

AGENDA

**Committee - OVERVIEW AND SCRUTINY
COMMISSION**

Date & Time - Thursday, 22nd October, 2020 at 10.00 am

THIS MEETING WILL BE STREAMED LIVE VIA THE LINK BELOW AND WILL BE ACTIVATED AT THE START OF THE MEETING

<https://www.breckland.gov.uk/virtual-committee-meetings>

THIS MEETING IS IN LINE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

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 D. R. R. Oliver (Chairman)
Mrs L.S. Turner (Vice-Chairman)
Mr T. Birt
Miss H. Bushell
Mr E. Colman
Mr F. Eagle

Mr T. J. Jermy
Mr M. Kiddle-Morris
Mr R.G. Kybird
Mr I. Martin
Mr M. J. Nairn
Mr D. Wickerson

Substitute Members

Mr R Atterwill
Mr H Clarke
Mr P Wilkinson

Mrs H Crane
Mr P Morton

THIS MEETING WILL BE RECORDED BY THE COUNCIL

Mobile phones and other equipment may also be used to audio record, film, tweet or blog from this meeting by an individual Council Member or a member of the public. No part of the meeting room is exempt from public filming etc unless the meeting resolves to go into private session. However, the use of images or recordings arising from this is not under the Council's control.

Democratic Services
Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE
Date: Wednesday 14 October 2020

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) herewith</u>
1. <u>MINUTES</u> To confirm the minutes (including the restricted minute) of the meeting held on 10 September 2020.	6 - 18
2. <u>APOLOGIES AND SUBSTITUTES</u> To receive apologies for absence and to note substitute Members in attendance.	
3. <u>CHAIRMAN'S ANNOUNCEMENTS (IF ANY)</u>	
4. <u>URGENT BUSINESS</u> 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.	
5. <u>DECLARATION OF INTERESTS</u> The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a Member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.	
6. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u> To note the names of any non-members or public speakers wishing to address the meeting.	
7. <u>CONSTITUTION - NON-KEY OFFICER DECISIONS/SIRO/LICENSING</u> Report by Councillor Sarah Suggitt, Executive Member, Governance.	19 - 30
8. <u>TO RECEIVE PRESENTATIONS FROM THE HOUSING ASSOCIATIONS</u> To receive presentations from Broadland Housing Association and Flagship Housing Association.	
9. <u>OUTSIDE BODY FEEDBACK (STANDING ITEM)</u> To receive an update from representatives on Outside Bodies.	
10. <u>SCRUTINY CALL-INS (STANDING ITEM)</u> To note whether any decisions have been called-in for scrutiny.	

	<u>Page(s)</u> <u>herewith</u>
11. <u>COUNCILLOR CALL FOR ACTION (STANDING ITEM)</u> To consider any references.	
12. <u>WORK PROGRAMME</u> (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) <u>Member Issues</u> : 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. <i>A copy of the Key Decision Plan is attached for Members' information.</i>	31 - 34
13. <u>NEXT MEETING</u> To note the arrangements for the next meeting to be held on 3 December 2020 at 10.00am.	

BRECKLAND COUNCIL

At a Meeting of the

OVERVIEW AND SCRUTINY COMMISSION

Held on Thursday, 10 September 2020 at 10.00 am

PRESENT

Mr D. R. R. Oliver (Chairman)	Mr I. Martin
Mrs L.S. Turner (Vice-Chairman)	Mr M. J. Nairn
Mr T. Birt	Mr D. Wickerson
Miss H. Bushell	Mr H. E. J. Clarke (Substitute Member)
Mr F. Eagle	Mrs H Crane (Substitute Member)
Mr R.G. Kybird	

Also Present

Mr R. Atterwill	Mrs S. E. Suggitt
Mr P. Morton	Mr S. H. Chapman-Allen
Mr S.G. Bambridge	Mr P.D. Claussen

In Attendance

Jason Cole	- Executive Manager People & Innovation
Maxine O'Mahony	- Executive Director of Strategy & Governance (Monitoring Officer)
Julia Perry	- Change Manager and Organisational Development Officer
Rory Ringer	- Democratic Services Manager
Rob Walker	- Executive Director Place
Sarah Wolstenholme-Smy	- Legal Services Manager (Deputy Monitoring Officer BDC)
Simon Wood	- Director of Planning & Building Control
Teresa Smith	- Democratic Services Team Leader
Ruth Tudge	- Democratic Services Officer
Stephen Ottewell	- National Director Capita Planning & Building Control

Point of Order

A Point of Order was raised by Councillor Birt. He stated that he had downloaded the agenda to prepare for the meeting but had subsequently seen that the agenda being referred to at the meeting was different. He had been waiting for the 'below the line' item, (Agenda item 15: Capita Business Plan), but it had not been provided. He felt that the agenda pack was incomplete and in his view the Council were operating outside of the law. He questioned how the Commission could scrutinise the plan if it had not seen the documents.

The Chairman was dismayed that, once again, a Point of Order had been raised and that at no point would he, or any Member, prevent the Commission from scrutinising the Council and that every effort was to ensure that all meetings were as open and transparent as

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possible.

The Democratic Services Manager confirmed that the agenda had been published within the lawful timescale of 5 clear working days. The Capita Business Plan item had been on the agenda, but as the report was not ready at the time of publication it had been re-published once it was available.

The Legal Services Manager also confirmed that this was within the law, as the original item had been listed on the agenda, with the report marked 'to follow'.

The Chairman verified that the reason it had been marked 'to follow' was that he had asked Officers to prepare a report to ensure that Members had as much information as possible which would be discussed in the public session, alongside the presentation that was to be provided.

144/20 MINUTES

The Minutes of the meeting held on the 16 July 2020 were confirmed as a correct record.

