Scrutiny Committee

Friday 3 July 2015

9.30 am, Colman & Cavell Rooms
South Norfolk House, Long Stratton, Norfolk, NR15 2XE

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

Contact: Caroline Heasley on 01508 533685 or democracy@s-norfolk.gov.uk
Members of the Scrutiny Committee:

Cllr L Neal (Chairman)
Cllr T Lewis (Vice-Chairman)
Cllr B Bernard
Cllr B Duffin
Cllr D Fulcher
Cllr C Gould
Cllr K Kiddie
Cllr G Minshull
Cllr J Wilby

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.
Agenda

1. To report apologies for absence and identify substitute voting members (if any);

2. To deal with any items of business the Chairman decides should be considered as matters 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 attached page 6)

4. To confirm the minutes of the Scrutiny Committee meeting held on 8 April 2015; (copy attached – page 7)

5. Neighbourhood Grants; (report attached – page 11)

6. Scrutiny Work Programme and Cabinet Core Agenda; (attached – page 34)
Working style of the Scrutiny Committee and a protocol for those attending

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

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

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

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

Openness and transparency
The Committee’s business will be open and transparent, except where there are sound reasons for protecting confidentiality. In particular, the minutes of the Committee’s meetings will explain the discussion and debate, so that it could be understood by those who were not present.
**Consensus**
Members of the Committee will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed recommendations.

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

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

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

**Managing time**
The Committee will attempt to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.
DECLARATIONS OF INTEREST AT MEETINGS

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.
Minutes of a meeting of the Scrutiny Committee of South Norfolk District Council held at South Norfolk House, Long Stratton on 8 April 2015 at 9.30 am.

Committee Members Present: Councillors M Dewsbury (Chairman), L Hornby, T Lewis, B McLenning, S Thomson, G Watt, K Weeks and J Wilby

Apologies: Councillors A Pond and K Tilcock

Substitutes: Councillors R Savage (for A Pond)

Cabinet Members in Attendance: Councillors Y Bendle, K Kiddie and M Wilby

Officers in Attendance: The Director of Growth & Localism (T Horspole), the Head of Growth and Economic Development (J Munson), the Market Towns Initiative Coordinator (D Disney) and the Scrutiny Officer (E Goddard)

1139 MINUTES

The minutes of the meetings of the Scrutiny Committee held on 18 February and 5 March 2015, were confirmed as a correct record and signed by the Chairman.
UPDATE ON MARKET TOWNS INITIATIVE

Following a brief introduction by Cllr M Wilby, the Market Towns Initiative Coordinator introduced his report, which reviewed the progress of the Council’s Market Towns Initiative and outlined the strategy for continued development.

In response to a member’s comment that Loddon town centre appeared to be quiet compared to the other three market towns, officers advised that whilst Loddon had a smaller number of shops, it did have a more vibrant evening trade due to over 40 holiday boats which were sited overnight.

Members were informed that the relocation of the electronic tourist information point in Wymondham was being considered, and that the Council had been in discussion with the Highways Agency to request extra signage which could direct potential tourists to the town.

The Committee discussed the various funding streams available to assist with market town events and agreed that, although securing external funding was essential to the success of the project, the intention was for the four market towns covered by the Initiative to eventually become sustainable, so that the Council might concentrate its resources in other towns.

Members considered the need to attract new people into the market towns and the Head of Growth and Economic Development reassured the Committee that the Council had been building up relationships with organisations, including Visit Norwich and Visit Norfolk, to ensure that tourists to Norwich were also made aware of attractions in the market towns.

In response to a member’s query, the Market Towns Initiative Coordinator advised that a power supply was to be installed in the town centre of Harleston which could be used on market days, and to provide a simple and safe source of power for events. Members were informed that the Market Towns Initiative would fund the implementation of the power supply and that the Town Council would take on ownership and fund the supply.

The Committee discussed the need for the Council and members to build relationships with local companies and it was suggested that, where meetings were arranged for officers to meet local businesses, the local member could also be invited to attend.

Members considered methods for measuring the success of the Initiative. The Market Towns Initiative Coordinator advised that traditional methods such as measuring footfall or car parking, or assessing the number of empty units was not always an accurate indicator, but that a scheme was being developed which would measure the percentage increases in financial terms across local businesses.
There was a discussion regarding Poringland, Costessey and Hingham, and the Committee considered how tourism could be increased within towns and villages outside of the Initiative. Members were reminded that funding to aid this was available through the Community Action Fund.

Members discussed Diss and commented that two shops had recently closed down. The Market Towns Initiative Coordinator advised the Committee that retailers in Diss were awaiting the regeneration of the Heritage Triangle and would remain in an extraordinary situation until the effects of this were known. A member questioned the recent decision to change the market day in the town during the Easter week, and it was suggested that this issue should be raised with the Town Council.

The Committee discussed raising the profiles of the market towns by using social media, and by advertising both locally and on the train services which passed through the towns. Members were pleased to note that a proposition had been put to Norfolk Museums to enable artefacts, relevant to individual towns, to be displayed locally instead of being publicly inaccessible in the archives.

The Chairman summed up the discussion and thanked officers for their work. It was suggested that, as all members were keen to take an active role in the Initiative, it might be useful for a conference or open day to be held for local members in the future.

It was then:

RESOLVED

1. to note the progress of the initiative;

2. to endorse the next steps as contained in the report, together with the comments and ideas raised by the Scrutiny Committee.

1141 ANNUAL REVIEW OF THE SCRUTINY COMMITTEE 2014-15

Members were pleased to note the Annual Review of the Scrutiny Committee 2014-15. It was noted that all recommendations had been accepted by Cabinet, Council or outside organisations, which was a great achievement for the Committee.

Cllr Thomson provided members with an update on the car park issues at Whittingham Park, and advised the Committee that Parking Eye had given notice to end their contract with the Trust, due to the vandalism of ticket machines at the park.
Members heard that the Trust was currently in negotiation with a few other operators but that the issues would mean that the annual profits would be down by £20,000. It was suggested that the Committee review the matter again, but the Scrutiny Officer advised that this was not a matter for the Scrutiny Committee to consider.

1142 SCRUTINY WORK PROGRAMME, TRACKER AND THE CABINET CORE AGENDA

Members noted the Scrutiny Committee Work Programme, Tracker and the Cabinet Core Agenda.

