For the period 2015-2016 the member representative has been Councillor Nigel Legg with Councillor Colin Foulger being the substitute member.

The role of the Norfolk County HOSC is to look at the work of the clinical commissioning groups and National Health Service (NHS) trusts and the local area team of NHS England. It acts as a 'critical friend' by suggesting ways that health related services might be improved. It also looks at the way the health service interacts with social care services, the voluntary sector, independent providers and other county council services to jointly provide better health services to meet the diverse needs of Norfolk residents and improve their well-being.

Please follow the link to the Norfolk County Council website for papers and minutes concerning the above:

**Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel;** South Norfolk Council has a member representative who sits on the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel plus one substitute member. For the period 2015 – 2016 the member representative has been Councillor Robert Savage.

The role of the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel is to:

- Scrutinise the actions, decisions and priorities of the Norfolk Countywide Community Safety Crime and Disorder Partnership in respect of crime and disorder on behalf of the (County) Community Services Overview and Scrutiny Panel
- Scrutinise the priorities as set out in the annual Countywide Community Safety Partnership Plan
- Make any reports or recommendations to the Countywide Community Safety Partnership and/or where considered appropriate to the communities Committee.
The work of the Scrutiny Committee and outcomes

The scrutiny tracker provides an overview of the work carried out by the Scrutiny Committee over the last 12 month period. It is apparent that scrutiny investigation can not only produce outcomes in terms of feeding into the decisions that are made but that it can also play a valuable role in informing and developing knowledge for members.

