



AGENDA

**The Breckland Conference
Centre, Anglia Room,
Elizabeth House, Walpole
Loke, Dereham, NR19 1EE**

Contact: Julie Britton
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Date: Wednesday 6 October

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, 14th October, 2021** via **The Breckland Conference Centre, Anglia Room, Elizabeth House, Walpole Loke, Dereham, NR19 1EE**

Yours faithfully

Maxine O'Mahony
Head of Paid Services & Executive Director Strategy & Governance

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/Streaming-of-committee-meetings>

The Democratic Services Officer to call the roll of Members

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.

	<u>Page(s)</u> <u>herewith</u>
1. <u>APOLOGIES</u> To receive apologies for absence.	
2. <u>MINUTES</u> To confirm the minutes of the meeting held on	4 - 18
3. <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.	
4. <u>CHAIRMAN'S ANNOUNCEMENTS</u>	19 - 21
5. <u>LEADER'S ANNOUNCEMENTS</u> To receive a verbal update from Councillor Sam Chapman-Allen, Leader of the Council.	
6. <u>QUESTIONS ON NOTICE UNDER STANDING ORDER NO 6</u>	
7. <u>QUESTIONS WITHOUT NOTICE UNDER STANDING ORDER NO 7</u>	
8. <u>MINUTES (FOR INFORMATION ONLY)</u> To note the following Committee Minute documents:	
a) <u>Governance & Audit Committee: 28 July 2021</u> Members are asked to note that the recommendation under Minute No. 41/21(Contract Procedure Rules) will be discussed under Agenda item 11 below.	22 - 31
b) <u>Planning Committee: 6 September 2021</u>	32 - 41
c) <u>Cabinet: 20 September 2021</u> Members are asked to note that the recommendation under Minute No. 86/21(Contract Procedure Rules) will be discussed under Agenda item 11 below.	42 - 50
9. <u>APPOINTMENT OF CHIEF EXECUTIVE OFFICER</u> Report of Leader of the Council, Councillor Sam Chapman-Allen.	51 - 54
10. <u>NEATHERD MOOR, DEREHAM – TRANSFER OF MANAGEMENT RESPONSIBILITIES</u> Report of Executive Member for Property and Projects, Councillor Paul Hewett.	55 - 58

	<u>Page(s)</u> <u>herewith</u>
11. <u>CONSTITUTION – CONTRACT PROCEDURE RULES</u> Report of Executive Member for Planning, Leisure and Contracts, Councillor Sarah Suggitt.	59 - 89
12. <u>RISK MANAGEMENT POLICY</u> Report of Maxine O'Mahony, Executive Director, Strategy and Resources. <i>This item was discussed at Governance & Audit : 30 September and recommended to Full Council.</i>	90 - 119
13. <u>NOMINATIONS FOR COMMITTEE AND OTHER SEATS</u> To receive nominations for any changes to Committee and other seats from political groups.	
14. <u>AMENDMENTS TO THE CONSTITUTION (IF ANY)</u>	
15. <u>ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT</u> 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.	
16. <u>EXCLUSION OF PRESS AND PUBLIC</u> 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A to the Act”.	
<u>PART B – ITEM FROM WHICH THE PRESS AND THE PUBLIC ARE EXCLUDED</u>	
17. <u>FINANCE SERVICE REVIEW</u> Report of Executive Member for Finance Revenues, & Benefits Councillor Philip Cowen and Executive Director Strategy & Governance, Maxine O'Mahony.	120 - 125
18. <u>SERVICE REVIEW - HUMAN RESOURCES (HR)</u> Report of Executive Member for People, Communications & Governance, Councillor Ian Sherwood and Assistant Director People and Governance Sarah Barsby.	126 - 133