

Communities Committee

Date: **Monday, 21 May 2018**

Time: **10:00**

Venue: **Edwards Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mrs M Dewsbury - Chairman

Ms J Barnard

Mr D Bills

Mrs S Butikofer

Mr N Dixon

Mr R Hanton

Mr H Humphrey

Dr C Jones

Mr M Kiddle-Morris - Vice-Chairman

Mr I Mackie

Ms C Rumsby

Ms S Squire

Mr J Ward

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Julie Mortimer on 01603 223055 or email committees@norfolk.gov.uk

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A g e n d a

1. To receive apologies and details of any substitute members attending

2. To confirm the minutes from the Communities Committee meeting held on 7 March 2018.

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3. **Declarations of Interest**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. **Any items of business the Chairman decides should be considered as a matter of urgency**

5. **Public QuestionTime**

Fifteen minutes for questions from members of the public of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm Wednesday 16 May 2018**. For guidance on submitting public question, please view the Consitution at www.norfolk.gov.uk.

6. **Local Member Issues/ Member Questions**

Fifteen minutes for local member to raise issues of concern of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm on Wednesday 16 May 2018**.

7. **Norfolk Fire & Rescue Service - Presentation**
To receive a presentation from the Chief Fire Officer on the range of activities carried out by the Norfolk Fire and Rescue Service.
8. **Resilience and Emergency Planning** **Page 19**
Report by the Director of Public Health.
9. **Appointments to Internal and External Bodies** **Page 23**
Report by the Managing Director.
10. **Finance Monitoring** **Page 30**
Report by the Executive Director of Community & Environmental Services.
11. **Forward Plan and decisions taken under delegated authority** **Page 36**
Report by the Executive Director of Community & Environmental Services.

Group Meetings

Conservative 9:00am Leader's Office, Ground Floor
Labour 9:00am Labour Group Room, Ground Floor
Liberal Democrats 9:00am Liberal Democrats Group Room, Ground Floor

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 11 May 2018



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Communities Committee

Minutes of the Meeting Held on Wednesday 7 March 2018

10:00am Edwards Room, County Hall, Norwich

Present:

Mrs M Dewsbury – Chairman

Ms J Barnard
Mrs J Brociek-Coulton
Mrs S Butikofer
M Chenery of Horsbrugh
Mr N Dixon
Mr H Humphrey

Mr M Kiddle-Morris – Vice-Chairman
Ms C Rumsby
Ms S Squire
Mrs M Stone
Mr H Thirtle
Mr V Thomson

1. Apologies and substitutions

- 1.1 Apologies for absence were received from Mr D Bills (Mr V Thomson substituted); Mr R Hanton (M Chenery of Horsbrugh substituted) and Mr I Mackie (Mr H Thirtle substituted).

2 To agree the minutes of the meeting held on 17 January 2018.

- 2.1 The minutes of the meeting held on 17 January 2018 were agreed as an accurate record by the Committee and signed by the Chairman.

3 Declarations of Interest

- 3.1 Ms J Barnard declared an other interest in agenda items 10 and 11 as she worked for MAP which held a contract to deliver point 1 counselling for tier 1 / tier 2 therapeutic services. She also declared an other interest in agenda item 12 as she coordinated the Norwich Youth Advisory Board which was overseeing the procurement of public health funds for the stop smoking campaign.
- 3.2 Ms C Rumsby declared an other interest in agenda items 10 and 11 as she worked for Norfolk and Suffolk Foundation Trust.

4 Urgent business

- 4.1 The Chairman advised that, following the recent spell of bad weather and as the Committee held responsibility for resilience, she had asked for a verbal update on the business continuity arrangements and for details of any learning points. The Committee would be receiving a full report on Resilience and Emergency Planning at its meeting on Monday 21 May 2018.

- 4.1.1 The Director of Public Health informed the Committee about how the resilience arrangements and business continuity plans had been activated and used to monitor the delivery of council services throughout the period of disruption caused by the snow and high winds. Staff who had considered it unsafe to travel into work had been encouraged to work from home. The Highways Team had carried out gritting and snow ploughing on major routes to try to keep main roads clear, although the amount of snow that had fallen combined with the high winds had made this task very difficult. A range of organisations and partners had worked well together to provide support for those worst affected.

The bad weather had caused a significant external IT failure which had meant staff had been unable to access their emails and documents at home. The Information Management Team (IMT) had quickly found a work-around solution to the failure and staff had been able to access their emails.

Norfolk County Council's Business Continuity plans had been brought into operation and had worked well.

It was anticipated that a full debriefing session would be held within the next few weeks with the Committee receiving a full briefing at its May meeting.

- 4.1.2 The Chief Fire Officer updated the Committee about the emergency assistance Norfolk Fire and Rescue Services had provided throughout the extreme weather period and thanked everyone involved for the excellent work they had undertaken.
- 4.1.3 The Committee wished to place on record its thanks and congratulations to all staff who had gone above and beyond their duty to ensure that Norfolk County Council services were maintained.
- 4.2 In response to general questions by the Committee, the following points were noted:
- 4.2.1 Members were reassured that if an individual cleared snow and gritted an area outside their home, on the public paths, they were not likely to be sued if a member of the public slipped over. Likewise anyone who had offered someone a lift using their 4x4 vehicles was not likely to be sued for helping and for doing the right thing. The same would apply to Snow Wardens who had been appointed by District Councils.
- 4.2.2 A list of approximately 80 farmers who had a snowplough facility was held by the Highways Team. Those farmers received payment for their time and had been mobilised on Wednesday 28 February 2018.
- 4.2.3 Information about Community Resilience would be included in the Resilience and Emergency Planning report to be presented to Members at the May Communities Committee meeting.
- 4.2.4 The Committee wished to place on record its thanks to all staff who had gone above and beyond their duty to ensure disruption to services provided by the County Council was kept to a minimum.

5 Public Question Time

5.1 No public questions were received.

6 Local Member Issues / Members Questions

6.1 No Local Member Questions were received.

7 Annual report of the Norfolk Armed Forces Community Covenant

7.1 The Committee received the report by the Executive Director of Community and Environmental Services providing it with the annual progress report on Norfolk's Independent Armed Forces Covenant Board's Strategy and Action Plan 2017-19.

7.2 The Committee welcomed Tony Tomkinson, Chairman of the Armed Forces Covenant Board; Keith Kiddie, Armed Forces Member Champion; and Major Gavin Rushmere, British Army Reservists, who attended the Committee meeting to present the report.

7.3 In introducing the report, Tony Tomkinson thanked Norfolk County Council for its continued support for the covenant as well as the financial support. He also thanked Merry Halliday and Bev Herron for their support.

7.4 Major Gavin Rushmere, British Army Reservists, also thanked the Chairman and Communities Committee for its continued support for the covenant.

7.5 In response to a question from the Chairman about whether the Army Reservists could be utilised in future periods of disruption caused by bad weather, Major Rushmere said that the service would be happy to help. He added that the Army had been utilised in Lincolnshire although he was not aware that such a request had been made in Norfolk.

