

AGENDA

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

**Committee - OVERVIEW AND SCRUTINY
COMMISSION**

Date & Time - Thursday, 16th July, 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>

ANGLIA ROOM, THE CONFERENCE SUITE, ELIZABETH HOUSE, WALPOLE LOKE,
DEREHAM

<http://www.legislation.gov.uk/ukxi/2020/392/contents/made>

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
Mrs H Crane
Mr H Clarke

Mr P Morton
Mr P Wilkinson

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.

Date: Thursday, 9 July 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 of the meeting held on 6 February 2020.	6 - 13
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>BRECKLAND'S RESPONSE TO COVID19</u> To receive a presentation from the Executive Director of Place and Executive Director of Strategy & Governance.	
8. <u>PERFORMANCE REPORT</u> To receive a presentation from the Executive Member for Governance, Councillor Sarah Suggitt.	
9. <u>COMMERCIAL ASSETS UPDATE</u> To receive a presentation from the Executive Member for Contracts & Assets, Councillor Paul Hewett.	
10. <u>HR REPORT</u> To receive a presentation from the Executive Director for Strategy & Governance.	

	<u>Page(s) herewith</u>
<p>11. <u>BRECKLAND OPERATIONAL RECOVERY FROM COVID19</u> To receive a presentation from the Executive Manager People & Innovation, Jason Cole.</p>	
<p>12. <u>OUTSIDE BODY FEEDBACK (STANDING ITEM)</u> To receive an update from representatives on Outside Bodies.</p>	
<p>13. <u>SCRUTINY CALL-INS (STANDING ITEM)</u> To note whether any decisions have been called-in for scrutiny.</p>	
<p>14. <u>COUNCILLOR CALL FOR ACTION (STANDING ITEM)</u> To consider the “Attleborough Town Council Financial Governance and Transparency” as received by Councillors Oliver and Ashby.</p>	
<p>15. <u>WORK PROGRAMME</u></p> <p>(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.</p> <p>(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.</p> <p><i>A copy of the Key Decision Plan is attached for Members’ information.</i></p>	14 - 18
<p>16. <u>NEXT MEETING</u> To note the arrangements for the next meeting to be held on 10 September 2020 at 10.00am.</p>	

BRECKLAND COUNCIL

At a Meeting of the

OVERVIEW AND SCRUTINY COMMISSION

**Held on Thursday, 6 February 2020 at 10.00 am in the
Anglia Room, The Conference Suite, Elizabeth House, Walpole Loke, Dereham**

PRESENT

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

Also Present

Mr R. Atterwill	Mr S.G. Bambridge
Mr H. E. J. Clarke	Mrs A. M. Webb
Mr P. Morton	Mr I. Sherwood
Mr P.D. Claussen	Mrs S. E. Suggitt

In Attendance

Maxine O'Mahony	- Executive Director of Strategy & Governance (Monitoring Officer)
Greg Pearson	- Senior Policy Advisor
Sarah Barsby	- Executive Manager for Information
Adele Newsome	- Customer Experience Manager Shared
Riana Rudland	- Breckland Place Manager
Ross Bangs	- Corporate Innovation & Performance Manager (shared)
Susie Richardson	- HR Manager
Neil Fordham	- Payroll and Reward Manager
Caroline Hannon	- Strategic Housing Manager
Lisa Oakley	- Senior Housing Strategy & Development Officer
Jane Booth	- Housing Options and Corporate Safeguarding Team Leader
Ruth Tudge	- Democratic Services Officer

110/20 MINUTES

The minutes of the meeting held on 19 December 2019 were confirmed as a correct record and signed by the Chairman.

111/20 APOLOGIES AND SUBSTITUTES

An apology was received from Councillor Ed Colman. Councillor Helen Crane was in attendance as his substitute.

112/20 CHAIRMAN'S ANNOUNCEMENTS (IF ANY)

None.

Action By

Action By

113/20 URGENT BUSINESS

None.

114/20 DECLARATION OF INTERESTS

None.

115/20 NON-MEMBERS WISHING TO ADDRESS THE MEETING

Councillors Roger Atterwill, Paul Claussen, Gordon Bambridge, Harry Clarke, Philip Morton, Ian Sherwood, Sarah Suggitt, Alison Webb.

116/20 CORPORATE PLAN REFRESH 2020

The Senior Policy Advisor, Greg Pearson, advised Members that the current Corporate Plan for Breckland had been adopted in February 2019 and was agreed to run to the period 2019-2023. In order to ensure that it remains current and continues to reflect decisions made by the Council throughout the year an annual refresh is required. The document at the meeting today represents the first annual refresh.