**Scrutiny Recommendation Tracker 2015-2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Responsible Officer</th>
<th>Resolution and Recommendations</th>
<th>Progress</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>3 July 2015</td>
<td>Neighbourhood Grants</td>
<td>Leah Mickleborough</td>
<td>RESOLVED: to note the Neighbourhood Grants Report and its findings.</td>
<td>No action required</td>
<td>Members conducted a thorough review of the first year of the Neighbourhood Grant Scheme. The Committee heard from the Neighbourhood Chairmen, which enabled the Committee to gain an understanding of the Scheme and what it has achieved to-date and gave the Chairmen the opportunity to share good practice.</td>
</tr>
<tr>
<td>30 Sept 2015</td>
<td>Review of The Work of the Norfolk Rivers Internal Drainage Board (IDB)</td>
<td>Bob Wade</td>
<td>RESOLVED: to note the work of the Norfolk Rivers IDB including its proposals for future working.</td>
<td>No action required</td>
<td>Members learnt of the work of the Norfolk Rivers IDB within the District and of future plans to expand the remit of the IDB.</td>
</tr>
<tr>
<td>18 Nov 2015</td>
<td>Market Towns Initiative (MTI)</td>
<td>David Disney</td>
<td>RESOLVED to 1. note the contents of the report 2. request that officers liaise with Norfolk County Council (NCC)</td>
<td>The traffic signage study is complete and officers have received prices from NCC to undertake this work. We are also in receipt of a quotation from NCC regarding work</td>
<td>Members of the Committee were pleased to note the achievements of the MTI and hear from the Town Teams regarding events held in the Market Towns and how the Teams had evolved since</td>
</tr>
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<tr>
<td>18 Nov 2015</td>
<td>Corporate Plan 2016-19</td>
<td>Hannah Ralph</td>
<td><strong>RESOLVED</strong> To commend the Corporate Plan to Cabinet and recommend it to Council.</td>
<td>No action</td>
<td>Members were able to conduct pre-scrutiny in relation to the Corporate Plan, ahead of its approval at Council. Members were impressed with the new style Plan and considered that it was much more appealing and user-friendly.</td>
</tr>
<tr>
<td>18 Nov 2015</td>
<td>An update on Council run public conveniences</td>
<td>Paula Boyce</td>
<td><strong>RESOLVED</strong> To note the Council’s approach as highlighted in the report and to encourage local members to work to ensure the viability of each asset on a case by case basis to support local prosperity.</td>
<td>Meetings with local members regarding assets in their Ward are taking place and will continue in order to assist with the Council’s work on this.</td>
<td>Members were satisfied with the Council’s approach to updating Council-run public conveniences. Working with local members will ensure that they are fully aware of plans and work in their Wards.</td>
</tr>
<tr>
<td>2 Feb 2016</td>
<td>Early Help Hub Review</td>
<td>Mike Pursehouse</td>
<td><strong>RESOLVED</strong> to 1. note the progress of early help services; 2. recommend that officers investigate new methods and outlets in</td>
<td>Early Help now has a presence on social media. There is a Facebook page for Diss, Costessey, Wymondham and Hethersett. The pages focus on information sharing, update of actions plans or</td>
<td>The work undertaken to promote the Help Hub, both internally and externally, will ensure that more people are able to easily access help when they need it. Work undertaken with adult social services should and initial talks with the Princes Trust should</td>
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| 2 Feb 2016 | Processing Benefit Claims    | Amanda Adams / Paul Chapman  | **RESOLVED to**
To note the contents of the report and endorse the good practice employed over the past quarter.                                                                                                                                                                                                                                                                                                                | No action required                                                                                                                                                                                                                                                                                                                                                                                      | Members received clarity regarding the downturn in performance related to processing benefit claims and noted how officers had improved performance in this area. Members considered that no further input from the committee was required and that officers had put measures in place to ensure that this did not happen again in future.                                                                                                               |
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<td>2 Feb 2016</td>
<td>Review Of Advice And Support Services – Citizens Advice Bureaux (CABx)</td>
<td>Tony Cooke / Liam Pickering</td>
<td>RESOLVED to</td>
<td></td>
<td>Establishing the full scope of advice services available has allowed us to identify areas where further provision is needed and will allow us to strengthen provision of specialist advice. Maintaining our strong relationship with CABx and Improving links between the various services providing advice will allow customers to access the right support in more timely way. The Council will ensure that services operating in South Norfolk feed into the “Making Every Contact Count” (MECC) principle which will underpin the provision of advice and guidance going forward. Establishing a more collaborative approach will improve the quality and consistency of advice and will make advice more accessible; allowing residents to access the right advice, from the right place at the right time. As part of our multi-agency working with Early Help and independent living partners, SNC’s welfare and debt advice service will be strengthened together with improved linkage to</td>
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<td></td>
<td>Note</td>
<td></td>
<td>1. note the contribution made to date by the South Norfolk CABx in the provision of advice services for residents;</td>
<td>In order to ensure future provision allows people to access the right support in the right place at the right time, officers reviewed the advice provision across the District.</td>
<td></td>
</tr>
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<td></td>
<td>Note</td>
<td></td>
<td>2. support the need to ensure value for money, and clear outcome-based performance measurement which shows improved outcomes for residents;</td>
<td>The information gained was used to inform the members of the Housing, Wellbeing and Early Intervention Policy Committee of existing advice provision and to aid the direction of future advice and guidance SLAs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note</td>
<td></td>
<td>3. endorse the re-negotiation of SLAs going forward in line with the content of the report; and</td>
<td>A remodelling of service delivery has been planned to ensure that a suitable level of advice is available and can be accessed by those in need.</td>
<td></td>
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<td></td>
<td>Note</td>
<td></td>
<td>4. Recommend that officers regularly liaise with the CABx to share best practices and current issues to encourage a more collaborative and joined-up way of working.</td>
<td>New SLAs will see CABx providing a more focused service, acting as a gateway to advice and guidance and linking with partners in the Hub for a variety of needs.</td>
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<tr>
<td>2 Feb 2016</td>
<td>Review of 2016-17 Business Plan</td>
<td>Andrew Mewes</td>
<td>RESOLVED To note the Draft Business Plan and commend it to Cabinet, subject to two typographical amendments.</td>
<td>No action required</td>
<td>Members reviewed the Business Plans and were happy with the planned direction of the Council in 2016/17. The Committee was impressed by the new format and pleased to commend the Plans to Cabinet.</td>
</tr>
<tr>
<td>17 Feb 2016</td>
<td>2016/17 Budget</td>
<td>Debbie Lorimer</td>
<td>RESOLVED To endorse the recommendations of Cabinet for the Revenue Budget and Council Tax 2016/17 To endorse the recommendations of Cabinet for the Capital Programme April 2016 to March 2021 To endorse the recommendations of Cabinet for the Treasury Management Strategy Statement and Investment Strategy 1st April 2016 to 31st March 2019</td>
<td>No action required</td>
<td>Members were satisfied with the budget that was recommended to Council by Cabinet.</td>
</tr>
<tr>
<td>6 April</td>
<td>Update from the Cllr Nigel Legg</td>
<td>RESOLVED to</td>
<td>The Work Programme has</td>
<td>Members were made aware of</td>
<td></td>
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<tr>
<td>2016</td>
<td>SNC Representative on Norfolk Health Overview and Scrutiny Committee (NHOSC) Regarding South Norfolk Clinical Commissioning Group (SN CCG)</td>
<td></td>
<td>1. Invite the Chief Executive of the SN CCG to the meeting of the Scrutiny Committee on 6 November 2016 to outline developments at the CCG and future work; and 2. Invite Cllr Legg to attend meetings of the Scrutiny Committee every 6 months to update members on the work of the NHOSC.</td>
<td>been updated to include updates from Cllr Legg every 6 months.</td>
<td>the changes to service provision and delivery that the SN CCG had recently proposed and subsequently implemented. They learnt that not all proposals had been accepted and were pleased to note these changes. The Committee was keen to monitor future developments and work planned by the SN CCG</td>
</tr>
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</table>
A Quick Guide to Scrutiny