7.6 The following points were noted in response to questions from the Committee:

7.6.1 The Committee currently received a twice-yearly update on the work of the Armed Forces Covenant but requested more frequent updates in future.

7.6.2 The Committee queried the impact since Carillion had gone into Administration. Tony Tomkinson asked any Member who became aware of any examples of substandard accommodation to let him know and he would ensure they were followed up.

7.6.3 Following the launch of the Veterans' Gateway by the Government in 2017, an ongoing publicity campaign to raise awareness of the 24/7 helpline had been established.

7.6.4 To ensure service personnel leaving the armed forces were ready to take up civilian employment, training was available through the Career Transition Partnership, a service contracted by the Ministry of Defence. The amount of money available for each individual depended on their rank and length of service.

7.6.5 The telephone number for the Veterans' Gateway was 0808 802 1212, with further contact details available on the website at the following links:

https://www.veteransgateway.org.uk/?gclid=EAlaQobChMI4Z2H-Kvc2QIV7rvtCh2EAAI4EAAYASAAEgKepPD_BwE

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/diversity-and-community-cohesion-partnerships/armed-forces-community-covenant>

7.6.6 The Covenant Board was established 6 years ago and now consisted of the following Members:

- Armed Forces Commissioner; Tony Tomkinson (Chairman)
- Norfolk County Council; Councillor Keith Kiddie
- District Council representatives (x2);
 - Councillor Sam Chapman-Allen (Breckland Council),
 - Councillor Elizabeth Nockolds (Borough Council of King's Lynn & West Norfolk),
- Representatives from the Armed Forces (x4);
 - Major Tom McIlwaine (British Army)
 - Major Gavin Rushmere (British Army Reservists)
 - Wing Commander Stewart Geary (RAF)
 - Cdr Richard Pethybridge (Navy)
- Representatives from the Armed Forces charities (x3);
 - John Boisson, Royal British Legion,
 - Kevin Pellatt, The Armed Forces Charity SSAFA;
 - Lisa Thipthorp, RAF Families Federation.
- Representative for Reservist Forces and Cadets; Jamie Athill
- Job Centre Plus armed forces lead; Mark Goldsmith.
- NHS representative in Norfolk; Derek Holesworth, Commissioning Manager.
- NHS England (Midlands and East); Ann Berry, Senior Armed Forces Commissioning Manager
- Representative for skills & employment; Jan Feeney, Norfolk County Council.
- Housing representative; Chris Haystead (Norwich City Council)
- MOD's Defence Employer Recognition Scheme; Ivor Bartrum
- Education representative: Simon Davis, Norfolk County Council

7.6.7 A poster titled 'Have you Served' had been made available at each doctor surgery throughout Norfolk. Members were asked to check if these had been displayed in GP surgeries in their Division and if not, ask for them to be displayed.

7.6.8 In reality, there were very few ex-service personnel sleeping rough, or homeless, in Norwich with only 1 or 2 genuine cases reported each year. Policies had been established to provide assistance where required.

7.6.9 The criteria for moving from a Bronze Award which Norfolk County Council currently held under the MOD's Defence Employer Recognition Scheme, to a

Silver Award was evidence-based. Relevant evidence was maintained by the Armed Forces Covenant Senior Officer.

- 7.6.10 All relevant agencies were involved in supporting ex-service personnel and their families whenever opportunities arose, including Combat Stress and Walnut Tree. Project Nova also supported Veterans who had been arrested and entered Police Custody as well as supporting Veterans who were referred by specialist Police teams, or other statutory organisations, because they were at risk of arrest.
- 7.6.11 All GPs in Norfolk would be receiving 'veteran aware' training which would help them ask the right questions to ascertain if patients were veterans and offer appropriate support.
- 7.6.12 Keith Kiddie, NCC Armed Forces Member Champion extended an invitation to the Chairman of Communities Committee and 5 additional Members of the Council to attend the Armed Forces Covenant Conference to be held on 13 June 2018 in Norwich. Nominations from Members wishing to attend to be sent to the Executive Director of Community and Environmental Services.
- 7.7 The Chairman thanked Armed Forces Covenant Members for attending the meeting and also for the excellent work they carried out in Norfolk.
- 7.8 The Committee **RESOLVED** to:
 - 1. Note the progress against the Norfolk Armed Forces Community Covenant Action Plan (detailed in Appendix 1 of the report).
 - 2. Nominate representatives to attend the conference set out in Section 3 of the report.

8 Norfolk Against Scams Partnership

- 8.1 The Committee received the report by the Executive Director of Community and Environmental Services presenting a recommendation on the proposed formation of the Norfolk Against Scams Partnership; to support the National Trading Standards 'Friends Against Scams' initiative.
- 8.2 In introducing the report, the Head of Trading Standards advised that, through the hard work of the Lead Trading Standards Officer, Teresa Haxell, and her colleagues, approximately 650 Friends Against Scams had been recruited in Norfolk.
- 8.3 The following points were noted in response to questions from the Committee:
 - 8.3.1 There was no limit to the number of people who could become a 'Friend Against Scams'. The Lead Trading Standards Officer's team had trained other people who could run training workshops and online training was also available.
 - 8.3.2 The importance of reporting potential scams through the Citizens Advice Consumer helpline was highlighted, as it allowed details of scams to be shared across different organisations. Citizens Advice would advise Trading Standards

- if they identified any potential criminal activity so Trading Standards could follow cases up.
- 8.3.3 Reporting of scams allowed the Trading Standards Team to identify potential scam hotspots and focus publicity and raising of public awareness in those areas.
- 8.3.4 The word SCAMBassador was a national trading standards term.
- 8.3.5 As the majority of scammers appeared to operate outside the United Kingdom, it was difficult to take appropriate enforcement action. Trading Standards Teams nationally worked closely with Royal Mail and other couriers to try to remove scam mail from circulation.
- 8.3.6 With regard to a suggestion of including literature within council tax bills so they could be distributed to all households in Norfolk, it was noted that District Councils were responsible for sending out council tax bills and it was likely to be too late this year.
- 8.4 The Committee **RESOLVED** to:
- Support** the establishment of a Norfolk Against Scams Partnership (NASP) with the National Trading Standards (NTS) Scams Team and communities in our county and agree to Norfolk County Council becoming one of the flagship Friends Against Scams local authorities.
- 9 Trading Standards Service Plan including Food and Feed Law Enforcement Plan (FFLEP) and Enforcement of Age Restricted Sales and Illegal Tobacco Plan (EARSITP).**
- 9.1 The Committee received the report by the Executive Director of Community and Environmental Services introducing the Trading Standards Service Plan 2018-19 (Appendix 1 of the report), including: Annex 1 – The Enforcement of Age Restricted Sales and Illegal Tobacco Plan (EARSITP), and Annex II – The Food and Feed Law Enforcement Plan (FFLEP) which needed to be adopted by the Communities Committee.
- 9.2 In introducing the report, the Head of Trading Standards highlighted the work carried out by the Trading Standards Service during 2017/18 and also referred to the new legislation on the ban on the use of microbeads, for which Norfolk County Council was a Regulator.
- 9.3 The following points were noted in response to questions from the Committee:
- 9.3.1 Mr H Thirtle to contact the Head of Trading Standards directly about the particular issue he had reported.
- 9.3.2 Trading Standards would continue its work with retailers to ensure knives were not sold to anyone under the age of 18. It was noted that there was no legal requirement for shops to display signs stating they would not sell knives to anyone appearing to be under the age of 18 and that the Police and Crime

Commissioner had assigned additional officers to try to address the issue of knives in schools.