It was noted that the meeting of Cabinet, which had been scheduled for 20 April 2015, had been cancelled, and the meeting of the Scrutiny Committee, scheduled for 6 May 2015, would also now not take place.

(The meeting concluded at 10.40 am)

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Chairman
Neighbourhood Grants

Report of the Communities and Democratic Services Manager

Portfolio Holder: Martin Wilby, Stronger Communities

CONTACT
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1. Introduction

1.1. In May 2014, the Communities and Active Life Manager presented a review of Neighbourhood Area Working to Cabinet. The report recognised that whilst some successes had emerged from the Council’s approach to communities, “the emphasis on working creatively and in partnership to ensure that communities feel the benefits of growth has not been fully realised”. The report set out new ways of working, replacing the Neighbourhood Board structure and instead devolving budgets to members, allowing them to award grants to support positive initiatives in their area, enabling their role as community leaders.

1.2. Following the first year of the new approach to working, the Scrutiny Committee has requested a review, focusing on:

- The criteria for allocating funding from both the Members’ Ward Budgets and Community Action Fund
- How members and the Chairmen have worked together to jointly fund projects
- The outcomes that have been achieved.

2. Findings

Criteria for funding

2.1. The report in May 2014 highlighted that the objectives of the member grant scheme should be to:

- Enhance effective community engagement;
- Continue to build capacity within communities;
- Support locally responsive services;
• Stimulate local economic growth;
• Enable the early help agenda;
• Ensure all communities feel the benefit of growth
• Provide flexibility and support to the role of the local member

2.2. To secure these benefits, a set of ground rules was developed to stipulate how funding would be spent. These ground rules were subject to minor amendment in September 2014, following the closure of the Neighbourhood Fund, and again in January 2015 to enhance the rules further. A copy of the ground rules is attached at Appendix 1.

2.3. In making the decision to transfer to this structure, it was recognised that a careful balance would need to be made in determining the criteria under which funding would be awarded. Often, members of the public want to quickly and easily access funding; in contrast, our existing funding streams often required a large volume of supporting paperwork before funding could be given. Whilst larger and more co-ordinated community organisations are able to source such information, smaller groups that are just forming can find it challenging to produce all the necessary paperwork, and it presents the risk that the public are deterred or put off from doing new things.

2.4. With that in mind, the ground rules were created to present the opportunity for members to be able to quickly provide funding to their communities, whilst also ensuring sufficient safeguards are in place to ensure the security of public funds and protect the Council’s reputation. Training has recently been provided to members as part of the member induction programme to ensure there is awareness of the rules; the online application forms help ensure compliance with the rules by requiring members to input the necessary information.

2.5. Through the 2014/15 Community Action Fund and Member Ward Budgets, over 150 projects have been supported, which compares with 57 projects supported through the Neighbourhood Fund in the 2 years 2013/14 and 2014/15. On average, it took a total of 86 days to process the former Neighbourhood Fund grants in 2014/15; in comparison, it took only 15 days to process the new Community Action Fund grants. As such, we have been able to help more groups, and help them faster.
2.6. When making applications for funding, members are required to provide any necessary supporting information. The bids require authorisation by the Director of Communities and Democratic Services Manager; Community Action Fund Grants are also circulated to all members of the Growth and Communities Committee for comment prior to approval. Where members or officers have concerns, there is the opportunity to challenge the grant and seek further information.

2.7. In a significant proportion of cases, members consult members of the Community Capacity Team on their funding application prior to submission. In only 2 cases have officers or members raised concern regarding the submitted proposal, and in both cases the members were readily able to demonstrate sufficient information was available to justify the grant award.

2.8. At present, the ground rules prevent the funding of proposals where the grant recipient has not received South Norfolk Council funding for the same activity within the previous 2 year period. Whilst this ensures that there is an equitable distribution of funding to different organisations, equally, there are some valuable organisations which regularly host a range of different projects that may be of significant benefit which may not be able to attract funding due to this clause. In addition, this also would prevent the award of a grant to an organisation which has received a “Go for It” grant through the Council’s Early Help Initiative. Members may wish to consider whether this requirement should be reviewed.

Joint Working on Funding Applications

2.9. Each Neighbourhood Area Chair has the flexibility to assess how to award funding in their area. Over the past year, the Chairmen have regularly reported to the Growth and Communities Committee as to how they have awarded their funding and the positive benefits it brings. Most chairmen have identified they sought to contact all local members in their area and Parish Councils to put forward proposals, with Neighbourhood Chairmen visiting Parishes outside of their ward to engage with them, and have also used social media including twitter, facebook and streetlife to raise the profile of funding and invite bids. Members have been invited to the Scrutiny Committee today to discuss how they have allocated their funding.
2.10. Many of the budgets were oversubscribed and strong applications could not be supported by the Neighbourhood Chair. Cllr John Overton, for example, is now considering those he was unable to support previously alongside new bids for funding. Cllr Michael Edney and Cllr David Bills have reported to how they notified other local members in their area of funding proposals throughout the year to keep them informed and involved.

2.11. The Community Action Fund is primarily targeted at larger funding proposals, however this has not precluded some joint funding projects; these are highlighted in the list of Community Action Fund projects, attached at Appendix 2. In addition, there has been some effective cross working on projects; for example, Cllr Trevor Lewis was able to use his local member ward grant to help the Caistor Roman Town Volunteer Group to house finds, and Cllr John Overton used the Community Action Fund to help host the Caistor Roman Town Fun Day which attracted more than 500 people.

2.12. Moving forwards, it is the intention of the Community Capacity Team to enable further engagement between Neighbourhood Chairmen. The Chairmen have been invited to attend a collective meeting to share good practice in their working, identify common issues and challenges, and support the developing of relationships both between the Chairmen and SNC (including the communications team).

Outcomes Achieved


2.14. In February 2015, Cabinet agreed to introduce a simple feedback form for new applications to the Community Action Fund. This has recently been implemented and feedback is starting to be received to enable the Council to have a greater understanding of the full impact of its funding.
2.15. However, many of the outcomes obtained from the funding are apparent. For example, the £860 grant to Hingham’s Lincoln Hall Committee enabled the construction of access for people to the new Post Office facility within the Hall. This helped ensure that a valuable local service could be retained within the Community. Meanwhile, the Costessey Farmers Market grant of £2768 enables community engagement, economic growth, supports local services and delivers the benefit of growth to the local community.

