Scrutiny Committee

Members of the Scrutiny Committee:

Mrs M Dewsbury (Chairman)
Mr B McClenning (Vice Chairman)
Mr L Hornby
Mr T Lewis
Mr A Pond
Mrs S Thomson
Mr K Tilcock
Mr G Watt
Mr K Weeks
Mrs J Wilby
Mr M Windridge

Group Meetings

Conservatives:
Blomefield Room 9.00 am

Liberal Democrats:
Kett Room 9.00 am

If any member of the public wishes to speak on a non-confidential item, they may do so at the discretion of the Chairman

Agenda

Date
Thursday* 5 March 2015

* Please note change of day

Time
9.30 am

Place
Colman & Cavell Rooms
South Norfolk House
Long Stratton
Norwich
Norfolk
NR15 2XE

Contact
Caroline Heasley tel (01508) 533685
South Norfolk District Council
Swan Lane
Long Stratton Norwich
NR15 2XE

Email: democracy@s-norfolk.gov.uk

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

25/02/2015
AGENDA

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately two hours.

1. To report apologies for absence and to identify substitute members;

2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;

3. To Receive Declarations of Interest from Members;
   (Please see guidance form and flow chart attached – page 4)

4. To confirm the minutes of the Scrutiny Committee meeting held on 28 January 2015
   (attached – page 6)

5. South Norfolk - Public Conveniences
   (report attached – page 9)

6. Scrutiny Work Programme, Tracker and Cabinet Core Agenda;
   (attached – page 14)
Working style of the Scrutiny Committee and a protocol for those attending

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

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

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

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

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

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

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

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

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

**Managing time**
The Committee will attempt to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.
AGENDA ITEM 3

DECLARATIONS OF INTEREST AT MEETINGS

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

<table>
<thead>
<tr>
<th>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the interest directly:</td>
</tr>
<tr>
<td>1. affect yours, or your spouse / partner’s financial position?</td>
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<tr>
<td>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</td>
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<td>3. Relate to a contract you, or your spouse / partner have with the Council</td>
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<tr>
<td>4. Affect land you or your spouse / partner own</td>
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<tr>
<td>5. Affect a company that you or your partner own, or have a shareholding in</td>
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</tbody>
</table>

If the answer is “yes” to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

<table>
<thead>
<tr>
<th>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</th>
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</thead>
<tbody>
<tr>
<td>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</td>
</tr>
</tbody>
</table>

| Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item. |

| Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting. |

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE
What matters are being discussed at the meeting?

**Do any relate to an interest I have?**

A. Have I declared it as a pecuniary interest?
OR
B. Does it directly affect me, my partner or spouse’s financial position, in particular:
   - employment, employers or businesses;
   - companies in which they are a director or where they have a shareholding of more than £25,000 face value or more than 1% of nominal share holding
   - land or leases they own or hold
   - contracts, licenses, approvals or consents

**YES**

The interest is pecuniary – disclose the interest, withdraw from the meeting by leaving the room. Do not try to improperly influence the decision.

If you have not already done so, notify the Monitoring Officer to update your declaration of interests.

**NO**

The interest is related to a pecuniary interest. Disclose the interest at the meeting.
You may make representations as a member of the public, but then withdraw from the room.

Does the matter indirectly affects or relates to a pecuniary interest I have declared, or a matter noted at B above?

**YES**

The Interest is not pecuniary nor affects your pecuniary interests. Disclose the interest at the meeting. You may participate in the meeting and vote.

Have I declared the interest as an other interest on my declaration of interest form? OR

Does it relate to a matter highlighted at B that impacts upon my family or a close associate? OR

Does it affect an organisation I am involved with or a member of? OR

Is it a matter I have been, or have lobbied on?

**NO**

You are unlikely to have an interest. You do not need to do anything further.
SCRUTINITY COMMITTEE -

Minutes of a meeting of the Scrutiny Committee of South Norfolk District Council held at South Norfolk House, Long Stratton on 28 January 2015 at 9.30 am.