- 9.3.3 The weights and measures laboratory team at Hethel Engineering Centre raised income for the County Council by carrying out commercial testing, calibration and testing services. A feasibility report was currently being prepared for consideration by the CES Management Team about the possibility of making the laboratory a business unit.
- 9.3.5 Members considered the work of the Trading Standards team was very important to safeguard residents in Norfolk and that the budgets should be maintained to allow the service to continue.
- 9.3.6 The Committee wished to place on record its thanks for the excellent work undertaken by the Trading Standards Team.
- 9.4 The Committee **RESOLVED** to:
- Adopt the Trading Standards Service Plan including Annexes I and II, and
 - Delegate the functions of the regulator for the purposes of the Environmental Protection (Microbeads) (England) Regulations 2017 to the Head of Trading Standards.

10 Suicide Prevention Plan

- 10.1 The Committee received the report by the Director of Public Health setting out the progress made on implementing Norfolk's suicide prevention strategy and action plan.
- 10.2 The following points were noted in response to questions from the Committee:
- 10.2.1 A 20 minute training programme, developed by Zero Suicide Alliance had been made available online. The training helped people to identify when someone was presenting with suicidal tendencies or behaviour and how to signpost them to support services. The training was available for anyone to complete at the following link: <http://zerosuicidealliance.com/>
- 10.2.2 The number of people completing the online training course could only be tracked if the course had been accessed through the Norfolk County Council website.
- 10.2.3 Details of the 'You are not alone' campaign could be found by clicking on the following link: <https://www.youarenotalonenetwork.org/>.
- 10.2.4 The contact details for anyone needing to access emergency support could be found at the following link: <https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/suicide>
- 10.2.5 The Director of Public Health advised anyone needing to contact the emergency services for someone in danger of committing suicide to contact 999

or the Samaritans on 116 123.

10.2.6 A Mental Health Training awareness session for Members had been arranged for Wednesday 13 June 2018 at 10am.

10.3 The Committee **RESOLVED** to:

- a) **Note** the progress to date on the implementation of the Norfolk Suicide Prevention Strategy and action plan.
- b) **Endorse** the proposed actions for 2018-19.

The meeting adjourned at 12.05pm and reconvened at 12.15pm.

11 Mental Health Campaigning

11.1 The Committee received the report by the Director of Public Health presenting a summary of mental health campaign initiatives and activities undertaken throughout 2017-18. The mental health campaign activities focused on two areas: Reducing Stigma and Suicide Prevention.

11.2 The Committee viewed a video presentation, including a case study used to help reduce the stigma around mental health and highlighting men's mental health in particular.

11.3 The following points were noted in response to questions by the Committee:

11.3.1 Some work was being undertaken to identify how other organisations, such as Change Minds, and Men's Shed, could work together to support mental health services.

11.3.2 Members commended the Black Dog Music Project for the work it was doing with younger men. This was a Norwich based charity, providing help and support for people with mental health problems. It provided music sessions throughout the week where members could learn to play an instrument, or regain forgotten skills, helping to raise their confidence and self-esteem.

11.4 The Committee **RESOLVED** to:

- **Note** the work that had been undertaken to date.
- **Endorse** the use of engagement with the arts to improve both physical and mental health and wellbeing in future campaigns and projects.

12 Tobacco Control Action Plan

12.1 The Committee received the report by the Director of Public Health following the publication of the Tobacco Control Plan for England, towards a 'smokefree' generation. The Plan outlined four main ambitions of driving down overall prevalence, reducing smoking in pregnancy, reducing smoking in those with mental health conditions and backing evidence based innovations.

12.2 The Committee received a presentation titled "Smoking and Tobacco Control" (attached at Appendix A).

Mr N Dixon left the meeting at 12.30pm.

12.3 The following points were noted in response to questions by the Committee:

12.3.1 Members felt that the promotion of non-smoking play areas and smoke-free sidelines at sports pitches should be encouraged.

12.3.2 Members considered that some TV programmes and films showed too many examples of people smoking and suggested that the makers of these programmes should be encouraged to stop showing people smoking.

12.3.3 All Norfolk & Suffolk Foundation Trust sites would become smoke free zones from 2 April 2018. Areas for people that used a vaporiser would remain available.

12.4 The Committee **RESOLVED** to:

- a) **Note** the progress that had been made in the past 18 months towards Norfolk's ambitions related to smoking and tobacco control.
- b) **Endorse** the approach to tobacco control and stop smoking services as detailed in the Norfolk Tobacco Control Alliance's Action Plan for 2018.

13 Casualty Reduction Task and Finish Group – Terms of Reference

13.1 The Committee received the report by the Director of Public Health setting out the proposed terms of reference for the Casualty Reduction Task and Finish Group, agreed at the Committee meeting held on 17 January 2018.

13.2 As part of its work, the Committee asked the Task and Finish Group to consider whether speed limits on country roads were appropriate.

13.3 The Committee **RESOLVED** to:

- a) **Agree** the terms of reference for the task and finish group.
- b) **Agree** that a report detailing the findings of the task and finish group should be considered by Communities Committee.

14 Norfolk Fire and Rescue – Service Plan 2018-19

14.1 The Committee received the report by the Executive Director of Community and Environmental Services enabling Members to have oversight of the priorities and activities to be delivered by Norfolk Fire and Rescue Service in 2018-19.

14.2 The following points were noted in response to questions:

14.2.1 Some concern was expressed about whether the use of drones in the future could escalate from searching for missing people to being used to catch criminals.

14.2.2 Some Members felt that a cross-party letter should be sent to the Police & Crime Commissioner (PCC) reminding him that elected Members had voted against the Fire Service moving under control of the PCC and had

recommended that he did not progress a full business case at this time. In response, the Chairman said that once the Police and Crime Commissioner had completed his Business Case, the Committee would be able to consider it and respond accordingly.

14.2.3 The CFO would clarify whether school visits referred to 1 and 2 or should read Key Stage 2 school visits and amend the Service Plan accordingly.

14.3 The Committee **RESOLVED** to:

- **Approve** the Norfolk Fire and Rescue Service Delivery Plan 2018-19 (appendix 1 of the report).

15 Norfolk Fire and Rescue Service – Annual Statement of Assurance

15.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out the Annual Statement of Assurance which looked backward to the previous financial year and provided assurance on financial, governance and operational matters.

15.2 The following points were noted in response to questions from the Committee:

15.2.1 As a Member of County Council had not yet been appointed to the Norfolk Safety Community Interest Company Board of Directors, the Chief Fire Officer would provide an update to the Committee on its work.