2.16. Chart 1 below demonstrates, on a thematic basis, how the grant funding has been allocated. It should be noted that this is based on the “primary” purpose of the funding, however some funding can support more than one purpose – for example, the Costessey Qube Youth Grant for young people also included sports equipment.
2.17. It is interesting to note the contrast in the nature of funding between Neighbourhood Areas. For example, in the Northern River Valley Area, which has seen a marked housing and population growth in recent years, funding has been required for projects that reflect a growing community; new schemes, including the Qube Youth Group and Cringleford Hub have been created, and funding given to two rapidly growing playgroups. In contrast, the Tas Valley and Waveney Valley areas, with more settled populations, have needed funding to help ensure the ongoing viability of existing facilities, such as Village Hall and play area refurbishments.

2.18. A further area to highlight is the ability to link funding towards the Council’s Early Help initiative. For example:

- Councillor Keith Kiddie allocated funding to enable a Youth Group to purchase gardening equipment, which is then being utilised to help older and vulnerable residents maintain their gardens and allotments and thus continue to live independently.
- Councillor David Goldson supported a community allotment for mothers and toddlers, enabling them to make friends, gain support networks and learn about eating healthily. This linked effectively with the work of the Community Capacity Builders, who have then enabled the scheme operators to develop several further initiatives, including support to attend a food hygiene course with a view to teaching people to cook the produce created.
- Councillor Glyn Walden supported a scheme for the over 50’s to use IT, helping them to access services and community information online.

2.19. As the early help model evolves, there will be further opportunities for members to support community-led initiatives that help individuals and removing the later need to provide more intensive levels of support.

2.20. Chart 2 provides further analysis of the funding committed to developing community facilities. Clearly, spend on village and community centres has been important, but there is a growing demand for spend on health facilities such as community defibrillators, which has had the added benefit of bringing back into use former phone boxes.
Chart 2

- War Memorials
- Online
- Streetscene improvements
- Health Equipment
- Environment / Paths
- Play Facilities
- Transport
- Community Halls
- Allotments

£0 £10,000 £20,000 £30,000 £40,000 £50,000 £60,000
3. Proposals

3.1. There are undoubtedly many positives arising from the new neighbourhood working approach. Organisations have been supported in a variety of different ways, whether to do more within their community or to be able to continue to provide valuable support. The Council’s funding is easily accessible, and can quickly be provided to groups. Officers have worked with members throughout the past year to continue to evolve and enhance the scheme and administration to support each other effectively.

3.2. The Neighbourhood Chairmen have the freedom to operate in whatever means they consider best meets the needs of their communities and local members.

3.3. The report has already identified some key areas of focus moving forward – ensuring the ground rules remain effective, and providing means through which Neighbourhood Chairmen can more formally meet and share good practice.

3.4. In addition, it is being considered that the Neighbourhood Chairmen will become responsible for administering Tree Grants within their local area, working alongside local members and the vital tree wardens to identify potential local need and allocating funding to schemes. Further detail will be presented to the Growth and Communities Committee in due course as to how this scheme may operate.

3.5. As such, it is considered that the scheme is generally operating well. Members of scrutiny are today invited to consider the report, and identify where they believe further enhancement could be made to the current ways of working.
4. Recommendation

4.1. Members are requested to consider the report and findings, recognising strengths of the scheme and identifying potential improvements to ways of working.
South Norfolk Council Neighbourhood Working - Ground Rules
June 2015

1. Neighbourhood Working

1.1 The Council has a long standing commitment to empowering people and organisations to do more to help communities throughout South Norfolk. The Council supports its members in meeting the ambitions of the community and identifying and delivering local solutions, which in turn support the Council’s corporate priorities:

- Enhancing our quality of life and the environment we live in;
- Promoting a thriving local economy;
- Supporting communities to realise their potential; and
- Driving services through being business-like, efficient and customer aware.

Through this commitment, the Council is also able to deliver its four themes:

- Public Health;
- Early Intervention;
- Economic development; and
- Commercialisation

1.2 All members and particularly the Neighbourhood Chairmen will take a central role in identifying and delivering improvements to the quality of life of people in their communities. The Chairmen will be expected to become more active in consulting with the community, identifying local needs and working with the communities to identify how best to achieve these needs.

1.3 This means combining and utilising all the experience, knowledge, skills and networks of the Chairmen and local members to understand what goes on in their communities and what the important issues are for local people, and to come up with innovative and effective solutions to make the necessary improvements.

1.4 The role of the Chairmen is to influence spend in the community, representing and reflecting on community priorities.

1.5 The key to effective community empowerment is strong community involvement. We want to ensure that the priorities of the Council and the priorities of local people and communities can be aligned wherever possible, and delivered upon.

2 Role and Responsibilities of Neighbourhood Chairmen

2.1 The main aim of the Council in appointing and supporting Neighbourhood Chairmen is to encourage and enable communities, individuals and relevant organisations to shape their neighbourhood, by the Chairmen
being agents for change and improvement in their communities. Neighbourhood Chairmen, have a vital role to play, working in and with their communities to identify important issues, develop potential solutions and influence outcomes to have a positive impact on the quality of life in the area. Neighbourhood Chairmen will be expected to consult with Local Members.

2.2 The Chairmen will work closely with the Communities Team to understand what goes on in their communities, what the important issues are for local people, and to come up with innovative and effective solutions to make any necessary improvements.

2.3 The Chairmen must be able to harness the combined experience, knowledge, skills and networks of local Councillors, community leaders and parish and town councils for the benefit of the area. They will not be able to function effectively without working closely with other local Members and partners contributing. The Chairmen must facilitate good communication with and between all partners in the community.

2.4 The Chairmen will be responsible for the effective investment of the Community Action Fund within their area. The ground rules provide the framework for the Chairmen to identify opportunities that will make a real difference to their communities, and to work with the local community to deliver on agreed local priorities in the most appropriate and effective way.