Recommendations and Reporting

Once a piece of scrutiny work has taken place, recommendations are sometimes made and reported to the Cabinet for consideration. This is usually done as part of the relevant report or paying regard to the minutes of the Scrutiny Committee in informing the final decision.

Recommendations should strive to be, as much as possible, specific measurable achievable relevant and timed - SMART.

What happens next?

Once agreement to a scrutiny recommendation has taken place, whether it be something that officers have agreed to, or the cabinet, this should not always be where the scrutiny process ends. It is good practice for the Scrutiny Committee to set a review date to receive an update from the relevant portfolio holder on the cabinet or officers, on the progress that has been made towards implementation of the Scrutiny Committee’s recommendations.

Scrutiny Task and Finish Groups

Task and Finish Groups are time-limited focus groups that report their review findings to the main committee or Cabinet and are supported by relevant officers of the council and or outside contributors.

If a Task and Finish Group is to be set up in place of a full committee review taking place, interested members should volunteer to be involved. It is usual that task & finish groups are not politically balanced unless a strong need exists. This is because the main scrutiny committee which is balanced has to agree the findings, or delegates the task & finish group on behalf of the whole committee to report directly to the cabinet. Actually, it is much more important to appoint those members with an interest or expertise in the issue, irrespective of political groups.

The Centre for Public Scrutiny promotes the value of scrutiny and accountability in modern and effective government and supports non-executives in their scrutiny role. http://www.cfps.org.uk/
Public involvement and getting in touch with scrutiny

Meetings of the Scrutiny Committee are usually as informal as possible and as well as scrutiny members, are attended by portfolio members, officers, partners and anyone else who can assist with the work and provide evidence for reviews. Members of the public are also welcome to attend the scrutiny committee meetings and can participate at the discretion of the committee’s Chairman.

Getting in touch with scrutiny

If you are a member of the public and wish to find out more about the scrutiny process and the committee, or if you have any queries regarding this Annual Review, please feel free to contact the Council’s Scrutiny Officer; If you have any topic suggestions for scrutiny please use the form attached over this page and send it to the Scrutiny Officer. Alternatively, further information and an online form can be found on the Council’s website, via the following link: http://www.south-norfolk.gov.uk/democracy/2545.asp

Emma Goddard
Scrutiny Officer

01508 533943
egoddard@s-norfolk.gov.uk
Annual Report of the Finance, Resource, Audit and Governance Committee 2015/16

Report of the Internal Audit Consortium Manager
Cabinet Member: Cllr Michael Edney, Resources

CONTACT
Emma Hodds, 01508 533791
ehodds@s-norfolk.gov.uk
1. Introduction

1.1 This report is to update members of the work of the Finance, Resources, Audit and Governance Committee for the financial year 2015/16.

2. Background

2.1 South Norfolk Council’s Finance, Resources, Audit and Governance Committee has been in operation since 2012, and this is the second annual report of the Committee.

2.2 This annual report will look back on the meetings held in 2015/16, and the activity of the Committee during this time.