Committee Members Present: Councillors: M Dewsbury (Chairman), T Lewis, B McClennning, S Thomson, K Weeks and J Wilby

Apologies: Councillors L Hornby, A Pond, K Tilcock and G Watt

Cabinet Members in Attendance: Councillor Y Bendle

Also in Attendance: Councillor N Legg

Officers in Attendance: The Director of Growth & Localism (T Horspole), the Communities and Democratic Services Manager (L Mickleborough) and the Scrutiny Officer (E Goddard)

1128 MINUTES

The minutes of the meeting of the Scrutiny Committee held on 21 November 2014, were confirmed as a correct record and signed by the Chairman.

Arising from minute 1126, members queried the outcome of the third planning inquiry, and asked for details of the legal costs incurred by the Council. The Director of Growth and Localism did not have details of the costs immediately available but confirmed that he would provide members of the Committee with the figures by email shortly. He advised that the Secretary of State had dismissed the appeal and the Council had not sought to recover its costs.

1129 MEMBER REPRESENTATION ON OUTSIDE BODIES

The Communities and Democratic Services Manager introduced the report which had been produced at the request of the Committee following some recent issues experienced by member representatives on outside bodies. The Committee heard that the purpose of the item had not been to review the outside bodies themselves, nor the merits of member representation on each, but to focus on the responsibilities of the role, and associated issues.

The Committee noted comments received from a number of members in advance of the meeting who had provided the Committee with observations, suggestions and details of their own experiences whilst representing the Council on an outside body. These comments included a suggestion that members should have information available to them, at the time of their appointment to an outside body, detailing the expectations of the role, both in terms of responsibilities and time commitment, as well as anything else particular to
that body. It was also suggested that each member representative could prepare an ‘end of year report’ at the end of each municipal year to feed back to members and officers about the work of the body itself, as well as the work carried out by the member representative in their role. Members considered these suggestions, and discussed members’ experiences on this subject generally.

The Committee heard from Cllr N Legg and the methods he had used to feed information back to the Council from the bodies on which he was the Council’s representative (Norfolk Health Overview and Scrutiny Committee, and Norfolk Rivers Internal Drainage Board). There followed some discussion about other methods of feeding back to members and officers, with some members expressing concern that reporting updates to full Council was not always appropriate or worthwhile. Other options were considered with the Chairman suggesting that members could instead feed back relevant information to the Policy Committees. The Director of Growth and Localism pointed out that often information from outside bodies would be relevant to more than one Policy Committee, for example the Internal Drainage Boards’ work could be relevant to both the Growth and Localism Policy Committee and the Environment Regulation and Planning Policy Committee. Cllr Y Bendle advised members that she worked alongside Council officers as the representative on the Health and Wellbeing Board, and regularly fed back on the work of this outside body to the Housing and Public Health Policy Committee.

Cllr S Thomson informed the Committee about her role and responsibilities as a director of the Whitlingham Charitable Trust, and referred to recent high profile issues regarding car parking at the park.

Cllr T Lewis referred to paragraph 3.13 of the report which outlined the position for members if there was conflict between their role on the outside body and their role as a member of the Council and there followed some discussion on this point. The Communities and Democratic Services Manager confirmed the Councillor’s overall role on the outside body, as outlined at paragraph 3.3 of the report, giving guidance that members had to make a balanced judgement, possibly withdrawing from decision-making at the Council if there was a conflict with the outside body. Members were also advised that, provided they had acted ‘properly’, the Council’s insurance cover would indemnify members in their role on outside bodies.