2.5 In summary, the Neighbourhood Chairman should:

- be the Community Chairman for their Neighbourhood area
- provide clear leadership to ensure objectives and outcomes of the activities and projects funded are achieved in an effective and inclusive way
- be the focus for partnership working with other public, private, voluntary and community organisations to identify and address local needs
- lead the members within the Neighbourhood area in responding to the needs of local people and communities, seeking to minimise and resolve conflict
- co-ordinate neighbourhood activity, working in collaboration with officers
- work with officers to monitor performance and make improvements as required
- be accountable for the work funded within the Neighbourhood to the Council and to the community
2.6 There will be some initiatives which will require funding and to support this, each Chairman will be responsible for the management of a budget. Each Chairman has been allocated a sum per annum. The aims of this funding is to:

- build capacity within communities so that groups can be effective without ongoing financial support from the Council,
- stimulate local economic growth, and
- facilitate creative partnership approaches to helping people in need.

2.7 Each Chairman is responsible for receiving, considering and proposing applications for funding from the allocated budget. The applications must meet the following criteria:

i) The funding will normally go to a local community group, but may be awarded to social enterprises, businesses or other public agencies if the aims are being met - but **NOT** to an individual.

ii) The granting of the funding is a one-off and will not imply an ongoing commitment by the council nor have a revenue implication for the council;

iii) The activity being funded:

   a. Has not already taken place (retrospective funding is not permitted);
   b. Could not easily be funded elsewhere
   c. Can demonstrate support in the community
   d. Supports the Council’s corporate priorities
   e. Has not received Council funding over the past 2 years.

iv) The project or activity promotes communities working together and does not unfairly discriminate against people from different backgrounds;

v) The funding can be used by the community group during the 12 months following receipt;

vi) The funding cannot be used to support any initiative more than once in a two year period;

vii) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity or any practices which would bring South Norfolk Council into
disrepute. This would include ensuring that all recipients have any required permissions in place, including requisite insurance, and DBS checks if appropriate;

viii) The funding must not replace funding previously provided by other statutory agencies such as the County Council; and

ix) Funding must not form part of the Parish precept.

2.8 In addition to satisfying the criteria above, Chairmen are encouraged to fund projects and activities that directly benefit at least two Wards within their neighbourhood area. This should assist the Chairmen to embed the neighbourhoods and feeling of community within them.

2.9 Funding can be used for new or existing projects and work carried out by community groups and other agencies within South Norfolk. Projects should support the Council’s Directorate Plans and corporate priorities. Members should also be satisfied that the project or activity being funded would improve the community or enhance the quality of life for local residents. They should also be clear that it will promote sustainable development in the area (that is, it balances social, economic and environmental objectives and does not cause damage in any of these areas).

2.10 Clear process needs to be followed when allocating large amounts of public money, therefore the following the following procedures will be followed to administer the Chairmen fund:

a) It is the Chairman's responsibility to obtain sufficient information on which to base an application for funding. If the Chairman does not consider that project or activity fits the criteria or they do not wish to fund it, the Chairman should liaise directly with the organisation to inform them of their decision. Officers will not be involved in this preliminary stage.

b) Once the Chairman is satisfied that the project or activity fits the criteria and are happy to allocate their funding, they should aim to complete the online application form in conjunction with the applicant(s). Two or more Chairmen wishing to support the same project or activity should fill in one application form and state clearly on the form how much funding should be allocated from each budget.

c) Once submitted, the online application forms will automatically be sent to the Grants Inbox. Officers will check that applications meet the criteria and will liaise with other departments to ensure compliance with legislation governed by the Council, if applicable. Forms will be updated accordingly by officers depending on information obtained at this stage.

d) Officers will then refer the applications to members of the Growth and Localism Committee. Applications and supporting evidence will be considered via email, with a deadline given for response.
e) Following feedback, the relevant officer will seek authorisation from the Communities and Democratic Services Manager, who will determine the level of funding, if any, to be allocated.

f) Officers will advise Chairmen of the outcome of their application. Chairmen should then advise funding recipients and also those unsuccessful. The Chairmen should also request organisations to advise them of the outcomes achieved, which will be published positively for SNC, by both the applicant and the Council.

g) All funding allocations and outcomes achieved will be made public on the Council’s website and will be reported back to the Growth and Localism Committee and Scrutiny Committee through monitoring reports twice a year.

h) Following a grant being awarded, the grant recipient will be provided with a simple monitoring form which enables the Council and members to obtain greater feedback on the benefits secured from the funding provided. Those recipients of funding towards a physical asset are encouraged to place a Council plaque or sticker on the asset to recognise the funding contribution.

2.11 Neighbourhood Chairmen should make sure that the funded projects and activities are delivered as agreed. Where that is not the case, the Chairman, together with the Communities and Democratic Services Manager will be responsible for resolving disputes and taking action, including withdrawal of funding where appropriate.

3. Role and Responsibilities of Local Members

3.1 The main aim of Neighbourhood working is to encourage and enable communities, individuals and relevant organisations to shape their neighbourhood. All members have a vital role to play, working in and with their communities to identify important issues, to help to develop potential solutions and to influence outcomes to have a positive impact on the quality of life in the area.

3.2 Members must be able to represent their local community, especially at neighbourhood level effectively. Members will be expected to maintain good liaison with the Chairmen and Officers, to ensure that communication is effective, and that they are able to make a strong contribution to work within the Neighbourhood.

The minimum commitments all members are expected to make are:

a. to keep informed on key local issues and promote their community; and

b. to be accessible to members of the community to act as a conduit and facilitator for local people and groups to provide information to the Neighbourhood Chairmen on local needs and issues.
3.3 Each member will be allocated a budget of £1,000 to:

- increase levels of community engagement at a very local level;
- allow flexible and timely funding of very small initiatives within communities which provide flexible and immediate solutions;
- help communities help themselves
- enhance the social, economic or environmental wellbeing of the community.