145/20 APOLOGIES AND SUBSTITUTES

Apologies had been received from Councillors Jermy and Kiddle-Morris. Councillors Clarke and Crane were in attendance as substitutes.

146/20 CHAIRMAN'S ANNOUNCEMENTS (IF ANY)

None.

147/20 URGENT BUSINESS

None.

148/20 DECLARATION OF INTERESTS

None.

149/20 NON-MEMBERS WISHING TO ADDRESS THE MEETING

Councillors Atterwill, Bambridge, Claussen, Dale and Suggitt were in attendance. Councillor S Chapman-Allen was present for Agenda item 16 only.

Councillor Philip Leslie from Attleborough Town Council was in attendance for Agenda Item 11.

150/20 BRECKLAND COUNCIL RECOVERY PLAN

The Executive Manager for People and Information opened the presentation that reminded Members of the Interim Management structure and the eight cells in which the Council were currently operating in. The model allowed for flexibility of resources should there be a requirement to move back into response mode if required.

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Members heard of some of the key activities that had been carried out during each of the phases, which included:

- Phase 1 (May) - the IT activities that enabled remote working and £26m of payments had been made to businesses across the district.
- Phase 2 (June) – virtual committee meetings began, and £1.5m of payments were made to 200 further businesses.
- Phase 3 (July/August) - customer face to face appointments began, and the level of triage appointments increased which had worked very well.
- Phase 4 (August/September) - the committee suite upgrade was nearing completion and over £29m payments had been made.
- Phase 5 (September onwards) - would see a phased of social prescribing model and expand the response to social isolation and the mobilisation of the new waste contract.

Councillor Kybird congratulated Officers on what had been implemented in a short space of time. He went onto ask for further detail on the housing plans should an eviction spike occur.

The Executive Director of Place said that over 100 people had been placed into temporary emergency accommodation during the pandemic. The Council were proactively working with social landlords to consider the whole system and what measures could be put into place to minimise evictions. Further engagement with the private landlords through the Landlord Forum was underway to manage the demand. Officers were proactively working with those at risk of homelessness and evictions.

Councillor Birt offered his thanks to the Officers and was aware that a large amount of work had been done. He had requested further detail so he would be able to scrutinise and see the priorities following the severity of the impact the pandemic had on the residents. He was aware of what was being carried out with Housing and asked for a cost benefit analysis on both the financial impact and any additional resources that had been required.

The Executive Manager for People and Information confirmed that all tasks had been prioritised as the work carried out was under constrained budget and resources.

Councillor Birt insisted on seeing sight of the raw data information that had been available to the Executive Members.

Councillor Martin offered his congratulations to the Officers and Executive Members for the speed at which they had carried out the recovery plan. He went onto ask if there would be a view as to what would happen now that the Chief Executive had resigned. He also asked for further information on the Planning Policy Public consultation and had been content with the level of detail that had been provided.

The Executive Manager for People and Information said he would ask for clarity on the Planning Policy public consultation and report back to Members. Regarding the level of detail that had been shared, it had

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been in a variety of iterations across the previous 6 months that had been provided to the Executive Members, Leader, Chief Executive and Executive Directors.

Councillor Clarke asked what measures had been put in place to ensure the Elizabeth House building had been made COVID secure. He also asked how the Council would consult with the public on the planning policy under the current climate.

The Executive Manager confirmed that Elizabeth House had been made COVID secure in preparation for the re-occupation of Officers. Currently a minimum number of people could enter the building for several reasons which had been carefully managed. He agreed to respond to Members regarding the Planning Policy detail once this was known.

Councillor Clarke added if the risk assessment carried out for the building would be available on the public website.

Councillor Crane asked for further detail to sourcing sites for delivering vaccinations. The Executive Director for Place confirmed that this would be in support of colleagues at a Norfolk County Council level and at the moment no definitive plan had been put in place.

Councillor Morton asked for more detail on developing private sector leasing proposals, mentioned within the presentation. The Executive Director for Place said it was being considered as part of the Housing Service review, whereby the local authority would work with private sector landlords for letting to social tenants which would increase the availability of stock. Similar schemes were already operational around the county.

In summary, the Chairman asked Members if they wished to see sight of the raw information even though detailed information had already been received. Several Members were comfortable with the current information and it was agreed that if they wished to see anymore to contact the Officers via email.

151/20 WORKFORCE PLAN 2020-2023

The Executive Member for Governance explained that the Workforce Strategy had been developed using the established People Plan and linked to the Council's strategic priorities as part of the Corporate Plan. Its aim was to ensure the right people, with the right skills, were in the right role and performed the right tasks. It was imperative to empower staff and focus on performance and outcomes despite when and where they were working.

The changes within the updated strategy included the creation of a diverse workforce, allowing flexibility to accommodate opportunities to attract the best talent for the role.

The updated strategy would provide many benefits including allowing Breckland Council to become an employer of choice. The pandemic had allowed the authority the ability to enhance the organisational ability as well as maintaining service delivery.

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In addition, working in a digital environment meant the reduction in travel and as such on the carbon footprint.

Councillor Birt was pleased to see that the reference to 'baby boomer' had been removed. In addition, whilst reference had been made to the well-being and mental health, he asked if openness and transparency had been included as it was valuable within the workforce. He also felt that hot-desking was widely known to be damaging to morale and motivation and asked for a response.

The Executive Director for Strategy and Governance thanked Councillor Birt for his comments and reiterated that openness and transparency fell within the Code of Conduct. In addition, as the organisation was considering agile working it would allow Officers to work anywhere and therefore resulted in a change to the policy.

Councillor Kybird asked if employees were given a working from home allowance or received guidelines from Inland Revenue on claiming against the taxable income. In addition, the report outlined political awareness, but he had noted that there had been no mention of keeping Members informed of issues within their Ward.

