

# AGENDA

**MEETING VENUE:**

**Anglia Room, The Conference  
Suite, Elizabeth House,  
Dereham**

Our Ref: JB

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Date: Tuesday, 10 January 2017

Dear Sir/Madam,

Members of the Council are hereby summoned to a Meeting of the **District Council** which will be held at **10.00 am** on **Thursday, 19th January, 2017** in the **Anglia Room, The Conference Suite, Elizabeth House, Dereham**

Yours faithfully



Anna Graves  
Chief Executive

The Democratic Services Officer to call the roll of Members

Members are asked to note that a Safeguarding presentation will take place immediately after the meeting – all Members are invited to attend

**Members of the Council 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 Council.**



## **SAFEGUARDING BRIEFING**

All Members are asked to attend a briefing on Safeguarding issues that will take place immediately following this Full Council meeting.

The briefing session is being presented by Breckland Training Services.

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| <p><b>1. <u>MINUTES</u></b><br/>To confirm the minutes of the meeting held on 8 December 2016.</p> <p><b>2. <u>APOLOGIES</u></b><br/>To receive apologies for absence.</p> <p><b>3. <u>DECLARATION OF INTERESTS</u></b><br/>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.</p> <p><b>4. <u>CHAIRMAN'S ANNOUNCEMENTS</u></b></p> <p><b>5. <u>LEADER'S ANNOUNCEMENTS</u></b><br/>To receive a verbal update from Councillor Nunn, Leader of the Council.</p> <p><b>6. <u>QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6</u></b></p> <p><b>7. <u>QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7</u></b></p> <p><b>8. <u>CABINET MINUTES</u></b><br/>Unconfirmed minutes of the Cabinet meeting held on 3 January 2017.</p> <p><b>9. <u>OVERVIEW AND SCRUTINY COMMISSION</u></b></p> <p>    a) <u>24 November 2016</u><br/>        Confirmed Minutes of the Overview &amp; Scrutiny Commission meeting held on 24 November 2016.</p> <p>    b) <u>5 January 2017</u><br/>        Unconfirmed Minutes of the Overview &amp; Scrutiny Commission meeting held on 5 January 2017.</p> <p><b>10. <u>PLANNING COMMITTEE</u></b><br/>Confirmed Minutes of the Planning Committee meeting held on 12 December 2016.</p> | <p>6 - 11</p> <p>12 - 13</p> <p>14 - 18</p> <p>19 - 24</p> <p>25 - 27</p> <p>28 - 40</p> |
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|  | <u>Page(s)<br/>herewith</u> |
|--|-----------------------------|
| <b>11. <u>GOVERNANCE &amp; AUDIT COMMITTEE</u></b>   | 41 - 48                     |
| Unconfirmed Minutes of the Governance & Audit Committee meeting held on 9 December 2016.   |                             |
| Members are asked to note that the recommendation at Minute No.66/16 will be considered under Agenda item 12.  |                             |
| <b>12. <u>GOVERNANCE AND AUDIT COMMITTEE - TERMS OF REFERENCE REVIEW</u></b>   | 49 - 56                     |
| Report of the Executive Director, Commercialisation (Statutory S151 Officer).  |                             |
| <b>13. <u>BRECKLAND STREET NAMING &amp; NUMBERING POLICY</u></b>   | 57 - 95                     |
| Report of the Executive Director, Place.   |                             |
| <b>14. <u>SNETTERTON ELECTRICITY POWER UPGRADE PROJECT</u></b>   | 96 - 104                    |
| Report of the Executive Director, Commercialisation (S151 Officer).  |                             |
| <b>15. <u>HR POLICY HANDBOOK</u></b>   | 105 - 144                   |
| Report of the Executive Manager, People & Public Protection.   |                             |
| <b>16. <u>REPORT OF THE INDEPENDENT REMUNERATION PANEL ON MEMBERS SCHEME OF ALLOWANCES 2017-2018</u></b>   | 145 - 156                   |
| Report of the Executive Manager, Governance.   |                             |
| <b>17. <u>APPOINTMENT OF NEW S151 AND EXECUTIVE DIRECTOR OF COMMERCIALISATION</u></b>  | 157 - 159                   |
| Report of the Executive Director, Strategy & Governance.   |                             |
| <b>18. <u>NOMINATIONS FOR COMMITTEE AND OTHER SEATS</u></b>  |                             |
| To receive nominations for any changes to Committee and other seats from political groups.   |                             |
| <b>19. <u>AMENDMENTS TO THE CONSTITUTION</u></b>   |                             |
| The Constitution went through a full review during 2015/16 and a revised Constitution was approved by the Council on 21 January 2016. As Members are aware, there have been a number of amendments made since that date including, amongst other things, changes to the Terms of Reference of some Committees.   |                             |
| The Constitution contains a number of general delegations to Officers. In addition, over time, individual delegations are granted to Officers by the Cabinet, the Council and its Committees. These delegations remain in effect but it would be helpful, should we ever need to evidence the position, to have a Council resolution confirming this. Council is therefore asked to approve the following: |                             |
| “That the Council confirms that all delegations granted by individual decision-  |                             |

making bodies and individuals such as the Cabinet, individual Executive Members or Officers, the Council and all Committees and Sub-Committees remain and will continue to remain in full force and effect unless and until specifically withdrawn notwithstanding any past or future changes to the Constitution including any changes to the Terms of Reference of decision-making bodies and individuals”

**20. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT -**

NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the items(s) should be considered as a matter of urgency.

**21. EXCLUSION OF PRESS AND PUBLIC**

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Schedule 12A to the Act”.

**PART B – ITEMS FROM WHICH THE PRESS AND THE PUBLIC ARE EXCLUDED**

**22. FINANCIAL SERVICES - SERVICE REVIEW**

Report of Anna Graves, Head of Paid Services.

**For Information**

**CHAIRMAN AND EXECUTIVE MEMBERS' SURGERY**

At the end of the Council meeting, Chairmen of Committees and Executive Members will be available to members who wish to put forward specific questions, for example on ward issues.