3.4 Each member is responsible for approving applications for funding out of their budget. The applications must meet the following criteria:

i) The payment must be over £100 (set at 10% of the overall budget);

ii) The funding will normally go to a community group, but may be awarded to social enterprises, businesses or other public agencies if the aims are being met - but NOT to an individual.

iii) The granting of the funding is a one-off and will not imply an ongoing commitment by the council nor have a revenue implication for the council;

iv) The activity being funded:

   a. has not already taken place (retrospective funding is not permitted);
   b. Could not easily be funded elsewhere
   c. Can demonstrate support in the community
   d. Has not received Council funding over the past 2 years.

v) The project or activity enhances the quality of life of people living or working in the Ward and does not unfairly discriminate against people from different backgrounds;

vi) The funding can be used by the community group during the 12 months following receipt;

vii) The funding cannot be used to support any initiative more than once in a two year period.

viii) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity or any practices which would bring South Norfolk Council into disrepute. This would include ensuring that all recipients have any required permissions in place, including requisite insurance, and DBS checks if appropriate.

ix) The funding must not replace funding previously provided by other statutory agencies such as the County Council.
3.5 The process involved in the Members’ Ward Budget is simplified when compared to that of the Chairman’s budget. Each member is responsible for assessing, agreeing and evaluating each initiative against these criteria. Each member must satisfy himself/herself that the funding of money would not bring the Council into disrepute or result in fraudulent or illegal activity. Completed online forms will be referred to the Communities and Democratic Services Manager to authorise payment. The Communities and Democratic Services Manager will not evaluate the merits of any payments; this is the responsibility of each member.

3.6 In performing this role local members will be expected to work with a range of partners and stakeholders including the Neighbourhood Chairmen, parish councils, local community groups, Town Teams, Local Action Groups, and County Councillors.

3.7 Members will be expected to undertake a “ward walk” at least once per year from which they will have drawn evidence for the decisions they make about how to allocate their £1,000.

3.8 Officers will submit a listing of the allocations made to the Growth and Localism Committee (in addition to publication on the Council’s website). This will allow all Chairmen to get an understanding of how the members’ Ward budgets are being spent throughout the Neighbourhoods and wider District.

4. Interests and Reputation of the Council

4.1 In addition to the processes above, any applications that members declare an interest in will be referred to the Monitoring Officer or Deputy Monitoring Officer. The Monitoring Officer or Deputy will make any comments as necessary to Officers. Applications that members have a pecuniary interest should immediately be notified to the Monitoring Officer. The application should be referred to the Portfolio Holder and Shadow Portfolio Holder, who will act as honorary local members or Neighbourhood Chairmen, jointly determining whether the application should be supported or not. The member with the pecuniary interest shall have no involvement in the decision making process. Should a member have an “other” interest in a potential grant application, they shall inform the Monitoring Officer. The member may continue to act in processing the application; however should they believe the nature of their interest means that they cannot consider the application with an open mind, then they may refer the matter to the Portfolio Holder and Shadow Portfolio Holder to act as honorary local members or honorary Neighbourhood Chairmen. If the Portfolio Holder and Shadow Portfolio Holder also has a pecuniary or other interest that they believe would prevent them acting openly in the matter, they may refer the matter to the Leader of the Council and Leader of the main opposition group to act.
4.2 These Ground Rules set the criteria to develop some consistency. However as the purpose is to increase flexible and responsive local decision-making, members are encouraged to make quick, sound decisions in isolation.

4.3 Members must be mindful that some in the community may not support some decisions and in these instances members may become more likely to receive allegations or complaints against them of misuse of public money.

4.4 This risk can be mitigated by each member:
- Ensuring the criteria is followed
- Sharing knowledge and information with other members
- Considering the perception some people may have of a decision
- Avoiding contentious decisions at sensitive times (eg, Purdah period)
- Considering how a decision enhances, not detracts, from South Norfolk Council’s reputation.

5. Identifying projects/activities and other funding streams

5.1 Neighbourhood Chairmen and local members are responsible for identifying projects and activities to be funded by the appropriate funding source.

5.2 Members should ensure that relevant community groups are aware of this funding is available and assist if the activity or project they wish to be funded would be more appropriately funded from another source (including other Council funding schemes). Details of both schemes will be available on the council’s website.

5.3 Members (including Chairmen) should liaise with each other in order to discuss possible pooling of resources for those activities or projects that benefit more than one Ward or Neighbourhood. In these instances, applications for funding from more than one budget can be made on one form (however it should be clearly stated how much should be funded from each budget). Members should also encourage community groups to approach other members and/or Chairmen in order to secure additional funding if applicable. Community Action Fund and Members Ward budgets may be pooled together.

5.4 Members should seek to assist organisations in securing funding from other sources if their application does not fit the criteria of either funding schemes or they require additional funds. Advice may be sought from the Communities Team.

6. Finance
6.1 All spend will be subject to sufficient funds in the specific budget. Each budget will be managed by the Ward member or Chairman.

6.2 As stated in the criteria for both funding schemes, funding will not be paid to individuals. For un-constituted bodies that wish to obtain funding from these budgets, they should consider the following:
   a) opening a business account relating to the activity;
   b) collaborating with a local organisation that would meet the funding criteria; and
   c) requesting that the Council purchase an item or service directly on behalf of the organisation.

Members should advise and assist Groups to ensure that one of the above is met if they only have individual bank accounts available.

6.3 Officers will report regularly to the Growth and Localism Committee on budgets, spend and projections. The Council will incorporate those reports into its financial and performance management and reporting arrangements.