The Executive Member for Governance was encouraged to hear of the Member charter that would formalise the member and officer working relationship and would like to see stronger correspondence between Ward members and officers going forward.

The Executive Director for Strategy and Governance added that Members were being asked to agree the changes to the Workforce Strategy. Once it had been agreed, the flexible policies would be created as a result. In the meantime, guidance from Inland Revenue had been provided to Officers for information. It was not suggested that Officers would permanently become home workers, but it was being considered.

Councillor Martin was encouraged by the reference to diversify the workforce and looked forward to seeing the charter between Members and Officers. He was encouraged by the reference to using the building as a hub and asked if there were any projections as to how many Officers would need to be accommodated in the building in one day.

The Executive Director of Strategy and Governance informed Members that the Executive Working Group consisting of Councillors Claussen, Hewett and Sherwood would be looking at the Worksmart 2020 programme and were considering ideas on moving forward with the re-occupation of Elizabeth House.

Councillor Eagle asked how the Council would ensure that the residents who had no access to online facilities had easy access to the Councils services, as this would be one of the biggest complaints that Councillors could receive. Members were informed that, where possible, residents were encouraged to use the online facilities as it freed up capacity to meet residents face to face and provide that additional support where appropriate.

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Councillor Turner pointed out that if someone within her Ward required access to a form, she had, on occasion, printed it for them and taken it to the resident.

Councillor Bushell also pointed out that there were many people of all ages who did not have access to the internet, and felt it was crucial that all Council services could be accessed by all.

Councillor Kybird stated that the recent publication from the Council had not included contact telephone numbers.

The Commission noted the report.

152/20 OUTSIDE BODY FEEDBACK (STANDING ITEM)

Councillor Kybird had attended a virtual Norfolk Health and Overview Scrutiny Committee and would forward the issues and outcomes to Members.

Councillor Turner said that she had recently attended a Norfolk Community Foundation Trust event where praise and congratulations had been conveyed to the Breckland Officers for the work carried out during this difficult time.

Councillor Wickerson informed Members that the Hammonds Educational Trust had received over 30 applications for laptops for disadvantaged children across the district. He encouraged Ward Members to contact the Hammonds Educational Trust if they were aware of children requiring support for educational needs.

153/20 SCRUTINY CALL-INS (STANDING ITEM)

None.

154/20 COUNCILLOR CALL FOR ACTION (STANDING ITEM)

(a) Attleborough Town Council

The Chairman reminded Members that a number of issues had been raised by residents of Attleborough and subsequent to the previous meeting of the Commission there had been a change in leadership at the Town Council, Councillor Leslie had been appointed as the new Mayor and a number of changes had been put in place.

Councillor Clarke informed Members that he would not take part in the discussions as he had felt uncomfortable that it had been raised at a District level.

Councillor Leslie said it had been acknowledged, as a Town Council, that there had been significant issues with the council's operations that had caused hostilities both within the Council and for the residents. The division within the Town Council had led to legal action, as well as staff being inundated with numerous Freedom of Information requests from residents who felt that the transparency was not where it should have been. At the first meeting as Mayor, the hot spots had been identified and considered and how they could

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be addressed. This included a review of the personnel committee, discretionary expenditure, solicitors' fees, and press releases, as well as the general operations of the council. Several hotspots had been alleviated, and the Council had called for a full review of the operations within the Town Council. A full policy review, as well as the standing orders would be considered as along with a staff review. It was felt that the Town Council was becoming more efficient and indeed, progress had been made to resolve the division between Councillors. An investigation committee had been set up that was responsible for the judicial review in respect of the legal action of the Council, but it had also taken to answer the Freedom of Information requests.

The Chairman said that he had never heard of a Town Council that had been called to a scrutiny meeting at a District level. He asked Councillor Leslie if the pressure that had been applied was a help or a hindrance as the town council had achieved a significant amount of progress since the last meeting. In his opinion, Councillor Leslie felt that bringing these issues to a District level had provided welcome support and allowing the Town Council to act and change its ways. The negative effect was that it was not common knowledge that there had been difficulties with staffing and whilst some had stepped up to support there had also been resentment and obstruction from others. By attending the Scrutiny Commission meeting it had added to that resentment; however, Councillor Leslie saw this as 'a means to an end' to resolve the issues longer term.

Councillor Turner reassured Members of the Commission that where something affected the residents of Breckland, Members had a duty to stand up for them and whilst it felt uncomfortable it was part of the Members role.

The Chairman congratulated Councillor Leslie and the Town Councillors on the progress that had been made.

Councillor Dale announced that the Town Council had changed, and it had been worth the heartache and was a much nicer place to be.

Councillor Martin felt that by calling in another elected body it should not set a precedent.

The Chairman proposed that the Commission accepted the submission from the Mayor and the item be removed from future agenda items.

RESOLVED to accept the submission from the Mayor and the item be removed from future agenda items.

155/20 WORK PROGRAMME

The Chairman asked Members if they were content with the Work Programme.

Councillor Clarke was content ; however, his email to the Commission prior to the meeting suggested that due to the detailed local plan and consultation on the White Paper it would have been helpful to have all

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information and reports, albeit below the line, in advance of the meeting, so that Members could have prepared asked relevant questions.

The Chairman asked Members if they wanted to see that all agenda items had a report regardless if a presentation was being made. The majority of Members agreed that they would have liked to have seen a report for every item on the agenda. The Executive Director of Place added that whilst this would add to Officers workload he would support the request and asked the Members of the Commission to provide clear direction on the agenda item required so the report and presentation (if required) could be provided.

The Chairman referred Members to the work programme.

