



# AGENDA

**NOTE: In the case of non-members, this agenda is for information only**

- Committee** - **OVERVIEW AND SCRUTINY COMMISSION**
- Date & Time** - **Thursday, 20th March, 2014 at 2.00 pm**
- Venue** - **Anglia Room, The Conference Suite, Elizabeth House, Walpole Loke, Dereham**

**Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.**

## Members of the OSC

Mr J.P. Cowen (Chairman)	Mr A.P. Joel
Mr T. J. Jermy (Vice-Chairman)	Mr R.G. Kybird
Mr A.J. Byrne	Mrs S.M. Matthews
Mr C G Carter	Mr R. R. Richmond
Mr K.S. Gilbert	Mr J.D. Rogers
Mrs D.K.R. Irving	Mr B. Rose

## Substitute Members

Mrs S. Armes  
Mr S.G. Bambridge  
Cllr C.R. Bowes  
Mr C.S. Clark

**PERSONS ATTENDING THE MEETING ARE  
REQUESTED TO TURN OFF MOBILE  
TELEPHONES**

Member Services  
Elizabeth House, Walpole Loke,  
Dereham Norfolk, NR19 1EE

Date: Tuesday, 11 March 2014



## **PROTOCOL**

### **Working Style of the Overview & Scrutiny Commission (OSC) and Other Scrutiny Bodies**

This document sets out the roles of Members and Officers, and the general principles to be adopted by the OSC and other scrutiny bodies such as Scrutiny Task and Finish Groups.

#### **Member Leadership**

Members of the OSC will take the lead in selecting topics for overview and scrutiny and will recognise that best practice identifies scrutiny as a non-executive Member-led activity. The OSC will expect Cabinet members to take prime responsibility for answering their questions about topics which chiefly relate to the Council's activities.

#### **A Constructive Atmosphere**

Meetings of the OSC will be constructive and not judgmental. The Commission recognises and accepts that effective scrutiny is best achieved through challenging and constructive enquiry. People giving evidence should be given due respect and not made to feel under attack.

#### **Independence**

Members of the OSC/task and finish groups will not be subject to whipping arrangements by the party groups.

#### **Respect and Trust**

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

#### **Consensus**

Members of the OSC/task and finish groups will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed targeted recommendations. There will be recognition that the OSC has a primary duty to scrutinise on behalf of the community.

#### **Openness and Transparency**

The OSC's business will be open and transparent, except where there are sound reasons for protecting confidentiality. The minutes of the Commission's meetings will explain the discussion and debate so that they can be understood by an outside reader.

#### **Impartial and Independent Officer Advice**

Officers who advise and support scrutiny will give impartial and independent advice, as officers support all members of the Council.

#### **Regular Review**

There will be regular reviews of how the scrutiny process is working, and a willingness to change if it is not working effectively.

#### **Programming and Planning**

It is the responsibility of the OSC and the wider non-executive to determine its work programme and to allocate specific reviews either through a dedicated task and finish group or to undertake a review itself. Before each topic/review is commenced, the O&SC will agree the scope of the exercise, what information they will need initially, and which members, officers and external witnesses they wish to see.

## **Managing Time**

The OSC will aim 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.

## **Member/Officer Roles**

Executive members will regularly be called to account for the decisions they have made and to explain progress in key areas of their portfolio – and in the case of the Council Leader – the Council as a whole. Members will be expected to produce and present a brief written account of their executive activities and will then be questioned by members of the OSC for a period no longer than 20 minutes.

## **Co-optees**

“Expert witnesses” may be co-opted onto scrutiny task and finish groups to provide technical assistance to the review. Co-optees possess no voting rights.

## **Substitutes**

Substitute members will be so listed on the agenda papers of the Overview & Scrutiny Commission. It is a member responsibility to alert a substitute in the event that she/he cannot attend a meeting.

