Digital Innovation and Efficiency Committee

Item No.

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	12th September 2018
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services, Simon George – Executive Director, Finance and Commercial 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 the Digital Innovation and Efficiency 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 communities 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 3rd September) 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.

Recommendations:
1. To 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. To note any delegated decision detailed in section 2.1.

1. **Proposal (or options)**

1.1. **Forward Plan**

1.2. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to Digital issues in Norfolk.

1.3. The current version of the Forward Plan is attached at Appendix A.

1.4. 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. There are no relevant delegated decisions to report to 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 Digital Innovation & Efficiency Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting: Wednesday 12th September 2018			
Forward Plan and Delegated Actions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring Report	No	To review the service's financial position in relation to revenue budget, capital programme and the level of reserves.	Executive Director of Finance and Commercial Services (Simon George)
Strategic & Financial Planning	No	The report sets out how actions are being taken by the Digital Innovation & Efficiency Committee to support the whole Council to set a balanced budget for 2019-20 and provides Members with an overview of the approach to developing savings for 2019-20 ahead of the detailed proposals being presented in October.	Executive Director of Finance and Commercial Services (Graham Jermy)
Committee Performance Indicators	Yes Policy & Resources	To review performance and consider areas for further scrutiny.	Head of Information Management and Technology (Geoff Connell)
Use of technology by Highways	No	To review how the council's highways service can further develop its use of technology to increase efficiency and improve outcomes.	CES Assistant Director - Highways (Nick Tupper)
Fibre Broadband for new build developments	No	To review progress in promoting fibre connectivity for new build developments in the county.	Head of Information Management and Technology (Geoff Connell)
Analysis of web satisfaction	No	To provide Members with a more detailed understanding of web satisfaction for NCC	Assistant Director of Community, Information

			and Learning (Ceri Sumner)
		and how it can be improved in future.	

Meeting: Wednesday 14th November 2018

Forward Plan and Delegated Actions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring Report	No	To review the service's financial position in relation to revenue budget, capital programme and the level of reserves.	Executive Director of Finance and Commercial Services (Simon George)
Committee Performance Indicators	Yes Policy & Resources	To review performance and consider areas for further scrutiny.	Head of Information Management and Technology (Geoff Connell)
Better Broadband for Norfolk Programme Update	No	To review performance and receive an update on plans to further extend coverage.	Better Broadband for Norfolk Programme manager (Karen O'Kane)
Counter fraud hub	No	To review options to develop a Norfolk wide counter fraud hub.	Head of Information Management and Technology (Geoff Connell)
Use of mobile working technology across council services	No	To review efficiency opportunities through further use of mobile working technologies across NCC.	Head of Information Management and Technology (Geoff Connell)
Local Full Fibre Network Bid	No	To update the committee on progress with the LFFN bid into the Department of Digital Culture Media and Sport.	Head of Information Management and Technology (Geoff Connell)
Use of technology by Education	No	To review how the council's Education service can further develop its use of technology to increase efficiency and improve outcomes.	Head of Information Management and Technology (Geoff Connell)
Assistive technology	No	To receive an update on planned actions to increase exploitation of assistive technology.	Assistant Director Early Help and Prevention (Janice Dane)

Meeting: Wednesday 23rd January 2019			
Forward Plan and Delegated Actions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring Report	No	To review the service's financial position in relation to revenue budget, capital programme and the level of reserves.	Executive Director of Finance and Commercial Services (Simon George)
Committee Performance Indicators	Yes Policy & Resources	To review performance and consider areas for further scrutiny.	Head of Information Management and Technology (Geoff Connell)
Digital skills for business	No	To review current digital skills levels for business and plans for improvement.	Employment and Skills Manager (Jan Feeney)
Digital economy development proposals	No	To consider proposals to develop the digital economy across the county	Economic Development Manager (David Dukes)
Agritech	No	To receive a briefing on the use of technology in Norfolk's agricultural economy and consider options to promote uptake.	Head of Information Management and Technology (Geoff Connell)
Electric and autonomous vehicles	No	To receive a briefing on the anticipated increase in the use of electric and autonomous vehicles and consider the role the council should play in supporting adoption across the County.	Head of Information Management and Technology (Geoff Connell)
Cyber Security update	No	To review the Council's Cyber Security capabilities.	Head of Information Management and Technology (Geoff Connell)