



Scrutiny committee

Date: Thursday, 15 July 2021

Time: 16:30

Venue: Council chamber, City Hall, St Peters Street, Norwich, NR2 1NH

All group pre-meeting briefing – 16:00 Council Chamber

This is for members only and is not part of the formal scrutiny committee meeting which will follow at 16:30. The pre-meeting is an opportunity for the committee to make final preparations before the start of the formal meeting. The public will not be given access to the Council Chamber before 16:30.

Committee members:

Councillors:

Wright (Chair)
Fulton-McAlister (M) (Vice-chair)
Carlo
Everett
Galvin
Giles
Manning
Osborn
Stutely
Thomas (Va)
Thomas (Vi)
TBC
TBC

For further information please contact:

Committee officer: Lucy Palmer
t: (01603) 989515
e: lucypalmer@norwich.gov.uk

Democratic services
City Hall
Norwich
NR2 1NH

www.norwich.gov.uk

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

Agenda

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1 Apologies

To receive apologies for absence.

2 Public questions/petitions

To receive questions / petitions from the public.

Please note that all questions must be received by the committee officer detailed on the front of the agenda by **10am on 7 July 2021**.

Petitions must be received by the committee officer detailed on the front of the agenda by **10am on 7 July 2021**.

For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution.

3 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting).

4 Minutes of scrutiny committee 24 June 2021

7 - 12

Purpose - To approve the accuracy of the minutes of the meeting held on 24 June 2021.

5 Report from the Norfolk Health Overview and Scrutiny Committee (NHOSC)

Purpose - To receive a verbal update from the NHOSC meeting held on 15 July 2021 (am) from the council's representative on this committee.

6 Scrutiny committee work programme for 2021-22

13 - 28

Purpose - To assist the scrutiny committee members in setting the scrutiny committee work programme for 2021-22.

7 Air pollution from woodburning

29 - 36

Purpose - To consider the council's response to resident's concerns about air pollution from woodburning.

Date of publication: **Wednesday, 07 July 2021**

- T** is this, the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O** what would be the **OBJECTIVE** of the scrutiny?
- P** can **PERFORMANCE** in this area be improved by scrutiny input?
- I** what would be the public **INTEREST** in placing this topic onto the work programme?
- C** will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

Specific, Measurable, Attainable, Relevant and Time-bound

Scrutiny committee and a protocol for those attending meetings of the scrutiny committee

- All scrutiny committee meetings will be carried out in a spirit of mutual trust and respect
- Members of the scrutiny committee will not be subject to whipping arrangements by party groups
- Scrutiny committee members will work together and will attempt to achieve evidence based consensus and recommendations
- Members of the committee will take the lead in the selection of topics for scrutiny
- The scrutiny committee operates as a critical friend and offers constructive challenge to decision makers to support improved outcomes
- Invited attendees will be advised of the time, date and location of the meeting to which they are invited to give evidence
- The invited attendee will be made aware of the reasons for the invitation and of any documents and information that the committee wish them to provide
- Reasonable notice will be given to the invited attendee of **all** of the committees requirements so that these can be provided for in full at the earliest opportunity (there should be no nasty surprises at committee)
- Whenever possible it is expected that members of the scrutiny committee will share and plan questioning with the rest of the committee in advance of the meeting
- The invited attendee will be provided with copies of **all relevant** reports, papers and background information
- Practical arrangements, such as facilities for presentations will be in place. The layout of the meeting room will be appropriate
- The chair of the committee will introduce themselves to the invited attendee before evidence is given and; all those attending will be treated with courtesy and respect. The chair of the committee will make sure that all questions put to the witness are made in a clear and orderly manner



Scrutiny Committee

16:30 to 18:00

24 June 2021

Present: Councillors Wright (chair), Bogelein (substitute for Councillor Carlo) Everett, Galvin, Giles, Hampton, Osborn, Stutely, Thomas (Va) and Thomas (Vi)

Apologies: Councillors Carlo, Fulton-McAlister (M) and Oliver

1. Public questions/petitions

There were no public questions or petitions.

2. Declarations of interest

There were no declarations of interest.

3. Minutes

Subject to noting that the member of the public who asked for the topic of woodburning to be included on the agenda, should be invited to the July meeting of the scrutiny committee, it was:-

RESOLVED, to approve the accuracy of the minutes of the meeting held on 27 May 2021.

4. Scrutiny committee work programme 2021-22

It was confirmed that a deadline for submission of TOPIC forms would be circulated by the scrutiny liaison officer for inclusion at the work programming setting meeting in September.

Members discussed extending invites to external speakers to the July meeting. It was agreed that the UEA would be approached to send an expert on air pollution, a local group could be approached as well as a national group called Mums for Lungs, someone who uses woodburning equipment in a commercial setting and potentially a supplier of woodburning equipment.

RESOLVED to ask the scrutiny liaison officer to:

- 1) Circulate a deadline for submission of TOPIC forms to the September work programming meeting of the committee; and
- 2) Approach the UEA, a local air pollution campaign group, someone from the licensed trade and a supplier of woodburning stoves to attend the July scrutiny committee to give evidence.

5. Fly-tipping, communal bins and bins left on pavements

The chair welcomed members of the public who had attended to observe the meeting.

The head of environment services presented the report. He said that the appreciated how important the topic was for elected members and residents.

Communal bins were introduced in 2007 as part of the waste management strategy. These helped with reducing the number of black bags being used for waste, stopped needle stick injuries to the collection operatives and supported the introduction of recycling. There was full engagement with elected members and residents at the time to identify where communal bins should be introduced. A number of challenges had been subsequently identified and the improvement of the service for residents was key. There was a need for a joined up approach to the issue, and discussions with colleagues in the housing teams had already been initiated.

The chair suggested that the committee may want to consider using a select committee to progress this work which would allow for members to hear some 'lived experience' of how the issue was affecting residents, receive information from officers and a report brought back to the full committee for consideration as soon as possible.

A member commented that she would welcome the chance to 'rest' and look again at the issue. A select committee would need terms of reference and she suggested that these could include the select committee working to generate a reset on the topic and forming recommendations that were a material change. The chair reminded members that scrutiny could only make recommendations to cabinet and there would be a reliance on cabinet taking those forward, but the terms of reference could include those factors and positive change would be welcome. The head of environment services said that the select committee would be a good vehicle for driving change and officers would support the members of the select committee.