The Senior Policy Advisor explained how the refresh worked and highlighted that Appendix A was the plan as it was first agreed, Appendix B contained the proposed changes and amendments that Officers had worked with the Cabinet to identify. Appendix C set out proposed changes to the narrative and the explanation within each key corporate theme.

Councillors Martin, Kybird and Birt made a number of recommendations that they felt would improve the documents further. The Senior Policy Advisor said he would take on board the suggestions and review the document.

Councillor Atterwill suggested it may be more helpful for Members for two more columns to be included whilst trying to review the Plan, one for the Plan objective timelines and a further column to see what had been achieved in the previous 12 months. In addition that information should be readily available to the public to show transparency and accountability.

The Executive Director Strategy and Governance, Maxine O'Mahony explained that the information requested in the two columns was already included in a working document. The Corporate Plan was the higher level document and underneath that was the Delivery Plan which included more detail and sat across each different service area that did include the information suggested. This information was shared with the Cabinet on a regular basis. The Executive Director Strategy and Governance also explained that every year after the refresh the Corporate Improvement & Performance Team did a further piece of work to update residents on what work had been achieved against each of the areas so the information was readily available to the public

The Senior Policy Advisor also stated that the delivery of the Corporate Plan was also monitored on a quarterly basis through performance reporting to the Scrutiny Commission and in doing so was out into the

Action By

public domain. The Chairman suggested Councillor Atterwill look at the Delivery Plan to see if it met the criteria he was looking for.

Councillor Atterwill also suggested that an additional point be added as many residents worked or had other commitments and for many reasons were not able to attend Council meetings but may have access to Livestream or could listen to recordings and so proposed the following be added:

CA44 to include under the column "We will..." 'Develop a clear strategy to improve open, transparent and accountable decision making by Live streaming Council meetings and publishing recordings of meetings' with the rationale 'To provide a more flexible and convenient way for the wider community to access the Council's decision making process and give the community increased confidence in the integrity and accountability of the decision makers and the Council.'

Councillor Jermy recommended this suggestion accepted and proposed as an addition to the Corporate Plan by the Scrutiny Commission, seconded by Councillor Wickerson. Councillor Birt agreed this would be useful to incorporate within the Corporate Plan as something we are aspiring to and that the document had to be about openness and transparency.

The Chairman felt that this could be debated as a potential recommendation from the Commission and stated he could not support the proposition at this time. He felt it was still a work in progress and he was not convinced that the live streaming and the costs involved to set this up at this stage would not be well balanced against the usage it could possibly receive at this time.

Councillor Ian Martin suggested that this should be passed to the Worksmart 2020 Group to look at and investigate possible costs under the delivery of the refurbishment of the Committee Suite. This was seconded by Councillor Turner. The Executive Director Strategy and Governance advised this was already being looked at within the Worksmart 2020 project.

The Chairman confirmed the proposal by Councillor Jermy, seconded by Councillor Wickerson to have CA44 inserted in the Corporate Plan and a proposed suggested amendment to the proposal by Councillor Martin, seconded by Councillor Turner that it was to be sent to the Worksmart Group but containing the same wording as was first provided by Councillor Atterwill.

On the amendment to include CA44 in the Corporate Plan the Commission voted 8 in favour, 4 against and 1 abstention.

The substantive proposal which was that the wording proposed by Councillor Atterwill be added under CA44 'Develop a clear strategy to improve open, transparent and accountable decision making by Live streaming Council meetings and publishing recordings of meetings' be moved to the Worksmart Group which was agreed by Members of the Commission with 7 in favour, none against and 2 abstentions.

Action By

Councillor Clarke suggested under CA18 that it should include all housing associations.

Councillor Martin made some further suggested amendments to a number of critical activities. The Senior Policy Advisor said he would take on board the suggestions and review the document.

RESOLVED that

1. the contents of the report and its appendix be noted and the Overview and Scrutiny Commission put forward a proposal they would like to see; and
2. the aforementioned proposals/amendments be incorporated in the Corporate Plan refresh.

117/20 HOMELESSNESS AND ROUGH SLEEPING STRATEGY

The Executive Member for Housing, Health & Environment, Alison Webb thanked the Housing Team for their hard work and commitment to developing the Homelessness and Rough Sleeping Strategy and the Allocations Policy. The Strategy had been developed, in consultation with partners, following a review by the East of England Local Government Association who had introduced a new statutory requirement. The aim was to prevent homelessness, the need for emergency accommodation and associated costs.