Councillor Wickerson asked that the update from Planning Enforcement Team should not just cover the COVID period, but to provide an Overview of the Team in general, how the Team worked, what was their exact remit and how enforcement was carried out. It was also requested that enforcement of Planning Conditions should be included.

Councillor Turner noted that the Housing Associations for the district were to be invited to the next meeting. She explained how over the past months she had received a number of queries about Housing Association, tenancies, breach of contracts, and anti-social behaviour, and felt that there should be key and tangible questions to ask the representatives of the Housing Associations so that a positive outcome could be achieved.

The Chairman asked Members to forward any questions to him as well as to the Democratic Services Team Leader to capture these questions.

He also asked the Executive Director of Place to co-ordinate any issues the Housing Team have had, so that the information could be forwarded in advance of the meeting to the Housing Associations to gain better value from the presentations.

156/20 NEXT MEETING

The arrangements for the next meeting on 22 October 2020 at 10.00am were noted.

157/20 CAPITA BUSINESS PLAN

The Director of Planning and Building Control provided a presentation that updated Members on the planning service and the changes since the last presentation given to the Commission in 2019.

Several issues had been raised at the previous presentation and as a result several improvements had been made including improved access and dialogue with the Town Councils and Members and improved customer service with low levels of complaints received. Regular agents' forums had been introduced and there had been improved resourcing and retention of staff.

The Key Performance Indicators (KPIs) during 2019/20 had seen a significant increase in performance for both the major and minor

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applications. Highlights of the year had been the approval of the application for Attleborough in March 2020 which was the largest application approved nationally between November 2019 and March 2020. Three successful Agents and Developer Forums had been held, the Chairman's Panel had been introduced, and the Local Plan had been adopted by the Council in November 2019.

During the COVID19 pandemic, a full planning service had been maintained during the lockdown, allowing staff to work from home, and virtual Chairman's Panel and Planning Committees had been held.

The Business Plan had been amended to reflect where recording methods had changed, and the ambitious KPIs had been retained as the planning service continued to strive to improve.

Councillor Birt asked if anyone was able to attend the Agents and Developers Forum or if the minutes were available as he was concerned about public perception and the need to be seen to be open and transparent. The Director for Planning and Building Control informed Members that the Forum had been designed to meet a particular need. There were minutes available, but these were informal meetings. He went onto add that his Team would be happy to meet with Parish Councils where it was appropriate to do so.

Councillor Clarke asked for clarity on how Members would have any input into the Governments White Paper consultation as he was particularly keen on the aspect of design codes which had been lacking both locally and nationally. The Director for Planning and Building Control stated that the design codes would be a key part, and that Members would have input into that discussion.

The Capita Business Plan was otherwise noted.

158/20 EXCLUSION OF PRESS AND PUBLIC

Councillor Birt pointed out that under the 2015 Local Transparency Code it stated that commercial sensitivity was not a reason to discuss an item in private, and there was an obligation on the Commission to discuss items with openness and transparency.

The Chairman added that based on the assertions made by the Officers it was for Members to trust what information was contained in the item to be discussed.

The Legal Services Manager confirmed that the specific exemption that had been quoted was correct.

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

159/20 CAPITA BUSINESS PLAN

Members heard further detail from the Director of Planning and Building

Control.

The contents of the report and presentation were noted.

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The meeting closed at 12.45 pm

CHAIRMAN

Document is Restricted

BRECKLAND DISTRICT COUNCIL

Report of: Councillor Sarah Suggitt, Executive Member, Governance and the Monitoring Officer.

To: Governance and Audit Committee – 8 October 2020
Overview and Scrutiny Commission – 22 October 2020
Council – 10 December 2020

Author: Jacqui Berridge – Lawyer
Mark Stinson – Executive Manager for Governance

Subject: Constitution

Purpose: To consider variations to the Constitution relating to (a) Call-in for Non-Key Officer Decisions (b) Licensing Functions (c) Shareholder/trustee issues (d) Signing of Contracts /entering into Contracts as Deeds (e) Delegation to vary or waive the Contract Procedure Rules (f) Vacation of Office by failure to attend meetings (g) Financial Procedure Rules (acceptance of grant)

Recommendation(s):

- a) **Call-in for Non-Key Officer Decisions** – that Call-in not apply to non-Key Decisions made by officers under delegated authority, and the Constitution be amended in accordance with Appendix A;
- b) **Licensing functions**
 - That the terms of reference of the Licensing Committee be amended to include reference to the Animal Welfare functions, and to clarify the licensing functions for which it is responsible as shown in Appendix B
 - That the terms of reference of the Licensing Panel be amended to refer specifically to Regulation 2 and Schedule 1 of the Local Authorities (Functions and Responsibilities (England) Regulations 2000 as shown in Appendix B
 - That the Monitoring Officer be authorised to amend the Constitution to include reference to any future additional licensing matters which come under the above terms of reference, subject to a report being submitted to full Council for information, and the Log of Delegation to Officers be amended accordingly;
- c) **Shareholder/trustee issues** – that the list of functions exercised by the Cabinet detailed at Part 3 Section D (Delegations to Committees) of the Constitution be amended as detailed in paragraph 2.17;
- d) **Contracts – signing of contracts / entering into contracts as deeds** – that Article 13, Standing Order no. 49 and Contract Procedure Rule 22.2 be amended in accordance with Appendix C;
- e) **Contract Procedure Rules – delegation to vary or waive the Rules** – that the Log of Delegations to Officers and Contract Procedure Rule 7.2 be amended as shown in Appendix D;
- f) **Vacation of office by failure to attend meetings** – that Standing Order no. 56 be amended as shown in Appendix E; and

g) **Financial Procedure Rules (acceptance of grant)** – that Financial Procedure Rule 3.4.4(h) be amended as shown in Appendix F.