A member asked if there were good practice examples from other councils which could be considered. The head of environment services said the Renfrewshire council had tackled the issue well. It had pushed to improve recycling and limit the waste generated by embarking on an infrastructure project. Renfrewshire council was both the collection and disposal authority which may have contributed to the success of the project, however, Norwich City Council had the advantage of being both the housing and collection authority which would help to improve services to residents.

In response to a member's question, the head of environment services said that he had been disappointed with the interface between Norwich City Services Ltd (NCSL), Biffa and Norwich City Council as the different systems did not always 'talk to each

other'. This was one of the improvements that NCSL was looking to implement. There was budget in the NCSL business plan for IT systems.

A member asked if there was any data on the cost of picking up flytipping. The head of environment services said that he would circulate some data on costs to the committee members.

A member commented that he had written an initial report which had been circulated outside of the meeting to committee members, and suggested that the structure of that report could form the terms of reference for the select committee. The report comprised sections on:

- Siting of communal bins and clearing of rubbish
- Issues of collection or non-collection
- Communications both with residents and between council departments
- Engagement with residents

Communal bins were a shared resource and were used by various people. The select committee could also look at alternative approaches to governing commons. The chair said that the final terms of reference of the select committee would be determined at its first meeting by those members who sat on it. The head of environment services said that residents should be encouraged to look after the waste that they generated. A member said that residents were not polluters and that the £30 fee for bulky waste collection was unaffordable for some. There was a need to look at how waste was produced in the first place, such as packaging and where items were bought from with engagement needed from manufacturer and retailers to manage the amount of waste.

Members discussed enforcement issues around abuse of communal bins. A member commented that he had issues with communal bins in his ward. Letter drops to residents had been carried out but did not help to deal with the issue. Home deliveries had added to the issue with large amounts of cardboard waste being produced. He asked what scope there was to strengthen enforcement. The head of environment services said that any enforcement action would need to be proportionate. There were existing pools of enforcement staff and over the next six months, it would be considered how best to use that resource. The chair said that some areas with communal bins also had controlled parking zones and asked if the civil enforcement officers looked at communal bins and reported issue when they were undertaking parking patrols. The head of environment services said that the civil enforcement officers had been trained in environmental enforcement but were primarily parking enforcement roles. They were unable to carry out both functions at the same time due to system differences.

A member asked what had changed since the introduction of the communal bins in 2007 to explain the increases in fly tipping. The head of environment services said that he would need to look into it in further detail through tracking of complaints. There was also a change in buying culture around people buying more commodities which were accessible and cheap.

A member said that she appreciated the help that elected member had received from residents on the issue so far and challenged the idea that the blame for issues could be put on residents. Communal bins were often seen as 'mini skips' with people

knowing the locations of them and driving specifically to dump items. The best people to understand how to tackle these issues were the local residents and she asked if there was scope for them to be members of the select committee. The chair said that it was important to distinguish between elected members taking decisions and hearing evidence from members of the public. A member commented that the fly tipping pick up was efficient but it meant that people believed they could fly tip next to communal bins for the council to collect items. Better communication was needed around this.

In response to a question on the use of the Lovely Streets app, the head of environment services said that he was aware of it but as it was not part of the council's systems, there was a lag in receiving information from it and it being put into the council system. The executive director of communities said that this could be an option looked at as part of the council's Digital Strategy.

A member said that in parts of Mancroft ward, there were on average two instances of fly tipping per day. She asked if there was any data to show hot spots or whether the picture was similar across the whole city. The head of environment services said that the data could be circulated and fed into the select committee.

A member asked how the council would work to join up services so that all areas of the city were treated equally. The safer neighbourhoods initiative was working well to allow residents to take ownership of spaces, but more communication was needed as currently, there were only signs up in areas whereas evidence had showed that information from peers was more effective. The head of environment services said that he would like to see face to face engagement with residents around the topic and there could be the use of housing officers and collection crews to deliver intelligence on where the issues were. The chair commented that in Leeds, bins had been painted in bright colours to make them part of the built environment and something that residents would want to be part of their area.

A member asked whether pursuing some high-profile enforcement cases would be a deterrent to other fly tippers. The head of environment services said that enforcement as income generation did not work but enforcement did work on improving the environment. The prosecution of larger offenders would be a criminal offence so any fines awarded would go to the Crown and not to the council.

Members discussed the formation of a select committee to further investigate the topic of fly tipping and communal bins. Members asked for data on fly tipping to help scope its work, including hotspots for fly tipping, weight of waste and cost of fly tipping.

A proposal was proposed and seconded that the select committee be made up of five members and be politically balanced with three Labour members, one Green Party member and one Liberal Democrat member. Substitutes would be allowed but these should be members of the scrutiny committee. A vote was taken, and the proposal was carried. It was agreed that groups would identify members for the select committee and send the names by email to the scrutiny liaison officer by Monday 28 June.

Members discussed a timetable for the work of the select committee. The chair said that ultimately, the timetable would be driven by how many groups the select committee wanted to speak to. The head of environment services said that there were

practicalities around officer resources and it may be difficult for the select committee to come back with a final report in September. It was suggested that members may wish to consider receiving a progress report in September with a final report being taken later in the year.

The chair thanks those members of the public who had attended the meeting.

RESOLVED to:

- 1) convene a select committee on fly-tipping and communal bins comprised of three Labour members, one Green Party member and one Liberal Democrat member; and
- 2) ask that names for the select committee be emailed to the scrutiny liaison officer by Monday 28 June.

CHAIR



Committee Name: Scrutiny

Committee Date: 15/07/2021

Report Title: Scrutiny committee work programme for 2021/22

Portfolio:	Cllr Kendrick, resources
Report from:	Chief executive/Executive Director
Wards:	All wards
OPEN PUBLIC ITEM	

Purpose

The purpose of this report is to assist scrutiny committee members in setting the scrutiny committee work programme for 2021/22.

Recommendation

It is recommended that members review the annual work programme plan and agree a realistic and deliverable scrutiny committee work programme for 2021/22.

Policy Framework

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets all the corporate priorities

This report addresses all the strategic actions in the Corporate Plan

This report helps to meet all adopted policies of the Council

This report helps to meet all the objectives of the COVID-19 Recovery Plan

Developing a work programme for the scrutiny committee

1. When the scrutiny committee considers which items to include on the work programme, it is useful to do so in the context of what the focus is for the council over the coming year and to look at how activity aligns to the council's corporate plan, policies and the COVID-19 recovery plan.
2. Due to ongoing work around the forward plan for cabinet and potentially getting some input from directorates on upcoming pieces of work that the scrutiny committee might be interested in, the committee have set topics for this meeting and July only. An additional work programming meeting has been set for 9 September. TOPIC forms for this meeting should be submitted by Friday 27 August for publication on Wednesday 1 September.

