

Broadland Overview and Scrutiny Committee

Agenda

Members of the Broadland Overview and Scrutiny Committee

Cllr Nich Starling (Chairman)
Cllr Lacey Douglass
Cllr Jonathan Emsell
Cllr Mark Goodman
Cllr Simon Jones
Cllr Caroline Karimi-Ghovanlou
Cllr Eleanor Laming
Cllr Martin Murrell

Cllr Peter Bulman (Vice-Chair)
Cllr Paul Newstead
Cllr Adrian Tipple
Cllr Emma Tovell
Cllr Shane Ward
Cllr Fran Whymark
Cllr Tony Yousefian

Date & Time:

Tuesday, 14 May 2024 at 6.30 pm

Place:

Upper & Lower Yare - Horizon Centre, Peachman Way, Norwich, NR7 0WF

Contact:

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Website: <http://www.southnorfolkandbroadland.gov.uk>

Public Attendance:

This meeting will be live streamed for public viewing via the following link:

<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

If a member of the public would like to attend to speak on an agenda item, please email your request to committee.bdc@southnorfolkandbroadland.gov.uk, no later than 5.00pm Friday, 10 May 2024.

AGENDA

1. **Declarations of Interest** (Pages 3 - 5)
To receive declarations of Interest from Members (guidance attached)
2. **Apologies for absence**
To report apologies for absence and to identify substitute members
3. **Minutes** (Pages 6 - 10)
To confirm the minutes from the meeting of the Overview and Scrutiny Committee held on 16 April 2024, and consider any matters arising.
4. **Chairman's Announcements**
5. **Public Speaking**
To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.

In accordance with the Constitution a period of 3 minutes is allowed per member of the public.
6. **Exclusion of the Press and Public**
To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.
7. **Exempt Minutes** (Pages 11 - 13)
To confirm the exempt minutes from the meeting of the Overview and Scrutiny Committee held on 16 April 2024, and consider any matters arising.
8. **Cabinet Reports**

To consider the Cabinet report in respect of the 21 May 2024 meeting.

Members are asked to refer to the Cabinet Agenda, which will be published on the Council's website no later than Friday 10 May 2024.