6.4 Budget carry forwards will be allowed, subject to a maximum of half the budget allocation – this applies to both the Community Action Fund and the Members’ Ward budget. Any additional underspends should be brought back to the Council.
<table>
<thead>
<tr>
<th>Project</th>
<th>Award</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barford Playgroup</td>
<td>£2,500</td>
<td>Ofstead require playgroups to provide suitable facilities for outdoor play for children. The group had successfully fundraised to secure fencing, artificial grass and weather to create a suitable space at their Easton location; the CAF funding enabled the group to provide a shaded canopies to ensure compliance with the Ofstead requirements and a suitable location for outdoor play. <strong>Joint funding with local member</strong></td>
</tr>
<tr>
<td>Costessey Allotments</td>
<td>£3,084</td>
<td>This CAF award enabled 7 additional allotment plots for the growing Costessey community, including protective fencing, partitions and installation of 3 composting bins</td>
</tr>
<tr>
<td>Costessey Cinema</td>
<td>£1,200</td>
<td>The Costessey Cinema group was new but growing rapidly. Attendance numbers had grown to over 120 members which necessitated moving to a larger location, however the existing sound and picture equipment was not good enough to support the size of the room.</td>
</tr>
<tr>
<td>Costessey Farmers Market</td>
<td>£2,768.56</td>
<td>This grant enabled the foundation of a Farmers Market in Costessey. The farmers market now runs twice a month with a number of traders taking part, enabling local residents to access local produce.</td>
</tr>
<tr>
<td>Costessey Qube Youth Group</td>
<td>£1,100.50</td>
<td>The Qube youth group was attracting 25 members, however interest is high and new facilities were required to enable the group to expand. The proposals included badminton and basketball equipment; arts, crafts and baking equipment; electrical entertainment (xbox plus games), a pool and air hockey table</td>
</tr>
<tr>
<td>Cringleford Hub</td>
<td>£2,500</td>
<td>The funding enabled the setting up of a hub community café in Cringleford. The café is open 4 times a week to enable local people to meet up and find out what is going on in their community as well as presenting volunteer opportunities. The funding was utilised on a range of kitchen equipment to facilitate the café.</td>
</tr>
<tr>
<td>Easton Gymnastics</td>
<td>£2,787.96</td>
<td>The Easton Gymnastics Club is now so successful it having to construct a purpose built facility, having outgrown its Easton College home. The funding enabled those with mental and physical incapacities to participate through construction of a specialist rehabilitation pit, including ex-service personnel.</td>
</tr>
<tr>
<td>Hethersett Ducklings</td>
<td>£2,601</td>
<td>The Hethersett Ducklings is an expanding play school group. The funding provided was part of a larger project to enable the facilities at the play school to expand, including more IT facilities, outdoor equipment, books etc.</td>
</tr>
<tr>
<td>Hethersett Heritage</td>
<td>£1,200</td>
<td>This project enabled the Hethersett Community to digitize their archives and then create a website. Local residents can then access the website to learn more about the community and feel part of it; the website has recently launched at <a href="http://www.hethersettheritage.org">www.hethersettheritage.org</a>. <strong>Joint funding with local member</strong></td>
</tr>
<tr>
<td>Hethersett Netball</td>
<td>£1,255</td>
<td>This funding enabled the creation of a junior netball club in Hethersett, providing funding for a kit and equipment.</td>
</tr>
<tr>
<td>Hethersett Scouts</td>
<td>£3,000</td>
<td>Following the Hethersett High School becoming an Academy, the community use of the School's minibus was lost. This funding enabled the purchase of a minibus, to be run by the Scouts, and then available for other community groups including local pensioners groups etc.</td>
</tr>
<tr>
<td>Marlingford Swing</td>
<td>£2,350</td>
<td>This funding enabled the refurbishment of the Marlingford and Colton &quot;Trim Trail&quot; to ensure compliance with ROSPA requirements.</td>
</tr>
<tr>
<td>Mulbarton Allotments</td>
<td>£3,000</td>
<td>Due to demand, an extra 15 plots was added to Mulbarton Allotments. At present, both allotment sites do not have access to water - it has to be carried across the main road in Mulbarton which elderly / disabled face challenges in doing. This funding enabled water provision to the site, helping residents be able to maintain their allotments and not be required to give them up.</td>
</tr>
<tr>
<td>Swardeston Junior Cricket</td>
<td>£2,052.98</td>
<td>Swardeston Cricket Club already has over 90 junior cricket players, with a wide catchment area, and expanding their girls club offering. This funding enabled the purchase of a range of cricket kit to enabled the continuance - and expansion of the junior cricket club.</td>
</tr>
<tr>
<td>Tas Valley Cricket Club</td>
<td>£7,892</td>
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<tr>
<td><strong>This Grant enabled the cricket club to purchase good pitch covering equipment for their first and second pitches. These covers have enabled the club to play on occasions which may have been challenging, and also run training sessions for the same reason; they have been able to prepare pitches for U9 to U15 age groups, and host school events in adverse weather conditions. Following award of the grant, the club hosted a celebratory game for local charity Starthrovers. Joint funding with local member.</strong></td>
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<thead>
<tr>
<th>Tasburgh Allotments</th>
<th>£1,600</th>
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<tbody>
<tr>
<td><strong>As with the Mulbarton allotment site, there is no connection from the allotments to water, which is preventing plants from thriving on the allotment sites. The water supply has also helped the community plot, which is used by both the local school and playschool to educate children on growing plants. Joint funding with local member.</strong></td>
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<thead>
<tr>
<th>Newton Flotman Village Centre</th>
<th>£4,885</th>
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<tbody>
<tr>
<td><strong>This funding was allocated to support urgent toilet work and refurbishment works at Newton Flotman Village Centre. This refurbishment supported the Village Hall in its general use, but in particular was necessary to support the pre-school, which use the centre 5 days a week and are presently graded as &quot;outstanding&quot;.</strong></td>
<td></td>
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<table>
<thead>
<tr>
<th>Bressingham Village Hall</th>
<th>£5,000</th>
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<tbody>
<tr>
<td><strong>Bressingham Village Hall experienced some significant structural issues that required urgent attention in order to continue to provide a valued community facility, the only such facility in the parish.</strong></td>
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<thead>
<tr>
<th>Tacolneston Village Hall</th>
<th>£1,000</th>
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</thead>
<tbody>
<tr>
<td><strong>This money was utilised to replace the curtains within the Village Hall. The existing curtains were not fire proof, and also tatty, resulting in heat loss from the Village Hall Building as well as putting off potential hires.</strong></td>
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<tr>
<th>Aslacton Charities</th>
<th>£2,000</th>
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<tbody>
<tr>
<td><strong>This grant enabled the creation of a toilet facility in the Church grounds within Aslacton. This in turn enables greater use of the Church facility for groups and local residents.</strong></td>
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<thead>
<tr>
<th>Swainsthorpe Path Project</th>
<th>£2,400</th>
</tr>
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<tbody>
<tr>
<td><strong>This grant supported the creation of a hard surface pathway from the Swainsthorpe Community Centre, completing the project to provide a community facility within Swainsthorpe. The pathway was specifically designed to provide safe access to the community centre for disabled and elderly residents who find the current track difficult to negotiate. Joint funding with local member.</strong></td>
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<tr>
<th>Bunwell Railings</th>
<th>£1,000</th>
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<tr>
<td><strong>This funding enabled the creation of a fence between the play area in Bunwell and the car park. This project was identified as a priority by the local community in a questionnaire and as a result, safety at the play area site has significantly improved.</strong></td>
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<thead>
<tr>
<th>Tasburgh Seascouts</th>
<th>£837</th>
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<tbody>
<tr>
<td><strong>The Seascouts were using shipping containers to store their equipment. This presented significant issues to the group who were having to transport heavy equipment (which could get damaged) across land in order to be able to use the equipment. This project enabled the purchase of trolleys in order that the Scouts could transport their equipment safely and easily.</strong></td>
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<thead>
<tr>
<th>Tasburgh United FC</th>
<th>£959</th>
</tr>
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<tbody>
<tr>
<td><strong>Tasburgh Junior Football is a thriving - and growing club with 50-60 young members regularly attending. This grant enabled the purchase of a roller to roll over mole mounds on the football pitch to improve the safety of the pitch, and also pop up goals and footballs to support the growing club.</strong></td>
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<thead>
<tr>
<th>Topcroft Pavillion</th>
<th>£2,000</th>
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<tbody>
<tr>
<td><strong>This funding is supporting the first stage of a major refurbishment project of Topcroft Pavilion. This is the only community facility in the village and requires significant work being undertaken to enable the Pavilion to continue to be able to support local sports teams, including a very successful cricket club, and local community events.</strong></td>
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<thead>
<tr>
<th>Wacton Play Equipment</th>
<th>£1,827</th>
</tr>
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<tbody>
<tr>
<td><strong>A safety inspection identified that the play equipment required work to remove and replace wooden sections which was subject to rot. If the work was not undertaken, it could have resulted in a high risk to local residents and potential closure of the play equipment.</strong></td>
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</tr>
<tr>
<td>Project Name</td>
<td>Funding Amount</td>
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<tr>
<td>Appleseed Social Enterprise</td>
<td>£9,000</td>
</tr>
<tr>
<td>Wymondham Allotment Association</td>
<td>£2,500</td>
</tr>
<tr>
<td>Barford Village Hall</td>
<td>£5,000</td>
</tr>
<tr>
<td>Morley Adventure Trail</td>
<td>£2,500</td>
</tr>
<tr>
<td>Wicklewood Village Hall</td>
<td>£2,500</td>
</tr>
<tr>
<td>Wymondham Ex-Services Social Club</td>
<td>£5,000</td>
</tr>
<tr>
<td>Welbourne Arts Festival</td>
<td>£3,000</td>
</tr>
<tr>
<td>Lincoln Hall Committee</td>
<td>£860</td>
</tr>
<tr>
<td>Wicklewood Windmill</td>
<td>£1,040</td>
</tr>
</tbody>
</table>

