

BROADLAND COUNCIL

Minutes of a meeting of the Broadland Council of Broadland District Council, held on Thursday, 23 May 2024 at 7.00 pm.

Committee Members Present: Councillors: C Karimi-Ghovanlou (Chair), A Tipple (Vice-Chair), P Auber, B Baby, J Bailey, S Beadle, P Berry, M Booth, F Bowe, N Brennan, P Bulman, S Catchpole, J Coplestone, A Crotch, J Davis, L Douglass, C Eden, J Emsell, M Goodman, S Gurney, N Harpley, J Harvey, S Holland, B Johnson, S Jones, K Kelly, E Laming, K Leggett, T Mancini-Boyle, A Miah, M Murrell, G Nurden, R Potter, S Riley, D Roper, J Royal, L Starling, N Starling, D Thomas, E Tovell, K Vincent, S Ward, F Whymark and T Yousefian

Apologies for Absence: Councillors: S Clancy, L Hemsall and P Newstead

Officers in Attendance: T Holden (Managing Director), D Lorimer (Director of Resources), P Courtier (Director of Place), J Sutterby (Director of People and Communities), E Hodds (Chief of Staff), R Fincham (Assistant Director of Finance), L Mockford (Governance Manager) and C White (Democratic Services Manager)

Also in Attendance: Six members of the public

105. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S Clancy, L Hemsall and P Newstead.

106. DECLARATIONS OF INTEREST

No declarations of interest were received.

107. CHAIRMAN'S ENGAGEMENTS

The Chair referred members to her engagements and those of the Vice-Chairman for the period 28 March 2024 to 23 May 2024.

Cllr C Karimi-Ghovanlou informed the meeting that it had been an honour to serve as Chair of the Council over the last year. She expressed her appreciation to members and staff, especially Nicola Durrant, the Civic and Governance Support Team Leader.

She also stated that it had been a privilege meeting so many residents of Broadland at local events or participating in community projects and she underlined the contribution of volunteers without whom so many services would not be able to be run.

She added that a highlight of the year had been recently attending the Royal Garden Party, which had been a fitting celebration to the end of her municipal year.

The Chair then presented a gift to Nicola Durrant in thanks for all her hard work in supporting her over the past year.

108. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR 2024/25 AND DECLARATION OF ACCEPTANCE OF OFFICE

In response to the Chairman's request for nominations for Chairman of the Council for 2024/25, Cllr S Riley nominated Cllr A Tipple.

Cllr M Booth seconded the nomination and in the absence of any other nominations, it was **RESOLVED** that Cllr A Tipple be elected Chairman of the Council for 2024/25.

Cllr A Tipple took the Chair and signed the Declaration of Acceptance of Office.

The Chairman informed the meeting that he was proud and honoured to be able to represent the people of Broadland over the next year and he noted that this was the first time that a Labour member had been Chairman of the Council.

He thanked members for voting for him, and his family and friends for their support.

109. VOTE OF THANKS TO THE RETIRING CHAIRMAN

The Leader asked for a vote of thanks to Cllr Karimi-Ghovanlou for her quiet confidence and good judgment in presiding over meetings and for her excellent service when representing the Council over the past year. She also thanked Caroline's consort, Hamid, who had escorted her to so many events with unfailing charm and patience.

Cllr F Whymark thanked Cllr Karimi-Ghovanlou for her unbiased chairmanship over the past year, acknowledging that it had at times been a difficult year as members settled into their new roles.

The Chairman then presented Cllr Karimi-Ghovanlou with a certificate of appreciation from the Council.

110. APPOINTMENT OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr J Davis proposed, seconded by Cllr D Roper that Cllr C Karimi-Ghovanlou be appointed Vice-Chairman of the Council for the ensuing municipal year.

In the absence of any other nominations, it was **RESOLVED** that Cllr Karimi-Ghovanlou be elected Vice-Chairman of the Council for 2024/25.

Cllr Karimi-Ghovanlou then signed the Declaration of Acceptance of Office.

111. MINUTES

The minutes of the meeting held on 28 March 2024 were confirmed as a correct record, save for the following amendment:

Minute no: 92. Minutes. The reference to Cllr Bulman was deleted and replaced with Cllr Nurden.

In respect of *Minute no: 96. Adoption of the Greater Norwich Local Plan.* Cllr S Gurney requested that the comment she had made regarding the loss of amenity land on Reepham Road, be attributed to her in the minutes.

112. MINUTES OF COMMITTEE MEETINGS

The Chairman referred members to the minutes of the last meetings of Audit Committee, Overview and Scrutiny Committee, Cabinet and Planning Committee.

Council noted the minutes.

113. ANNOUNCEMENTS

The Chairman advised the meeting that he would announce his charity for the year in due course.

The Chairman's theme for the year was Community Resilience.