Scope for scheduling items onto the work programme.

3. It has been previously agreed that the committee should agree as few as possible substantive topics per meeting. The main reason for this is to ensure that there is enough time for the committee to effectively consider the issues and has a fair chance of reaching sound, evidence based outcomes. Ideally, one main item per meeting would be the aim.
4. Members will still have the opportunity on a monthly basis to revise the programme if and when required or due to changing events. This is done via the work programme standing item on the scrutiny committee agenda.

Training

5. Scrutiny training was delivered via zoom by Dr Dave McKenna from the Centre for Governance and Scrutiny on Thursday 1 July. Eight councillors attended and early feedback suggests the training met the members needs with comments such as best scrutiny training ever!' and also 'excellent use of IT' referring to the interactive nature of the session. Feedback from all members has been requested and will be used to influence the content for future sessions. The slides used are available on eCllr.
6. The three key development points from the training for discussion on how to progress are;
 - a. How can we work more effectively 'cross party'?
 - b. How can we have a more productive relationship with cabinet?
 - c. How can we better involve the public in our scrutiny work?

Air pollution from woodburning

7. The substantive item for the meeting on 15 July is pollution from woodburning. In addition to the officer report invitations for expert witnesses to submit evidence were sent to;
- a. Professor C Reeves, University of East Anglia
 - b. Mums for lungs campaign group
 - c. Mr T Gleave, Norwich Fireplaces and Woodburners Ltd.

Consultation

8. Ward councillors, portfolio holders, the public or other stakeholders have not been consulted (statutorily or otherwise). However the public are encouraged to submit topics for scrutiny via an interactive form on the council's website.

Implications

Financial and Resources

9. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2019-22 and Budget.
10. Any impact on resources resulting from this report will be accommodated within existing budgets.

Legal

11. There are no specific legal considerations at this stage.

Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	None at this stage.
Health, Social and Economic Impact	None at this stage.
Crime and Disorder	None at this stage.
Children and Adults Safeguarding	None at this stage.
Environmental Impact	None at this stage.

Risk Management

Risk	Consequence	Controls Required
Include operational, financial, compliance, security, legal, political or reputational risks to the council	Not applicable.	

Other Options Considered

12. There have been no other options of setting the work programme considered.

Reasons for the decision/recommendation

13. This report will result in a work programme being set for the scrutiny committee.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	Hannah Simpson 07/07/21
Monitoring Officer (or Deputy)	
Relevant Executive Director	
Legal opinion	Kat Hulatt 7.7.21

Background papers: none

Appendices:

Appendix A Annual work programme planning grid 2021-22

Appendix B Recommendations tracker

Contact Officer: scrutiny liaison officer

Name: Emma Webster

Telephone number: 01603 989622

Email address: emmawebster@norwich.gov.uk

Date of meeting	Item
Thursday at 16.30	
2021	
27 May	Work programme. Appointment to Norfolk Health Overview and Scrutiny committee (NHOSC). Appointment to Norfolk Countywide Community Safety Partnership Scrutiny sub panel (NCCSPSSP).
24 June	Work programme. Bins on pavements, communal bins and fly-tipping - Andy Summers.
1 July	Scrutiny training – via zoom
15 July	Work programme. Verbal update from the NHOSC meeting held on 15 July (am). Air pollution from woodburning – Lesley Oldfield.
9 September	Second work programme setting meeting. TOPIC forms to be submitted by Friday 27 August please.
16 September	Update from the NCCSPSSP meeting held on 20 July and a verbal update from the NCCSPSSP held 16 September (am). Update from the NHOSC meeting held on 2 September.
21 October	Work programme.
4 November	Scrutiny of the business plans for Norwich City Services Limited and Norwich Regeneration Limited.
18 November	Work programme. Update from the NHOSC meeting held on 4 November.
16 December	Work programme. Pre-scrutiny of the corporate plan and performance framework. Equality information report. Verbal update from the NCCSPSSP meeting held on 16 December (am).
2022	
20 January	Work programme. Update from the NHOSC meeting held on 20 January (am). Potential topic tbc: green financing
3 February	Work programme. To consider the 2022-23 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy.
17 March	Work programme Annual review of scrutiny committee. Update from the NCCSPSSP meeting held on 24 February. Update from the NHOSC meeting held on 10 March. Potential topic tbc: Social Inclusion

Recommendations tracker

civic year 2020/21

(Completed items are shaded)

24 June 2021	
Fly tipping, communal bins and bins left on pavements	
To ask the scrutiny liaison officer to:	completed.
1. Circulate a deadline for submission of TOPIC forms to the September work programming meeting of the committee; and	
2. Approach the UEA, a local air pollution campaign group, someone from the licensed trade and a supplier of woodburning stoves to attend the July scrutiny committee to give evidence.	
convene a select committee on fly-tipping and communal bins comprised of three Labour members, one Green Party member and one Liberal Democrat member	
ask that names for the select committee be emailed to the scrutiny liaison officer by Monday 28 June.	
27 May 2021	
Appointments to committees and setting of the work programme	
3. To appoint Cllr Oliver as the representative and Cllr Giles as the substitute for the Norfolk Health Overview and Scrutiny Committee.	completed.
4. To appoint Cllr Giles as the representative and Cllr Oliver as the substitute for the County-wide Community Safety Partnership Scrutiny Sun Panel.	completed.
5. Add the topic of bins on pavements and communal bins, including fly-tipping to the scrutiny committee work programme for June.	completed.
6. Add the topic of air pollution from wood-burning to the scrutiny committee work programme for July.	completed.
7. Note the dates of the additional meetings on 9 September and 4 November and scrutiny training – subsequently amended to 1 July.	added to annual work programme forward plan.
18 March 2021	
Pre-scrutiny of draft procurement and contract management strategy 2021-24	