15.2.2 A breakdown of the number of flooding issues would be provided.

15.2.3 Following the recommendations made in the CFOA Firefit review, a fitness adviser had been appointed to be proactive in ensuring fire fighters remained fit for active service. The Physical Training Advisor would implement the changes to the annual testing arising from the review, but would also work proactively with individuals and stations to embed a culture of fitness within the service.

15.2.4 In addition to the shared Police / Fire Headquarters based at Wymondham, consideration was being given to sharing stations at Thetford and Swaffham. Plans have been agreed for the works at Holt and Reepham stations which will build on current shared estates at Sheringham and Kings Lynn.

15.2.5 Following a recruitment campaign for Retained Fire Fighters, by June (subject to new leavers) there would be an establishment in the region of 480 retained fire fighters against a funded establishment of 506. The difficulties some employers faced in allowing retained fire fighters to take time off remained a recruitment issue.

15.3 The Committee **RESOLVED** to:

- **Note** the assurances that financial, governance and operational management of Norfolk Fire and Rescue Service meet statutory requirements.
- **Approve** the Norfolk Fire and Rescue Authority Statement of Assurance 2016-17 (set out at Appendix 1).

16 Communities Committee Plan 2018-19

- 16.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out how Service Committees had been commissioned by Policy & Resources Committee to develop Committee Plans which would set out objectives for the year, and specifically demonstrate how each area of the Council's work would change to deliver Norfolk Futures Strategy.
- 16.2 The Committee **RESOLVED** to:
1. **Agree** the Communities Committee Plan, as set out in Appendix 1 of the report.
 2. **Note** the Committee's contribution to, and responsibilities for, Norfolk Futures, NCC's transformation plan.
 3. **Agree** the performance measures against which this Committee would report to Policy & Resources Committee for monitoring purposes, as set out in paragraph 1.1.8 of the report.

17 Risk Management

- 17.1 The Committee received the report by the Executive Director of Community and Environmental Services providing it with the Communities departmental risk register reported by exception, as at March 2018, following the latest review conducted during February 2018. The reporting of risk was aligned with, and complemented, the performance and financial reporting to the Committee.
- 17.2 The Committee **RESOLVED** to:
- a) **Note** the new risk RM14293 – The organisation not having the technical capacity and/or skills required to meet the needs of its digital transformation/technology driven efficiency agenda, being reported to the Digital Innovation and Efficiency Committee.
 - b) **Note** the new risk RM14337 reported to Committee by exception from the Communities departmental risk register.
 - c) **Note** the recommended mitigating actions identified in Appendix A of the report are appropriate.
 - d) **Note** the summary of Communities departmental level risks (set out in Appendix E of the report).

18 Performance Management

- 18.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out the performance management report.
- 18.2 In response to a question about why the age range of 15-17 was used in the statistic for Teenage pregnancy – rate of conceptions per 1000 females aged 15-17, the Director of Public Health advised that the standard age definition of 15-17 for teenage pregnancy was used as including girls of 14 years of age could swamp the statistics due to the numbers being so small.
- 18.3 The target for reducing inequality in smoking prevalence - % of 4 week quits

coming from the 20% most deprived areas in Norfolk, was not a static target which meant the results fluctuated. The Director of Public Health said she would consider whether a static target could be introduced in future reports.

18.4 The Committee **RESOLVED** to **note** the report.

19 Finance Monitoring

19.1 The Committee received the report by the Executive Director of Community and Environmental Services providing it with information on the budget position for services reporting to Communities Committee for 2017-18. The report provided information on the revenue budget including any forecast over, or underspends and any identified budget risks. It also provided an update on the forecast use of reserves and the details of the capital programme.

19.2 In presenting the report, the Finance Business Partner Community and Environmental Services highlighted that the Committee was forecasting a small overspend of £0.113m (0.2%) of the net budget.

19.3 The Committee **RESOLVED** to **note**:

- a) The forecast out-turn position for the Communities Committee revenue budget and note the current budget risks being managed by the department.
- b) The Capital programme for the Committee.
- c) The current planned use of the reserves and the forecast balance of reserves as at the end of March 2018.

20 Forward Plan and Decisions taken under delegated authority

20.1 The Committee received the report by the Executive Director of Community & Environmental Services setting out the Forward Plan for Communities Committee.

20.2 The Committee **RESOLVED** to **note**:

1. the Forward Plan.
2. the delegated decisions detailed in section 1.2 of the report.

The meeting concluded at 1.10pm.

Chairman

Appendix A

Smoking and Tobacco Control

Angela Fletton / Diane Steiner
NCC Public Health



 Norfolk County Council

Towards a Smokefree Generation

Four main ambitions of the Tobacco Control Plan for England:

1. The first smokefree generation
2. A smokefree pregnancy for all
3. Parity of esteem for those with mental health conditions
4. Backing evidence based innovations to support quitting



 Norfolk County Council

Norfolk Tobacco Control Alliance

Aims:

1. Ensure Norfolk is taking a co-ordinated, strategic approach to smoking and tobacco control.
2. Monitoring Norfolk's progress in this in relation to Leadership, Prevention, Cessation, Partnerships and Results.

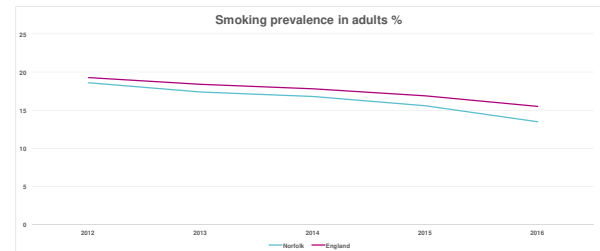
Members:

- Public Health
- Trading Standards
- NCC Communications
- UEA
- District Councils
- YABs
- Smokefree Norfolk (ECCH)

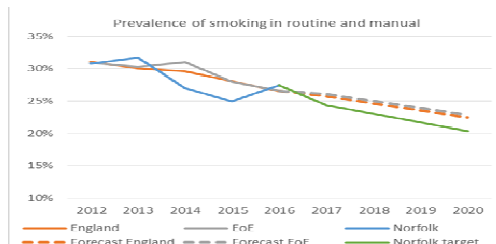


 Norfolk County Council

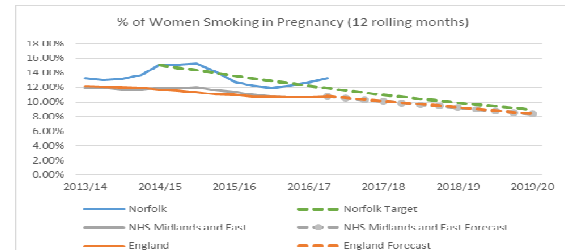
Where are we now?