**PART A - ITEMS OPEN TO THE PUBLIC**

	<u>Page(s)</u> <u>herewith</u>
<b>1. <u>MINUTES</u></b> To confirm the minutes of the meeting held on 30 January 2014.	1 - 11
<b>2. <u>APOLOGIES AND SUBSTITUTES</u></b> To receive apologies for absence and to note substitute Members in attendance.	
<b>3. <u>URGENT BUSINESS</u></b> To note whether the Chairman proposes to accept any item as urgent business pursuant to Section 100(B)(4)(b) of the Local Government Act 1972.	
<b>4. <u>DECLARATION OF INTERESTS</u></b> Members are reminded that under the Code of Conduct they are not to participate and must leave the room, for the whole of an agenda item to which they have a Disclosable Pecuniary Interest.  In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, that support the Nolan principles detailed within the Code of Conduct.	
<b>5. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u></b> To note the names of any non-members or public speakers wishing to address the meeting.	
<b>6. <u>EXECUTIVE MEMBER PORTFOLIO UPDATE</u></b> Elizabeth Gould, Executive Member for Planning, Building Control & Housing, has been invited to attend the meeting to update Members on key ongoing issues and policies within her portfolio and to answer any questions.	
<b>7. <u>HOUSING REVIEW</u></b> To see if housing policies considered by the Housing Task & Finish Group have made an impact on the housing register.  Representatives from the Housing Associations have been invited to attend to answer questions.	
<b>8. <u>CAPITA</u></b> To receive an update.	

**9. HEALTH SCRUTINY (STANDING ITEM)**

To receive an update on the Norfolk Health Scrutiny Committee.

**10. SCRUTINY CALL-INS (STANDING ITEM)**

To note whether any decisions have been called-in for scrutiny.

**11. COUNCILLOR CALL FOR ACTION (STANDING ITEM)**

To consider any references.

**12. WORK PROGRAMME**

(a) A copy of the Commission's work programme is attached. The Commission is asked to agree any additions, deletions or amendments to the programme as appropriate.

(b) Member Issues: In accordance with the Commission's protocol for member leadership, which states that members of the Commission will take the lead in selecting topics for overview and scrutiny and in the questioning of witnesses, members are invited to put forward items for selection for future review.

*A copy of the Key Decision Plan is attached for Members' information.*

**13. NEXT MEETING**

To note the arrangements for the next meeting to be held on 1 May 2014.

**BRECKLAND COUNCIL**

**At a Meeting of the**

**OVERVIEW AND SCRUTINY COMMISSION**

**Held on Thursday, 30 January 2014 at 2.00 pm in the Anglia Room, The Conference Suite, Elizabeth House, Walpole Loke, Dereham**

**PRESENT**

Mr J.P. Cowen (Chairman)	Mr R.G. Kybird
Mr T. J. Jermy (Vice-Chairman)	Mrs S.M. Matthews
Mr A.J. Byrne	Mr R. R. Richmond
Mr K.S. Gilbert	Mr J.D. Rogers
Mrs D.K.R. Irving	Mr B. Rose
Mr A.P. Joel	

**Also Present**

Councillor C Bowes	Mrs E. M. Jolly
Mr S.G. Bambridge	Mrs L.S. Turner

**In Attendance**

Rory Ringer	- Democratic Services Team Leader
Teresa Smith	- Committee Officer (Scrutiny & Projects)
Vicky Thomson	- Assistant Director - Democratic Services
Kim Parks	- Senior Performance Analyst
Julie Britton	- Senior Committee Officer
Alison Chubbock	- Accountancy Manager

**Action By**

**1/14 MINUTES (AGENDA ITEM 1)**

The Minutes of the meeting held on 21 November 2013 were confirmed as a correct record and signed by the Chairman.

**2/14 APOLOGIES AND SUBSTITUTES (AGENDA ITEM 2)**

An apology for absence was received from Councillor Carter. Councillors Bambridge and Bowes were present as substitutes. Councillor Bowes was in attendance as a member of the Constitution Working Group.

**3/14 DECLARATION OF INTERESTS (AGENDA ITEM 4)**

For transparency, Councillor Irving declared that she was employed by Brandon Lewis MP in a constituency capacity.

**4/14 NON-MEMBERS WISHING TO ADDRESS THE MEETING (AGENDA ITEM 5)**

Councillors Jolly and Turner were in attendance. The Chairman welcomed Mr Roger Atterwill, the Chairman of Swanton Morley Parish Council to the meeting who was in attendance to ask a number of questions in relation to agenda item 6, as follows:

1. The Local Government Finance Act 1992, s41(4) allows Parish & Town Councils up until 1 March each year to submit its

**Action By**

precept calculation for the forthcoming year. If they exercise this right what would be the likely effect on Breckland Council's budget setting process going forward?

2. Could the relevant Officers confirm the total value of the Local Council Tax Support grant provided by HM Government to Breckland Council for the forthcoming year 2014/15 and could it also be confirmed that this authority has received a letter dated 6 January 2014 from the Local Government Minister, Brandon Lewis MP stipulating that a proportion of this money is to be passed on to Parish and Town Councils?
3. In August 2012, it had been reported to the local press that Government figures showed that in the financial year 2011/12, Breckland Council failed to collect £947,000 in unpaid council tax. Could it be confirmed how much of this has since been recovered?