114. ELECTION OF LEADER OF THE COUNCIL FOR 2024/25

Cllr N Harpley proposed, seconded by Cllr J Davis, that Cllr S Holland be appointed Leader of the Council for the ensuing municipal year.

In the absence of other nominations, it was **RESOLVED** that Cllr S Holland be elected Leader of the Council for 2024/25.

The Leader advised the meeting that she wished to thank the coalition of Liberal Democrats, Labour and Green members who made up the administration and had worked so hard for the residents of Broadland. She added that she was very proud of what they had achieved and that she believed that the Council was making a real difference to communities in Broadland. She also thanked officers for their continued dedication and advice, which ensured that residents continued to receive the best service that could be delivered.

She noted that the past year has seen many challenges, and these had been addressed with a focus on Broadland's residents and communities at the centre of the Council's decision making. The key priorities of the Council remained, providing the right homes in the right places, developing environmental strategies to include not only carbon reduction but to improve biodiversity net gain, empowering individuals and communities to live happy and healthy lives and maintaining and developing new programmes to help the economy thrive.

Members were reminded that in the last year the Council had become a Housing Registered Provider and invested over £4m in purchasing new properties, increasing the temporary accommodation capacity to nearly 70 units.

Over the last year the Council had also helped over 4,000 residents through the early intervention approach and 92% of homeless interventions were successful.

She noted that Broadland had been at the forefront of tackling nutrient neutrality across the County by establishing mitigations using the £9.6m Government funding to unlock the development of much-needed housing in the district and beyond.

The Council had also agreed a balanced budget to underpin the work that it undertook to provide vital services which supported residents, communities, and the local economy.

The Council had also set an ambitious four-year Council Plan and two-year Delivery Plan, and she looked forward to delivering the exciting initiatives they contained for the benefit of the residents of Broadland.

She emphasised that the Cabinet had worked very hard to understand and develop their roles and she confirmed her Cabinet and Portfolio Holders as detailed below:

Cabinet Member	Portfolio
Cllr S Holland	Leader
Cllr N Harpley	Communities & Housing (and Deputy Leader)
Cllr S Riley	Finance
Cllr M Booth	Economic Development
Cllr J Davis	Environmental Excellence
Cllr D Roper	Transformation and Organisational Development
Cllr S Beadle	Planning

The Leader of the opposition, Cllr F Whymark congratulated the Leader on her election, and advised that he looked forward to working with her over the coming year. He advised his shadow cabinet as follows:

Cabinet Member	Portfolio
Cllr F Whymark	Leader
Cllr M Murrell	Communities & Housing
Cllr J Copplestone	Finance
Cllr J Emsell	Economic Development
Cllr S Jones	Environmental Excellence
Cllr P Newstead	Transformation and Organisational Development
Cllr S Clancy	Planning

115. MONITORING OFFICER REPORT

The Leader introduced the report, which sought approval of the Council's committee structure and the appointments. It also proposed updating the Terms of Reference for the Greater Norwich Growth Board, the appointment of Member Champions and the granting of a dispensation from the six-month rule for a member who was currently unable to attend meetings.

The Leader briefly outlined the proposals as set out in the report. She advised the meeting that she was pleased to inform members that the dispensation from the six-month rule would no longer be required as Cllr K Kelly was in attendance at the meeting. She then recommended the proposals in the report to Council.

In seconding the proposals, Cllr D Roper, the Portfolio Holder for Transformation and Organisational Development, advised members in his role as the Chairman of the Standards Committee that the Committee had carefully considered the Member Champions and had taken account that some posts had not been filled and that there was some duplication and overlap between the roles. It had therefore been decided to reduce the number to four Member Champions.

In response to a query regarding the training of members of the Audit Committee, it was confirmed that online training had been undertaken by the new Vice Chair of the Audit Committee.

In summing up, the Leader emphasised that training was not limited to members of specific committees but was open to all and she encouraged members to take advantage of any training offered, as it was not only interesting but would also assist them in their overall role as a councillor.

It was unanimously

RESOLVED

To approve:

1. The delegation of responsibilities, Cabinet Portfolios and Cabinet Panels as

included in section 2 of this report and Appendix 1 of this report.

2. The allocation of seats on Council committees in accordance with Appendix 2 attached to this report and to appoint to these seats, as advised by Group Leaders.
3. The appointments of Chairman and Vice-Chairman as set out in Appendix 2 attached to this report.
4. To support the continuation of the Greater Norwich Development Partnership and agree the revised Terms of Reference at Appendix 3.
5. To confirm the appointment of Member Champions, to confirm the revisions made to the number of Member Champions and to confirm the updated role profile at Appendix 4.
6. To delegate to the Monitoring Officer, in consultation with the Chair of the Standards Committee, the appointment to the member Champion for Communities, should applications be received.
7. Any consequential amendments for the constitution to be delegated to the Monitoring Officer.