<p>To make the following recommendations to cabinet:</p> <ul style="list-style-type: none"> • Following the recommendation of the committee on climate change ensure that net zero-carbon pathways are built into contracts. • To consider a 20% social value weighting in the procurement assessment criteria and when going out to tender. • Set a minimum standard for expected net zero-carbon reduction pathways. • Ensure standards of service are maintained for the life of the contract. • To record whether or not a company is able to offer to apprenticeships and other social value elements such as biodiversity and if not, why not. 	
<p align="center">4 February 2021 Budget</p>	
<ul style="list-style-type: none"> • to add pre-scrutiny of the Procurement Strategy to the scrutiny committee work programme 2020-21 	On scrutiny agenda for 18 March.
<ul style="list-style-type: none"> • to ask cabinet to ask the council's treasury management advisors to research and investigate the addition of 'social value' as a fourth criteria of the treasury management investment policies. 	
<p align="center">21 January 2021 Corporate Plan performance framework 2021-22</p>	
<ul style="list-style-type: none"> • To prepare a schedule of removed KPIs to include the rationale for removal and where the data can be found. 	Strategy team to take forward
<ul style="list-style-type: none"> • under the 'people living well' priority to ask cabinet to consider including; • a metric around satisfaction with estates management; and • response times to antisocial behavior complaints. 	Strategy team to take forward
<ul style="list-style-type: none"> • under the 'great neighbourhoods, housing and environment' priority to ask cabinet to consider including a metric on the number of council houses approved for construction, built and retrofitted to a high environmental standard. 	Strategy team to take forward
<ul style="list-style-type: none"> • Under the 'inclusive economy' priority to ask cabinet to consider including metrics to measure; 	Strategy team to take forward

<ul style="list-style-type: none"> the percentage of not for profit organisations that receive discretionary business rates relief council owned shop occupancy rates; and Norwich market occupancy rates. 	
<ul style="list-style-type: none"> Under the 'healthy organisation' priority to ask cabinet to consider including metrics on staff welfare levels such as attendance statistics. 	Strategy team to take forward
<p align="center">17 December 2020 Scrutiny committee work programme 2020-21</p>	
<ul style="list-style-type: none"> note the scrutiny committee work programme 2020-21. 	completed
<ul style="list-style-type: none"> agree in principle to add the insourcing of the Joint Ventures to the work programme, subject to a scope being considered at the January meeting of the scrutiny committee. 	on scrutiny agenda for 21 January
<p align="center">17 December 2020 Draft equality information report</p>	
<ul style="list-style-type: none"> note the draft equalities information report. 	completed
<ul style="list-style-type: none"> ask for a member's briefing to be arranged on the council's approach to working as an anchor institution in the city. 	Democratic services to take forward
<p align="center">17 December 2020 Norfolk health and overview scrutiny committee report (NHOSC)</p>	
<ul style="list-style-type: none"> note the update of the NHOSC representative. 	completed
<ul style="list-style-type: none"> to ask the representative on NHOSC if there was any evaluation of how smooth the handover of service for patients being treated for ear clearance from the hospital to the community was, especially with regard to patient follow-up. 	Cllr McCartney-Gray to take forward. Response received.
<p align="center">19 November 2020 Opportunities to achieve zero rough sleeping post COVID-19</p>	
ask cabinet to: <ul style="list-style-type: none"> look at how the council communicates the risk of becoming intentionally homeless to tenants, to clarify that the council is giving information and to reduce the perception of threat. provide a demographic of those who have received such communications to the scrutiny committee members. review council policies around intentional homelessness. ask the housing partnerships officer to provide online training to members on approaching people on the street and how to give advice. 	Taken to cabinet on 16 December 2020, response; In response to the recommendations on rough sleeping the deputy leader and cabinet member for social housing said she would look with the department to provide the information requested where possible and noted that members were to receive training on working with individuals

<ul style="list-style-type: none"> • support landlords in how to deal with tenants who will have change in circumstances over the coming months. • contacting tenants who the council had previously contacted with improvement notices and also use rogue landlord databases as an exercise in early intervention. • work with county and advice agencies to map where to refer people who need early intervention services. • lobby central government for increased funding. 	<p>experiencing homelessness in January.</p> <p>RESOLVED to note the recommendations made at the meeting of scrutiny.</p>
<ul style="list-style-type: none"> • to thank officers for their work in this area and to acknowledge the good work the council is undertaking regarding tackling homelessness 	<p>completed</p>
<p>19 November 2020</p> <p>New Anglia Local Enterprise partnership recommendations</p>	
<ul style="list-style-type: none"> • that the Leader of the Council requests from the LEP a clear plan and commitments for how they are going to meet the minimum target of reducing emissions by 13% year on year. • ask cabinet through the scrutiny committee or CEEEP as appropriate to consider investment opportunities within Norwich that would generate the best results in reducing emissions and providing community benefit, so that these can be fed into the new Norfolk & Suffolk Investment Plan. • the LEP written answers refer to “Developing a dedicated vehicle for generating local energy in a way which benefits communities, and consider where targeted pilots could help us explore initiatives and learn from other leading areas/schemes”. The council is due a report on solar financing from the cabinet member for safe and sustainable city environment, therefore the committee proposes that the cabinet member meets with local community energy groups and the LEP to discuss a pilot in Norwich. • ask cabinet to promote grants from the LEP by including details in communication with businesses when sending out business rates letters. • as the LEP to provide information on the self employed grant scheme and lobby government to 	<p>Taken to cabinet on 16 December 2020, response; The leader noted that a number of the recommendations from the report were questions and some had been asked before.</p> <p>RESOLVED to note the recommendations made at the meeting of scrutiny.</p>

provide more targeted support for those who are self employed.

- LEP has details of its grants programmes on the website, but it's not clear what the impact of these is. Therefore the committee asks for a report on benefits delivered: impact on social mobility and local jobs
- ask the Leader of the Council to push for unions to be represented on the LEP board.
- ask the leader of the council as the council's representative on the LEP to ask that it considers:
 - including clean growth and protection/enhancement biodiversity as key criteria for project applications.
 - regularly assessing the net impact of its activities (policies/programmes/funding) on carbon emissions and extent to which the LEP is meeting legal targets.
 - review its strategic approach to transport planning which is currently dominated by major road building schemes and to bring its policies and funding contributions into line with net zero carbon target.
 - assist WildEast in helping to meet its goal of dedicating 20% of all land in East Anglia to biodiversity by 2030.
 - build on the goodwill and acknowledgement of climate emergency to press for carbon accounting. Chris Starkie acknowledged that - not enough was being done to meet the Climate Change Act's requirements. Small acts of carbon reduction need to be weighed against, and scaled up to exceed actual ongoing emissions and the first step is measurement. Tyndall report gives 13% annual reduction of Norwich emissions to meet targets in Climate Change Act. This is an engine of economic renewal and offers genuine opportunities to the many in high carbon jobs who will need alternative employment. The sooner this transition is managed, the more manageable it will be.

