

Environment, Development and Transport Committee

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	7 September 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 9 August) 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 no relevant delegated decisions to report to this meeting.

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.**

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 9 August) 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 no relevant delegated decisions to report for this meeting.

3. Financial Implications

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

4. Issues, risks and innovation

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

5. Background

- 5.1. 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:

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Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Meeting: Friday 12 October 2018			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies they sit on	None	To receive feedback	Members
Annual review of the Enforcement Policy	The Communities Committee has also been asked to confirm the CES Enforcement Policy meets the requirements of Communities services, prior to consideration by the Policy & Resources Committee.	The EDT Committee is asked to confirm the revised CES Enforcement Policy and its annex documents meet the requirements of EDT services, prior to consideration by the Policy & Resources committee (Policy & Resources Committee is the approval body for the policy).	Head of Trading Standards (Sophie Leney)
Strategic and Financial Planning 2019-20 to 2022-23	None	To consider budget savings proposals.	Executive Director of CES (Tom McCabe)
Annual Local Levy Setting for the Regional Flood and Coastal Committee	Decision will affect the amount of levy paid out of NCC's General Finance budget.	To decide on NCC's preferred position on the annual Local Levy setting to support member appointees in their levy setting vote at the Regional Flood and Coastal Committee meetings in October 2018 and January 2019.	Executive Director of CES (Tom McCabe)
Responding to government consultations on Fracking development as permitted development and as a nationally significant	None	To agree responses to consultations	Head of Planning (Nick Johnson)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
infrastructure project.			
Statement of Community Involvement for the Norfolk Minerals and Waste Local Plan	No	Agree the revised updates to the document	Head of Planning (Nick Johnson)
Recommendations of the Greater Norwich Development Partnership Board	None	To consider the recommendations of the GNDP Board	Principal Planner (Phil Morris)
Agreeing ownership and management of land and structures along the Marriott's Way and Bure Valley Path routes.	Business and Property Committee	Agree the long-term ownership of land and structures along Marriott's Way and the Bure Valley Path	Countryside Manager (Trails and Projects) Andrew Hutcheson
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 9 November 2018

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Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies they sit on	None	To receive feedback.	Members
Norfolk Strategic Infrastructure Plan refreshed for 2018	None	The Committee welcomes and supports the production of the 2018 Norfolk Strategic Infrastructure Delivery Plan and endorse the strategic approach to infrastructure planning.	Senior Infrastructure & Economic Growth Planner (Laura Waters)
Waste services	None	To agree the preferred site for a Norwich Recycling Centre beyond 2021. To identify a preferred approach to funding district recycling and waste reduction activities. To consider whether to extend existing waste arrangements from 2020 to 2021.	Head of Waste (Joel Hull)
Adoption of the Norfolk Access Improvement Plan (NAIP)	None	To agree to adopt Norfolk County Council's 10 year Norfolk Access Improvement Plan (which incorporates the Rights of Way Improvement Plan for Norfolk).	Countryside Manager (Trails and Projects) Andrew Hutcheson
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)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Meeting: Friday 18 January 2019			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies they sit on	None	To receive feedback	Members
Highway capital programme and Transport Asset Management Plan (TAMP)	None	To approve the highways capital programme/funding, and any proposed changes to the Transport Asset Management Plan.	Assistant Director (Nick Tupper)
Review of Norwich Highways Agency Agreement	None	To note feedback on the performance of the Norwich Highways Agency Agreement and agree whether to continue with the Agreement from 1 April 2020.	Assistant Director Highways and Waste (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)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Meeting: Friday 8 March 2019			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies 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 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)

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Regular items	Frequency	Requested committee action (if known)	Lead officer
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 (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)
Highway Asset Performance	Annually – July	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 (Nick Tupper)
Highway capital programme and Transport Asset Management Plan (TAMP)	Annually - January	To approve the highways capital programme/funding, and any proposed changes to the Transport Asset Management Plan.	Assistant Director (Nick Tupper)
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies they sit on	Every meeting	To receive feedback	Members