The responses to the above questions were deferred until after Councillor Jolly's presentation.

**5/14 EXECUTIVE MEMBER PORTFOLIO UPDATE (AGENDA ITEM 6)**

Councillor Jolly only became a Portfolio Holder responsible for Member Services and Finance in September 2013; for this reason, the Officers in attendance would hopefully be able to respond to the questions that she could not answer herself.

**Democratic Services**

Democratic Services included electoral and member services and was a small team of officers whose responsibilities included a number of statutory functions with no room for error and no flexibility on timings. Election deadlines and government consultation response deadlines were absolute. Rory Ringer was the Democratic Services Team Leader and his Team provided a range of services for Elected Members, public and officers to promote local democracy; including:

- committee administration
- effective overview and scrutiny
- standards
- member support
- electoral registration
- election services

The key areas of responsibilities were:

- Committee Administration
- Standards
- Freedom of Information
- Scrutiny
- Democratic Engagement
- Electoral Registration
- Election Management
- Community Governance Reviews & Boundary Arrangements



**Action By**

Democratic Services was governed by a wide range of legislation to ensure that the Council was responding to democracy in a timely and lawful way. Work within Democratic Services included:

- Committee Administration
- Standards
- Electoral Services -
  - Parish elections
  - District elections
  - County elections
  - Parliamentary & European Parliamentary elections
  - Referendums & Parish Polls
  - Maintenance of the Register of Electors
  - Boundary Reviews
  - Electoral advice to Town & Parish Councils
- Freedom of Information
- Scrutiny
- Democratic Engagement

Vicky Thomson was the Assistant Director of Democratic Services; she was also the Monitoring Officer and under the new Standards regime Vicky worked with an Independent person appointed by the Council to investigate complaints.

Electoral Services was responsible for all Elections - a huge task with no control over the flow of work.

All Freedom of Information requests received had to be logged by a dedicated Standards Officer.

Administration support to the Overview & Scrutiny Commission was provided by a dedicated Scrutiny Officer.

Electoral Services was currently preparing for the European Parliamentary Elections on 22 May 2014. Breckland formed part of the Eastern Region and 7 MEP's would be elected under a proportional representation system.

Individual Electoral Registration (IER) was key project that the Team was working on. Under the current system of electoral registration an annual household canvass form was sent to each address, which was completed by one individual on behalf of everyone living at the property. In the coming months, this system of registration would be replaced and every individual living at the same address would have to complete an Individual Electoral Registration form. Additional resources would be required as this would be an enormous job for such a small Team to take on. Knowing that extra resources would be required Breckland Council had been awarded £49k from the Government for this transition. A National Awareness campaign would be implemented by the Government in June; Breckland Council would also be running a local campaign to coincide with this.

Another key project that was currently on-going was the Electoral Boundary Review. The Electoral Commission had proposed 49 councillors for Breckland. A public consultation on the draft recommendations for new electoral arrangements was open to all until

**Action By**

14 April 2014. Breckland Council's own proposal would be presented to the next Full Council meeting in February. 29 July 2014 would be the publication of the final recommendations by the Commission and subject to parliamentary approval; these new arrangements would be implemented in May 2015 for the District and Parish Elections.

Mod.Gov was the system used by Member Services and it was hoped that in the not too distant future the electronic submission of reports and the tracking of decisions would be implemented.

Legal Services

In relation to Legal Services, Breckland Council now had an in-house team of two fulltime posts – the Solicitor for the Council and a Legal Services Coordinator. The latter post was shared with South Holland District Council. Legal Services provided advice across the Council through a mix of internal and external provision; their work included:

- Drafting contracts and agreements
- Defending legal challenges on decisions
- Providing legal advice on policy decisions
- External specialist advice

Finance Service

Referring to Finance, the Portfolio Holder advised that there had been major changes in Government policy and guidelines. The work of the Finance Team was to interpret these guidelines at an early stage – usually starting when the Government was still consulting on changes. The Team had to interpret the changes and the effects on the Council and other related parties, often constrained by a lack of detailed information in the early stages and before the outcomes were clear. As an Elected Council these changes must be considered and balanced decisions must be made based on all issues, constraints and opportunities. Where the impact could be significant or cause changes to current processes the Council informs other parties involved of the potential changes either by writing directly or by consultation through Town and Parish Forums.