The Place Manager, Riana Rudland, explained that a commitment had been made and an in depth review had taken place in consultation and engagement with partner organisations. There had been great interest received in working with Breckland Council and key agencies wanted to get more involved with Breckland's tenancy awareness courses to meet the needs of residents. The Place Manager would welcome the Commission's comments that could be incorporated in the final Strategy.

Trish Reed, Associate of the East of England Local Government Association gave a presentation on the Homelessness Review and Strategy explaining that they had looked at key issues and challenges and how to take a more pro-active approach to the prevention of homelessness and reduce the need for temporary accommodation.

The main priorities that came out of the review were:

- to improve access to early housing advice and homelessness prevention services.
- to reduce the number of people sleeping rough in Breckland.
- to reduce the numbers in temporary accommodation and reduce reliance on B&B within 2 years.
- to develop new services and partnerships to improve housing options.

Members were pleased to see all the work being done on the new strategy and felt that the recognition of the housing issue was overdue. Members highlighted the percentage of homelessness of families with children and queried the suitability of properties with a need for temporary accommodation provision within proximity to current work

Action By

and schools. The Housing Options and Corporate Safeguarding Team Leader, Jane Booth, had joined Breckland Council recently and was focussing on provision and family placement. She assured Members that they did look at family's education and work needs as a priority and aimed to keep families close to their support network wherever possible.

Members also voiced concerns over the monitoring of the application process to ensure it was not too long and no applicant slipped out of the process for any reason. The Housing Options and Corporate Safeguarding Team Leader assured Members that the process was monitored and was improving and statistics could be provided should Members wish to see any of this information.

Members suggested that the Housing and Planning departments should work together to try to ensure the needs of the housing department were met, particularly with the percentage of affordable housing being reduced from 40% to 20% as part of the Local Plan. It was felt that there needed to be clear communication between the two departments and that the policies needed to be in place in planning terms to try and get the delivery of smaller one and two bedroom houses. Members also felt the Local Plan Working Group should be involved to increase the provision of good quality employment opportunities.

It was also felt by Members that there was a lack of provision of overnight accommodation in the Severe Weather Emergency Protocol (SWEPE), particularly in the north of the district with homelessness people not having the means to get to accommodation provided in Thetford. Cabinet had agreed to provide funding of £1,000 in the short term but in the long term this would need to be reviewed. The Place Manager, Riana Rudland explained there was some funding available of approximately £8,000 within the current tranche of rough sleeper funding and under the next tranche of funding there was scope for a project to look at further emergency beds with wrap around support for individuals to help them move on. This funding included opportunities for premises which could be rented in advance, white goods and furniture.

The Strategic Housing Manager, Caroline Hannon, stated that the Housing Enabling Team was working with developers, registered providers and land owners to identify sites. She explained that this was previously a shared service between Breckland and Kings Lynn but was now a Breckland only service. They had strengthened the links between housing enabling and planning so that when planning applications came in for new schemes, the Housing Team would respond as part of the formal consultation process to ensure the Planning Officers maintained the provision of affordable housing as set out in the Local Plan.

Members also raised concerns in respect of private landlords giving a 6 month or 1 year contract, the Executive Member for Housing, Health & Environment said she would raise the issue of the contracts at the private Landlords Forum in March.

Members noted the report.

Action By

118/20 ALLOCATIONS POLICY

The Executive Member for Housing, Health & Environment explained the Draft Allocations Policy was due to go before Cabinet in March. Members were asked for their comments. The aim of the report was to change the banding levels, reduce the need for temporary accommodation and to shorten the stay for people in temporary accommodation.

After a short discussion Members noted the report.

119/20 QUARTER 3 2019-20 PERFORMANCE OVERVIEW REPORT

The Executive Member for Governance, Sarah Suggitt introduced the Quarter 3 Performance Report for Members to note. In summary the Council continued to perform strongly with 8 of the 14 Key Performance Indicators performing at or above target. There had been significant improvements in the indicators which measured the performance of the Environmental Services Team. The service reported that 40% of all household waste collected within this period was either recycled or composted against a national Local Authority average of 29%. Areas where performance required improvement was the Customer Contact Centre, of the 26,555 calls received within this period, 81.5% were successfully answered against a target of 90%. In addition the average wait time showed an area which needed improvement. As was reported last quarter a Deep Dive analysis of the service was underway, it was proposed that this exercise would be concluded with findings and recommendations for improvement at the end of March.