Routine and manual workers



Smoking in pregnancy



Examples of activity from the past year

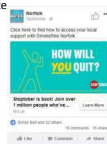


Norfolk County Council

Stoptober

Facebook ad

- ✓ 1,591 link clicks to national Stoptober website
- ✓ 47,625 reach
- ✓ 33 Reactions
- ✓ 15 Shares
- ✓ 13 Comments
- ✓ Cost: £576.34



Your Norfolk Extra e-newsletter

- ✓ 19,982 recipients (20% open rate)
- ✓ 4 link clicks to Smokefree Norfolk
- ✓ 1 link click to Stoptober website

Social media posts

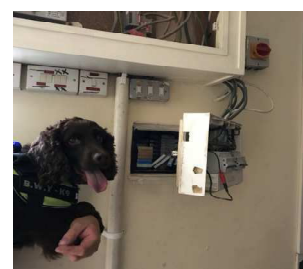
- ✓ 15 twitter posts (18 retweets, 7 likes)
- ✓ 5 Facebook posts (12 reactions)



Media releases



Norfolk County Council



Norfolk County Council



www.smokefreebaby.co.uk



Norfolk County Council

Some next steps for the partnership

- Tackle smoking in pregnancy.
- Expand on work with mental health services.
- Continue compliance work by Trading Standards.
- Expand our reach to young smokers.
- Review the format of the TCA to ensure that it is fit for purpose.
- Continue and expand on Smokefree sidelines and other smokefree places.
- Continue to deliver Stop Smoking Services, with a focus on pregnant women and routine and manual workers.
- Campaign to reduce impact of tobacco.

Communities Committee

Item No.

Report title:	Resilience and emergency planning
Date of meeting:	21 May 2018
Responsible Chief Officer:	Dr Louise Smith, Director of Public Health
Strategic impact <p>NCC provides and works in collaboration with a range of partners to ensure Norfolk has in place a robust resilience strategy and plans to enable responding to emergencies and recovery. The breadth of planning includes responding to national, regional, local and at a community level to known and emerging risks and how to respond to protect and support Norfolk residents before, during and after an event.</p> <p>This update on the work of the Resilience Team will inform the review of resilience and emergency planning which was highlighted as a priority in the review of the Public Health Strategy approved by members in November 2017.</p>	

Executive summary

The Resilience Team, within Public Health, provides the emergency planning, business continuity management and community resilience function within the Council. The Team collaborates with a wide range of partners within the Norfolk Resilience Forum (NRF) to ensure Norfolk is well prepared to manage emergencies and disruptions to essential services. Recent events have demonstrated a good level of preparedness and response within Norfolk. However, Norfolk remains exposed to natural and human-made hazards that require active anticipation of future risks and maintenance of the existing level of planning and engaging more effectively with communities, businesses and the voluntary sector.

Recommendations:

- 1. Members to note the range of emergency planning and preparedness work lead by NCC Resilience Team.**
- 2. Agree to and support the review of the NRF Community Resilience Strategy to seek a greater involvement of elected members at parish, district and county levels and greater engagement with local communities and volunteers in emergency preparedness, response and recovery.**

1. Proposal

- 1.1. The Resilience Team's purpose is to strengthen the resilience of the Norfolk community and NCC's services to prepare for, respond to and recover from emergencies and business disruptions.

Key activities are prioritised to achieve the following outcomes:

- Effective collaboration with our partners in the Norfolk Resilience Forum (NRF)
- Plans are in place, exercised and staff trained to respond to and recover from emergencies
- More resilient residents and businesses demonstrated through effective community engagement and responses to emergencies and business

disruptions

- Voluntary organisations contribute to emergency preparedness, response and recovery
- The Norfolk health economy demonstrates its resilience to demands on its services through its management of emergencies
- Income is generated to support community resilience activities

The work can be further enhanced by Members and volunteers who are regularly engaged with their communities.

2. Evidence

2.1. The following indicators provide an understanding of our resilience planning and preparedness:

- At least 85% of NRF plans where NCC is the lead agency are up to date
- A Training and Exercising register is maintained by the NRF to monitor the completion of planned training and exercising
- Communities engage with the community resilience strategy through local activities
- Businesses seek and receive BC support
- The health sector in Norfolk maintains compliance with the Emergency Preparedness, Resilience and Response (EPRR) assurance framework reflecting NHS Core Standards
- Income generated through our resilience training and consultancy services achieve annual targets

Indicators and plans are monitored and targets for emergency and business continuity planning are achieved.

3. Financial Implications

3.1. There are no specific budget implications although noting that there is a small income from providing resilience support and planning for a District council.

4. Issues, risks and innovation

4.1. Under the Civil Contingencies Act 2004, together with our partners in the NRF, NCC is required to maintain, regularly review and publish the Norfolk Community Risk Register. See <http://www.norfolkprepared.gov.uk/local-risks/> .

Very high risks for Norfolk:

- Human Health – Pandemic Flu
- Flooding (Tidal) -Major coastal and tidal flooding
- Fires involving scrap / recycling site

High risk:

- Severe/extreme weather conditions – Storms and Gales

The above need to be seen in the context of the potential for increasing risks due to a combination of factors including:

- Climate disruption – less predictable weather patterns affecting water storage, crops and fauna; more frequent, intense summer storms leading to more regular surface water flooding; extremes of temperature leading to summer heatwave and short, sharp winter cold snaps.
 - Heightened reliance on technology for living, business and the delivery of services requiring more sophisticated contingency planning for when technology does not work.
 - Reduced staffing levels to “just able to cope” removes any resilience in the workforce in the event of staff shortages due to infectious disease (e.g. flu) or severe weather.
- 4.2. Innovation in the workforce to enable multi-skilling and cross-training to avoid the “single points of failure” and provide more flexibility and adaptability when needed should be part of contingency planning and is promoted through the business continuity work within NCC and externally through business continuity promotion
- 4.3. Similarly, mutual aid agreements between services and between businesses is illustrated by the work Public Health and the Resilience Team together with Adult Social Services are embarking on to strengthen the resilience of care homes to market failure and everyday disruptions, such as power cuts.
- 4.4. The NRF Voluntary and Faith Group is a starting point for greater involvement of voluntary organisations in providing services to prepare, respond and recover from emergencies. The approach is to work with existing groups and encourage a greater involvement in resilience matters even for those agencies that would not necessarily consider themselves “emergency responders”.
- 4.5. Greater involvement of elected members and the mobilisation of local volunteers can be promoted through a revised and updated NRF Community Resilience Strategy to encourage “good neighbourliness” and contribute to the wider resilience of communities as a whole across Norfolk.

5. Background

- 5.1. The Resilience Team focusses on those priorities that will make the biggest difference to the people of Norfolk through preparing communities and supporting the long term sustainability of businesses to withstand and recover from emergencies. Our work is driven by our statutory responsibilities together with priorities identified in the Norfolk Community Risk Register in collaboration with our partners in the Norfolk Resilience Forum (NRF).
- 5.2. Our statutory responsibilities as a Local Authority classed as a Category 1 responder under the **Civil Contingencies Act (CCA) 2004**:
- assess the risk of emergencies occurring and use this to inform contingency planning;
 - put in place emergency plans and business continuity management arrangements;
 - provide information to the public on civil protection matters and maintain arrangements to warn, inform and advise the public in an emergency;
 - share information and co-operate with other local responders to enhance co-ordination and efficiency;
 - provide advice and assistance to businesses and voluntary organisations about business continuity management
- 5.3. Under the Control of Major Accident Hazards (COMAH) 2015 Regulations and Major Accident Control Regulations (MACR): A Local Authority must prepare external emergency plans for upper tier COMAH and MACR sites

- 5.4. Under the Health and Social Care Act 2012: plan for, and respond to, emergencies that present a risk to health. Through a joint post we work closely with NHS partners.

