



**Norfolk** County Council  
at your service

## Council

Date: **Monday 20 July 2009**

Time: **10.00am**

Venue: **Council Chamber, County Hall, Norwich**

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

### Prayers

### To Call the Roll

## AGENDA

#### 1. Minutes

To confirm the minutes of the meetings of the Council held on 15 June 2009. (Page 1)

#### 2. To receive any announcements from the Chairman

#### 3. Members to Declare any Interests

Please indicate whether the interest is a personal one only or one which is prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the Member may speak and vote on the matter. Please note that if you are exempt from declaring a personal interest because it arises solely from your position on a body to which you were nominated by the County Council or a body exercising functions of a public nature (e.g another local authority), you need only declare your interest if and when you intend to speak on a matter.

If a prejudicial interest is declared, the member should withdraw from the room whilst the matter is discussed unless members of the public are allowed to make representations, give evidence or answer questions about the matter, in which case you may attend the meeting for that purpose. You must immediately leave the room when you have finished or the meeting decides you have finished, if earlier.

4. **Cabinet Recommendations**  
Meeting held on 23 June 2009 (Page 11)  
Meeting held on 13 July 2009 (if any) (Page A1)
5. **Reports**  
  
**Cabinet**  
Meeting held on 23 June 2009 (Page 12)  
Meeting held on 13 July 2009 (Page A2)  
  
**Cabinet Scrutiny Committee**  
Meeting held on 7 July 2009 (Page 15)  
  
**Standards Committee**  
Meeting held on 2 July 2009 (Page 18)  
  
**Audit Committee**  
Meeting held on 29 June 2009 (Page 19)  
  
**Personnel Committee**  
Meeting held on 22 June 2009 (Page 23)  
  
**Norfolk Health Overview and Scrutiny Committee**  
Meeting held on 9 July 2009 (Page A10)  
  
**Planning (Regulatory) Committee**  
Meeting held on 3 July 2009 (Page 24)  
  
**Joint Committees**
  - Joint Museums Committee meeting held on 26 June 2009 (Page 26)
  - Norfolk Records Committee meeting held on 26 June 2009 (Page 30)
  - Norwich Highways Agency Joint Committee meeting held on 25 June 2009 (Page 32)
6. **Appointments to Committees etc (Standing Item)**
  - a) To note appointments made by the Chief Executive under delegated powers:-
    - Mr J. Herbert to the vacancy on the Personnel Committee
    - Mr M. Wilby and Mr M. Kiddle-Morris to replace Mr B. Borrett and Mr A. Proctor on the Cabinet Scrutiny Committee
    - Mr A. Wright to replace Mr J. Ward on the Planning (Regulatory) Committee
    - Miss S. Casimir, Mr T. Garrod, Mr C. Jordan, Mr A. Tomkinson and Mr P. Wells to the Panel of Substitutes for Regulatory Committees

- b) To consider any proposals from Group Leaders for changes to committee membership

**7. To answer Questions under Rule 8.2 of the Council Procedure Rules**

Chris Walton  
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**Norfolk County Council**

**Minutes of the Meeting Held on 15 June 2009**

**Present:** Mr W Northam in the Chair

Mr A Adams	Mr C Jordan
Mr R Bearman	Mr M A Kiddle-Morris
Mr W P Borrett	Mr M C Langwade
Mr A P Boswell	Mr S R Little
Mr J S Bremner	Mr B W C Long
Mr M Brindle	Mr I J Mackie
Mr A J Byrne	Mrs J Mickleburgh
Mr D R Callaby	Mr I A C Monson
Mr J A Carswell	Mr J Mooney
Mr M R H Carttiss	Mr P D Morse
Miss C Casimir	Mr D Murphy
Mrs J R M Chamberlin	Mrs J A Murphy
Mrs M Chapman-Allen	Mr G Nobbs
Baron M Chenery of Horsbrugh	Mr W J Nunn
Mrs D M Clarke	Mr J H Perry-Warnes
Mr P G Cook	Mr R Parkinson-Hare
Mr D Cox	Mr G R Plant
Mr N D Dixon	Mr A J Proctor
Mr A J Dobson	Mr P K Rice
Mr S Dorrington	Mr R C Rockcliffe
Mr P Duigan	Mr J D Rogers
Mr S Dunn	Mr J Scutter
Mr T East	Mr N C Shaw
Mr A Edwards	Mr J R Shrimplin
Mr T Garrod	Mr R A Smith
Mr A J Gunson	Mr B H A Spratt
Mrs S C Gurney	Ms A Steward
Mr B J Hannah	Mr A M Thomas
Mr R C Hanton	Mrs H Thompson
Mr P A Hardy	Ms J Toms
Mr D Harwood	Mr A D Tomkinson
Mr M Hemsley	Mrs C M Walker
Mr J R Herbert	Mr J Ward
Mr H Humphrey	Mr P Wells
Mrs S E L Hutson	Mr M J Wilby
Mr B J M Iles	Mr A Williams
Mrs D Irving	Dr F C Williamson
Mr G Jones	Mr A J Wright

**Total present: 77**

**Also Present:** - Mrs J Middleton, Standards Committee Chairman

## **Apologies:**

Apologies for absence were received from Mr S Clancy, Mr D Harrison, Mr J Joyce, Dr M Strong, Mr A White and Mr R Wright.

### **1. Election of Chairman**

(Mr Wyndham Northam in the Chair).

Upon the motion of Mr Cox, seconded by Mr Morse and supported by Dr Boswell and Mr Nobbs, it was

**RESOLVED** (unanimously)

That Mrs Shelagh Gurney be elected Chairman of the County Council for the ensuing year.

Mrs Gurney, having made the statutory declaration of acceptance of office, thanked the Council for the honour conferred upon her and thereupon formally took the Chair.

### **2. Minutes of the previous meeting**

The minutes of the meeting held on 27 April 2009 were confirmed as a correct record and signed by the Chairman.

### **3. Election of Vice-Chairman**

Upon the motion of Mr Cox, seconded by Mr Morse and supported by Dr Boswell and Mr Nobbs, it was

**RESOLVED** (unanimously)

That Mr Tony Tomkinson be appointed Vice-Chairman of the County Council for the ensuing year.

Mr Tomkinson made the statutory declaration of acceptance of office and received his badge from the Chairman.