1.0 BACKGROUND

1.1 The Council's current Constitution was approved by full Council at its meeting on 21 January 2016. Under Article 14 of the Constitution (as amended) any proposed changes may be approved only by full Council unless the change is:

- a minor variation; or
- required to be made to remove any inconsistency or ambiguity; or
- required to be made so as to put into effect any decision of the Council or its committees or the Cabinet

1.2 In such circumstances the variation may be made by the Monitoring Officer and comes into force with immediate effect, but must (unless a minor typographical, referencing or numbering change) be referred to full Council as soon as is reasonably possible. Any change only continues to have effect if full Council agree. Minor typographical, referencing and numbering changes shall not require the approval of full Council.

1.3 All other variations must be submitted to full Council for approval.

1.4 This report seeks full Council approval for a number of non-minor variations.

2.0 PROPOSED VARIATIONS BEING SUBMITTED TO COUNCIL FOR APPROVAL

(a) Call-in for Non-Key Officer Decisions

2.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 have been in force since 10 September 2012. Amongst other things, the Regulations require all executive decisions taken by officers under delegated powers to be published. Prior to these Regulations only officer decisions which were key decisions had, by law, to be published.

2.2 The Constitution then requires all published executive decisions to be subject to call-in. By default, then, all officer decisions (other than very minor/administrative decisions) are subject to call-in. A large number of officer decisions are now subject to call-in but this is by default rather than design. Under section 9F of the Local Government Act 2000 the Council is required to ensure that its overview and scrutiny Committee has power to review or scrutinise executive decisions, including the power to review or scrutinise decisions made but not implemented (call-in), but it is for each Council to decide which decisions are subject to call-in.

2.3 As the current Constitution requires all published officer executive decisions to be subject to call-in this can reduce the speed of decision-making, and potentially divert attention away from those officer decisions that are likely to be of the greatest interest to the Overview and Scrutiny Commission. It is suggested that, where an officer is authorised to make a decision under delegated powers, that decision should not be subject to call-in unless the decision is a key decision, and proposed amendments are shown in Appendix A to this report. A Key Decision is a decision that either (i) is above a defined financial value (currently expenditure or savings which exceed 25% of the budget sum approved for a

particular service or function); or (ii) has a significant effect on communities in two or more wards of the Council.

- 2.4 If approved, non-key decisions will continue to be published in order to ensure openness and transparency and to enable members and the public to scrutinise decisions taken. The Overview and Scrutiny Commission will continue to have the ability to scrutinise such decisions after implementation and may wish to consider these decisions at scheduled meetings in order to hold decision-makers to account.

(b) Licensing functions

- 2.5 The Licensing Committee is currently responsible for all policy related decisions for Hackney Carriage & Private Hire Vehicles, Operators and Drivers, Sex Establishments, Hypnotism, Street Trading, functions relating to health and safety at work and “any other Licensing provisions that the authority is required to undertake not mentioned elsewhere in this Constitution including all functions detailed at part B of Schedule 1 of the 2000 Regulations”. Schedule 1 of the 2000 Regulations lists "functions which cannot be the responsibility of an authority's executive" and part B of that Schedule details numerous licensing functions, including licensing functions which are the responsibility of a district council.
- 2.6 The Licensing Hearing Panel is then authorised to deal with applications for licences for taxis, hypnotism, street trading, sex establishments, “and other licensing provisions not mentioned elsewhere in the Constitution”.
- 2.7 The “2000 Regulations” means the Local Authorities (Functions and Responsibilities (England) Regulations 2000. By virtue of Regulation 2 and Schedule 1 most licensing functions of the Council, including (Regulation 2) the imposition of conditions/limitations, enforcement, amendment, modification, variation or revocation of licenses etc and the determination of any charges and fees, are currently functions which cannot be undertaken by the executive. But it is possible for the 2000 Regulations to be amended at any time in the future to make a licensing function something that may be (but need not be) the responsibility of the executive.
- 2.8 The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 came into effect on 1 October 2018 and amended the 2000 Regulations to clarify that all of the functions of those Regulations cannot be the responsibility of the executive. A report proposing delegations to officers and fees and charges was submitted to the Licensing Committee for consideration on 2 October 2018.
- 2.9 Arising from this it is recommended that the Constitution be amended so that:
- the terms of reference of the Licensing Committee be amended, as shown in Appendix B, to (i) include reference to the Animal Welfare functions, and (ii) clarify that all licensing functions which cannot be, or may be but need not be, executive matters shall be the responsibility of the Licensing Committee
 - the terms of reference of the Licensing Hearing Panel be amended to refer specifically to Regulation 2 and Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as shown in Appendix B
 - the Monitoring Officer be authorised to amend the Constitution to include reference to any future additional licensing matters which come under the above terms of reference, subject to a report being submitted to full Council for information, and the Log of Delegations to Officers be amended accordingly.

(c) Shareholder/trustee issues

2.10 The Constitution needs some clarification in relation to the appointment of shareholder representatives for Council owned companies, and any issues where the Council is acting as trustee. Legally, any function that is not specifically referred to in the Local Authorities (Functions and Responsibilities) Regulations 2000 is a matter for the Cabinet. Neither of these functions are included within the Regulations and it is suggested that the list of functions exercised by the Cabinet detailed at Section D3 (Delegations to Cabinet) of Part 3 of the Constitution be amended by the addition of the following 2 functions (prior to the list of functions detailed at Schedule 2 of the 2000 Regulations):

- **"the taking of decisions in respect of Council companies, including the appointment of shareholder representatives, except where the Company is exercising Non-Executive Functions, or where the establishment of the company would be outside of the Policy Framework or budget"**
- **"Any and all issues where the Council acts as trustee."**

(d) Contracts - signing of contracts /entering into contracts as deeds

2.11 Currently Standing Order no. 49 requires all contracts (whether or not they relate to the procurement of goods, services or works) to be signed in accordance with the Contract Procedure Rules. These Rules require all contracts that are not completed under seal ("simple contracts") to be signed by 2 officers, including the Contracts and Procurement Manager. This means that the Contracts and Procurement Manager is currently required to sign all contracts whether or not the contract relates to procurement.