Officer Contact

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Communities Committee

Item No.....

Report title:	Internal and External Appointments
Date of meeting:	21 May 2018
Responsible Chief Officer:	Wendy Thomson, Managing Director
Strategic impact Appointments to Outside Bodies are made for a number of reasons, not least that they add value in terms of contributing towards the Council's priorities and strategic objectives. The Council also makes appointments to a number of member level internal bodies such as Boards, Panels, and Steering Groups. Responsibility for appointing to internal and external bodies lies with the Service Committees. The same applies to the positions of Member Champion.	

Executive summary

Set out in Appendix A to this report are the outside and internal appointments relevant to this Committee together with the current membership.

Recommendation

- **That Members review and where appropriate make appointments to those external bodies, internal bodies and Champions position as set out in Appendix A.**

1. Proposal

Outside Bodies

1.1 The appendix to this report sets out the outside bodies under the remit of this Committee. Members will note that the previous representative is shown against the relevant body. Members are asked to review Appendix A and decide whether to continue to make an appointment, and if so, to agree who the member should be.

Internal bodies

1.2 Set out in Appendix A are the internal bodies that come under the remit of this Committee. There is no requirement for there to be strict political balance as the bodies concerned do not have any executive authority. Appointments are not made on the basis of strict political proportionality, so the Committee may, if it wishes to retain a particular body, change the political makeup. The members shown in the appendix are those serving on the body in the previous year. Any Member Champion appointments are also shown.

2. Financial Implications

The decisions members make will have a small financial implication for the members allowances budget, as attendance at an internal or external body is an approved duty under the scheme, for which members may claim travel expenses.

3. Issues, risks and innovation

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

4. Background

4.1 The Council makes appointments to a significant number of internal bodies and external bodies. Under the Committee system, responsibility for these bodies lies with the Service Committees.

4.2 There is no requirement for a member of an internal body to be appointed from the “parent committee”. In certain categories of outside bodies it will be most appropriate for the local member to be appointed; in others, Committees will wish to have the flexibility to appoint the most appropriate member regardless of their division or committee membership. In this way a “whole Council” approach can be taken to appointments.

Background Papers There are no background papers relevant to the preparation of this report

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Appendix A

Communities Committee/Boards/Outside Bodies (2017/18 appointments shown)

A. Communities Committee Internal Bodies

1. Area Museums Committees:

As below, plus 1 named substitute for each Group represented. These bodies are provided for in the Museums Agreement. They are area based committees so their composition will be determined by the group representation in the areas concerned.

Breckland – 5

4 Conservative - Will Richmond, Mark Kiddle-Morris; Philip Duigan, Fabian Eagle

1 Labour – Terry Jermy

Great Yarmouth – 4

2 Conservative – Haydn Thirtle and Carl Smith

1 Labour – Mike Smith-Claire

1 Indep - Mick Castle

King's Lynn & West Norfolk – 5

1 Labour - David Collis

4 Conservative - Harry Humphrey, Thomas Smith, Sheila Young and Michael Chenery

North Norfolk – 5

3 Lib Dem – Tim Adams, Sarah Butikofer and Ed Maxfield

2 Conservative - Michael Chenery, Tom FitzPatrick

Norwich – 6

4 Labour – George Nobbs, Kim Clipsham, Brenda Jones, Chrissie Rumsby

1 Lib Dem – Brian Watkins

1 Conservative – John Ward

2. Norfolk Community Safety Partnership Sub Panel (3 County and 7 District Members)

Provides a scrutiny function for the Community Safety Partnership

3 County Councillors (1 Conservative, 1 Labour, 1 Lib Dem)

1 Con (Harry Humphrey)
1 Labour (Mike Sands)
1 LD (Sarah Butikofer)

3. Norfolk Community Learning Services Steering Group.

Terms of reference:

- a. To consider the adult education service learning offer in the context of Norfolk's priorities for skills, health and community development.
- b. To monitor the provision of adult and community learning to help ensure there is access to learning across Norfolk.
- c. To consider service performance in the context of funding, national and local agendas and the service's business plan.
- d. To monitor the quality of the experience provided by the service for all learners and their outcomes.
- e. To monitor the safeguarding of all learners.

1 Labour (Julie Brociek-Coulton)
Chairman of the Committee (Margaret Dewsbury)
1 Lib Dem (David Harrison)
1 Con (David Bills)

B. Communities Committee Outside Bodies

1. LGA Fire Services Commission (1)

Mark Kiddle-Morris

The Fire Commission provides a forum for member authorities to come together to discuss matters of common interest and concern, to exchange good practice and to influence the priorities and activities of the LGA.

2. The Forum Trust Ltd (1)

Labour Member (TBA)

The Forum Trust is the independent, self-financing, charitable organisation which manages The Forum building.

3. Theatre Royal Trust – The Board (1)

Stephen Askew

The Board oversees the strategic direction of the Theatre Royal, Norwich

4. St. George's Trust (1)

Penny Carpenter

St George's Theatre Trust is a charity re-created in 2010 to operate St George's Theatre on behalf of Great Yarmouth Borough Council.

5. Norfolk Playing Fields Association (2)

Margaret Dewsbury
Will Richmond

The Association aims to encourage and develop the playing of all games, sports and pastimes, and to extend the benefits of playing fields, playgrounds and open spaces to all members of the community.

6. Norfolk Association of Local Councils Executive Committee (1)

Margaret Dewsbury

NALC represents and supports the work of Parish and Town Councils in Norfolk

7. Norfolk and Norwich Association for the Blind (1)

Member Champion for Physical Disability and Sensory Impairment (Brenda Jones – appointed as Champion by ASC Committee November 2017)

Aims are to provide accommodation and care, community visiting services and educational and recreational facilities for the visually impaired and blind in Norfolk.

8. Norfolk and Norwich Novi Sad Association (NCC Chairman is Honorary Vice-President)

Chairman of the Council

The Norfolk and Norwich Novi Sad Association was set up in 1985 to support the twinning of the two cities and to further twinning links and activities.

9. Norfolk Arts Forum (2)

Stephen Askew
Margaret Dewsbury

The Forum Promotes greater interest in and access to arts related issues and information. Aids communication between arts practitioners, arts organisations, non-arts organisations, local government and regional and national bodies. Promotes the role of the arts in the cultural, social, educational, environmental and economic life of the county.

10. Kings Lynn Festival – Vice President (1) (Chairman of Council)

Chairman of Council

King's Lynn Festival provides high quality performances of classical music, recitals, choral and jazz plus talks, exhibitions and films.