### **4. Vote of Thanks to the Outgoing Chairman**

Mr Cox moved a vote of thanks to the outgoing Chairman, Mr Wyndham Northam, and thanked him for his hard work and dedication and for all that he had done for Norfolk County Council during his year of office.

In seconding the motion, Mr Morse also paid tribute to Mr Northam, as did Dr Boswell and Mr Nobbs.

The motion having been carried unanimously, it was:

## **RESOLVED:**

That this Council place on record their grateful thanks to Mr Wyndham Northam, for his services to the people of Norfolk as Chairman of the County Council, and for being an excellent ambassador for the Council.

Thanks were also extended to The Chairman's wife Sylvia, who had been so supportive.

The Chairman presented Mr Northam with an illuminated address and passed on her personal thanks.

Mr Northam, responding to the resolution of thanks, thanked the previous speakers for their kind words and said that it had been an honour and privilege to represent the people of Norfolk and the Members of the Council during the past year. Mr Northam paid tribute to his wife, Sylvia, for her unfailing help and support during his year of office. Mr Northam said he had been proud to serve in an Administration which had done such a superb job over the last 8 years.

During his year in office Mr Northam had attended 212 events including visits to Air, Sea and Army Cadet Force Units throughout the County. Highlights of his year had included the Chairman's Summer Reception held at the Sainsbury Centre, the Great at 80 Event, the Battle of Britain Commemorative event and Citizenship ceremonies, which he encouraged all Members to attend.

Mr Northam thanked Susan Farrell and the Democratic Support team, especially Catherine Wilkinson, Chairman's Officer, for their help throughout the year. He also thanked David White the Chief Executive, Joanna Hannam the Head of Communications and Customer Service, Paul Tacon the Catering Manager, Chief Officers, especially Richard Elliott the Chief Fire Officer and Director of Community Protection, Greg Insull, Assistant Head of Democratic Services, Victoria McNeill, Head of Law and Monitoring Officer. Mr Northam offered special thanks to Shaun Murphy for his support as Vice Chairman.

## **5. Chairman's Announcements**

The Chairman extended a welcome to all members, particularly those elected to the Council for the first time.

Members were reminded that they must sign the Members' declarations of acceptance of office and agreement to observe the code of conduct prior to acting as a County Councillor.

Members were also reminded that the return of Members' election expenses forms must, by law, be returned by no later than 9 July to the Members' Support Officer at County Hall.

Members were invited to attend an introductory briefing by the Chief Executive at the end of the formal business this morning and following lunch, they were invited to attend an induction session regarding the Council's Overview and Scrutiny arrangements.

## **6. Declarations of Interest**

There were no declarations of interest.

## **7. Election of Leader of the County Council**

The Chairman invited nominations for Leader of the Council.

Mr Nunn nominated Mr Cox and Mr Plant seconded the nomination.

**RESOLVED:** to appoint Mr Daniel Cox as Leader of the Council.

In thanking Members for electing him as Leader, Mr Cox welcomed all new Members to the County Council, an authority recently rated four star by the Audit Commission.

As well as looking forward to working with his Cabinet Colleagues, Mr Cox said he also looked forward to a constructive and positive working relationship with colleagues who lead the other parties, Paul Morse, Andrew Boswell and George Nobbs. Over the coming few weeks, he planned to meet all County Councillors in a particular district area on an area by area basis, to listen to the issues and concerns raised which Members wanted the Cabinet to address.

Mr Cox paid tribute to those many experienced Councillors who had retired or lost their seats, especially Shaun Murphy the former Leader, Deputy Leader and Cabinet Member for Cultural Services, Sue Whitaker, Leader of the Labour Group and Chris Hull, previous Convenor of the Green Party.

Mr Cox said that all the shared ambitions for Norfolk could only be delivered with and through others, so stronger partnerships, effective and strong local relationships, shared or joint services and more innovative, responsive ways of commissioning were non negotiable parts of the agenda for local government leadership.

Mr Cox said that the authority would work with partners in the public, private and third sectors to help Norfolk be the place in which it could fulfil its ambitions and aspirations. The Council had a long record on strong financial management and value for money, good public services, excellent staff and a strong reputation for delivery and it was intended to continue to raise the performance of the Council overall to ensure it is better equipped to lead, innovate and deliver major change. Mr Cox wanted to see a sleeker, fitter, more streamlined authority, a Council that was in tune with the heartbeats of all its many communities and he wanted the ethos and culture of the Council to reflect this. There was an ambitious agenda for change which the Council was determined to see through which would allow the authority to deliver improvements that people wanted and could afford.

Mr Morse, Dr Boswell and Mr Nobbs all offered their congratulations to Mr Cox on his election as Leader of the County Council.

## **8. Present Political Structures of Norfolk County Council**

8.1 Mr Cox moved the report and proposed the following amendments to the current committee arrangements to increase to 17, the membership of each of the following committees:

- The Cabinet Scrutiny Committee
- The Planning (Regulatory) Committee
- The Economic Development and Cultural Services Overview and Scrutiny Panel

There were a number of small committees that previously had a balance of 3 Conservative, 1 Labour and 1 Liberal Democrat and their constitution specified that it would include named members of the two main opposition groups. Under the new balance requirements, these committees would become 4 Conservative and 1 Liberal Democrat and it had therefore been necessary to delete this specification. Therefore, Mr Cox proposed:

- a) To amend the composition of the Personnel Committee so that it became:-  
5 Members of the Council, to include:
  - The Leader and Deputy Leader of the Council
  - At least one other Cabinet Member
  - The Leader of the majority opposition group
- b) To amend the composition of the Pensions Committee so that it became:-  
5 Members of the Council, to include:
  - The Leader and Deputy Leader of the Council
  - At least one other Cabinet Member
- c) To amend the composition of the Emergency Committee so that it became:-  
5 Members of the Council, to include:
  - The Leader and Deputy Leader of the Council
  - The Cabinet Member for Fire and Community Protection

**RESOLVED:** To approve the above amendments to the current committee arrangements and the political structures of Norfolk County Council.

8.2 Mr Cox introduced the new members of the Cabinet:

Adult Social Services – Mr D Harwood  
Children's Services – Mrs S Hutson  
Corporate & Commercial Services – Mr A Williams  
Cultural Services and also Deputy Leader – Mr D Murphy  
Economic Development – Mr B Iles  
Environment & Waste – Mr I Monson  
Fire & Community Protection – Mr H Humphrey  
Performance & Partnerships – Mrs J Chamberlin  
Planning & Transportation – Mr A Gunson



**9. Proportional Allocation of Seats on Committees**

Mr Cox moved the report.