2.12 Contract Procedure Rule 22.2.2 states that a contract must be sealed where:

- (a) the Council wishes to enforce the contract for more than six years after it ends
- (b) the price paid or received under the contract is a nominal price and does not reflect the value of the goods or services
- (c) there is any doubt about the authority of the person signing for the contracting party
- (d) the total value is expected to exceed £75,000.00.

2.13 The above Rule does not make it clear that any contract under seal must also be entered into as a Deed. If a contract under seal is not entered into as a Deed it comprises a "simple contract" which affects the length of time that the contract remains enforceable.

2.14 To clarify these matters it is recommended that the Constitution be amended as shown in Appendix C.

(e) Contract Procedure Rules – delegation to vary or waive the Rules

2.15 Cabinet at its meeting on 19 March 2019, and full Council at its meeting on 16 May 2019, approved a number of delegations to officers relating to procurement contracts, including the delegation relating to variation or waivers detailed at Appendix D.

- 2.16 The delegation is incorrect. The delegation to officers relating to waivers should relate to Contract Procedure Rule 7.1 such that the power of the Cabinet to waive any requirements of the Rules for specific projects is delegated to the specified officers. The delegation should not relate to Contract Procedure Rule 7.2 which is an existing delegation to the Contracts Team.
- 2.17 In the circumstances it is recommended that the Log of Delegations to Officers, and the Contract Procedure Rules, be amended as shown in Appendix D.

(f) Vacation of Office by failure to attend meetings

- 2.18 Section 85 of the Local Government Act 1972 deals with the vacation of office by members who fail to attend meetings of the local authority for a period of 6 months. Section 85 is reflected in Standing Order no. 56 (Vacation of Office by failure to attend Meetings) but Standing Order no. 56 does not accurately reflect the law. It is therefore recommended that Standing Order no. 56 be amended as shown in Appendix E.

(g) Financial Procedure Rules (acceptance of grant)

- 2.19 Financial Procedure Rule 3.4.4(h) reserves to Council any decision to “agree to any terms or restrictions applied by the funder and to approve the receipt and spend of grant funding above £100,000.00”. This is not an accurate representation of the legal position, as approval of any terms and conditions and a decision to spend grant funding is always an executive function. It also results in a need for duplication of decision making (i.e. executive and Council decisions) often at a time when there is a short deadline for acceptance of the grant.
- 2.20 A Council decision is only required if there is a need to vary the approved budget. Very often, grant funding has a neutral impact on the budget, and it is therefore proposed that this rule is amended so that Council decision (to accept the grant and amend the budget) is required in respect of any grant funding in excess £100,000 except where the s151 Officer certifies that the grant has a neutral impact on the budget. The proposed changes to the wording of Financial Procedure Rule 3.4.4(h) are set out in Appendix F.

3.0 OPTIONS

- 3.1 Members have the option to approve or not approve the variations, or to require alternative variations.

4.0 REASONS FOR RECOMMENDATIONS

- 4.1 To remove anomalies, improve efficiency and effectiveness, and to ensure that the Constitution is kept up to date with changing circumstances.

5.0 EXPECTED BENEFITS

- 5.1 To ensure business continuity; secure necessary minor typographical and referencing and variations to the Constitution; reduce bureaucracy and the administrative burden; and ensure clarify of function.

6.0 IMPLICATIONS

- 6.1 In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality &

Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

6.1.1 Constitution & Legal

6.1.2 Any legal implications are set out in the relevant paragraphs. Amending the Constitution is a function reserved to full Council.

7.0 WARDS/COMMUNITIES AFFECTED

7.1 None

8.0 ACRONYMS

8.1 None

Background papers:-	The Council's Constitution which is available on the Council's website.
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Lead Contact Officer

Name and Post:	Jacqui Berridge Lawyer
Telephone Number:	Jacqui.berridge@breckland-sholland.gov.uk
Email:	

Key Decision: No

Exempt Decision: No

This report refers to a Mandatory Service

Appendix A	Proposed amendments if deletion of call-in to non-key officer decisions is approved
Appendix B	Proposed amendments to the terms of reference of the Licensing Committee and the Licensing Hearing Panel
Appendix C	Proposed amendments to clarify which officers can sign contracts and to ensure that all contracts under seal are entered into as deeds
Appendix D	Proposed amendments to the Log of Delegations to Officers and to the Contract Procedure Rules to clarify which officers have authority to vary or waive the Contract Procedure Rules
Appendix E	Proposed amendments to Standing Order no. 56 relating to the vacation of office by failure to attend meetings
Appendix F	Financial Procedure Rules – acceptance of grant

Appendix A – Proposed amendments if deletion of call-in to non-key officer decisions is approved

Part 3 - Section D – Delegation to Committees - Section D1 – General provisions relating to Executive Powers

Paragraph 7 be amended to read as follows:

“7. All Executive Decisions, (other than **(a)** urgent decisions (as described in the Access to Information Procedure Rules) **and (b) non-Key Decisions made by officers**), are subject to the Call-In procedure set out later in Part 3.”