11. H.M.P. Bure Liaison Group (3 local members)

Local members:

Wroxham Division
Hoveton and Stalham
Aylsham

This Group acts as a channel of communication between those individuals, organisations and bodies whose policy and practice in relation to the operation of HMP Bure might affect local communities within close proximity to the prison establishment.

12. Hunstanton Convalescent Trust (1)

Local Member (Andrew Jamieson)

The Trust is a charity who helps people who are on a low income, physically or mentally unwell and in need of a convalescent or recuperative holiday, with a preference for those living in Norfolk and Cambridgeshire.

13. Friends of Gressenhall Committee (1)

Mark Kiddle-Morris

Friends of Gressenhall is a voluntary organisation whose aim is to give practical and financial support to Gressenhall Farm and Workhouse.

14. Broads Tourism (1)

John Timewell

Broads Tourism is the destination management organisation for the Broads. Alongside the Broads Authority and other organisations it delivers actions in the Sustainable Tourism Strategy to promote the national park to visitors and ensure the long term future of the industry

15. Active Norfolk Board (1)

An ex-officio position for the Council's Cycling and Walking Champion appointed by EDT Committee (Simon Eyre)

The organisation provides a coherent and structured approach to the development of sport and physical activity in Norfolk through a strong and integrated partnership. The partnership involves all those involved in sport and

physical activity but, principally, the Local Authorities, School Sports Partnerships and the National Governing Bodies of Sport. Funded mainly by Sport England but also receives funding and support from the County Council and all the Local Authorities.

16. West Norfolk Partnership (1 plus 1 substitute)

Sandra Squire
Harry Humphrey (Sub)

The Partnership is a group of organisations that represent the public and voluntary sector. Current priorities include Health and Social Care, Improving Attainment and Rural Communities.

17. South Norfolk Alliance (1)

Margaret Dewsbury

The South Norfolk Alliance is the Local Strategic Partnership (LSP) for South Norfolk.

18. Norfolk Museums Development Foundation (2)

This Foundation has been established for the purposes of fundraising for the Museums Service

Elected members representation to be:

- Chair of the Joint Museums Committee
- Elected Member with lead responsibility for Cultural Services at NCC (Mark Kiddle-Morris)

19. Charles Burrell Benefit Society (1)

Former Cllr Ian Monson (3 year appointment, to March 2018)

Administers the Charles Burrell Centre (formerly High School), in Staniforth Road, Thetford. The Society provides and manages the centre which provides the location and facilities for businesses, charities and community groups.

Member Champions

- Armed Forces (also represents the County Council on the Norfolk Armed Forces Community Covenant Board) – Keith Kiddie
- Restorative Approaches – Alison Thomas

Communities Committee

Item No.

Report title:	Finance monitoring
Date of meeting:	21 May 2018
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact This report provides the Committee with information on the budget position for services reporting to Communities Committee for 2017-18. It provides information on the revenue budget outturn for 2017 – 18, and the net revenue budget for 2018 – 19. It also provides an update on the use of reserves and details of the capital programme.	

Executive summary

The services reporting to this Committee are mainly delivered by Community and Environmental Services, but also includes elements of services provide through the Managing Director's office.

The 2017-18 net revenue budget for this committee was £48.328m, and for 2018 – 19 is £48.928m. The report highlights the details of the 2017 – 18 revenue outturn position. The services reporting to this committee delivered a net underspend of £0.058m and the details are shown in Table 1 of this report

The total capital programme relating to this committee for the years 2017 to 2020 is £20.889m. Details of the capital programme are shown in Section 3 of this report.

The balance of Communities Committee reserves as of 1 April 2017 was £9.634m and as of 1 April 2018 was £7.461m. Details are shown in Section 4 of this report.

Recommendations:

Members are recommended to note:

- a) **The 2017 – 18 revenue outturn position for this Committee, and the 2018 – 19 revenue budget values**
- b) **The capital programme for this Committee**
- c) **The actual use of reserves in 2017 – 18 and the balance of reserves carried forward to 2018 - 19**

1. Proposal

- 1.1. Members have a key role in overseeing the financial position for the services under the direction of this committee, including reviewing the revenue and capital position and reserves held by the service. Although budgets are set and monitored on an annual basis it is important that the ongoing position is understood and the previous year's position are considered.
- 1.2. This report reflects the budgets and outturn position as at the end of March 2018, and the revenue budget values for 2018 – 19.

2. Evidence

- 2.1. Community and Environmental Services deliver a wide range of services reporting to a number of different committees, EDT, Business and Property, Digital and Innovation and this Committee, which also includes elements of services provided through the Managing Directors office. The revenue budget for CES is managed by the Director on a Departmental basis.
- 2.2. The 2017-18 NET revenue budget for this committee was £48.328m. At outturn, there was a £0.058m net underspend (0.1% of net budget).

Table 1: Communities NET revenue budget				
	2017-18 Budget	2017 – 18 Outturn	Outturn variance	Budget 2018 - 19
	£m	£m	£m	
Community and Consultation	0.210	0.182	(0.028)	0.214
Community, Information and Learning	14.509	14.583	0.074	14.060
Culture and Heritage	4.492	4.477	(0.015)	5.193
Director of Public Health	0.211	0.209	(0.002)	(0.488)
Equality and Diversity	0.200	0.196	(0.004)	0.202
Fire Service	27.075	27.150	0.075	28.243
Trading Standards	1.805	1.706	(0.099)	1.846
Registrars	(0.174)	(0.233)	(0.059)	(0.342)
Total for Committee	48.328	49.270	(0.058)	48.928

- 2.3. Table 1 above reflects the services net revenue budget, details of the Gross budgets are shown in table 2 below

	Current year budget	Actuals
	£m	£m
Expenditure	112.741	120.621
Income	(64.413)	(72.351)
Net	48.328	48.270

- 2.4. The variances of gross budgets shown in the table above mainly relate to additional external funding received during the year in relation to museums projects and work funded from the safety Camera partnership.

Service Area	Variance	Explanation
Fire Service	£0.075m	Net Overspend – due to additional training requirements for new recruits and unbudgeted spend on water rescue and over establishment of trainees and associated costs. Partially offset by savings from leasing budgets (as now supported through capital programme).
Community Information and learning		
Library Service	(£0.100m)	Underspend – through the management of vacancies and property costs
Norfolk Community learning services	£0.135m	Overspend – Due to higher than budgeted costs of Tutors and marketing costs partially offset by additional income.
Customer Services	£0.039m	Overspend due to additional staff costs
Net overspend	£0.074m	
Culture and Heritage	(£0.015m)	Underspend – through vacancy management.
Director of Public Health	(£0.002m)	Small underspends in Community Safety in Staff costs
Equality and Diversity	(£0.004m)	Underspend through additional income generated.
Trading Standards	(£0.099m)	Underspend generated through lower staff costs including travel costs and cost of legal advice
Registrars	(£0.059m)	Underspend due to Management of Vacancies and additional income
Community and Consultation	(£0.028m)	Underspend due to additional income and underspend on Cost of ICT.
Net Underspend	(£0.058m)	

3. Capital budget

- 3.1. The overall capital budget for the services reporting to this committee is £20.889m, with £4.504m currently delivered in 2017-18.