In the interest of aiding future member representatives on outside bodies to fully understand their role the Chairman suggested that a questionnaire be distributed to all members who currently served as representatives on outside bodies, in order to gather information relating to their experience on that body, including questions to clarify

- The role and expectations
- Number of meetings attended
- Time spent on work for the outside body
- Expenses paid by the outside body
- Process for reporting back to the Council
- Any other information of interest/relevance

The Director of Growth and Localism confirmed that information collated during this exercise would be analysed and used to provide training and information for members as part of the member training plan being prepared for the new term, with detail relevant to each particular outside body being passed on to the next representative appointed by Council.
Cllr K Weeks suggested that a review of each outside body be carried out to assess whether it was beneficial for the Council to continue to appoint a representative. He indicated that representation on some outside bodies may no longer be necessary or appropriate.

**RESOLVED:**

To recommend that officers:

1. Seek information from all members appointed to outside bodies by way of a questionnaire to enable a better understanding of each representative’s role and its requirements.
2. Establish a training mechanism for members appointed to outside bodies in the next term which would give clarity and guidance about the role.

**1130 SCRUTINY WORK PROGRAMME, TRACKER AND THE CABINET CORE AGENDA**

Members noted that as a result of Scrutiny Committee’s review of the Market Town’s Initiative, and its subsequent recommendation, a Conference-style event would be taking place in February 2015.

Members noted the Work Programme.

(The meeting concluded at 11.00 am)

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Chairman
South Norfolk – Public Conveniences
Director of Environment and Housing

The Council provides seven public convenience facilities of varying ages and layout in six local towns. The capital programme for 2013/14 included an approved budget to enhance the facilities and following completion of work on the first site in Harleston, involving the installation of a new modern public convenience block, it has been suggested that now would seem to be a good time to review the project in the light of experience to date.

Cabinet member(s):
Martin Wilby
Keith Kiddie

Ward(s) affected:
Abbey, Cromwells, Diss, Harleston, Hingham and Deopham, Loddon, Northfields, Rustens, Stratton, Town.

Contact Officer, telephone number, and e-mail:
Andy Jarvis 01508 533703
ajarvis@s-norfolk.gov.uk

1. Purpose of Scrutiny
1.1. The purpose of this review of the project is to understand the lessons learned from the installation of the new public conveniences in Harleston and to consider the next stage of the project to enhance the Council’s public conveniences in the light of experience to date.

1.2. Members requested that the report considers how the decision to install new self-cleaning toilets in the District’s Market Towns was reached and what other options were considered; and how charging 20 pence and the potential for vandalism was appraised. Members to also consider the views of Redenhall with Harleston Town Council at the time of the consideration of the toilets and now, after installation. Members to evaluate if there are any lessons to be learnt from the first installation in Harleston in light of the planned future installations throughout the District.

2. Overview
2.1. General provision of public conveniences has decreased nationally over the past few years in the face of on-going budget constraints. Commentators have highlighted that up to 40% of public conveniences have closed in the last decade, which was highlighted locally in January by the decision of Great Yarmouth
Scrutiny Committee 5 March 2015

Borough Council to close 12 of their 22 public toilets in order to save £140,000 a year.

2.2. The Council has maintained its provision of seven public convenience facilities in six towns - Diss, Harleston, Hingham, Loddon (2), Long Stratton and Wymondham. The facilities (which are a discretionary service) vary in age and layout but can generally be described as traditional public conveniences. The approved revenue budget for the service for 2014/15 is £124,221 which includes premises related costs, contracts, insurances, supplies, support service costs and depreciation.

3. Findings

3.1 Although not individually recorded, each year the Council receives a number of complaints about its public conveniences which suffer from periodic vandalism and abuse (e.g. graffiti, blocked toilet bowls, smashed doors, seats and tiles) and which, as they age, are becoming increasingly difficult to clean and keep reasonably odour free. The challenges facing the Council are what to do with its aging stock of public conveniences some of which are in serious need of improvement and how to improve the availability of the facilities while controlling the rising cost of service and opening and closing visits. Unlocking and locking visits also need to be made at weekend and on Bank Holidays generating significant overtime commitments.