<ul style="list-style-type: none"> • to recommend to the LEP that they lobby government for Universal Basic Income pilot scheme in Norwich to boost local demand. • to push for meetings to be held in public in order to increase accountability, transparency, public awareness and trust. 	
<p align="center">15 October 2020 New Anglia Local Enterprise Partnership</p>	
<ul style="list-style-type: none"> • ask members to email the scrutiny liaison officer with any recommendations to be considered at the November meeting of the scrutiny committee. 	completed
<p align="center">15 October 2020 Norwich City Council response to enhancing community development following Covid-19</p>	
<ul style="list-style-type: none"> • ask the neighbourhood and community enabling manager to consider the following recommendations when developing the Citizen Participation Blueprint • to draft a council / councillor / citizen compact with participation and transparency at its heart to improve interactions with residents and influence and shape council culture. • ensure that issues are followed through, by looking at the most effective way of doing so for residents. • ensuring that services are delivered to build and maintain trust with residents 	to be included in the citizen participation blueprint and this document will ultimately be considered by cabinet next year.
<ul style="list-style-type: none"> • for ward councillors to have a better understanding of internal council processes in order to identify improvements through an all member briefing and for this information to be made available to residents. • make it clear to residents that councillors are a first point of contact within the council and to highlight other contact means such as online forms and the customer contact centre and to investigate barriers to people contacting the council. 	democratic services to take forward

<ul style="list-style-type: none"> ask cabinet to commission a piece of work to refresh the constitution so that it more accurately reflects the collaborative nature of the council, for example, in discussions with councillors to include a rationale on why a project can or cannot be taken forward. 	<p>Taken to cabinet on 16 December 2020, response;</p> <p>RESOLVED to note the recommendations made at the meeting of scrutiny.</p>
<p align="center">15 October 2020 Work programme</p>	
<ul style="list-style-type: none"> ask Councillor McCartney-Gray to take work on safe drug consumption rooms to NHOSC for consideration, not take any select committees forward at this time ask the chair to work with the strategy manager to refine the scope for the item on social inclusion following Covid-19 for the December meeting. 	all completed
<p align="center">17 September 2020 Work programme</p>	
<ul style="list-style-type: none"> note the inclusion of New Anglia LEP on the work programme for the October meeting; ask the scrutiny liaison officer to email members of the committee to gauge interest in serving on select committees for fly-tipping and antisocial behaviour; ask the scrutiny liaison officer to review the topics voted on at the July meeting and make recommendations to the committee at its next meeting as to which topics to select. 	all completed
<p align="center">17 September 2020 Short term lets</p>	
<ul style="list-style-type: none"> thank the members of the short term lets select committee, Councillors Carlo, Giles, McCartney-Gray and Oliver, and the following officers: Emma Webster, scrutiny liaison officer Carole Jowett, revenues and benefits operations manager David Parkin, area development manager (inner), Adam Clark, strategy manager. submit the recommendations as set out in the report to cabinet for consideration at its meeting on 14 October; 	all completed

<ul style="list-style-type: none"> ask the chair to write to both Norwich MPs with a copy of the report to seek their views on the subject; ask the scrutiny liaison officer to draft a full response to the comments made by a member of the public to the scrutiny select committee for sign off by the select committee. 	
<p align="center">17 September 2020 LEP visit</p>	
<ul style="list-style-type: none"> thank Chris Starkie and Lisa Roberts, of New Anglia Local Enterprise Partnership (LEP), and Councillor Alan Waters for attending the meeting and answering questions on the LEP; ask Lisa Roberts of the LEP to provide responses to questions 10, 12 -19, 22 and 23 (as set out in the appendix) consider the information received at this meeting, together with the responses to the outstanding questions at the next meeting of the committee, with a view to making recommendations to cabinet; ask members to promote the LEP's Job Support Programme to residents and local businesses. 	all completed
<p align="center">16 July 2020 Work programme</p>	
<ul style="list-style-type: none"> At the September meeting of the scrutiny committee to receive a report from the select committee on short term lets and ask the scrutiny liaison officer to approach the LEP to attend the meeting to pick up the work that the committee was due to undertake in March 2020 ask the scrutiny liaison officer to add the following items to the scrutiny committee work programme <ul style="list-style-type: none"> Sustainable and inclusive economy following the impact of Covid-19 Enhancing community development following the impact of Covid-19 Maximising opportunities to achieve zero rough sleeping following Covid-19 	all completed

<ul style="list-style-type: none"> • The social inclusion agenda following Covid-19 	
<p style="text-align: center;">10 June 2020 COVID-19 Recovery report</p>	
<ul style="list-style-type: none"> • amending bullet point 2 under section 7, Climate change and the green economy' in the recovery themes and key actions summary on p31 of the report to reflect the recommendation of the Tyndall centre to reduce carbon emissions of Norwich by 13 % annually • amending bullet point 4, under section 4 'business and the local economy' section, in the recovery themes and key actions summary on p30 of the report, from 'consider the opportunities to further promote sustainable travel in the city, building on the already well-advanced measures already in place' to 'consider the opportunities to further promote sustainable travel <i>on whole route approaches</i>, building on the already well-advanced measures already in place' • lobbying the LGA and central government for all district councils to be given some of the powers and financial resources that the Health and Safety Executive has, to allow the city council to enforce social distancing if employers are not complying. • at section 8.4, include trade unions to the list of groups to be consulted on this document. • redoubling efforts with Norfolk County Council to ensure social distancing measures around the city centre are in place as soon as possible. • including further references to the impact of Covid-19 on the insurance industry regarding aviation, and families and young people, particularly in reference to education, including local universities. • revising the Commercial Property Investment Strategy to reflect the changes in the economy due to Covid-19 and how this could drive a green economy. • investigating the use of purchasing powers to undertake a retrofit programme on housing as a key part of driving the economic recovery. 	<p>all recommendations taken to Cabinet on 10 June 2020; Response: Councillor Waters, leader of the council, thanked the scrutiny committee for its recommendations and said that they would be noted by cabinet and would form part of the thinking around future revisions to the blueprint as it evolved.</p>

<ul style="list-style-type: none"> • looking at alternative sources of income to car-parks in the city. • looking at the experience of other local authorities which are pursuing a circular economy to take advantage of the fact that Norwich has two recycling centres in development. 	
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Committee Name: Scrutiny

Committee Date: 15/07/2021

Report Title: Air pollution from woodburning

Portfolio:	Sustainable city environment portfolio
Report from:	Executive director of development and city services
Wards:	All Wards
OPEN PUBLIC ITEM	

Purpose

To review wood/coal burning, principally from domestic fires, and its contribution to pollution from particulates. To review current pollution levels in Norwich, regulatory requirements, health implications and public awareness.