As more information became known or released, the Council aimed to keep parties up to date with changes. However, in recent years there had been major changes in Government legislation and policy and often these were not finalised until the 11<sup>th</sup> hour, with little time for consultation and implementation.

The Finance Service was responsible for providing financial, accounting and insurance advice to the Council, its Members and its officers. It was responsible for budget preparation and control, income and expenditure, capital accounting, treasury management and banking, VAT and Government stats, maintaining systems of internal control, preparation of the Council's budget book and formal setting of Council Tax. It additionally published an annual statement of accounts for the Council.

The Portfolio Holder hoped that she had been able to adequately cover all the details and would be happy to answer any questions. Alison

**Action By**

Chubbock, the Council's Accountancy Manager was in attendance and she was asked to respond to the questions asked by Mr Atterwill at the beginning of the meeting.

In relation to question 1 – *“The Local Government Finance Act 1992, S41(4) allows Parish & Town Councils up until 1 March each year to submit its precept calculation for the forthcoming year. If they exercise this right what would be the likely effect on Breckland Council's budget setting process going forward”*. Members were informed that a date was set each year for the Council's Council tax setting which for this year was 27 February 2014; part of which included setting the Parish Council's precept. Breckland Council always aimed for the latest date in February to set its Council Tax, and Full Council meetings, the statutory body that approves the Council Tax setting for the forthcoming year, were scheduled accordingly. If the Full Council meeting was delayed for a further week, this could affect direct debits and there would be less time to print and issue the Council Tax bills; however, the Accountancy Manager would look into the legalisation. Members were also reminded about the time constraints in setting the Council Tax in relation to having to wait for Norfolk County Council and the Norfolk Police Authority Council Tax figures.

In relation to question 2 - *Could the relevant Officers confirm the total value of the Local Council Tax Support grant provided by HM Government to Breckland Council for the forthcoming year 2014/15 and could it also be confirmed that this authority has received a letter dated 6 January 2014 from the Local Government Minister, Brandon Lewis MP stipulating that a proportion of this money is to be passed on to Parish and Town Councils?* There had been no mention of monies being passed to Parish & Town Councils in the legislation and as far as the letter from Brandon Lewis MP was concerned, this she had not seen but she would look into it and report back.

With regard to question 3 - *In August 2012, it had been reported to the local press that Government figures showed that in the financial year 2011/12, Breckland Council failed to collect £947,000 in unpaid council tax. Could it be confirmed how much of this has since been recovered?* The value of unpaid Council Tax was unknown but the information would be found and reported accordingly.

The Accountancy Manager said that she would contact Mr Atterwill on the questions that she could not answer. The responses would also be emailed to Members.

**A  
Chubbock**

Councillor Kybird asked about the Community Governance Review procedures and the route it would have to take for initiation. The Democratic Services Team Leader explained that Community Governance reviews provided the opportunity for local Councils to review and make changes within their areas in circumstances such as where there had been changes in population. Community Governance reviews could also be triggered by local people presenting public petitions to the Council and it would be the General Purposes Committee that would decide whether or not a review should be conducted. One such review currently being undertaken was for the parishes of Weasenham All Saints and Weasenham St Peter who wanted to become a shared Parish Council in 2015. There was a great

deal of guidance available which he would be happy to send out to Members for information.

The Vice-Chairman mentioned the Council Tax and the budget and pointed out that in previous years Council Tax had been capped at 2% or increased by a maximum of £5 and he asked whether this would be available again for this financial year. The Portfolio Holder said that no clear guidelines had been received as yet. The Accountancy Manager advised that the legislation should be available by 10 February 2014 but this date had not been confirmed. The Portfolio Holder said that this was another example of the decisions that the Council had to make which was extremely difficult trying to prepare a well considered budget then at the eleventh hour the figures could change. The Vice-Chairman appreciated the difficulty that Officers had to face in setting the budget. He asked another question in relation to the Localised Council Tax Support grant and what had been circulated since the last Overview and Scrutiny Commission meeting. He knew that there had been a Ministerial Statement issued on 6 December 2013 and he referred to the Leader's comments in the previous O&SC Minutes. The Vice-Chairman had been made aware that other Council's had passed this grant money on to Towns and Parishes. The Portfolio Holder advised that Breckland Council was continuing to support the Council Tax Support scheme by current council tax benefit arrangements paying no more than 8½% instead of 25% of their next Council Tax liability which in turn would have had an adverse affect on Town and Parish Councils. The Accountancy Manager then answered a number of questions in relation to the settlement figure for 2014/15 of which there had been no mention of the Council Tax Support grant, the only element mentioned had been in relation to a Council Tax freeze.