3.2 Different Councils have adopted different approaches to the provision and maintenance of public conveniences. Some have replaced old facilities with new, some have renovated existing premises and many, as identified above, have closed some or all of their public toilets completely. South Norfolk Council has decided that public conveniences are an essential part of the shopping centre and that keeping our market towns up to scratch with modern facilities that are convenient and comfortable to use, and are always available when people need them is an important investment. The aim of the refurbishment project is therefore to ensure that the public conveniences are of a standard and are managed locally in a way that adds to rather than detracts from work to make the Market Towns vibrant destinations. This includes plans to enhance the facilities at Loddon Staithe to provide facilities such as showers for visiting boats.

3.3 The 2013/14 capital programme included an approved budget of £350,000 to commence the enhancement the seven public conveniences owned by the Council. This allocation was carried forward to 2014/15 and an additional £350,000 allocation made for 2015/16 to fund completion of the programme.

3.4 The public conveniences in Harleston are in and operating and it has already been agreed to include the review of public convenience provision within Diss as part of the Heritage Triangle Project. Significant discussions have been held with two other Town Councils regarding their facilities but things are not set in tablets of stone and as such there is opportunity for individual Towns to significantly influence the outcome of the refurbishment programme.

3.5 Officers have engaged with other Councils, a maintenance organisation and market leaders in providing new conveniences, to evaluate the costs and benefits of different solutions. The key message coming from this evaluation is that to retain the current conveniences as they stand, but internally refurbished, might be done within a capital budget of £350k. However, the quality of the finished
product would not be as high as is available in a new convenience and ongoing management costs would not reduce. Demolition and replacement with brand new structures or new structures within existing buildings (more in the European style) would involve the higher approved capital budget but this type of facility could offer more flexibility, greater security and long term management cost savings (for example, through automated morning opening).

3.6 Officers engaged with the market leaders in providing new conveniences Healthmatic, Danfo and Francioli, so different solutions and costs could be evaluated. Francioli were selected to provide the new ‘Cabin’ style toilet block for Harleston because the automation on their units has less moving parts and is therefore likely to require less mechanical maintenance. Additionally, the units are modern in appearance, robustly constructed from moulded reinforced concrete and importantly have stood the test of time, having been installed in large numbers across France in railway stations and following the privatisation of the Péage.

3.7. The initial thinking was to:
   3.7.1. provide new ‘cabin’ style convenience blocks at Harleston and Hingham
   3.7.2. provide a ‘new structures within existing buildings (box in box)’ refit to the facilities in Loddon Staithe and Wymondham, and to close the premises at Church Plain, Loddon
   3.7.3. the conveniences at Mere’s Mouth, Diss to be included within the Heritage Triangle project discussions on-going with Diss town Council.
   3.7.4. Look at the options of a new stand-alone cabin or box in box replacement at Long Stratton.

3.8. Recognising that daily maintenance visits would still be required to each facility the decision to include a degree of automatic self-cleaning was taken with a view to improving the overall cleanliness of the facilities and therefore the customer experience and also to cut down on the two, three and sometimes more frequent staff visits that can occur with the existing facilities. The ideal being the facilities unlock automatically in the morning, operate during the day with one service/cleaning visit from a membered staff and then lock themselves up again at night; locking and unlocking times being agreed locally. Such automation could result in savings of £15,000 to £30,000 a year.

3.9. A further feature of the new style cabin/box in box automated toilets is the ability to charge for access. The coin handling facility once installed is capable of being adjusted to vary the fees from time to time or can be switched off entirely depending on the policy of the operator. Charging at the most well used of South Norfolk’s public conveniences will result in an income of £400 a year which will provide an income which might be useful if the toilets move to community management. Additionally, the charge will also act as a disincentive to those who on the spur of the moment want to abuse the facilities or use them for purposes other than those for which they were designed.