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

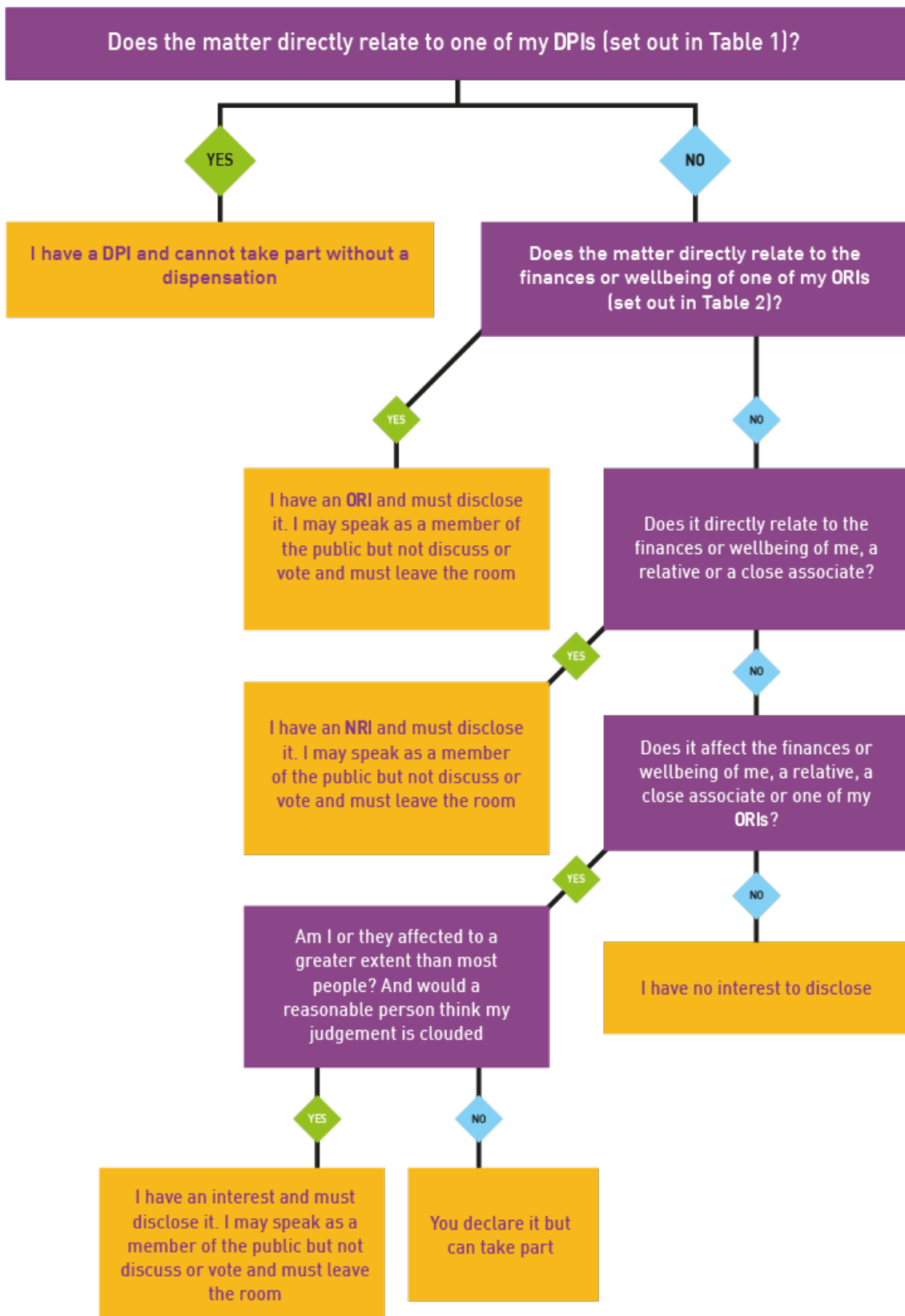


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Agenda Item 3



BROADLAND OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Broadland Overview and Scrutiny Committee of Broadland District Council, held on Tuesday, 16 April 2024 at 6.30 pm.

Committee Members Present: Councillors: N Starling (Chairman), P Bulman (Vice-Chair), L Douglass, J Emsell, M Goodman, S Jones, E Laming, M Murrell, P Newstead, A Tipple, E Tovell, S Ward and F Whymark

Apologies for Absence: Councillors: C Karimi-Ghovanlou and T Yousefian

Substitute: Councillors: P Auber (In place of T Yousefian)

Officers in Attendance: J Sutterby (Director of People and Communities), S Phelan (Assistant Director of Community Services), M Pursehouse (Assistant Director of Individuals and Families), S Martin (Strategic Environment and Waste Manager), S Carey (Strategic Advisor and Deputy Monitoring Officer), L Palmer (Democratic Services Officer) and J Overy (Democratic Services Officer)

109. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs C Karimi-Ghovanlou and T Yousefian.

110. MINUTES

The minutes of the meeting held on 26 March 2024 were confirmed as a correct record.

111. CHAIRMAN'S ANNOUNCEMENTS

Members were informed that a scrutiny training session was being arranged for late May/early June. Members were requested to contact the Strategic Advisor and Deputy Monitoring Officer if they had any specific subjects that they would like the training to cover.

112. POLICY FOR RESIDENTS EXPERIENCING DOMESTIC ABUSE

The Head of Housing and Benefits introduced the report, which explained that Broadland was working towards achieving Domestic Abuse Housing Alliance (DAHA) accreditation by autumn 2024, and as part of this work it was proposed that a Policy on domestic abuse be adopted by the Council.

DAHA Accreditation (Foundation Level) was considered the benchmark for local authorities, and the proposed Policy would enhance the comprehensive support the Council offered residents experiencing domestic abuse. Several Housing Associations were also working towards DAHA accreditation.

Members were informed that domestic abuse was a significant problem and that in October 2023 the Council had recorded a 62 percent rise in homelessness caused by domestic abuse compared to the same month in 2022.

The Committee was advised that domestic abuse training was mandatory for officers, and it was intended that it would be made available to members in due course.

Members were also informed that the Policy included a Sanctuary Scheme which allowed victims of domestic abuse to remain in their own homes and stay closer to their support networks if the perpetrator had been denied of any legal right to enter the property.

It was confirmed that there were no financial implications associated with implementing the Policy, and that the fees for DAHA accreditation were being funded by Norfolk County Council.

It was,

RECOMMENDED TO CABINET

To agree the Policy for supporting residents experiencing domestic abuse.

113. TENANCY POLICY

The Head of Housing and Benefits introduced the report which recommended adopting a Policy that would set out how the Council would meet the regulatory standards that all social landlords are expected to meet and was part of the Council's continued drive to improve support for its residents.

The Policy was applicable to tenants of the Council and clarified how Broadland would support tenancy sustainment, prevent unnecessary evictions, tackle tenancy fraud, and ensure the appropriate management of tenancies.

