

Environment, Development and Transport Committee

Item No.

Report title:	Forward Plan, decisions taken under delegated authority and Working Group Terms of Reference
Date of meeting:	16 March 2018
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

Executive summary

This report sets out the Forward Plan for EDT Committee. The Forward Plan is a key document for this committee to use to shape future meeting agendas and items for consideration, in relation to delivering environment, development and transport issues in Norfolk. Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee (as at 16 February) is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the Executive Director (or his team), within the Terms of Reference of this Committee. There are five relevant delegated decisions to report to this meeting.

The proposed Terms of Reference for the Great Yarmouth Third River Crossing Member Working Group is also included in this report.

Recommendations:

Members are recommended to:

- 1. Review the Forward Plan at Appendix A and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.**
- 2. Note the delegated decisions set out in section 2 of the report.**
- 3. Approve the Terms of Reference for the Great Yarmouth Third River Crossing Member Working Group, as set out in Appendix B.**

1. Forward Plan

- 1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to communities issues in Norfolk.
- 1.2. The current version of the Forward Plan (as at 16 February) is attached at Appendix A.

- 1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website. If any further changes are made to the programme in advance of this meeting they will be reported verbally to the Committee.

2. Delegated decisions

- 2.1. The report is also used to update on any delegated decisions within the Terms of Reference of this Committee that are reported by the Executive Director as being of public interest, financially material or contentious. There are five relevant delegated decisions to report for this meeting.

2.2. **Subject: Traffic Regulation Order: Narborough**

Decision: To approve the Order, as advertised. To implement proposed TRO; widening of footway, implement 20mph speed restriction and new speed tables. Some objection was received.

Taken by: Executive Director in consultation with the Committee Chair and Vice Chair

Note that there is no delegated power for officers to approve Traffic Regulation Orders where objections are received. The decision to approve this Order was taken under the urgent business procedure.

Taken on: 16 January 2018

Contact for further Information: Bimal Ranjit, Highway Engineer
Email bimal.ranjit@norfolk.gov.uk
Phone 0344 800 8020

2.3. **Subject: Petition : Request for better parking facilities for residents on Central Road, Cromer**

Decision: Response sent to the lead petitioner saying that whilst we are sympathetic about the issue, we do not support the provision of a residents parking scheme in isolation as this would likely just displace parking into adjacent streets. Suggested the most appropriate way forward would be the development of a parking strategy for Cromer, and that we are happy to support residents and the local Council's do carry out a consultation on this.

Taken by: Executive Director in consultation with the Committee Chair, Vice Chair and Local Member

Taken on: 28 January 2018

Contact for further Information: Steve White, Highway Engineer
Email steve.white@norfolk.gov.uk
Phone 0344 800 8020

2.4. **Subject: Petition: Request for a reduction of the existing 50mph speed limit on the A140 to 40mph**

Decision: Response sent to the lead petitioner to confirm that an Accident Investigation Study has been carried out at this location. The Study has recommended the implementation of a lower 40mph speed limit on A140 through Hevingham supported by Vehicle Activated Signing and new village 'gateway signing'. It is anticipated that this safety scheme will be implemented later in 2018.

Taken by: Executive Director in consultation with the Committee Chair, Vice Chair and Local Members

Taken on: 13 February 2018

Contact for further Information: Chris Mayes, Highway Engineer
Email chris.mayes@norfolk.gov.uk
Phone 0344 800 8020

2.5. **Subject: Petition: Request for residents parking permits to be issued on and around Duke Road, Gorleston.**

Decision: Response sent to the lead petitioner saying that whilst we are sympathetic about the issue, we do not support the provision of a residents parking scheme in isolation as this would likely just displace parking into adjacent streets. It highlighted that work is ongoing to develop wider parking strategies with stakeholders and colleagues in Great Yarmouth Borough Council. It is hoped significant progress will be made by the end of 2018 should funding be made available.

Taken by: Executive Director in consultation with the Committee Chair, Vice Chair and Local Member

Taken on: 13 February 2018

Contact for further Information: Timothy Young, Project Engineer
Email timothy.young@norfolk.gov.uk
Phone 0344 800 8020

2.6. **Subject: Great Yarmouth Third River Crossing – detailed evaluation criteria**

Decision: At the last meeting in January, the Committee considered a report on the Great Yarmouth Third River Crossing procurement. The Committee agreed the contracting strategy and the proposed approach to social value. Members also agreed to delegate authority to the Executive Director of CES to agree the detailed evaluation criteria for the procurement, in consultation with the EDT Chairman and Vice Chairman and the Head of Procurement. These detailed criteria have now been agreed, and the Head of Procurement has issued an Official Journal Contract Notice, which commences the procurement exercise.