3.10. The programme is being approached in phases and discussions have been held with Harleston, Loddon and Hingham Town Councils. The minutes of a meeting of Redenhall with Harleston Town Council held at Harleston Leisure Centre on Wednesday 9th April 2014 are attached as Appendix A. Harleston Town Council are still generally supportive of the new toilets but have been concerned about the reaction from a minority of people and have also not unreasonably asked for
the various teething issues to be sorted out (this is discussed further below). Loddon Town Council have expressed the view that they would prefer a more traditional refurbishment of both sets of conveniences, the Staithe and Church Plain and with this in mind would be open to a conversation about community management. There has been an on-going conversation with Hingham Town Council most recently about a tradition refurbishment and move to community management.

3.11. The new toilet block at Harleston has had some initial teething problems including a minority reaction to the modern appearance of the toilet block, swastika graffiti, premeditated sabotage and a water flow problem. All of these have been resolved with the help of the Police, the temporary installation of CCTV and by increasing the bore of the water supply pipe and removing restrictions in older pipework. The facility seems to becoming more accepted and while there are still some adverse comments mainly about the coin handling system, other users have commented favourably on the cleaner appearance of the unit, the greater space in the cubicles and the improved baby change. The Council has also been praised for trying to improve its public conveniences at a time when other authorities are closing theirs.

4. **Relevant Corporate Priorities**

4.1. Enhancing our quality of life and the environment we live in.

4.2. Promoting a thriving local economy.

4.3. Supporting communities to realise their potential.

4.4. Driving services through being businesslike, efficient and customer aware.

5. **Implications and Risks**

5.1. Financial – If the existing toilets are not improved there is like to be ongoing public dissatisfaction with the facilities and increasing maintenance and servicing costs which will become increasingly difficult to sustain.

6. **Conclusion**

6.1. The Harleston public conveniences are installed and operational; they are different to the toilets they replaced but they are capable of being a valuable local facility if used for the purpose intended and treated properly and with a degree of consideration for the next user.

6.2. In towns preferring the traditional approach to public conveniences then it may be possible to safeguard the future of the facilities if the Town councils are willing to work differently and for example take on the management of the facilities or indeed own them entirely.
Appendix A

Minutes of a meeting of Redenhall with Harleston Town Council held at Harleston Leisure Centre on Wednesday 9th April 2014

Item 7. Consideration of proposed improvements for the public toilets – The clerk informed the members that SNC would be interested in the council’s opinion on the proposed improvement for the public conveniences, some of the information available as follows:- South Norfolk Council are looking at different options, however, the favoured option at the moment is to have three toilets in the Sanicabine range (funding allowing) of which one would be disabled access compliant and would also have a baby changing facility. The units are semi-automatically cleaned, with automatic flushing on the individual entering the cubicle and again on leaving it, the seat is also automatically sanitised between each visit. Every 20 visits or so the floor is ‘washed’. It is anticipated that this should cut back on cleaning costs as the units should just require consumables to be topped up. The exterior of the units would be constructed in urban concrete, with a self-finish polish and an anti-graffiti finish, with a flat roof. It is proposed that the new units would be situated close to the existing block and that the existing block would be remodelled with the potential for commercial use.

After a brief discussion it was generally agreed that the upgrade was acceptable and should be encouraged
**Scrubtine Committee – Work Programme**