It was noted that the Council facilitated an extensive range of support to help residents maintain their tenancy.

Members were informed that the Policy would allow secure tenants to rent out rooms in their homes, which could help address any under-occupation penalty applied to their Housing Benefit and allow dwellings to be fully utilised.

The Committee was advised that many of the provisions set out in the Policy were not currently applicable, as the Council only held housing stock for the purposes of temporary accommodation, but it would meet ongoing requirements should this change.

It was,

RECOMMENDED TO CABINET

For Cabinet to recommend to Council the Tenancy Policy.

114. TEMPORARY ACCOMMODATION PLACEMENT POLICY

The Head of Housing and Benefits introduced the report which recommended the adoption of a Temporary Accommodation Placement Policy to meet with the Council's statutory duty as a registered provider and clearly set out the key principles that it would adhere to when making temporary accommodation placements.

In answer to a query, members were advised that the Council would always seek to place residents in suitable accommodation within the district, if possible.

It was unanimously,

RECOMMENDED TO CABINET

Cabinet to recommend to Council to adopt the Temporary Accommodation Placement policy.

115. PRIVATE RENTED SECTOR OFFER POLICY

The Head of Housing and Benefits introduced the report which proposed the adoption of a Policy on the fair use of the Private Rented Sector Offer. 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.

Members were advised that the Policy would set out an additional means of identifying suitable properties for homeless customers and would be an important step in strengthening and broadening the options officers had to discharge the Council's homelessness duties efficiently and fairly.

The Committee was informed that encouraging residents who had sufficient income to rent private accommodation would reduce the pressure on social housing stock.

Members were also reminded that private sector accommodation was cheaper than temporary accommodation, so would reduce costs for the Council. However, it should be noted that the private rented sector had been contracting in recent years.

In summing up, the Head of Housing and Benefits confirmed that a major element of the work of the Housing Team was to work with landlords to prevent or delay evictions.

It was unanimously,

RECOMMENDED TO CABINET

That Cabinet recommends to Council that our policy on the fair use of Private Rented Sector Offers be adopted.

116. PROCEDURE FOR CONDUCTING INTERNAL (STATUTORY) REVIEWS OF HOMELESSNESS DECISIONS

The Head of Housing and Benefits introduced the report which proposed adopting a procedure for undertaking statutory reviews of homeless cases.

Members were advised that Broadland had no procedure set out within the Constitution in respect of Homelessness Reviews, which were currently being undertaken by officers, acting within a best practice model. The proposed procedure recommended that regular reports be made to the relevant Portfolio Holder on the reviews undertaken.

The Committee noted that although there was no requirement to involve elected members in the internal homeless review process, it was considered that doing so would provide valuable additional scrutiny and add transparency and balance to the process whilst maintaining member awareness and involvement in this important statutory function.

Members welcomed making the review process more efficient and accountable.

It was unanimously,

RECOMMENDED TO CABINET

For Cabinet to recommend to Council that:

The proposed process for undertaking statutory reviews of homeless cases is adopted and exceed the minimum statutory requirements by involving the leader of the Council and relevant Portfolio holder in six monthly reviews.

117. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

118. HOUSING SYSTEM PROCUREMENT

The Head of Housing and Benefits introduced the exempt report, which proposed the procurement of a housing data system to continue to process and support residents and assist the work of the Housing Team.

Members were advised that the new IT system would meet all the needs of the Housing Team and that a minimum contract of 2 + 1 + 1 years was preferred, as this would allow the flexibility to ensure that customers were getting the best service.

RECOMMENDED TO CABINET

To agree to delegate authority to award the contract of the Housing System Solution, to the Assistant Director of Individuals and Families, in consultation with the S151 Officer and Portfolio Holder for Communities and Housing and the Portfolio Holder for Finance.

119. FRETtenham DEPOT - AWARD OF REDEVELOPMENT CONTRACT

The Assistant Director for Community Services introduced the exempt report which provided an update on the work undertaken for the redevelopment works at the Frettenham depot.

Following discussion, as set out in the exempt minute, it was unanimously,

RECOMMENDED TO CABINET

1. Approve the utilisation of additional funding as set out in the table at 3.7 in the report from the Refuse Services Reserve required to complete the redevelopment of the Frettenham Depot now that all costs are known.
2. Delegate to the Assistant Director Community Services, in consultation with the Portfolio Holder for Environmental Excellence, approval to utilise the project contingency if required.

(The meeting concluded at 8.20 pm)

Chairman

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