The Executive Member for Community and Environmental Services reiterated what the Portfolio Holder and the Accountancy Manager had said – there had been no mention of the support grant in the settlement figure.

Councillor Rogers mentioned the amount of investment in property and employment areas in the last year except for in the Watton area which had received less investment compared to the other towns. He asked if there was going to be any investment in the town for this year. The Portfolio Holder said that she would find out and report back.

Councillor Bambridge asked a question in relation to the date of the Local Government Boundary Commission Review, the Democratic Services Team Leader advised that confirmed date was 29 July 2014 for the final recommendations.

Councillor Joel mentioned the change to the number of Wards and Members in the Review and asked how many Wards would be affected. Members were informed that there would be a reduction of 9 Wards in total. The Chairman stated that the Boundary Commission had proposed 14 two Member Wards. In response to a question about timescales, the Democratic Services Manager explained that Members had the opportunity to respond by 7 February 2014, a meeting of the Boundary Commission Working Group had been arranged for 10 February 2014 in time for a report to Full Council on 27 February 2014 if required. Emails had been sent to all Members and comments

**Action By**  
**R Ringer**

**Cllr E Jolly**

**Action By**

received would be considered at the meeting on 10 February. The Portfolio Holder urged Members to be aware of the very tight timelines as there was not a Full Council meeting where the recommendations could be reported to in March. She reminded Members that anyone could respond to the Boundary Commission

The Chairman asked the Democratic Services Manager to explain Individual Electoral Registration (IER) for those present who were not familiar with the new scheme. Members were informed that currently electoral registration had been based on property; however, from 10 June 2014 this current method would be replaced by IER. From this date all electors must register individually and have their application verified before being added to the register. People must provide name, address, National Insurance Number and date of birth; these would be cross checked with Department of Working Pensions (DWP) before names could be added to the register under the new system. Those not matched, which could be in the region of 8 to 10,000 people (classed as the 'red' ones), would be invited, reminded in 2014 and 2015 and have until December 2015 to register under the new system. A number of additional forms had been added into the equation one of which was a Household Enquiry Form (HEF) so instead of having one form there would be more of an onus, plus a legal duty to chase up. The big plus would be the ability to register on-line and a publicity campaign would be launched in July 2014.

The Chairman asked if the £48k grant would cover the administration costs for this new scheme. Members were informed that it would, the main cost being postage. The Democratic Services Team Leader said that due to the volume of work, the monies would also be used to recruit a temporary post to deal with IER only.

In response to a question relating to IER, it was explained that one of the main reasons behind the introduction of IER was to reduce electoral fraud. Members were informed that the Electoral Registration Officer had a duty to ensure that everyone was registered.

In relation to Standards, Councillor Matthews asked if the Council received many complaints. The Assistant Director of Democratic Services advised that the number of complaints had dropped slightly and there had not been cause to bring anything forward to Audit.

Councillor Matthews mentioned the day of the Parish Forum and was upset that she could not attend again. She suggested sending Members a few dates to choose from in future. The Portfolio Holder understood the Members frustration when dates happened to clash with other arrangements but to be able to please everyone would be an impossible task.

The Portfolio Holder was thanked for her presentation.

**6/14 QUARTER 2 AND QUARTER 3 PERFORMANCE REPORTS**  
**(AGENDA ITEM 7)**

In the absence of the Joint Performance Team Leader, the Assistant Director of Finance and Democratic Services and the Senior

Performance Analyst were in attendance for this item.

The Performance Team had brought forward a report that pulled together all performance of the Council whilst trying to make the performance processes slicker, more meaningful and gathering information that could be used by Members. There had been significant changes in the process and this was still on-going. Training had been carried out for Officers that were responsible for the input of data and the quality of information was being increased to ensure that the right things were being measured.

The frequency of reporting projects and performance indicators (PIs) to Committee was an issue as on some occasions the information gathered was slightly out of date by the time it was presented to the meeting.

Councillor Gilbert said that he had read all of the report in particular the document that had since been replaced on which he had prepared questions. He had concerns about the replacement document as it did not contain as much information and he felt from a scrutiny point of view there would be opportunities missed. The Assistant Director of Finance and Democratic Services reminded the Committee of the plea from Members –not to give them too much information; it was the Portfolio Holders that required more detail which in turn could be disseminated to Members if they so wished. Councillor Gilbert was not happy with the response and asked if he could forward his questions relating to the original document. It was agreed that any questions would be forwarded by email to the Assistant Director for a response.