3. Current Position/Findings

3.1 The Terms of Reference of the Committee are well established in the Council’s Constitution, and the key features include reviewing:
   - The draft and final statement of accounts;
   - The external auditors report on the statement of accounts;
   - The Head of Internal Audit’s annual report and opinion, including the effectiveness of the internal audit service;
   - The internal auditors plans and progress against these; and
   - The external auditors plans.

The Committee is also required to approved the statement of accounts and the annual governance statement.

3.2 The Committee has met formally on five occasions. Member attendance is high, with the Portfolio Holder for Resources also attending the meetings of the Committee. There is a consistent strong officer attendance throughout the year, with regular representation from Accounts, Internal Audit and the Council’s External Auditors.
3.3 The Committee also ensure that it operates to the highest standards, and with that in mind a self-assessment is undertaken against best practice, the assessment is due to be considered at the March 2016 meeting. In addition a work programme is in place which is reviewed and discussed at each formal meeting. The Committee also has the option to meet informally, this was undertaken on two occasions; firstly for the draft accounts, and secondly when a presentation to the Committee was provided on the proposal to rent out some of the (future) residential properties.

3.4 Overview of the key items considered and reviewed during the year.

3.5 Statement of Accounts 2014/15 and Annual Governance Statement
An informal meeting was held to review the draft statement of accounts, this provided members with the opportunity to go through the accounts in detail and resolve any detailed queries that they had. The audited statement of accounts for 2014/15 were presented to the Committee in July 2015, at which point the accounts were noted. At this meeting the Annual Governance Statement was also considered by the Committee and approved for signature by the Chief Executive and Leader.

3.6 Internal Audit
On an annual basis the Committee reviews and recommends that Cabinet approves the Strategic and Annual Internal Audit Plans for the forthcoming year. The Committee also receives regular updates in relation to the progress of the completion of the annual plan and updates on the implementation of audit recommendations raised on conclusion of the audit reviews. Finally at the end of the financial year the Annual Report and Opinion of the Internal Audit Consortium Manager is considered by the Committee in terms of the conclusion made in relation to the adequacy and effectiveness of the Council’s governance, risk management and control framework.

3.7 External Audit
Throughout the financial year the Committee has received reports from the Council’s External Auditors; Ernst Young. The Committee are provided with the plan of work in March, and the results of this are then reported through to the Committee in July, alongside the statement of accounts reported by the Accounts Team. The outcome from the certification of claims and returns (Housing Benefit Subsidy) is also reported through to the Committee. In addition Ernst Young provide quarterly local government briefing notes for the Committee, which highlights areas and developments which the Committee need to be aware of.

3.8 Fraud
In July 2015 the Committee considered a report on Counter Fraud Activity and noted that the work performed by officers to mitigate both the internal and external threats faced.

3.9 Policy Review
In November 2015 the Committee reviewed the following; Counter Fraud, Corruption and Bribery Strategy, Whistleblowing Policy and Anti-Money Laundering Policy. These policies are reviewed and formally updated every three years. The Committee noted the changes in respect of officer responsibility and legislative updates. These policies were recommended to Cabinet for approval, and were also reviewed by the Joint Consultative Committee.

3.10 Opting to Tax the Council’s Commercial Investment Property Portfolio
In October 2015 the Committee were presented with a report which detailed a proposal for the Council to Opt to Tax all of its commercial investment property portfolio. During a lengthy discussion the Committee resolved to advise Cabinet to agree, in principle, to opt to tax the currently un-opted properties, with a suitable scheme in place, to ensure that small businesses, who were not registered for VAT, were not disadvantaged; and to delegate the decision to the Chair of the Finance, Resources, Audit and Governance Committee, the Portfolio Holder and the Director of Business Development. The Council has since advised HMRC of its intention to opt to tax its remaining commercial investment properties with effect from 1 March 2016, and rent invoices have been amended accordingly, with relief provided to certain tenants as previously agreed.

4. Proposals

4.1 This report looks back over the 2015/16 financial year and has reported in the range of reports that have been brought to the Committee’s attention. The report highlights the breadth of information that is received by the Committee both formally and informally in ensuring that the Committee carries out its terms of reference.

5. Risks and implications arising

5.1 Not applicable to this report.
6. Recommendation

6.1 That members note the contents of the Annual Report.