Function of Overview and Scrutiny Commission – paragraph 20 describing the Call-in Procedure for Executive Decisions be amended as follows:

“No Executive action shall be taken to implement a decision by the Leader, a Cabinet Member or by the Cabinet, a Sub-Committee of the Cabinet or ~~an~~ **a Key Decision by an officer** for a period of five clear Working Days from the date of publication of the decision to members, and if any reference is made within this time under the following paragraph, Executive action shall be further delayed pending consideration by the Overview and Scrutiny Commission. However, Executive action can proceed at once if the action is urgent and the procedures set out in the Access to Information Procedure Rules are followed.”

Section F1 – Officer Delegations

Paragraph 11.0 be amended to read as follows:

11.0 Where a decision to be made by any Officer under delegated authority meets the definition of an Executive Decision ~~including a Key Decision~~, that Officer shall be obliged to ***publish the decision. Where that Executive Decision is also a Key Decision that Officer shall be obliged to*** comply with all relevant rules in this Constitution relating to Key Decisions (with particular regard to publishing Key Decisions in advance, publishing decision notices and complying with Call-In).

APPENDIX B – Proposed amendments to the terms of reference of the Licensing Committee and the Licensing Hearing Panel

The terms of reference of the Licensing Committee be amended to read as follows:

“1. To deal with all Policy related decisions relating to:

(a) Hackney Carriage & Private Hire Vehicles, Operators and Drivers

(b) Sex Establishments

(c) Hypnotism

(d) Street Trading

(e) **Animal Welfare**

(f) Any other Licensing provisions that the authority is required to undertake not mentioned elsewhere in this Constitution including all functions detailed at part B of Schedule 1 of the 2000 Regulations and **where those functions either cannot be, or may be (but need not be), the responsibility of an authority’s executive.** “

2. Functions relating to health & safety at work – functions under any of the relevant statutory provisions within the meaning of Part 1 (health, safety and welfare in connection with work, and control of dangerous substances) of the Health & Safety at Work etc. Act 1974 (**as amended**), to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.”

The terms of the Licensing Hearing Panel be amended to read as follows:

“1. To deal with all licensing applications, reviews etc. that are not the responsibility of the Licensing Panel appointed by the Committee of the Licensing Authority (which are responsible for Gambling Act 2005 & Licensing Act 2003 matters). The functions of the Panel also include:

- Taxis Licensing
- Hypnotism Licensing
- Street Trading Licensing
- Sex Establishment Licensing
- Welfare of Animals Licensing
- Any other Licensing provisions not mentioned elsewhere in the Constitution **including all other licences/permits/registrations etc and functions detailed at Regulation 2 and Part B of Schedule 1 of the 2000 Regulations in so far as these are not delegated to officers and are not the responsibility of the Committee of the Licensing Authority.**”

APPENDIX C – Proposed amendments to clarify which officers can sign contracts and to ensure that all contracts under seal are entered into as deeds.

ARTICLE 13 – FINANCE, CONTRACTS AND LEGAL MATTERS

2.0 Contracts

2.1 Every contract **for the procurement of goods, services or works** made by the Council will comply with the Contract Procedure Rules set out in Part 4 of this Constitution.

STANDING ORDER NO.49

Common Seal and Signing of Documents

49.4 A proper authorisation for the doing of any act which should or may be recorded or affected by means of a document under hand (**ie a document not under seal**) shall be sufficient authority for the signing of such document. ~~by the appropriate officers specified in Contract Standing Orders.~~

49.5 Any contract entered into on behalf of the Council shall be made in writing. Subject to ~~Any contract which is subject to the~~ **Contract Procedure Rules (ie any contract which relates to procurement of goods, services or works)** such ~~contracts~~ must be signed or sealed in accordance with the Contract Procedural Rules. **Any contract which is not subject to the Contract Procedure Rules may be signed by the Chief Executive, or any Chief Officer, Deputy Chief Officer or Senior Manager.**

49.6 A contract in the form of a deed must state in the signature pages that the Contractor and the Council are executing the contract as a deed

CONTRACT PROCEDURE RULE

22.2 Contract Signature (*see the Log of Delegations to Officers for details of Officers who may action this rule*):

22.2.1 A contract entered into by or on behalf of the Council must:

- (a) Where the contract is in the form of a deed (**see below**), be made under the Council's seal and attested as required by the Constitution, or:
- (b) Where the contract is in the form of an agreement, either:
 - (i) be signed by at least two officers of the Council authorised as required by the Constitution, or:
 - (ii) be formalised by the sending of an award letter and the subsequent issuing of a purchase order.

22.2.2 A contract must be **in the form of a deed (see below) and** sealed where;

- (a) The Council wishes to enforce the contract for more than six years after it ends; **or**
- (b) The price paid or received under the contract is a nominal price and does not reflect the value of the goods or services; **or**
- (c) Where there is any doubt about the authority of the person signing for the contracting party; **or**
- (d) Where the total value is expected to exceed £75,000.00.

A contract in the form of a deed must state in the signature pages that the Contractor and the Council are executing the contract as a deed

APPENDIX D – Proposed amendments to the Log of Delegations to Officers and to the Contract Procedure Rules to clarify which officers have authority to vary or waive the Contract Procedure Rules

LOG OF DELEGATIONS TO OFFICERS

Officer(s)	Subject		Delegation From	Power
CX, COs and DCOs following consultation with the MO or S151 Officer	Contracts – variation or waiver (exemption) of Contract Procedure Rules		Cabinet	(Contract Procedure Rule 7.2 7.1) Authority to vary or waive any Contract Procedure Rules subject to complying with all relevant requirements of Rule 7, and subject to the scheme falling within the approved budget which includes the approved 5 year capital programme

CONTRACT PROCEDURE RULES

7.2 Additionally, these Contract Procedure Rules may be waived or varied where the circumstances are certified by the Contracts Team as meeting any of the following criteria (~~see the Log of Delegations to Officers for details of Officers who may action this rule~~):

APPENDIX E - Proposed amendments to Standing Order no. 56 relating to the vacation of office by failure to attend meetings

STANDING ORDER NO.56

Vacation of Office by failure to attend Meetings

All Council members

56.1 If a member **of the Council**, for a period of four consecutive months, fails to attend any meeting of ~~the Council, Cabinet, Committee or Sub-Committee, or joint~~ committee or any other body as a representative of the Council **the authority** the Chief Executive **(or an officer on behalf of the Chief Executive)** ~~should~~ **shall** notify the member, in writing, of the period of his or her absence and the implications of Section 85 of the 1972 Act.