Taken by: Executive Director in consultation with the Committee Chair, Vice Chair and Head of Procurement

Taken on: 27 February 2018

Contact for further Information: Joan Murray, Head of Sourcing
Email joan.murray@norfolk.gov.uk
Phone 0344 800 8020

3. Third River Crossing Member Working Group

- 3.1. At the last meeting in January, the Committee received a report on the procurement proposals for the Great Yarmouth Third River Crossing Project. The Committee agreed to form a Member Working Group to consider the evaluation model and mitigation of risk in more detail. The Committee also agreed that the existing Norwich Distributor Road Member Working Group continued over to form the Third River Crossing Group.
- 3.2. The proposed Terms of Reference for this Group are attached at Appendix B, for the Committee to approve. They have been developed with input from those Members who sit on the Working Group.

4. Evidence

- 4.1. As set out in the report and appendices.

5. Financial Implications

- 5.1. There are no financial implications arising from this report.

6. Issues, risks and innovation

- 6.1. There are no other relevant implications to be considered by Members.

7. Background

- 7.1. N/A

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Sarah Rhoden

Tel No. : 01603 222867

Email address : sarah.rhoden@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Meeting: Friday 18 May 2018			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Minerals and Waste Local Plan Consultation	No	To approve the draft document published for public consultation for a minimum period of 6 weeks.	Head of Planning (Nick Johnson)
Commercialisation of Highways Services	None	To consider a Business Plan from Norse (NPS) to ascertain whether delivery of traded highway services is financially viable through a Joint Venture with Norse	Assistant Director, Highways (Nick Tupper)
Norwich depot hub – next steps	None	To consider the full Business Case and consultation plan relating to the development of a Norwich depot hub for highways and waste services.	Infrastructure Delivery Manager (David Allfrey) and Waste Infrastructure Manager (Nicola Young)
Finance monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	Every meeting	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Meeting: Friday 6 July 2018			
Verbal update/feedback from	None	To receive feedback	Members

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Members of the Committee regarding Member Working Groups or bodies that they sit on			
Highway Asset Performance		Review and comment on the highway asset performance report against the performance and asset management strategy. To consider whether any changes are required.	Assistant Director Highways (Nick Tupper)
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	None	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson) / Risk Management Officer (Thomas Osborne)
Finance monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Meeting: Friday 7 September 2018			
Verbal update/feedback from Members of the Committee regarding Member Working	None	To receive feedback	Members

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Groups or bodies that they sit on			
Finance monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	None	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson) / Risk Management Officer (Thomas Osborne)
Finance monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under	Head of Support and Development (Sarah Rhoden)

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		delegated authority	
Meeting: Friday 9 November 2018			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Finance monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Forward Plan and decisions taken under delegated authority	Every meeting	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Performance management	Four meetings each year – January, March, June/July, October	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – January, March, June/July, October	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson) / Risk Management Officer

Forward Plan for EDT Committee

Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
			(Thomas Osborne)
Finance monitoring	Every meeting	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	Every meeting	To receive feedback	Members

Terms of Reference

Great Yarmouth 3rd River Crossing (3RC) Member Working Group

Members of the Group

- Colin Foulger (to Chair the meetings)
- Mick Castle (Local Member)
- Andy Grant (Local Member)
- Judy Oliver
- Anthony White
- Terry Jermy
- Tim East

Officers would attend the meetings as needed, however key project leads are David Allfrey (Infrastructure Delivery Manager), Al Collier (Head of Procurement), Mark Kemp (Project Manager) and, to continue input from experience on the NDR project, Brett Rivett (NDR Commercial Team Manager). In addition, Andrew Skiggs (Finance Business Partner, EDT) will also attend.

Scope of Member Group

1. To receive updates on the project progress and any key issues.
2. To review project details relating to the overall project delivery, but with a focus on the statutory process, procurement/commercial, contract/legal and programme/budget position of the project.
3. To receive updates and comment on any key project risks.
4. To monitor progress of procurement, taking account of the agreed evaluation criteria and experience from the NDR contract.
5. To review and question the details behind and project changes and cost implications and seek further details if needed.
6. To receive and review any audit details when carried out, including any terms of reference.
7. To review overall project delivery with an understanding of issues experienced during the delivery of the construction of the NDR project, identifying best practice to inform ongoing learning.
8. To develop and agree brief update reports to advise Committee.
9. To provide verbal updates at Committee (but taking into account the potential confidential nature of most information).
10. Identify opportunities to highlight the benefits of the project, including for the local communities and businesses.