**RESOLVED:** To approve the proportional allocation of seats on Committees.

**10. Appointments to Committees/Panels for the Ensuing Year**

Mr Cox moved the report which was tabled at the meeting and proposed the following amendments:

Cabinet Scrutiny Committee –  
Replace Brian Long and Roger Smith with Phillip Duigan and Bill Borrett.

Planning (Regulatory) Committee –  
Replace Steven Dorrington with Ann Steward.

**RESOLVED:** With the above amendments to approve the report.

**11. Cabinet Recommendations – 5 May 2009**

Mr Cox moved the recommendations from the above report.

**2008-09 Finance Monitoring Report, paragraph 1**

Mr Little asked how confident the Council was with the Government's Credit Guarantee Scheme and whether this scheme guaranteed the entire investment. Further, he asked whether the Council could be satisfied that 'particularly at risk' UK banks would be sufficiently highlighted within the new system. In response, Mr Williams, Cabinet Member for Corporate and Commercial Services, said that the Council had to have full confidence in this scheme as it is backed by the Government. Mr Cox said that as long as the British Government and the Bank of England continued to exist there was no risk to the Council's investment as they are the ultimate guarantors of this Scheme.

Mr Morse asked whether the Council was comfortable with the advice received from Butlers, the Council's Treasury Management Advisers. In response, Mr Cox said that whilst the Cabinet was comfortable with the information received, the need to strengthen treasury management had been recognized and therefore the Treasury Management Panel had been set up. This Panel was currently awaiting information from the liquidators on how much of their investments the authority could expect to see returned.

**RESOLVED:** To approve the expanded definition of an 'eligible institution', as set out in the Cabinet report, for inclusion within the Annual Investment and Treasury Management Strategy for 2009-10.

## **Programme of Meetings 2010, paragraph 2**

**RESOLVED:** To approve the Norfolk County Council 2010 programme of meetings.

### **12. Report of the Cabinet Committee Meeting held on 5 May 2009**

#### **Overview and Scrutiny Panel Issues, paragraph 1.1**

Mr Bearman asked how the additional funding for 16 – 18 year olds to attend Sixth Forms and Colleges in September would be allocated and whether this funding would disadvantage smaller Sixth Forms.

Mr Scutter asked how and when Sixth Forms and Colleges would receive this additional funding and he voiced concern that procedures might not be in place to support students who wished to take advantage of this additional funding and said the allocation of this funding needed to be planned throughout the County.

In response, Mrs Hutson, Cabinet Member for Children's Services, said that she had raised this question with the Director of Children's Services who had assured her that smaller Sixth Forms would not be disadvantaged. Mrs Hutson said that she would provide a briefing on how the additional funding would be allocated.

#### **Overview and Scrutiny Panel Issues, paragraph 1.4**

Mr Callaby asked about the retention of the flood sirens and whether these could be retained under the Sustainable Communities Act. Further, he asked whether the Cabinet was happy with the ability of the Council to address a Swine Flu pandemic. Mr Humphrey, Cabinet Member for Fire & Community Protection, said the Sustainable Communities Act raised the possibility of the sirens being retained and this issue was also being considered by local MPs and emergency services. With reference to the pandemic, Mr Humphrey said that the Council had thorough business continuity processes in place to deal with this.

#### **Building Schools for the Future, paragraph 8**

Dr Boswell asked about the composition of the BSF Project Board. In response, Mr Cox said that he would look at the governance arrangements and bring recommendations to the Group Leaders.

#### **Report of the Cabinet Scrutiny Committee Working Group on Monitoring Corporate Improvement Themes, paragraph 13**

Mr Morse said that effective scrutiny reflected well on all Members and he asked whether Mr Cox could be confident in the scrutiny function, given that the political balance of the Council had changed dramatically. Further, he asked whether the scrutiny function would still support the progress that the Council wished to make. In response, Mr Cox said that scrutiny provided a challenge and helped to enable the Council to raise performance. Scrutiny was cross-party and the major opposition group leader would chair the

Cabinet Scrutiny Committee. Whilst there may be times when the Cabinet was unable to agree scrutiny recommendations, scrutiny was valued.

**Report of the Cabinet Scrutiny Committee Working Group on Child Poverty in Norfolk, paragraph 14**

Mr Bearman asked when the recommendations contained within the Child Poverty in Norfolk report were likely to be implemented and whether free lunches for some children would be put in place for this summer holiday period. In response, Mr Cox said that the Cabinet had agreed to publish a response within two months, indicating what, if any, action it proposed to take.

Mr Little said that in the recently released Child Poverty Action Group manifesto, child poverty was very much linked to levels of social and economic inequality. He asked whether there was focus on the part of the County Council to work with district councils to ensure that growth planned under the current Greater Norwich Development Partnership (GNDP) agenda would be of sufficient benefit to existing areas of deprivation and the families that live there. In response, Mr Cox said that the GNDP must look at the impacts of growth on the wider community; the GNDP had sought to look at the wider benefits of economic growth for Norwich and the surrounding areas.

**RESOLVED:** to note the report.

**13. Report of the Cabinet Scrutiny Committee Meeting held on 19 May 2009**

**RESOLVED:** to note the report.

**14. Report of the Norfolk Health Overview and Scrutiny Committee Meeting held on 21 May 2009**

**RESOLVED:** to note the report.

**15. Report of the Standards Committee meeting held on 23 April 2009**

**RESOLVED:** to note the report.

**16. Planning (Regulatory) Committee meeting held on 24 April 2009**

**RESOLVED:** to note the report.

**17. Planning (Regulatory) Committee meeting held on 22 May 2009**

**RESOLVED:** to note the report.

**18. Audit Committee meeting held on 23 April 2009**

**RESOLVED:** to note the report.

**19. Norfolk Records Committee held on 1 May 2009**

**RESOLVED:** to note the report.

**20. Motion by Mr W Nunn**

Mr Nunn moved, seconded Mr J Dobson, the suspension of Council Procedure Rule 10.1, in accordance with Rule 11p of the Council Procedure Rules.

**RESOLVED:** with 50 votes in favour, 15 against, 1 abstention and 4 non-votes, to suspend Council Procedure Rule 10.1, in accordance with Rule 11p of the Council Procedure Rules.