As one of the Portfolio Holders, Lynda Turner, the Executive Member for Community and Environmental Services pointed out that this was an evolving document and they, as Executive Members, would be challenging this all the way through until it ended up as a document that was fit for purpose.

The Vice-Chairman concurred with the views of Councillor Gilbert and asked a question in relation to staff sickness which he had raised before as a concern but had never received an adequate response. He assumed the figure quoted in the report was for the whole Council, if this was the case, he would prefer to see the sickness absence data for each service area. Members were informed that the sickness reporting was at a higher level; however, this could be seasonal and it would be better to wait until a year's worth of data had been gathered. The Chairman referred to the wording used in the comments, stress, anxiety and depression, and felt that this was indicating a trend and echoed the Member's concerns on this matter. He felt that any issues that the Council was not managing to control should be brought forward as a scrutiny matter for support.

Councillor Kybird referred to Moving Thetford Forward project contained in the report and raised concerns in relation to the commentary as he thought that the Planning Inspector had already reported on the bus station issue. The Chairman raised concern about this particular matter having two quarters as 'amber' that signified, in his opinion, that there was a problem. Councillor Kybird reported some breaking news on the bus station stating that there would be a fast track completion by

**Action By**

**V  
Thomson**

**R Hassall/  
K Parks**

**Action By**

January 2015. The Assistant Director of Finance and Democratic Services said that there would always be an inbuilt time lag by 10<sup>th</sup> of each month.

The report was otherwise noted.

**7/14 CONSTITUTION REVIEW (AGENDA ITEM 8)**

The Executive Member for Finance and Democratic Services presented the report.

The Constitution Working Group (CWG) was established in April 2013 with the membership including herself, Councillors Bowes and Jermy working with a CWG at South Holland to consider the review of both Constitutions. This had been set against a background of change. In 2008/09 there were approx 350 employees at Breckland, now the number was nearer 250. Breckland also now had a shared Senior Management Team with South Holland and the recent Boundary Commission recommendations indicated that Breckland's Elected Members would decrease from 54 to 49.

With this in mind the CWG had reviewed the Committee Structure. In order for changes to be made to the Committee Structure it would be necessary to align the delegations section of the Constitution as well. However, at this stage the CWG presented this outline for the consideration of Overview and Scrutiny Commission.

Councillor Bambridge mentioned the new Licensing arrangements and felt that the skills that had already been embedded in Members needed to remain; he highlighted an appeal that had been upheld by a decision made by the Licensing Sub-Committee. The Democratic Services Team Leader advised that there was a statutory requirement to keep matters relating to the Licensing Act 2003 and the Gambling Act 2005 separate from the remainder of the Licensing functions. However, the idea was to have the same membership on both committees and as was the case in a large number of authorities there was nothing to preclude the Regulatory and Licensing Committees meeting on the same day running sequentially. The set up of what would sit underneath Licensing such as the Appeals Panel, currently the Appeals Committee, was explained. Councillor Bambridge said that he would like to have further discussions with the Democratic Services Team Leader on this matter.

**R Ringer**

Councillor Gilbert drew the Committee's attention to page 61 of the agenda that mentioned the Member Development Panel under section 1.20 of the report. He was very pleased that it had been given more prominence and he felt that the Membership as a Panel was very strong and it encouraged more Members to take up training. The Executive Member for Community and Environmental Services concurred with the aforementioned comments and reminded the Committee that the Member Development Panel had been recognised as a committee as part of Charter Plus; and, she highlighted the fact that there were few councils in Norfolk who had this accolade.

The Vice-Chairman said that the amount of work involved in this review should not be underestimated and he had been pleased that so many

**Action By**

people had been keen to be involved in the discussions. However, he would much rather have fewer meetings with more healthy democratic involvement rather than the current level of meetings where business was just churned through and not really needed.

Councillor Bambridge supported the comments made by Councillor Gilbert and the Executive Member for Community and Environmental Services. He said that he had served on the EELGA for many years and the reputation that Breckland had for Member training went beyond this District. He was really pleased that the Member Development Panel was going to be retained and felt that it should, in fact, be strengthened. He did believe, however, that the Member Trainer should be a member of the Democratic Services Team and not from Personnel.