Councillor Birt had concerns in respect of the calculation of the average wait time. He felt that this still was not clear and the data needed to be accurate to enable accurate measuring of the performance indicator. The Executive Manager Information, Sarah Barsby, explained the way the time waiting was reported was by way of industry practice which enabled benchmarking against other organisations. The rationale behind this was that until the customer had heard the options available they had not yet made a decision as to whether to queue or use other methods available. Other ways of measuring could be looked at. The Chair asked Members to vote on whether further investigation should take place on calculating wait times, or to remain with the benchmark measuring. Only 2 Members voted for further investigation and it was agreed that the current benchmark calculation remain.

Councillor Martin expressed concerns in respect of the results of the Contact Centre and felt it was not improving as it should. He suggested waiting until the 'Deep Dive' had been completed and the results of the findings being made. This could then be reviewed at the next meeting as to whether any further measures should be taken to improve the service. In response the Executive Manager Information stated that there had been some improvements made this month which was a result of some changes already made. The new Customer Experience Manager, Adele Newsome, was introduced, who had spent a considerable amount of time with Contact Centre Team to understand the pressure points and what could be done to address performance.

Action By

Councillor Birt mentioned confusion over the missed bin collection rate calculation. The Chairman explained how this was calculated.

Councillor Birt re-iterated that he had asked the Performance Team to investigate a 'histogram pictorial' to record Freedom of Information requests and complaints. The Corporate Improvement Performance Manager advised that they were currently unable to articulate this as they did not have the correct software to be able to produce such information.

Councillor Jermy suggested, based on the previous report on Homelessness, that the Performance Report could include figures on the time to process housing applications which the monitoring of might provide useful data. The Corporate Improvement Performance Manager agreed and said that the data was held and could provide this if the Commission felt it was a useful tool. The Chairman asked Members to vote on this matter and it was not agreed to include any further information in the Performance Report; however, Members could request this information at any time from the Corporate Improvement Performance Manager.

The Commission noted the report.

120/20 PAY POLICY STATEMENT 2020/21

The Executive Director Strategy and Governance, Maxine O'Mahony, apologised and stated this was an error and should not have been on the agenda, it was a statement of fact, not for debate and would be included on the Cabinet agenda.

121/20 OUTSIDE BODY FEEDBACK (STANDING ITEM)

None.

122/20 SCRUTINY CALL-INS (STANDING ITEM)

None.

123/20 COUNCILLOR CALL FOR ACTION (STANDING ITEM)

None.

124/20 WORK PROGRAMME

Councillor Martin suggested that the Highways Agency be invited to a future meeting to explain the calculation of traffic movements and the advice they provide to Planning.

Councillor Martin also asked if a representative of Anglian Water could be invited as a statutory body to explain how it assessed individual applications and how they were dealt with. Councillor Webb said she would ask Anglian Water if they would come along to a future meeting.

Councillor Jermy suggested, given the size of the project, a review of the Thetford Sustainable Urban Extension plan, now that the first residents had moved in, how it was going and if there had been any

strain on infrastructure.

It was agreed that the request for the Contact Centre be added to the Work Programme and reviewed following the 'Deep Dive' exercise.

125/20 NEXT MEETING

The arrangements for the next meeting on 19 March 2020 at 10:00am in the Anglia Room, Elizabeth House, Walpole Loke, Dereham were noted.

126/20 EXCLUSION OF PRESS AND PUBLIC

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 items of business on the grounds that they involve the disclosure of exempt information as defined in paragraphs 1,2 and 3 of Schedule 12A to the Act.

127/20 WORKSMART 20:20 - TERMS & CONDITIONS

Noted.