This proposal had struggled to obtain funding towards a care farm to support people with wellbeing challenges. Having received South Norfolk funding, various other funders agreed to support the proposals which have led to the creation of the care farm. The scheme gives confidence to people, helping them feel better about themselves and provides them with new opportunities they may not otherwise have access to. **Joint project with local members**

This was a further proposal for water supply to allotments. The site had no access to mains water and the proposals supported the extraction of water from the Tiffey River to aid development of vegetables and plants on the site. **Joint project with local members**

This funding was part of the village hall renewal project in Barford. The money specifically was spent on making the children's play area more secure with the erection of fencing and gates to support use of the facility in a safe manner.

Morley Parish Council are in the process of replacing current play equipment and ensuring equipment is available to support all ages. The funding was used towards the purchase of an Adventure Trail, designed to encourage the development of fitness, agility, co-ordination and balance.

Following replacement of the roof in the Village Hall, there were acoustic issues resulting from reverberation and echo. Due to these issues, key users such as the Cinema Group were finding it challenging to use the facility. This funding enabled the users to be able to utilise the village hall properly.

The Social Club faced near certain closure as a result of asbestos issues identified in the roof area. The Club had secured consent to undertake removal work but critically needed funding to make this happen; as a result of this funding, the club is able to continue to operate.

Over 15,000 people visit the Welbourne Arts Festival, which is a critical tourist attraction to the area as well as supporting local people to engage with the arts. In order to make the event happen, marquees were required to host the Festival and its events.

Sadly, the Post Office in Hingham was closed. A community post office facility was suggested in the Lincoln Hall, offering an outreach service. However, the small room allocated needed work to ensure there was safe and easy access for local people with accessibility challenges. This funding enabled the work to take place and ensure a post office facility remains within Hingham.

The Windmill Trust have an ambition to restore Wicklewood Windmill as a working site. It is already a local tourist attraction and it is hoped that the restoration will encourage more visitors to the local area. This funding provided a spur wheel to help make the windmill function.
<table>
<thead>
<tr>
<th><strong>Waveney Valley</strong></th>
<th></th>
</tr>
</thead>
</table>
| **Brockdish Toilet** | £3,000 | Alburgh runs regular film nights for the local community on at least a monthly basis. To continue to run these events, a new film projector was required.  
*Joint funding with local member*  |
| **Alburgh Projector** | £3,305 | The village hall required substantial refurbishment work. The windows had rusted so badly they were inoperable, whilst the walls were not insulated, causing heat loss, and the ceilings in the kitchen and toilet areas required replacing as they were previously unhygienic. A substantial amount of the work has been undertaken by volunteered and resulted in the restoration of an essential local community space.  |
| **Thorpe Abbotts Village Hall** | £6,600 | The village hall required substantial refurbishment work. The windows had rusted so badly they were inoperable, whilst the walls were not insulated, causing heat loss, and the ceilings in the kitchen and toilet areas required replacing as they were previously unhygienic. A substantial amount of the work has been undertaken by volunteered and resulted in the restoration of an essential local community space.  |
| **Bressingham and Fersfield Village Hall** | £5,000 | See Application for Tas Valley. This was a joint funding application between Waveney and Tas Valley, as it was felt that the Bressingham and Fersfield Village Hall ran events that was of significant benefit to both neighbourhood areas.  |
| **Harleston Historical Society** | £600 | The Historical Society required important work to re-roof the entrance to the building, housing important local history displays (currently displaying about the role of Harleston in WW1). It may have been necessary to close without the work being undertaken.  |
| **Starston Village Hall** | £10,000 | Starston Village Hall required urgent repair and refurbishment work, including to rectify rising damp, heat loss and draughty conditions. Through refurbishing it was hoped the village hall could be continued to be used by local residents, and potentially increase footfall through a more attractive venue and greater car parking space.  |
| **Burston and Shimpling Play Equipment** | £2,745 | This funding was part of a larger bid by Burston and Shimpling Parish Council to refurbish existing play equipment and expand play offering so as to encourage more people to play and be active.  |