**8/14 HEALTH SCRUTINY (STANDING ITEM) (AGENDA ITEM 9)**

Members were provided with the proposed Forward Work Programme of the Norfolk Health Overview and Scrutiny Committee which included:

27 February 2014

- Changes to Mental Health Services in West Norfolk
- Norfolk Health and Wellbeing Strategy 2014-17

17 April 2014

- Use of the Liverpool Care Pathway in Norfolk's hospitals
- Delayed discharge from hospitals in Norfolk
- Ambulance turnaround times at the Norfolk and Norwich hospital

29 May 2014

- Wheelchair provision by the NHS

10 July 2014

- Stroke services in Norfolk

Councillor Richmond thanked Councillor Kybird for the above information and said that he would pass this information onto the Basic Participation Group.

**9/14 SCRUTINY CALL-INS (STANDING ITEM) (AGENDA ITEM 10)**

None.

**10/14 COUNCILLOR CALL FOR ACTION (STANDING ITEM) (AGENDA ITEM 11)**

None.

**11/14 WORK PROGRAMME (AGENDA ITEM 12)**

The Chairman felt that as the next meeting contained quite a few agenda items it would be useful for Members questions to be tabled in advance of the meeting particularly in relation to planning.

**T Smith**



	<b><u>Action By</u></b>
<p>Looking at the Work Programme, the Executive Member for Community and Environmental Services asked for the Safer Neighbourhood Teams to be labelled Operational Partnership Team.</p> <p>The Vice-Chairman mentioned two recommendations from the Peer Review and the evaluation of Charter Plus status in relation to timings of meetings and he asked if this matter could be scrutinised as better meeting times could attract younger Members and members of the public.</p> <p>The Chairman noted the suggestion.</p>	<b>T Smith</b>
<p><b>12/14 <u>NEXT MEETING (AGENDA ITEM 13)</u></b></p> <p>The arrangements for the next meeting on 20 March 2014 were noted.</p>	<b>All to Note</b>
<p>The meeting closed at 3.30 pm</p>	

CHAIRMAN

## Overview & Scrutiny Work Programme 2013/14

*This is an outline programme only and will be amended as issues arise or priorities change*

Date	Topic	Member / Lead Officer	Objectives and desired outcomes	Notes / Comments
20 March 2014	Executive Report	Cllr Elizabeth Gould Exec Mbr for Planning, Housing & Public Protection		
Housing	Cllr Elizabeth Gould	Review of: <ul style="list-style-type: none"> <li>• Housing Allocations Policy</li> <li>• Tenancy Strategy</li> <li>• Homelessness Strategy</li> </ul> To see if housing policies considered by the T&F Group have made an impact on the housing register	Housing	Cllr Elizabeth Gould
	Capita	Cllr Elizabeth Gould	To receive an update on the progress of changes made to the management of enforcement	
1 May 2014	Executive Portfolio Update	Mark Kiddle-Morris		

Agenda Item 12

**Topics to be scheduled**

<b>Date</b>	<b>Topic</b>	<b>Member / Lead Officer</b>	<b>Objectives and desired outcomes</b>	<b>Comments</b>
	Review of the Rate Relief Process	Cllr W Smith / Rob Walker	To review the process in how rate relief is determined.	Report to come in June 2014.
	Transformation Programme Review	Cllr I Sherwood / Rob Blanden	To review the Transformation programme,	<i>This topic was suggested by the Leader at briefing on 17/10.</i>
	Operational Support Teams	Cllr L Turner / Riana Rudland	To look at SNT's to ensure running effectively across the district.	<i>This topic was highlighted as a topic following OSC 17/10.</i>
	How the Council is investing in the District	Cllr M Kiddle-Morris / Mark Stanton	To show the level of investment that the Council is giving back to Breckland and unearth pockets of areas which may need attention. How can Breckland help regenerate town centres?	<i>TS emailed MKM 29/7 to seek views on moving this forward.</i>
	Overview & Scrutiny Annual Report	Chairman of Scrutiny / Scrutiny Officer	To review and approve the draft Annual Report on the achievements of the Committee before it is submitted to Council.	
	Following up actions agreed by council	All		
	Thetford Riverside Project	Cllr M Kiddle-Morris / Mark Stanton		
	The CIC	Cllr M Kiddle-Morris / Mark Stanton		
	LABV	Cllr M Kiddle-Morris/Steve Udberg		
	Budget Setting	Cllr E Jolly / Mark Finch		