Recommendation:

For scrutiny committee to discuss the issues raised in this report and make recommendations for cabinet to consider.

Policy Framework

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets all the corporate priorities.

Report Details

1. There are well documented health implications concerning particulate matter but notably small particulates of size 2.5 microns or less – known as PM_{2.5}. These very small particles can lodge deep in the lungs and can pass through the membranes into the blood stream, unlike larger particles. Hence

PM_{2.5} is not visible to the human eye and can only be seen under a microscope.

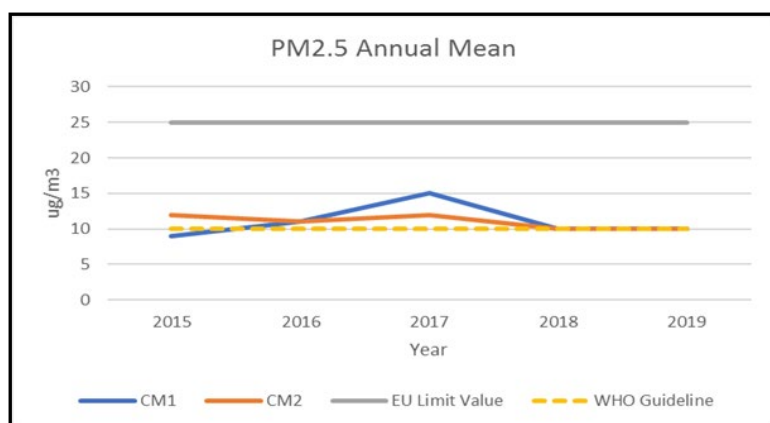
2. No regulatory value exists for PM_{2.5} but local authorities are recommended to move towards the annual average EU limit value of 25µg/m³, as stated in the Directive 2008/50/EC of the European Parliament and of the Council of 21 May 2008 on ambient air quality and cleaner air for Europe¹.

There has been an overall steady reduction in the annual average level of PM_{2.5} at Lakenfields since 2010, which is in line with EU target value of 15% reduction at background urban locations between 2010 and 2020.

The World Health Organisation document “WHO Air quality guidelines for particulate matter, ozone, nitrogen dioxide and sulphur dioxide”, recommends an annual mean guideline value for PM_{2.5} of 10µ/m³.

Norwich City Council’s Annual Status Reports (ASR) show that, in 2018 and 2019, the stringent WHO guideline level for PM_{2.5} was met, as shown in the figure below. (CM1 = Castle Meadow air quality station. CM2= Lakenfields air quality station).

Site ID	X OS Grid Ref (Eastin g)	Y OS Grid Ref (Northin g)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Captu re 2019 (%) ⁽²⁾	PM _{2.5} Annual Mean Concentration (µg/m ³) ⁽³⁾				
						2015	2016	2017	2018	2019
CM 1	623202	308615	Kerbside	91	91	9	11	15	10	10
CM 2	623637	306940	Urban Background	97	97	12	11	12	10	10