Mr Nunn then moved the following motion, which was seconded by Mr Dobson:

“Further to the Council’s resolution of 15<sup>th</sup> September 2008, I propose:

- a) That this Council, consistent with its motion of 15<sup>th</sup> September 2008, writes urgently to the Boundary Committee to make formal representation in favour of the two tier system of local government for Norfolk, and in so doing expressly removes its endorsement for any model of unitary government for the County;
- b) That this Council, consistent with its motion of 15<sup>th</sup> September 2008, conducts a Mori poll to provide the people of Norfolk the chance to express their views and that such Mori poll be conducted prior to the Secretary of State’s decision;
- c) That a budget of £40,000 be agreed to allow a Mori poll to be undertaken;
- d) That this Council joins the ‘Keep Norfolk Local’ campaign and publicly supports and promotes the two tier structure of local government within the county;
- e) That this Council, consistent with the Council’s resolution of 15<sup>th</sup> September 2008, actively promotes the joint working already begun between existing authorities and that a Member Group is established to oversee this work;
- f) That this Council tasks its communications staff to promote actively and urgently the above in all forms of media in Norfolk;
- g) That this Council prepares work with other local authorities in Norfolk to support a Judicial Review.”

In response, the Chairman said that this motion related to the Local Government Review in Norfolk. The matters raised in it were executive matters which would normally stand referred to Cabinet.

The Chairman had taken advice from the Monitoring Officer and had discretion to permit this motion to be dealt with at this meeting if she considered it convenient and conducive to the despatch of business. This discretion was under Rule 10.6 of the Council Procedure Rules in Appendix 9 of the Constitution.

However, for two reasons the Chairman did not agree to it being dealt with today:

- First, it was the annual meeting of the Council which was predominantly a civic function. It was not Council practice to debate complex and substantive issues at the annual meeting.
- Second, the Monitoring Officer had advised the Chairman that a number of members would have a prejudicial interest in relation to this debate. As this motion had been brought forward without notice there had not been an opportunity for members to ask the Standards Committee for a dispensation should they wish to do so.

This was the Chairman's ruling on this motion and was final, in accordance with Rule 22 of the Council Procedure Rules.

The Chairman asked the Chief Executive to advise on how to seek the Standards Committee's dispensation and convene a special Full Council meeting to debate this motion at short notice.

In response, the Chief Executive said that he recognised that it was important for members of the new Council to debate this promptly and therefore a meeting of the Standards Committee should be called as soon as possible to enable dispensation to be sought and then to call a Full Council meeting to take place on 6 July.

**RESOLVED:** The Standards Committee be requested to call a meeting as soon as possible to give dispensation for the above motion, thus enabling the matter to be discussed at Full Council on 6 July 2009.

The meeting concluded at 12.40pm.

## CHAIRMAN



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<p><b>RECOMMENDATIONS FROM THE CABINET MEETING HELD ON 23 JUNE 2009</b></p>
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**1. Changes to the Financial Regulations**

- 1.1 The Cabinet has received a report which updated the Financial Regulations of the County Council and invited the Cabinet to propose any amendments or additions prior to the Council's consideration.

**1.2 RESOLVED TO RECOMMEND TO COUNCIL -**

That it approves the changes to the Financial Regulations, as set out the Cabinet report.

**Note by Head of Democratic Services**

**All members have previously received a copy of this report at Item 9 of the Cabinet agenda papers for the meeting on 23 June 2009. Please bring this report with you to the meeting.**

<p><b>RECOMMENDATIONS FROM THE CABINET MEETING HELD ON 13 July 2009</b></p>
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**1. Treasury Management 2008-2009 Annual Report**

- 1.1 The Cabinet received a report (Item 8), which provided information on the Treasury Management activities of the County Council for the period 1 April 2008 to 31 March 2009.

**1.2 RESOLVED TO RECOMMEND TO COUNCIL –**

That the Treasury Management 2008-09 Annual Report be approved.

**Note by Head of Democratic Services**

**All members have previously received a copy of this report at Item 8 of the Cabinet agenda papers for the meeting on 13 July 2009. Please bring this report with you to the meeting.**

**REPORT OF THE CABINET MEETING  
HELD ON 23 June 2009**

**1. Public Questions**

- 1.1 Mr Martin asked whether Norfolk County Council proposed to publish on its website details of the Register of Members Interests and Gifts and Hospitality (following the lead of Norwich City Council) and details of all Members Allowances paid. In reply, the Chairman stated that he had given this commitment, as Leader of the Council, prior to the election and it was being actioned. He confirmed that the County Council will publish monthly the allowances paid to each Member in specific categories such as travel, subsistence etc., alongside a general explanatory note about the Member Allowance scheme which sets out the general level of allowances, including special responsibility allowances. The County Council will also publish allowances claimed by Chief Officers on a monthly basis, which would begin on 26 June 2009. The Chairman also confirmed that the Register of Members' Interests together with the Register of Gifts and Hospitality was available for inspection at County Hall during office hours. The Standards Committee had asked the Monitoring Officer to consider publishing these registers on the website and it would receive a report on this subject at its next meeting on the 14th October 2009.

**2. Overview and Scrutiny Panel Issues**

- 2.1 There were no Cabinet Member comments, owing to the fact that Overview and Scrutiny Panels had not met since the June 2009 elections.

**3. Integrated Performance and Finance Monitoring Report – Year End 2008/09**

- 3.1 The Cabinet has agreed that:
- 1) The May Gurney offer (to forego £100,000 of its share of surplus from the highways resurfacing programme as a goodwill gesture, on the basis that the County Council committed its share of £280,000 to increase its allocation for surfacing) be accepted; the surfacing programme be increased by £380,000 and the budget pressure of £125,000 within the highways revenue budget be funded by using part of the 2008-09 underspend from General Balances.



- 2) It should ask all Overview and Scrutiny Panels to continue to monitor all performance indicators in the Corporate Improvement Plan and identify any action required.
- 3) It should ask the Corporate Affairs Overview and Scrutiny Panel to consider detailed analysis of sickness absence to establish whether any action could be taken to reduce the average number of working days lost.

#### **4. Strategy for Special Educational needs (SEN): Complex Needs Schools and Change of Designation – Statutory Public Notice**

##### **4.1 The Cabinet has agreed that:**

- 1) Local Authorities and / or other proposers had taken account of the initial considerations and all the key factors in their planning and commissioning in order to meet the requirement to demonstrate that the reorganisation or new provision was likely to result in improvement to SEN provision.
- 2) The proposal to implement the change of designation as part of the statutory proposal process within the 9 identified Special Schools to Complex Needs Schools should be commenced.