Table 3: Communities Capital programme					
	2017-18 Budget £m	2018-19 Budget £m	2019-20+ Budget £m	Total Programme £m	Out-turn 2017- 18
Norfolk Fire and Rescue Service	1.766	5.292	3.600	10.658	1.177
Culture and Heritage – Museums	1.094	2.739	0.750	4.583	1.094
Community Information and Learning					
Customer Services Strategy	0.375	0.230		0.605	0.375
E-Commerce Digital Development	0.056	0.059	0.058	0.173	0.056
Single employee portal	0.031	0.183	0.107	0.321	0.031
Libraries	1.644	2.839	1.164	5.648	1.644
Committee total	4.504	10.871	5.514	20.889	4.504

4. Reserves 2017-18

- 4.1. The reserves relating to this committee are generally held for special purposes or to fund expenditure that has been delayed, and in many cases relate to external grants and contributions. They can be held for a specific purpose, for example where money is set aside to replace equipment or undertake repairs on a rolling cycle, which help smooth the impact of funding.
- 4.2. A number of the reserve balances relate to external funding where the conditions of the grant are not limited to one financial year and often are for projects where the costs fall in more than one financial year.
- 4.3. Services continue to review the use of reserves to ensure that the original reasons for holding the reserves are still valid.
- 4.4. The balance of unspent grants and reserves as at 1 April 2017 stood at £9.634m
- 4.5. Table 4 below shows the balance of reserves held and the actual usage for 2017-18.

Table 4: Communities reserves	Balance at 1 April 2017	Outturn balance 31 March 2018	Net change
	£m	£m	£m
Community Information and learning	2.508	1.688	(0.820)
Community and Consultation	0.083	0.078	(0.005)
Culture and Heritage	1.988	2.002	0.014
Equality and Diversity	0.000	0.059	0.059
Public Health	3.103	2.073	(1.030)
Fire Service	1.611	1.208	(0.403)
Registrars	0.228	0.228	0.000
Trading standards	0.113	0.126	0.013
Committee Total	9.634	7.461	(2.173)

Use of reserves

The £2.729m reduction in reserves relates to the planned activity in the year the key changes are shown below:

Community Information and Learning	£1.000m	Release of the one reserve to fund one off saving CMM040 following the capitalisation of materials purchases in 2016/17
		Other minor balances added to reserves with Libraries and Customer services to meet project expenditure that runs over financial years.
Public Health	£1.030m	Planned use of the brought forward ringfenced public health grant to fund activities in the year.
Fire Service	£0.403m	The main movements related to transfers to corporate reserves where the reserve were no longer required for the original purpose. Also to fund some non-budgeted revenue items, (e.g. ill health, water rescue).

5. Financial Implications

- 5.1. There are no decisions arising from this report and all relevant financial implications are set out in this report

6. Issues, risks and innovation

- 6.1. This report provides financial performance information on a wide range of services in respect of this committee.

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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Communities Committee

Item No.

Report title:	Forward Plan and update on decisions taken under delegated authority
Date of meeting:	21 May 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 Communities 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 20 April) 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:

- 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.**

1. Proposal

1.1. Forward Plan

- 1.1.1. 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.
- 1.1.2. The current version of the Forward Plan (as at 20 April) is attached at Appendix A.
- 1.1.3. 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.

1.2. Delegated decisions

- 1.2.1. 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 to this meeting.

2. Evidence

- 2.1. As set out in the report and Appendix A.

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

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Forward Plan for Communities Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting : Wednesday 4 July 2018			
Update on the Business and Intellectual Property Centre	None	To receive an update on the Centre, based in Norfolk and Norwich Millennium Library, which launched in October 2017	Head of Libraries and Information (Jan Holden)
Workplace health	None	To consider progress made by the workplace health provider.	Public Health Commissioning Manager (Interim) (Angela Fletton)
Mobile Library Service	None	To consider the outcomes of the work to develop a new service delivery model for the mobile library service, and agree a way forward	Assistant Director, Community, Information and Learning (Ceri Sumner)
Norfolk Fire and Rescue Service – key performance challenges	None	To consider the key performance challenges for the Norfolk Fire and Rescue Service and the actions planned/taken to address, and consider whether additional actions are needed.	Chief Fire Officer (David Ashworth)
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)
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)

Forward Plan for Communities Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
Meeting : Wednesday 5 September 2018			
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 service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
Meeting : Wednesday 10 October 2018			
Annual review of the Enforcement Policy	ETD Committee is also asked to confirm the CES Enforcement Policy meets the requirements of ETD services Policy & Resources Committee is the approval body for the policy	To confirm the revised CES Enforcement Policy and its annex documents meet the requirements of Communities services, prior to consideration by Policy & Resources committee.	Head of Trading Standards (Sophie Leney)
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)
Performance management	None	Comment on performance and consider	Business Intelligence and

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		areas for further scrutiny.	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)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
Meeting : Wednesday 7 November 2018			
Norfolk Armed Forces Community Covenant Strategy and Action Plan	None	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Armed Forces Community Covenant Senior Officer (Merry Halliday)
Norfolk Community Learning Services	None	To receive an update on the service, including latest performance and development activity.	Assistant Director, Community, Information and Learning (Ceri Sumner)
Recommendations from the Casualty Reduction Member Task and Finish Group	None	To receive and consider feedback and recommendations from the Member Task and Finish Group for Casualty Reduction.	Public Health Business Manager (Sally Newby)
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 service updates on key issues and activities and identify any areas where the Committee would like to receive further	Head of Support & Development (Sarah Rhoden)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		information.	
Meeting : Wednesday 16 January 2019			
Information, Advice and Guidance	This is one of the Norfolk Futures workstreams and work will relate to all council services.	To consider the progress made to progress the Information, Advice and Guidance workstream as part of the Norfolk Future programme.	Assistant Director, Community, Information and Learning (Ceri Sumner)
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 service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & 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 service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & 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,	Review and comment on the risk information and consider any areas of	Chief Internal Auditor (Adrian Thompson) / Risk

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Regular items	Frequency	Requested committee action (if known)	Lead officer
	October	risk that require a more in-depth analysis	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)
Annual report of the Norfolk Armed Forces Community Covenant	Annual Report – March each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Senior Planning and Partnerships Officer (Merry Halliday) /
Norfolk Armed Forces Community Covenant Strategy and Action Plan	Annually – July each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Armed Forces Community Covenant Senior Officer (Merry Halliday)
Annual review of the Enforcement Policy	Next meeting October/November 2018? Also to be reviewed by the EDT Committee as policy covers Highways, planning services and Trading Standards enforcement activities.	To approve the Enforcement Policy and its appendices, and to agree to the ongoing review of the Policy on an annual basis.	Head of Trading Standards (Sophie Leney)