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

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

<table>
<thead>
<tr>
<th>Date of meeting</th>
<th>Topic</th>
<th>Organisation / Officer / Responsible member</th>
<th>Objectives</th>
<th>Method(s)</th>
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<tbody>
<tr>
<td>8 April 15</td>
<td>Market Towns Initiative</td>
<td>Head of Economic Growth and the Market Towns Co-ordinator &amp; Cllr J Fuller</td>
<td>For members to receive an update with regard to the Market Towns Initiative, particularly in relation to meetings held of all Town Teams and following the appointment of the Market Towns Co-ordinator.</td>
<td>Officer report</td>
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<tr>
<td>8 April 15</td>
<td>Scrutiny Annual Report</td>
<td>Scrutiny Officer &amp; the Scrutiny Committee Chairman</td>
<td>For members to consider the Annual Report of Scrutiny Committee ahead of consideration at the Council AGM on 1 June 2015.</td>
<td>Officer report</td>
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<tr>
<td>6 May 15</td>
<td>Meeting to be held only in the event of a call-in</td>
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<td>1 July 15</td>
<td>Neighbourhood Working Review</td>
<td>Compliance and Risk Manager &amp; Cllr M Wilby</td>
<td>Members to review the new way of neighbourhood working, particularly the criteria for allocating funding from both budgets, how members and the Chairmen have worked together, and the outcomes that have been achieved.</td>
<td>Officer report</td>
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<td>5 Aug 15</td>
<td>Meeting to be held only in the event of a call-in</td>
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<td>30 Sept 15</td>
<td>Market Towns Initiative</td>
<td>Head of Economic Growth and the Market Towns Co-ordinator &amp; Cllr J Fuller</td>
<td>For Members to receive an update on the Market Towns Initiative and evaluate forward planning of the Scheme. Representatives of the Town Teams to be invited to allow members to gauge success of the Scheme from the perspective of the Teams themselves. Scrutiny Committee to make recommendations as appropriate.</td>
<td>Officer report</td>
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<td>18 Nov 15</td>
<td>No items scheduled</td>
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<tr>
<td>21 Dec 15 (Mon)</td>
<td>No items scheduled</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Responsible Officer &amp; Committee</td>
<td>Recommendations</td>
<td>Progress</td>
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<td>21 May 2014</td>
<td>Review of South Norfolk Job Clubs</td>
<td>Mike Pursehouse</td>
<td>1. endorse the report;</td>
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<td>2. support the approach of developing a more targeted 'jobs service' as part of the early-help integrated approach;</td>
<td>The main theme of early help running through the programme is economic resilience and so job clubs are an integral part of this work. Future focus will be on working with individuals (both young and old) who are nearly work ready, to provide the final piece of support to get them into work or training. The review will also look at how we engage businesses to understand current and future need.</td>
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<td>3. recommend that officers consider:</td>
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<td>▪ establishing targets and ensuring these are monitored;</td>
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<td>▪ requesting that the provider collect information regarding repeat attendees so reporting can be standardised;</td>
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<td>▪ improving advertising and creating an identity;</td>
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<td>▪ evaluating the focus of the Jobs Clubs and developing them to become more interactive;</td>
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<td>▪ attending schools to promote the service at an early stage;</td>
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<td>▪ exploring the possibility of developing two schemes – one for young people and another to cater for more mature adults.</td>
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<td>2 July 2014</td>
<td>Review of Whitlingham Charitable Trust Funding Agreement</td>
<td>Mark Heazle</td>
<td>1. Endorse the contents of the report</td>
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<td>2. Request that (before any further financial contribution is made by South Norfolk Council) the WCT and partners at the Broads Authority liaise with South Norfolk Council officers and the Council’s representative, Cllr S Thomson to:</td>
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<td>Date</td>
<td>Topic</td>
<td>Responsible Officer &amp; Committee</td>
<td>Recommendations</td>
<td>Progress</td>
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| 2 July 2014| The welfare reform agenda one year on - an update                      | Amanda Adams                    | (i) Develop robust outcome measures and performance indicators with which the Council’s investment can be justified  
(ii) Consider  
  • Improving signage regarding car park fees and how the park is funded  
  • Seeking donations and legacy funding  
  • Three-year financial forecasting  
  • Increasing promotion of the park to increase visitor numbers  
  • Installing cameras at the car parks to detect/deter crime  
  3. Receive a report on the outcome(s) of the above discussions at the meeting of the Scrutiny Committee scheduled to take place on 1 October 2014. | a number of performance indicators, which will be discussed at a meeting of the Trust in December 2014.  
  • 46 new signs were installed in October 2014.  
  • The Trust is liaising with Norfolk Constabulary regarding deterring crime  
  • Reduced parking charge notice fee if paid within 14 days  
  • Bulk discounts introduced for clubs etc  
  • Performance framework adopted | visitors and the Trust itself.                                                                 |