#### **5. Earlham High School: Outcome off Public Notice Procedure**

- ##### **5.1**
- The Cabinet has agreed the closure of Earlham High School with effect from the end of August 2009, to take effect only if, by 31 July 2009, an agreement had been made under section 482 (1) of the Education Act 1996 for the establishment of an Academy to replace Earlham High School.

#### **6. Thetford Forum: Funding Issues**

- ##### **6.1**
- The Cabinet has agreed to underwrite the development funding up to a maximum of £400,000 subject to the Memorandum of Understanding appended to the Cabinet report.

#### **7. Norfolk County Council's Commissioning Framework**

##### **7.1** The Cabinet has agreed to:

- 1) Confirm Norfolk County Council's Commissioning Framework, as set out in the Cabinet report.
- 2) Strengthen the County Council's approach to commissioning, as set out in the Cabinet report.

#### **8. Exemptions to Standing Orders: Learning Difficulties Pooled Fund**

- 8.1 The Cabinet has noted that two exemptions to standing orders had been granted for services relating to the Learning Difficulties Pooled Fund.

9. **Designation of a Lead Member for Children's Services**

- 9.1 The Cabinet has agreed to designate the Cabinet Member for Children's Services as Lead Member for Children's Services.

10. **Appointments to Committees (Standing Item)**

- 10.1 The Cabinet has agreed to:

- 1) Approve the allocation and the appointments, as set out in the Cabinet report.
- 2) Increase the number of places on the Public Finance Initiative Board and Capital Priorities Group to five, to provide an additional Conservative Group place on each.
- 3) Delegate to the Chief Executive, in consultation with the Group Leaders, the authority to approve appointments to remaining vacancies.

**CHAIRMAN  
DANIEL COX**

**REPORT OF THE CABINET MEETING  
HELD ON 13 July 2009**

**1. Public Questions**

- 1.1 Mr Songer asked the Council justify the expenditure of the £2.5 million spent to date by it on Contract A, as Ian Monson's statement in the Eastern Daily Press, dated 2 July 2009 (that despite dropping plans for Contract A the authority would still meet landfill targets) suggested that Contract A was not even required.

In reply, the Cabinet Member explained that Contract A had not been managed in isolation and the experiences and knowledge gained here had had a direct influence on other parts of the process - notably the early success of the Waste PFI in securing up to £169m support for Norfolk. It was a massive disappointment to consider abandoning something the County Council had worked very hard to deliver. But nonetheless it was an endorsement of the phased approach the Authority adopted, and also underlined the flexibility of its approach, that it have been able to identify alternative and new proposals, both medium and long term measures, that it could take to continue to meet its landfill allowances and mitigate the effect of not going ahead with an alternative proposal that just did not represent value for money anymore.

Mr Songer commented that the main reasons given for the abandonment of Contract A (bank lending rates and the weaker pound) had been relevant for some period of time. He asked whether the decision to abandon Contract A could have been made 12 months ago in order to limit exposure by the Council.

In reply, the Cabinet Member explained that the effects of the economic climate extended beyond bank lending rates and exchange rate effects to include things such as funders' views on risk and the cost of sub-contractors as well. While the current financial crisis may have started last year its full effect had taken time to develop. Its total and combined impact had only become apparent recently when the County Council was provided with the full cost of the solution based on the very latest information. This was despite the fact that the County Council had worked extremely hard with Sustainable Resource Management (SRM) Ltd over many months to mitigate or accommodate the impacts as they occurred.

- 1.2 Ms Parkhouse commented that with regard to the proposed and recommended abandonment of Contract A, the summary submitted to

the Overview and Scrutiny Panel last Wednesday and to today's Cabinet, stated "Contract A is becoming increasingly more expensive - the cost of borrowing from banks, the prices of technology providers and engineering sub-contractors across the sector, foreign exchange rates and landfill tax have all had an adverse effect on the waste sector" and so on. This was undeniably the case but as these factors were likely to remain with us for some considerable time, if not indefinitely, surely it could not make sense for the Council to look ahead to a hugely costly PFI contract with anything other than misgivings. The Government's use of PFI to keep capital spending off the national debt is soon to be reversed by new international accountancy laws and councils as well as Government will have to admit to their huge hidden debts. She went on to comment that because of the long fixed term contracts, PFI was a bad financing system when legislative and public requirements were likely to change over the 25-35 year period involved. She asked "Would now not be the time to avoid paying £100 a tonne regardless of whether we have the future waste to treat or not and invest in smaller, local, flexible, modular and greener technologies, and break out of the vice which is PFI and massive waste treatment plants which favour the waste management industry at the expense of the taxpayer?"

In reply, the Cabinet Member explained that the Waste PFI process already had the endorsement of both Defra and the Treasury, who had both agreed to provide up to £169m to support the PFI. This approval represented a major achievement and was a significant boost for any project. The additional money would go a long way to making it more affordable for the Authority and consequently the PFI was something we could look forward to positively.

Waste services in Norfolk were provided by facilities of all sorts of different scales and the residual waste services the County Council was seeking to procure would just be a part of that overall picture. The County Council had not predetermined how these residual waste services have to be provided, either in terms of size or the technology of plants. It may well get proposals that used smaller or modular approaches and it would judge all the proposals on their merits. And that included their environmental performance - for instance the carbon footprint of the proposals. However, it was fair to say that when the County Council looked at facilities that generated more recyclables or energy there were undoubtedly some merits to the economies of scale that came to the fore - but it would judge proposals in the round and not just be led by one, or a only few, considerations.

Ms Parkhouse commented that she hoped millions more pounds would not be spent on another contract which could become unviable.

The Cabinet Member reiterated that the County Council would be looking to use smaller facilities around the county but it would also need to use large-scale processes to meet targets and avoid fines in the long term.

## **2. Local Member Issues/Member Questions**

- 2.1 Richard Bearman, Local Member for Mancroft Division, welcomed the support provided by the council for Credit Unions. He asked why this was restricted to one Credit Union (Norfolk Credit Union) when there were 7 across the county and at least 3 in Norwich currently providing services to the local community, yet none of these were being given such favourable support?