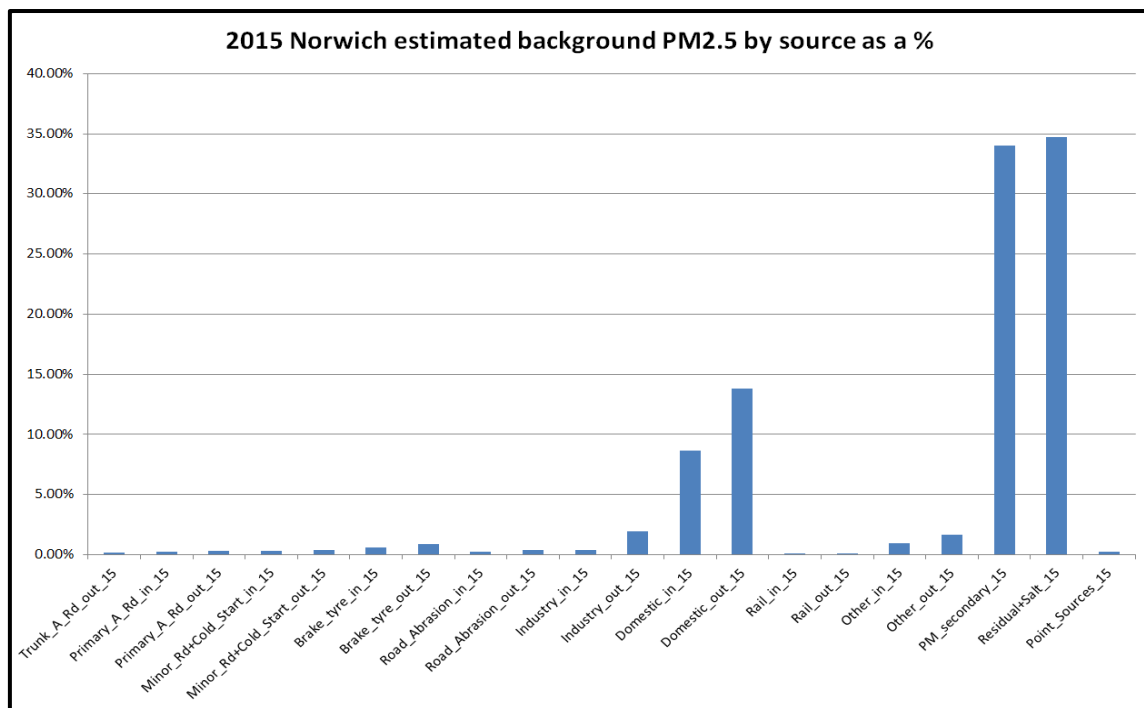


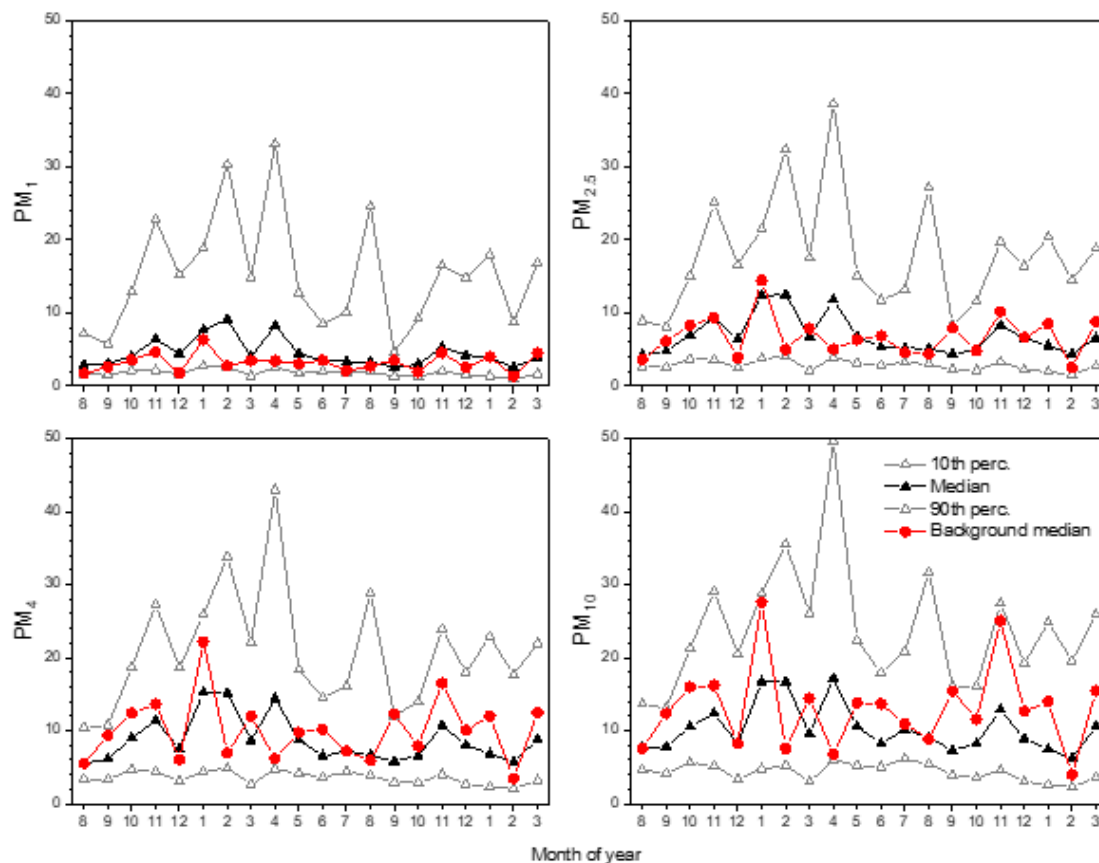
¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32008L0050>

3. In 2015, a source apportionment study was undertaken which showed the main source of the Norwich PM_{2.5} pollution is transboundary, originating mostly from marine salt spray off the North Sea, and from secondary particulate generation. See plot below. Typical examples of the latter include chemical reactions with ammonia, such as from agricultural sources, to give ammonium nitrates and sulphates. These 2 sources of PM_{2.5}, for the most part, form a background PM_{2.5} level.

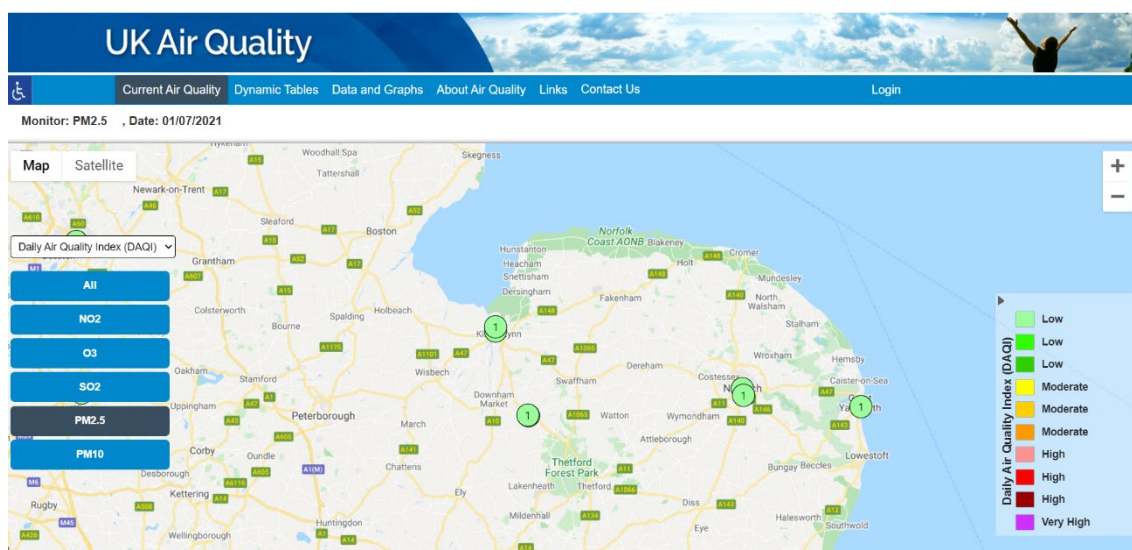
Superimposed on top of this general background level are domestic sources which can account for approximately 22% of PM_{2.5} pollution.

Pollution episodes in the East of England are largely attributable to wind-blown continental pollution.