116. APPOINTMENTS TO OUTSIDE BODIES FOR 2024/25

In proposing the recommendations, the Leader advised members that it could be difficult to find representatives and substitute members for outside bodies and she urged members to put themselves forward, as it was important that Broadland was represented across all the outside organisations it was invited to sit on.

Cllr S Riley, the Portfolio Holder for Finance, seconded the proposal.

Cllr E Laming pointed out that her name should have been included in Appendix 1, as the substitute member for the Norfolk Health and Wellbeing Board.

It was unanimously

RESOLVED

To make appointments to outside bodies, as detailed in Appendix 1 of the report, as amended.

117. SCHEME OF DELEGATION

The Leader proposed that Council agree the Scheme of Delegation as set out in Part Three, para 16 of the Constitution.

Cllr C Karimi - Ghovanlou seconded the recommendation.

It was unanimously

RESOLVED

To approve the Scheme of Delegation.

118. COUNCIL MEETINGS FOR 2024/25

Cllr S Beadle, the Portfolio Holder for Planning, proposed, seconded by Cllr B Baby, that Council approve the dates of future meetings of the Council, in accordance with the Constitution.

It was

RESOLVED

To approve the dates of meetings of the Council for 2024/25.

119. QUESTIONS

Members noted that no questions had been received from the public.

120. PUBLIC SPEAKING

Members noted that there had been no requests from the public to speak at the meeting.

121. CODE OF CORPORATE GOVERNANCE

The Leader introduced and recommended the report, which proposed that the Council adopted the revised Code of Corporate Governance within its Constitution. She informed members that the Code had been reviewed to ensure that it met best practice and to reflect the guidance from the framework for local authorities.

Cllr M Booth seconded the recommendation, and it was unanimously

RESOLVED

1. To adopt the revised Code of Corporate Governance as set out in Appendix 1; and
2. Delegate authority to the Monitoring Officer to approve future amendments to the Code of Corporate Governance to reflect any updates made to the corporate systems, processes and documentation referenced within it.

**122. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE
2023/24**

Cllr N Starling, the Chairman of the Overview and Scrutiny Committee introduced the report. He advised the meeting that the Committee had continued to expand the scope of its scrutiny of the Council's decision making and had established a Work Programme to review many of the decisions the Council has made in the past. Members had worked hard to develop a non-political approach and to ensure that the Council's leadership was held to account for the decisions that it made, with value for money being a central consideration.

He wished to thank members for their input, especially the Vice-Chairman, and the officers who supported the Committee. He commended the report to Council.

The Portfolio Holder for Finance pointed out that the fifth bullet point on page 81 of the agenda omitted stating that call-ins could be made by the Chairman independently, as well as by any three members of the Overview and Scrutiny Committee.

It was unanimously

RESOLVED

To note the Annual report of the Overview and Scrutiny Committee 2023/24.

123. TEMPORARY ACCOMMODATION PLACEMENT POLICY

Cllr N Harpley, the Portfolio Holder for Communities and Housing advised members that it was considered best practice for the Council to adopt a Temporary Accommodation Placement Policy as it would protect against potential challenge and ensure that those facing homelessness understood what the Council's offer would be.

Cllr P Auber seconded the proposal.

It was

RESOLVED

To adopt the Temporary Accommodation Placement Policy.

124. PRIVATE RENTED SECTOR OFFER POLICY

Cllr N Harpley, the Portfolio Holder for Communities and Housing advised members that the Policy provided a framework for empowering people to move out of temporary accommodation into suitable private rented sector dwellings and discharge the Council's homelessness duty.

Cllr E Laming seconded the proposal and it was unanimously

RESOLVED

To adopt the Private Rented Sector Offer Policy

125. PROCEDURE FOR CONDUCTING INTERNAL STATUTORY REVIEWS OF HOMELESS DECISIONS

Cllr N Harpley, the Portfolio Holder for Communities and Housing informed the meeting that the report proposed adopting a procedure for undertaking statutory reviews of homeless cases.

The procedure proposed that a review request be allocated to an officer who was not involved in the original decision and was senior to the officer who made the initial decision. The proposal to involve members in six monthly reviews of decisions would add an extra layer of scrutiny to the proceedings and make the process more transparent. She recommended the proposal and asked that members support it.

Cllr D Thomas seconded the proposal and it was

RESOLVED

That the process for undertaking statutory reviews of homeless cases be adopted and exceeds the minimum statutory requirement by involving the Leader of the Council and relevant Portfolio Holder in six monthly reviews.

126. QUESTIONS FROM MEMBERS

There were no questions from members.

127. MOTIONS

There were no motions to Council.

(The meeting concluded at 7.50 pm)

Chairman