In reply, the Cabinet Member explained that while there were indeed 7 other Credit Unions in Norfolk, all of these had specific and locally focussed Common Bonds. Norfolk Credit Union, which was recently highlighted as an example of best practice by the Commission for Rural Communities, was the only one which had a county-wide common bond. It was able to deliver services to any and all of Norfolk's residents. It had an excellent track record in delivering other major initiatives such as the Gateway Savings Scheme for low income savers; Housing Association Loan schemes and Rental Advance Schemes and it was the large area focus that had enabled this. The intervention the County Council was proposing was also designed to be delivered county-wide. The County Council believed that only Norfolk Credit Union had the capacity and capability to deliver what was a highly complex initiative on a county-wide basis and it would be extremely time consuming and impractical to extend the common bonds of the other Credit Unions to enable them to deliver a county-wide initiative.

Mr Bearman added that he was concerned that the County Council might be pursuing an aggressive competitive agenda with regards the establishment of a Credit Union Current Account (CUCA) for Norfolk. He asked the County Council to think carefully about whether supporting small, local Credit Unions would be a better approach.

The Chairman explained that the County Council valued the work of other Credit Unions in the county. However, in minimising financial exclusion in the most effective way, through the CUCA, it had considered the Norfolk Credit Union was best placed to deliver this on a county-wide basis.

- 2.2 Mervyn Scutter, Local Member for Eaton Division, asked the Cabinet Member for Children's Services to advise in respect of the Children's Services team for the Central Area: a) which posts had been vacant at any time since the start of the financial year b) for how long and c) in percentage terms what was the greatest vacancy position for frontline workers in the central area in the last financial year d) the total financial saving this had given the Authority?

In reply, the Cabinet Member explained:

In response to parts a) and b) of the question the following posts have been vacant since the start of the financial year:

- The Duty Team had been fully staffed
- The Locality 6 Safeguarding Team had 1 assistant team manager and 2 social worker vacancies since April 2009. All posts had been appointed to, the assistant team manager (an internal promotion) would commence her new role on 20 July, commencement dates were awaited for the social workers (August/September). In addition 1 social worker and 1 family support worker had been on maternity leave since June 2009.
- The Locality 7 Safeguarding Team had 1 team manager, 1 assistant team manager, 1 advanced practitioner, 1 social worker and 2 family support worker vacancies since April 2009 and 1 social worker vacancy since June 2009. All posts had been appointed to, the team manager would take up her post in late August and commencement dates were awaited for the other posts. In addition there was a part time social worker who had been on maternity leave since September 2008.
- The Locality 8 Safeguarding Team had 1 advanced practitioner, 3 social worker and 1 family support worker vacancies since April 2009. Most posts had been appointed to, the advanced practitioner would take up her post on 20 July (an internal promotion) and commencement dates were awaited for other posts. There was also 1 advanced practitioner in the team who has been on maternity leave since September 2008 and 1 social worker who had been on maternity leave since June 2009. The County Council was about to recruit for 1 social worker and 1 family support worker for this team and to fill new vacancies occurring as staff moved into promoted posts.
- The Norfolk and Norwich University Hospital Assessment Team had 1 advanced practitioner vacancy since May '09, a part time social worker vacancy since June '09 and 1 family support worker vacancy since April '09. The advanced practitioner and social worker posts had both been appointed to and would take up their posts in the next few weeks. The assistant team manager had been absent due to ill health since April 2009.
- Currently the County Council had 2 agency social workers working with teams to cover staff shortages. It had been unable to recruit other agency staff with child protection experience.

In response to part c) of the question, the greatest vacancy position for frontline social workers in the last financial year was 60% from April to August 2008. A successful recruitment campaign took the team up to 85% occupancy by the beginning of October. To support the teams over that difficult period some agency cover was provided and staff from other Children's Services teams provided some emergency cover. More agency cover would have been provided had it been available over that period.

In response to part d) of the question, the saving made was £80,680. This was a relatively small saving given the percentage of vacancies

because agency staff cost considerably more than directly employed social workers, the average agency rate being about £35/hour.

Mr Scutter asked whether the staffing budget for the Children's Services Team in the Central Area was currently paying for 100% occupancy. He also asked whether the County Council was confident that children's safety had not been jeopardised with frontline social worker teams operating at 60%.

The Cabinet Member agreed to provide Mr Scutter with budget figures and assured him that cover had been maintained during periods when there had been significant staff shortages. Children's safety had not been put at risk.

- 2.3 Marie Strong, Local Member for Wells Division, asked for an assurance that this Administration would stand by its manifesto regarding the flood sirens.

In reply, the Cabinet Member explained that the County Council had considered the issue of flood sirens and had tried over the last two years to get the Environment Agency and indeed the Police to review their position on the use of sirens in the flood evacuation system. When this seemed not to be successful the County Council had written to MPs asking for their support for the continued use of flood sirens. The Conservative Manifesto written earlier in the year had reflected that position. Much effort had been made over the years and the matter would again be considered by the Fire and Community Protection Overview and Scrutiny Panel tomorrow (14 July). The County Council would not take any further action until the outcome of that meeting was known.

- 2.4 Andrew Boswell, Local Member for Nelson Division, asked for the total cost to the Council in processing the motion put to Council on 15 June from Councillor William Nunn. He asked for a breakdown of the costs (both time and money) in terms of officer time, councillor time, any legal and consultancy costs, and any other costs, in arranging the special Standards Committee meeting and the aborted Council meeting that was due to take place on 6 July 2009.

In reply, the Chairman explained that in general terms officers did not record time in a way that would be necessary to give an accurate answer to the question. In addition there was no record of Members' time expended on this and therefore it is not possible to give even an estimate of costs incurred by Members. Some time would have been recorded by officers in Legal Services - this would be analysed at the end of the month.

Dr Boswell commented that the County Council was under financial pressure and that he felt public money had been misused. He asked the Leader to ensure this would not happen again.

The Chairman commented that there was a price for democracy and that he should not prescribe when Members should or should not bring forward a motion. The County Council had a duty to respond to matters that the Government brought forward and it would continue to respond in an appropriate manner to the Local Government Review.

- 2.5 The Chairman reported that Tim East, Local Member for Costessey Division, had asked a series of questions and, as he was not present at the meeting, a written response would be provided.