The meeting closed at 12.32 pm

Action By

CHAIRMAN

Agenda Item 15

Overview & Scrutiny Work Programme 2020

Date	Topic	Member / Director / Lead Officer
06 February 2020	Corporate Plan Refresh 2020. (FP) To seek agreement for the refreshed Corporate Plan for 2020	Greg Pearson, Senior Policy Advisor
	Housing, Homelessness and Rough Sleeping Strategy and Allocations Policy. (FP) To consider an updated Strategy.	Lisa Oakley, Senior Housing Strategy & Development Officer
	Quarter 3 2019-20 Performance Overview Report. (FP) To inform Members of the Councils performance for the highlighted time period.	Ross Bangs, Corporate Innovation, Change & Performance Manager
	Worksmart 20:20 - Terms & conditions. (FP) To amend our terms & conditions to reflect the current & future market in line with our workforce strategy.	Susie Richardson, HR Manager
	Pay Policy Statement 2020/21. (FP)	Susie Richardson, HR Manager
19 March 2020	Surplus Land. Policies and Process around disposal of surplus land.	Ralph Burton, Strategic Property Manager
	Commercial Assets Property Portfolio and other commercial income streams	
30 April 2020	Quarter 4 2019-20 Performance Overview Report. (FP)	Ross Bangs, Corporate Innovation, Change & Performance Manager
	Breckland Sustainability Strategy. (FP)	Greg Pearson, Senior Policy Advisor
	Constitution - Non-Key Officer decisions/SIRO/Licensing (proposed amendments to the constitution)	Mark Stinson, Executive Manager Governance
11 June 2020	Empty Properties back in to use-update after 6months of dedicated officer resource (OSC 19 Dec)	

Items to be scheduled:

Portfolio Holder	Title	Officer
Executive Member for Planning	To review Capita contract and to understand the process for revising or reviewing local list.	Rob Walker/Simon Wood
	Planning Application validation	Simon Wood
	Neighbourhood planning. How does Breckland support local groups in developing plans	Simon wood
Councillor Robinson - Executive Member for Community, Leisure & Culture	Norfolk Health and Wellbeing Strategy (mins 27/9/18)	Steve James
	Community Grant Funding Scheme.	Steve James
	Unightly Sites - to receive an update on the project	Riana and Steve James
	Shop appy update	Steve James
	to receive an update on the implementation of the Market Town Initiative	Rob Walker/Steve James
	Report/update on where we currently provide district council leisure facilities and support with other providers - budget and forward plan - Mark Robinson	Steve James
	Breckland Lottery - Report Finding - Steve James/Stefan Clifford	Steve James/Stefan Clifford
Executive Member for Health & Housing	To review how the housing peer review has been implemented	Hannah Hooks
	Empty Homes - Empty Properties back into use after dedicated officer resource (OSC 19 Dec)	Hannah Hooks
	Flagship Plus - invite all Housing Associations	Hannah Hooks
Executive Member for Environmental Services & Public Protection	To receive an update on flytipping	
Executive Member Contracts & Assets	Governance and Policy around surplus land disposal <i>(Scheduled March 2020)</i>	Ralph Burton
	Commercial Assets Property Portfolio and other commercial income streams <i>(Scheduled March 2020)</i>	Ralph Burton and Richard Hodgson
Executive Member for Governance	IT resilience and security, after IT failure. Impact for Officers, Members and residents, look at robustness of equip and contingency procedures in place.	Sarah Barsby/Jason Tillyard
Executive Member for Finance & Growth		
Executive Member for Customer Engagement		
External	Police & Crime Commissioner	



KEY DECISION PLAN
VERSION 07/20

Issued –
Effective for Period:
01/07/20 - 30/11/20

*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.
Telephone 01362 656343 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. .

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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
Councillor Paul Hewett 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		PFI Interim Benchmark Options	Cabinet, Leader of the Council

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
<p>Executive Member for Finance and Growth</p> <p>Draft budget, medium term plan and capital strategy 2021-22</p>	<p>To consider the draft revenue and capital budgets, the draft medium term financial plan and the draft capital strategy.</p>		<p>Draft budget, medium term plan and capital strategy 2021-22</p>	<p>Cabinet, Leader of the Council 30 Nov 2020</p>
<p>Executive Member for Finance and Growth</p> <p>Treasury Management Policy & Strategy 2021-22</p>	<p>To seek approval for the Treasury Management Policy, Strategy and Prudential Indicators for 2021-22.</p>		<p>Treasury Management Policy & Strategy 2021-22</p>	<p>Governance and Audit Committee 17 Dec 2020</p>
<p>Executive Member for Finance and Growth</p> <p>Budget, medium term financial plan and capital strategy</p>	<p>To approve the capital and revenue budgets, the proposed council tax, the financial medium term plan and the capital strategy.</p>		<p>Budget, medium term financial plan and capital strategy</p>	<p>Council 25 Feb 2021</p>

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 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.		Council Tax 2021-22	Council 25 Feb 2021

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.
Telephone 01362 656343 Email democraticservices@breckland.gov.uk**