To endorse the report and the work taken to implement the welfare reform agenda  
No action required  
Members are fully aware of the impact of welfare reform upon the residents and customers and are happy with the work that has been carried out to date to assist residents.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<th>Progress</th>
<th>Outcome</th>
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| 1 Oct 2014 | Review of Market Towns Initiative               | Tim Horspole / Sophie Scott & Cabinet | The Committee **RESOLVED** to:  
1. Support the recruitment of a full time Market Towns’ Co-ordinator and to ensure that once in place, their contact information be communicated to the Town Teams.  
2. Review the South Norfolk Market Towns’ Initiative once the Market Towns’ Co-ordinator was in post, and invite Town Teams’ Representatives back to the Scrutiny Committee in one year to report back on the progress with the Initiative.  
3. **RECOMMEND TO CABINET**  
a. that a conference be arranged to take place as soon as possible so that Town Teams’ Representatives can share their experiences and discuss the points raised at this meeting.  
b. that the Town Teams should meet regularly to discuss their experiences and share ideas collectively. | No action required. Market Towns Co-ordinator is now in post. | Members found this item very useful, particularly the perspective of the Town Teams themselves and the opportunity it gave the Town Teams to discuss best practice. As a result, officers have now organised a Conference-style event to take place in February 2015, in line with the Committee’s recommendation. This will enable discussion between the Teams and also with the Council. |
| 21 Nov 2014| Whitlingham Charitable Trust Funding Arrangement | Mark Heazle                      | **RESOLVED** to:  
note the contents of the update on the Whitlingham Charitable Trust Funding Agreement. | See achievements noted in relation to 2 July 2014 meeting. | See note in relation to 2 July 2014 meeting. |
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<tbody>
<tr>
<td>21 Nov 2014</td>
<td>Nplaw Review 2014</td>
<td>Leah Mickleborough</td>
<td><strong>RESOLVED</strong> to: note the contents of the update on the review of nplaw and agree that this matter would not require any further examination by the Scrutiny Committee, unless circumstances changed in the future.</td>
<td>No action required</td>
<td>Members are satisfied by the arrangements that manage the agreement with nplaw and the service the Council is receiving.</td>
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<td>28 Jan 2015</td>
<td>Member representation on outside bodies</td>
<td>Leah Mickleborough</td>
<td><strong>RESOLVED:</strong> To recommend that officers: 1. Seek information from all members appointed to outside bodies by way of a questionnaire to enable a better understanding of each representative’s role and its requirements. 2. Establish a training mechanism for members appointed to outside bodies in the next term which would give clarity and guidance about the role.</td>
<td>Officers are currently devising a questionnaire that can be sent out to all members who sit on outside bodies.</td>
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### CABINET CORE AGENDA 2015 -

<table>
<thead>
<tr>
<th>Decisions:</th>
<th>Key Decision/Item</th>
<th>Lead Officer</th>
<th>Cabinet Member</th>
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<tbody>
<tr>
<td>Key, Policy, Operational</td>
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<tr>
<td>Key Decision</td>
<td>Item Lead Officer</td>
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<tr>
<th>FULL COUNCIL 23 FEBRUARY</th>
</tr>
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<tbody>
<tr>
<td>23 March</td>
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<td>20 April</td>
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<tr>
<th>COUNCIL AGM 1 JUNE</th>
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<tr>
<td>15 Jun</td>
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<th>COUNCIL 13 JULY</th>
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<tr>
<td>20 July</td>
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<td>14 Sept</td>
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<td>2 Nov</td>
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Key decisions are those which result in income, expenditure or savings with a gross full year effect of £100,000 or 10% of the Council’s net portfolio budget whichever is the greater which has not been included in the relevant portfolio budget, or are significant (e.g. in environmental, physical, social or economic) in terms of its effect on the communities living or working in an area comprising two or more electoral divisions in the area of the local authority.