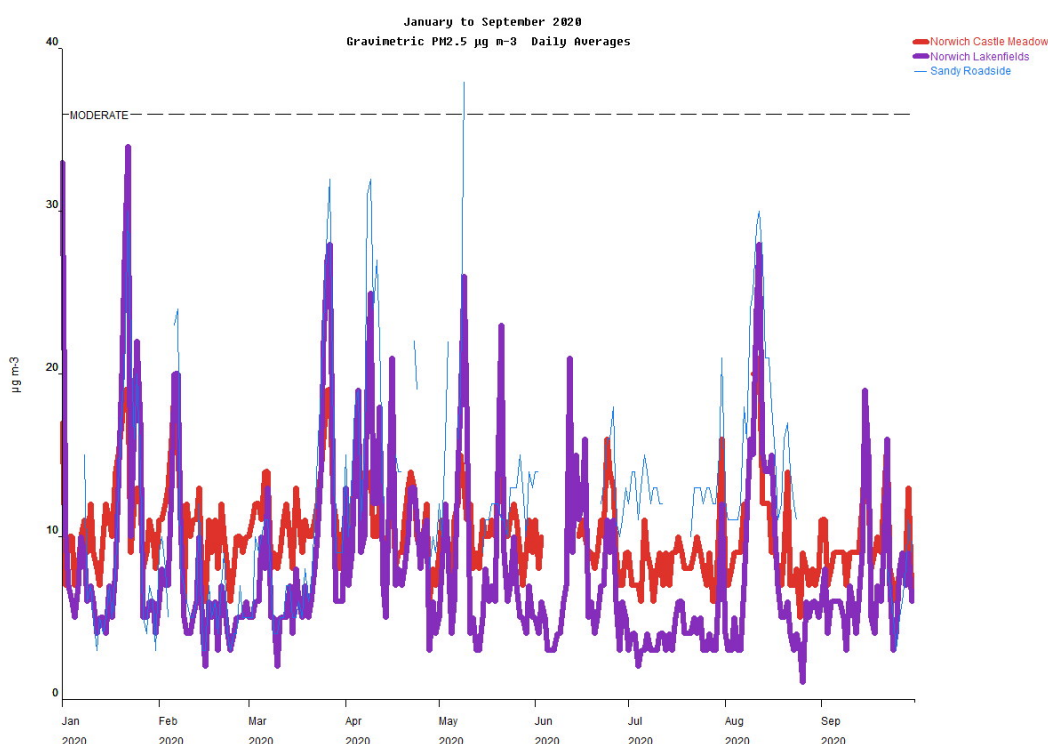
4. The above graphs show “clean air” from the Weybourne observatory in North Norfolk. The PM_{2.5} plot shows that even background “clean air” PM_{2.5} levels (ie broadly representing non anthropogenic sources of PM and hence essentially believed to be sea salt spray) are not far below the WHO guideline value and sometimes exceed it. The x axis commences August 2018.
5. As PM_{2.5} is mostly transboundary and hence generally affects the whole of Norwich, the reporting of particulate pollution levels on the Norwich council website may be very useful.



AQDM undertake NCC data ratification and processing for the Castle Meadow air quality station and they have a link to the UK Air website which

shows real time pollution data. NCC could have a link to this site thus showing live pollution data taken from the Castle Meadow and Lakenfields air quality stations. This could be useful and especially for anyone susceptible to air pollution, such as asthmatics.

6. During lockdown air quality monitoring in Norwich showed NO₂ levels dropped by over 30%. Neither PM₁₀ nor PM_{2.5} showed a reduction. In fact in April 2020 there was an elevation in PM_{2.5} & PM₁₀ across the whole region due to a pollution episode from continental Europe.
7. The graph below shows PM_{2.5} for January to September last year. No variations attributable to lockdown can be discerned. It can however be seen that pollution spikes evident at Castle Meadow, Lakenfields and Sandy roadside in Cambridgeshire all co-incide thus showing PM_{2.5} is predominantly a transboundary pollutant. Neither during the pollution episode in April, nor at any time, did the pollution levels reach a “moderate” level of the Defra defined Daily Air Quality Index in Norwich. http://uk-air.defra.gov.uk/documents/Notification_of_changes_to_the_air_quality_index.pdf



8. For point source PM_{2.5} pollution, such as from woodburners/open fires, the government have brought in new legislation - Air Quality (Domestic Solid Fuels Standards) (England) Regulations 2020. Essentially this means that all new wood/coal burning appliances have to meet certain criteria aimed at more efficient burning and hence fewer emissions. From May 2021, all wood sold must contain <20% water and have a Ready to Burn logo. All coal must have <2% sulphur content and emit <5g/hr of smoke. Trading Standards are the enforcing authority as it is retailer based enforcement not consumer. The

Local Authority can however investigate complaints of smoke/odour from a domestic chimney.

9. The NCC website under the banner Air Pollution and Air Quality gives a link to the Defra information flyer on Open fires. It also gives access to all the air quality reports submitted to Defra.
10. It is agreed that more could be done to make the general public aware of the potential issues and health implications of using an open fire and how to use it responsibly.
11. Open fires in pubs and the potential harmful effects on staff would be a matter for the Health & Safety Executive but, provided the premises in question had installed a certified appliance, and all new woodburners have to comply with this, and the user is burning certified fuel, then there is no law against this, even in a Smoke Control Area. Norwich has 3 SCA's and expanding these would effectively make no difference with regards to any new woodburners being installed or the fuel being burnt for the reasons given above.
12. NCC can work with Trading Standards to ensure the new legislation is being implemented and upheld.
13. One of the best ways forward is probably to make people aware of the potential health effects when using an open fire, especially for the most vulnerable, and give people the knowledge so they can act responsibly. This may be most effective when executed through media campaigns.

Consultation

14. Ward councillors, portfolio holders, the public or other stakeholders have not been consulted on this paper. However, in the light of the new regulations it is intended to work with NCC trading standards to produce an article for a future issues of citizen magazine, which can also be used on the website and social media to outline the health issues associated with woodburning, the new legislation on wood and coal burning and how the general public can protect themselves and others.

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2019-22 and Budget.

15. There are no proposals in this report that would reduce or increase resources.

Legal

16. There are no legal implications at this stage.

Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	n/a
Health, Social and Economic Impact	n/a
Crime and Disorder	n/a
Children and Adults Safeguarding	n/a
Environmental Impact	To record and advise of any beneficial or detrimental impacts on the use of resources and potential sources of pollution. Activities which contribute/mitigate against climate change.

Risk Management

Risk	Consequence	Controls Required
Include operational, financial, compliance, security, legal, political or reputational risks to the council		

Other Options Considered

17. No alternatives options have been considered.

Reasons for the decision/recommendation

18. Recommendations from this meeting of scrutiny will be presented to cabinet at the earliest opportunity.

Tracking Information

Governance Check	Name	Date Considered
Relevant Executive Director	Graham Nelson	6.7.21
Legal opinion	Kat Hulatt	7.7.21
Relevant finance officer	Hannah Simpson	7.7.21
Chief Finance Officer (or Deputy)	Hannah Simpson	7.7.21
Monitoring Officer (or Deputy)		

Background papers: none.

Appendices: none.

Contact Officer:

Name: Lesley Oldfield, public protection officer

Telephone number: 01603 989508 mob: 07769 163352

Email address: lesleyoldfield@norwich.gov.uk