56.2 If a member for a period of six consecutive months **from the date of his or her last attendance** fails to attend any meeting ~~of the Council, Cabinet, Committee or Sub-Committee, joint committee~~ **of the authority**, the member shall cease to be a member of the Council unless the failure was due to some reason approved by the Council before the expiry of that period (in accordance with section 85 of the 1972 Act).

56.3 In accordance with Section 85, attendance as a member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed to be attendance at a meeting of the authority

Cabinet members

56.4 In addition to the above if a member of the Cabinet, for a period of four consecutive months, fails to attend any meeting of the Cabinet the Chief Executive should notify the member, in writing, of the period of his or her absence and the implications of Section 85 of the 1972 Act.

56.5 If a member of the Cabinet for a period of six consecutive months from the date of his or her last attendance fails to attend any meeting of the Cabinet, the member shall cease to be a member of the Council unless the failure was due to some reason approved by the Council before the expiry of that period (in accordance with section 85 of the 1972 Act).

56.6 In accordance with Section 85, attendance as a member at a meeting of a committee of the Cabinet, or the discharge acting alone of any function which is the responsibility of the Cabinet, shall be deemed to be attendance at a meeting of the Cabinet.

APPENDIX F - Proposed amendments to Financial Procedure Rule 3.4.4(h)

~~To agree to any terms or restrictions applied by the funder and to approve the receipt and spend of grant funding above £100,000.00.~~

Except where the s151 Officer certifies that there is no material impact on the Council's budget, to approve receipt of any grant funding in excess of £100,000 and any necessary budget amendment.

Overview Scrutiny Work Programme 2019/20

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

Overview & Scrutiny Work Programme

Date	Topic	Member / Director / Lead Officer
22 October 2020	Housing Associations to be invited	Rob Walker, Exec Dir Place / Housing Manager
	Constitution - non-key officer decisions/SIRO/Licensing	Cllr Sarah Suggitt Exec Member Governance & Mark Stinson, Exec Manager Governance
3 December 2020	Banham Poultry - Environment Agency and Banham Poultry? <i>Tbc.</i>	Cllr Rhodri Oliver / Rob Walker
	5-year land supply update	Simon Wood, Director Planning & Building Control
	Housing Service Review	Gill Duffy, Housing Service Manager
14 January 2021	Planning Enforcement - how has this been activated during the COVID-19 crisis	Simon Wood, Director Planning & Building Control / Enforcement
	To receive an update on the Commercial Portfolio, to consider information on asset by asset assessment	Ralph Burton, Strategic Property Mgr
	Draft Budget, medium term plan and capital strategy 2021-22 - To consider the draft revenue and	
31	Corporate Plan Refresh 2021	Greg Pearson, Senior Policy Advisor & Jason Cole, Exec Manager People & Innovation
04 March 2021	Local Procurement processes	Maxine O'Mahony Exec Dir Strategy & Gov/ Richard Shepherd Corp Contracts & Procurement Mgr



KEY DECISION PLAN
VERSION 10/20

Issued –
Effective for Period:
05/10/20 - 04/10/21

*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, Democratic Services Officer, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE.
Email democraticservices@breckland.gov.uk*

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 on a rolling basis and shows the decisions that will be considered and the date when the decision is expected to be made. .

Key Decision – means a decision which, in relation to an Executive Function, has a significant effect on communities in two or more Wards of the Council and/or is likely to result in the Authority incurring expenditure, generating income or making savings in any single financial year above the capital expenditure threshold or the revenue expenditure threshold currently laid down by the Council.

Significant Decision -: 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. 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)

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Executive Member for Contracts & Assets PFI Interim Benchmark Options	Following an interim benchmarking request, to recommend options to members to allow officers to proceed with negotiating a position with the contractor	See report	PFI Interim Benchmark Options	Cabinet, Leader of the Council 30 Nov 2020

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Executive Member for Finance and Growth Treasury Management Policy & Strategy 2021-22	To seek approval for the Treasury Management Policy, Strategy and Prudential Indicators for 2021-22.	See report	Treasury Management Policy & Strategy 2021-22	Governance and Audit Committee 17 Dec 2020
Executive Member for Finance and Growth ③ Draft budget, medium term plan and capital strategy 2021-22	To consider the draft revenue and capital budgets, the draft medium term financial plan and the draft capital strategy.	See report	Draft budget, medium term plan and capital strategy 2021-22	Cabinet 4 Jan 2021
Executive Member for Finance and Growth Insurance Tender - Contract Award	Insurance Tender - Contract Award	See report	Insurance Tender	Cabinet 1 Feb 2021

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Executive Member for Finance and Growth Budget, medium term financial plan and capital strategy	To approve the capital and revenue budgets, the proposed council tax, the financial medium term plan and the capital strategy.	See report	Budget, medium term financial plan and capital strategy	Council 25 Feb 2021
Executive Member for Finance and Growth Council Tax 2021-22	To set the amounts of council Tax applicable for 2021-22 for each valuation band for each part of the district.	See report	Council Tax 2021-22	Council 25 Feb 2021

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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, Democratic Services Officer, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE.

Email democraticservices@breckland.gov.uk