### **3. Overview and Scrutiny Panel Issues**

- 3.1 The Cabinet Member for Environment and Waste reported that the Planning, Transportation, Environment and Waste (PTEW) Overview and Scrutiny Panel had received a progress report on the Hunstanton to Kelling Shoreline Management Plan. It had agreed to invite the Environment Agency to its September meeting to discuss the Plan in detail.
- 3.2 The Cabinet Member for Planning and Transportation reported that the PTEW Overview and Scrutiny Panel had discussed the Highway Asset Performance and had noted that there is currently insufficient investment in the asset to arrest the deterioration. Without additional investment the assets will continue to deteriorate and performance compared with other authorities is likely to decline. The Panel also received a report on local bus reliability and performance, which showed some improvement on the previous year.
- 3.3 The Cabinet Member for Corporate and Commercial Services reported that the Cabinet Scrutiny Committee had asked for a number of issues to be reported in relation to its pre-scrutiny of the Norse Group Accounts, which were as follows.
- The Norse Group pension deficit.
  - The consequences of Contract A being abandoned.
  - The incompatibility of items 3.4 and 3.6 of the Norse Group report, which should be made clearer.

The Cabinet Member for Corporate and Commercial Services also reported that the Norse Group was well aware of the effect that the possible loss of Contract A might have on the company.

### **4. State of the Economy - Update**

- 4.1 The Cabinet has noted progress and agreed:
- 1) To make a £150,000 grant from the Strategic Ambitions Reserve to Norfolk Credit Union to establish a county-wide Credit Union Current Account.



- 2) The principle of the County Council making loans to businesses through a third party and that the final decision to proceed with a suitable organisation should be delegated to the Leader and the Cabinet Member for Economic Development.

## 5. **Norse Group Annual Report 2008-09**

- 5.1 The Cabinet noted the report and has agreed the formation of the Shareholder Committee in accordance with the Terms of Reference set out at Appendix 1 of the Cabinet report.

## 6. **Corporate Property Asset Management Plan 2009-2012**

- 6.1 The Cabinet has agreed:

- 1) To endorse the updated Corporate Property Asset Management Plan.
- 2) That the County Council should adopt a corporate landlord approach to all property matters to drive forward the property rationalisation programme and reduce operating costs.
- 3) That all non-operational properties should be reviewed to establish whether NCC is achieving sufficient return, to justify continuing to hold asset. NPS should work with external agents to establish current market interest and capital values.
- 4) That a programme of rationalisation of operational properties should be considered to enhance integrated working and to reduce operating costs and maintenance liability.

## 7. **Norfolk Children and Young People's Plan 2009-2011**

- 7.1 The Cabinet has agreed:

- 1) To endorse the Children and Young People's Plan 2009-2011, subject to minor amendments to be agreed by the Cabinet Member for Children's Services.
- 2) To ensure that all other proposals presented to Cabinet in relation to services for children and young people are scrutinised against the priorities identified within the Children and Young People's Plan 2009-2011.

- 7.2 The Cabinet has **RESOLVED TO RECOMMEND TO COUNCIL**

- 1) That the Children and Young People's Plan 2009-2011 should be approved.

### **Note by Head of Democratic Services**

**The recommendation will be considered at the September 28 Council meeting.**

**8. Child Poverty: Response to Cabinet Scrutiny**

8.1 The Cabinet has agreed:

- 1) The draft response to the Cabinet Scrutiny Committee, subject to the following amendments:
  - Appointment of Member Champion for Child Poverty – the second sentence of the first paragraph should end “5 May 2009”.
  - Action Plan, 1: The Comments column should read “ An officer led group will consider the feasibility and costs of provision of this service and report back to the Children’s Services Overview and Scrutiny Panel.
- 2) The Cabinet also agreed to appoint Councillor Shelagh Hutson as Member Champion for Child Poverty.
- 3) That the response should be reported to the Cabinet Scrutiny Committee.

**9. Monitoring of Corporate Improvement Themes: Response to the Cabinet Scrutiny Committee**

9.1 The Cabinet has agreed:

- 1) The draft response to the Cabinet Scrutiny Committee.
- 2) That the response should be reported to the Cabinet Scrutiny Committee.

**10. The Norfolk Coast Area of Outstanding Natural Beauty (AONB) Management Plan**

10.1 The Cabinet has agreed to approve the adoption of the new 2009-2014 AONB Management Plan, as recommended by the Norfolk Coast Partnership Core Management Group.

**11. Procurement of Phase One of the Residual Waste Treatment Project – Contract A**

11.1 The Cabinet has agreed to abandon Contract A on the grounds of cost.

Details of the full discussion can be found in the minutes of the meeting.

**CHAIRMAN  
DANIEL COX**

**Report of the Cabinet Scrutiny Committee meeting held on  
7 July 2009**

**1. Election of Chair**

Mr P Morse was elected as Chair for the ensuing year.

**2. Election of Vice Chair**

Dr A Boswell was elected as Vice Chair for the ensuing year.

**3. Norse Group – pre-scrutiny of the final accounts**

- 3.1 In advance of discussing the report Mr Britch gave a presentation to Members and in response to questions following the presentation, Mr Britch advised that the Norse Group was not required to tender for all the work they undertake for the Council but there were safeguards around delivering value for money. It was suggested that if the Norse Group did not exist then different companies might be encouraged to submit tenders but this was refuted and Mr Britch gave the example that where there had been a problem concerning home to school transport bus service in Norfolk, the Norse Group had intervened to provide a service and this intervention had reduced the level of price increases. The Norse Group were very aware of current market rates and with the current financial downturn the Group had to compete in a very aggressive market.
- 3.2 Members received the suggested approach by the Scrutiny Support Manager, together with a report by Mr M Britch Managing Director, NPS Property Consultants Ltd and Managing Director of Norfolk County Services.
- 3.3 Members expressed concern about the Norse Group pension deficit and in response Mr Britch advised that this deficit had decreased in the last two months. Mr Britch said that the host authority would retain the pension liability for joint ventures but most pension liabilities were for staff previously employed by Norfolk County Council and if the liability did not remain with the Norse Group then it would return to the Council. The Norse Group were currently considering other pension options. Mr Britch said that the Norse Group were paying higher employer contributions so that the Group's pension deficit would be cleared in fifteen years and this should give reassurance with regard to the management of the pension deficit.
- 3.4 There would be an impact on the Norse Group if the Council decided to abandon Contract A and consideration would have to be given to some sort of restructuring of NEWS due to this loss. Mr Williams said that the loss of Contract A would be disappointing but there would be other opportunities coming through.
- 3.5 Members had some difficulty in reconciling the figures at items 3.4 and 3.6 of the report and they were advised that item 3.6 gave an indication of one-off adjustments that had to be made. Item 3.3 of the Report showed actual charges to the accounts whereas item 3.6 showed notional charges.