**KEY DECISION PLAN**  
**VERSION 03/13**

**Issued –**  
**Effective for Period:**  
**01/03/14 - 28/02/15**

*Representations in respect of all the matters shown should be sent in writing, at least one week before the date or period the decision is likely to be made, to: Julie Britton, Senior Member Services Officer, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE.  
Fax: 01362 690821; e-mail:julie.britton@breckland.gov.uk or telephone 01362 656343*

**The Key Decision Plan shows all key and significant decisions that are likely to be made over the next **twelve** months**

*The Key Decision Plan is updated every month and shows the decisions that will be considered and the date when the decision is expected to be made. Some of the decisions will be recommendations to full Council, particularly if they impact on the Budget and the Policy Framework (comprising of statutory plans and strategies).*

*Key decisions are Executive decisions involving expenditure or savings exceeding 25% of the budget sum approved for a particular service or function, or a decision which significantly affects the community in two or more wards or electoral divisions.*

*Significant decisions are: 1. A decision made in connection with setting the Council Tax; 2. A decision to approve any matter relating to a Policy or Strategic Plan; 3. Any non-Executive decision which significantly affects the community in two or more wards or electoral divisions.*

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PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Councillor Mark Kiddle-Morris  Breckland Community Infrastructure Levy - Draft Charging Schedule and Viability Assessment	To consider the findings of the CIL viability assessment, and review the Draft Charging Schedule and agree this for a period of public consultation and then submission for Examination	Corporate Management Team, Overview & Scrutiny Commission		Overview and Scrutiny Commission 17 Oct 2013  Cabinet 29 Oct 2013  Council 14 Nov 2013  <b>DEFERRED</b>

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Councillor Ellen Jolly  Budget Setting, Financial Medium Term Plan & Capital Strategy	Recommend to Council: <ul style="list-style-type: none"> <li>• the revenue budgets &amp; parish and special expenses for 2014-15</li> <li>• the capital estimates &amp; associated funding for 14-15 &amp; outline position to 2018-19</li> <li>• the Medium Term Financial Plan &amp; Capital Strategy</li> <li>• the Council Tax level for 2014-15</li> </ul>	Corporate Management Team, Portfolio Briefing, Cabinet and Full Council	Documents available	Cabinet 11 Feb 2014  Council 27 Feb 2014
Councillor Ellen Jolly  Council Tax Setting	To approve the Special Expenses for 2014-15 To approve the formal Council Tax resolutions for 2014-15	The report covers the formal resolutions required to set the Council Tax in accordance with the Local Government Finance Act 1992 as amended	Documents available	Council 27 Feb 2014
Councillor Ellen Jolly  Local Government Boundary Commission Breckland Electoral Review	To approve the response to the Local Government Boundary Commission for England's draft recommendations.	This will be undertaken by the Local Government Boundary Commission for England.	Boundary Review report February 2014 (2)	Council 27 Feb 2014

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PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
<p>Councillor Mark Kiddle-Morris</p> <p>Economic Development Service Transformations Options Report</p>	<p>This is a significant decision as this will be a major change to the way in which the Economic Development Service is delivered.</p> <p>The Breckland Economic Development department is investigating the feasibility and development of a separate legal entity to deliver economic development services.</p>	<p>Corporate Management Team: 25 November 2013 and 17 February 2014 Portfolio Briefing: 3 March 2014</p>	<p>Document To Follow</p>	<p>Overview and Scrutiny Commission 20 Mar 2014</p> <p>Cabinet 1 Apr 2014</p> <p>Council 17 Apr 2014</p>
<p>Councillor Lynda Turner</p> <p>Community Asset Register</p>	<p>That with immediate effect:</p> <ol style="list-style-type: none"> <li>1. Delegated authority be given to the Portfolio Holder for Community &amp; Environmental Services, in consultation with the Assistant Director of Commissioning to determine whether an 'asset' should be included on Breckland's Community Asset Register.</li> <li>2. the Monitoring Officer be given delegated authority to undertake reviews of listing decisions as prescribed in legislation (Localism Act 2011 and Assets of Community Value (England) Regulations 2012); and</li> <li>3. the processes and procedures employed by Breckland Council be amended to reflect those detailed in Appendix A of the report.</li> </ol>	<p>See report.</p>	<p>Community Asset Register Breckland</p>	<p>Cabinet 1 Apr 2014</p>

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**If you have any comments or queries regarding any of the entries in the Key Decision Plan please contact:**

**Julie Britton, Senior Member Services Officer, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE.**

**Fax: 01362 690295**

**e-mail: [julie.britton@breckland.gov.uk](mailto:julie.britton@breckland.gov.uk)**

**or telephone 01362 656343**