<table>
<thead>
<tr>
<th><strong>Eastern Rivers</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Shotesham Defibrillator</strong></td>
<td>£2,370</td>
</tr>
<tr>
<td><strong>River Waveney Footway</strong></td>
<td>£4,100</td>
</tr>
<tr>
<td><strong>Yelverton Football Club</strong></td>
<td>£5,000</td>
</tr>
<tr>
<td><strong>Poringland Play Equipment</strong></td>
<td>£5,000</td>
</tr>
<tr>
<td><strong>Poringland Archive Group</strong></td>
<td>£2,332</td>
</tr>
<tr>
<td><strong>Seething Airfield</strong></td>
<td>£5,000</td>
</tr>
</tbody>
</table>
| **Brooke Scouts** | £5,000 | This funding is part of a project to improve, increase and upgrade Brooke Scout Hut. There is currently problems with disabled access to the Den, a lack of storage and insufficient space. Following securing funding for this project, the Scouts have now agreed for the Hut to be used as a temporary site for Poringland Men's Shed, which could not find a location; the people taking part in the Shed project are now working to support the upgrade of the Hut.  
*Joint funding with local member*  |
| **Caistor Roman Town** | £2,598 | This funding supported the hosting of a Family Fun Day at Caistor Roman Town. Through hosting such an event, it was aimed to increase interest in local history, attract volunteers to the site and increase involvement in the site management of the Roman Town. The event took place in May 2015 and over 500 residents took part.  |
Scrutiny 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 (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?

<table>
<thead>
<tr>
<th>Date of meeting</th>
<th>Topic</th>
<th>Organisation / Officer / Responsible member</th>
<th>Objectives</th>
<th>Method(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Aug 15</td>
<td>Meeting to be held only in the event of a call-in</td>
<td></td>
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</tr>
<tr>
<td>30 Sept 15</td>
<td>Review of Internal Drainage Boards (IDBs)</td>
<td>Head of Environmental Services &amp; Cllr K Billig</td>
<td>Members to review the Waveney, Lower Yare &amp; Lothingland, and Norfolk Rivers IDBs in light of a recent review of their structure and funding. This will give members the opportunity to consider the work of the IDBs and what work they undertake in the District.</td>
<td>Officer report</td>
</tr>
<tr>
<td>18 Nov 15</td>
<td>Market Towns Initiative</td>
<td>Head of Economic Growth and the Market Towns Coordinator &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>
</tr>
<tr>
<td>18 Nov 15</td>
<td>Council run Public Conveniences</td>
<td>Director of Community Services &amp; Cllr J Fuller</td>
<td>Members to receive an update regarding the new public conveniences installed throughout the District's towns. Members to analyse feedback received from the public, particularly complaints. The Committee to also learn how much income has been received since the new toilets have been in operation and receive a general update regarding progress so far with the programme of refurbishment and the public opinion.</td>
<td>Officer report</td>
</tr>
<tr>
<td>Nov/Dec 2015</td>
<td>Directorate Plan Member Workshop</td>
<td>All SLT &amp; Senior Managers and All Cabinet members</td>
<td>Members to review the draft Directorate Plans 2016/17 and make recommendations to officers in an informal workshop environment. This is a great opportunity for members to find out what work is planned for the coming year and influence the direction of the Council and where resources are allocated.</td>
<td>All-member workshop</td>
</tr>
<tr>
<td>21 Dec 15 (Mon)</td>
<td>No items scheduled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 2016</td>
<td>2016/17 Budget</td>
<td>Director of Business Development &amp; Cllr M Edney</td>
<td>For Scrutiny Committee to consider the Council’s 2016/17 budget and the recommendations of Cabinet and further for the Committee to make its own recommendations to Council regarding the budget for consideration at its meeting at the end of February 2016.</td>
<td>Officer report</td>
</tr>
<tr>
<td>Date of meeting</td>
<td>Topic</td>
<td>Organisation / Officer / Responsible member</td>
<td>Objectives</td>
<td>Method(s)</td>
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<tr>
<td>March 2016</td>
<td>Health and Wellbeing Strategy review</td>
<td>Housing and Public Health Manager and Cllr Y Bendle</td>
<td>For the Committee to review the Council’s Health and Wellbeing Strategy that was adopted in June 2014. Members to assess the impact of the Strategy and outcomes achieved and consider making any recommendations as appropriate as a result of the review.</td>
<td>Officer report</td>
</tr>
<tr>
<td>April 2016</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.</td>
<td>Officer report</td>
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</tbody>
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## CABINET CORE AGENDA 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Decision</th>
<th>Key Decision/Item</th>
<th>Lead Officer</th>
<th>Cabinet Member</th>
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<tbody>
<tr>
<td><strong>COUNCIL 13 JULY</strong></td>
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<tr>
<td>20 July</td>
<td>O</td>
<td>Performance Risk and Revenue Outturn Report Quarter 1</td>
<td>M Fernandez-Graham/ W Salmons/ E Goddard</td>
<td>M Edney</td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>Capital Outturn Report for Quarter 1</td>
<td>M Fernandez-Graham</td>
<td>M Edney</td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>Annual Treasury Mgt Report Quarter 1</td>
<td>M Fernandez-Graham</td>
<td>M Edney</td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>Review of Charging for Pre-Application Advice</td>
<td>H Mellors</td>
<td>L Hornby</td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>Task and Finish Groups – Terms of Reference</td>
<td>L Mickleborough</td>
<td>J Fuller</td>
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<td>O</td>
<td>South Norfolk Housing Strategy 2016-19</td>
<td>M Swann</td>
<td>Y Bendle</td>
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<td>14 Sept</td>
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<td>Gypsy and Traveller Local Plan Document – Preferred Options</td>
<td>A Nicholls</td>
<td>J Fuller</td>
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<td><strong>COUNCIL 21 SEPT</strong></td>
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<td>2 Nov</td>
<td>O</td>
<td>Performance Risk and Revenue Outturn Report Quarter 2</td>
<td>M Fernandez-Graham/ W Salmons/ E Goddard</td>
<td>M Edney</td>
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<td>O</td>
<td>Capital Outturn Report for Quarter 2</td>
<td>M Fernandez-Graham</td>
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<td>O</td>
<td>Annual Treasury Mgt Report Quarter 2</td>
<td>M Fernandez-Graham</td>
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<td><strong>7 Dec</strong></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.