- 3.6 It was suggested that the membership of the Norse Member/Officer Shareholder Committee needed to be amended to represent the new composition of the Council. Some concern was expressed that the membership did not reflect the proportionality of the new Council and it was suggested that the Cabinet should therefore consider adjusting the membership. The Chair stressed it was not a decision making Group and clarified that the membership had been proposed pre-election and the proposition had been confirmed post-election at the Overarching Group. The proposed membership reflected the fact that members of all parties had stated that they felt divorced from the Norse Group. The membership would give members from all political groups an understanding of what was going on within the Norse Group and enable those appointed to act as a conduit back to their groups.
- 3.7 The Committee agreed that the following concerns should be referred to the Cabinet for consideration:
- The Norse Group pension deficit.
  - The consequences of Contract A being abandoned.
  - The incompatibility of items 3.4 and 3.6 of the report, which should be made clearer.
- 3.8 The Committee agreed that the Chairman should relay Members' comments and concerns about the membership of the Norse Member/Officer Shareholder Committee, as recorded in the minutes, to the Leader.

#### **4. To appoint a member and substitute to the Norfolk County Strategic Partnership Joint Scrutiny Panel**

- 4.1 The Head of Democratic Services presented the report and advised members that in 2008, in partnership with the District Councils, it had been agreed to establish a Joint Scrutiny Panel to review and scrutinise the performance of the Norfolk County Strategic Partnership (NCSP). Members were advised that the NCSP was the responsible body for delivering Norfolk Ambition, the County's sustainable community strategy) and also the Norfolk Local Area Agreement. Members received the terms of reference and membership.
- 4.2 The Committee agreed that Mr John Dobson should be appointed as member and Mr Paul Wells as substitute member to represent the Council on the Norfolk County Strategic Partnership Joint Scrutiny Panel for the ensuing municipal year.

#### **5. Supporting people in difficult economic times**

- 5.1 Members received a briefing note on the progress of Cabinet Scrutiny Committee's recommendations.
- 5.2 The Committee agreed that they wished to receive a twice yearly update report; the first report to be received at the 7 December meeting.

#### **6. Cabinet Scrutiny Committee Business Report**

- 6.1 The Committee received the report which outlined the background to previously agreed scrutiny topics to provide new members with the information needed to ensure that they could develop their own forward work programme.

- 6.2 The Committee agreed that they wished to hold a meeting with MEPs in the autumn and that well in advance of the meeting Group Leads should meet to agree the format for that meeting.
- 6.3 The Committee agreed that they did not wish to a meeting with MPs at the present time but that they wished to revisit this early in 2010 to ascertain whether it would be beneficial to invite new MPs to attend a meeting in September 2010.
- 6.4 The Committee agreed that in the light of the establishment of the NCSP Joint Scrutiny Panel there was no longer a need for the NCSP Member Reference Group to continue.

Details of the full discussion can be found in the minutes of the meeting.

**Mr Paul Morse**  
**Chair, Cabinet Scrutiny Committee**

**Report of the Standards Committee  
Meeting of 2 July 2009**

1. **Consideration of a Request from Members for a Dispensation**
- 1.1 The Committee considered a request from Members of the County Council for a dispensation from the rule in the Members' Code of Conduct which prevents them from debating and voting when they have a prejudicial interest in the matter in hand. The debate was to be on a motion, scheduled to come to a special meeting of the County Council, on 6 July 2009.
- 1.2 After listening to the representations made by each of the Groups, the Committee decided that the dispensation be granted, however, it urged Members to go into the debate with an open mind.

MRS JACQUELINE MIDDLETON

CHAIRMAN

STANDARDS COMMITTEE

**Report of the Audit Committee Meeting  
Held on 29 June 2009**

**1. Election of Chairman**

Mr R Smith was elected as Chairman of the Audit Committee for the ensuing year. In his opening remarks the Chairman said that his challenge to the Committee was to make its business understandable to all Members of the Council and to demonstrate the impact of its work.

**2. Election of Vice Chairman**

Mr G Plant was elected as Vice Chairman of the Audit Committee for the ensuing year.

**3. The Annual Report of the Audit Committee**

- 3.1 The Committee received the report from the Head of Finance which summarised the work of the Audit Committee for the year ended March 2009, confirmed that its function was consistent with best practice and demonstrated the impact of its work.
- 3.2 Members requested that reference should be made in future reports to reflect the approach to governance in arrangements in which the County Council was involved (including partnerships and subsidiary companies).
- 3.3 Members requested that Risk Management training be offered to Members.
- 3.4 Members noted that the Committee:
  - is independent of the executive function and corporate scrutiny function;
  - has terms of reference that are consistent with CIPFA's guidance and best practice;
  - provides effective challenge across the Council and independent assurance on the risk management framework and associated internal control environment to members and the public;
  - can demonstrate the impact of its work.

**4. Revised Anti-Fraud and Corruption Strategy 2009**

- 4.1 The Committee received the report by the Head of Law and Head of Finance which presented the updated and revised Anti-Fraud and Corruption Strategy for consideration.
- 4.2 The Committee noted that a report on the effectiveness of the strategy, based on the measures set out in the strategy, would be reported to the Audit Committee annually.
- 4.3 The Committee agreed that the Anti-Fraud and Corruption policies should cover:
  - Employees
  - Members

- Contractors, suppliers and their employees
- Partners; and
- The County Council

4.4 With the amendment, the Committee agreed to endorse the revised Anti-Fraud and Corruption Strategy for approval by the Council, and in particular the arrangements for publicity and training.

## **5. Monitoring Officer Annual Report 2009**

- 5.1 The Committee received the Monitoring Officer's Annual report which summarised the key work carried out in 2008-09 and provided assurance that the organisation's control environment, in the areas which were the responsibility of the Monitoring Officer, was adequate and effective. This annual report supported the assurance statements included in the Annual Governance Statement.
- 5.2 The Committee noted the Monitoring Officer's Annual Report for 2008-09 and in particular, the report's three key messages.

## **6. Norfolk Audit Services (NAS) Quarterly Report for the Quarter ended 31 March 2009**

- 6.1 The Committee received the report by the Head of Finance, which summarised the results of recent work by NAS, gave an overall opinion on the adequacy and effectiveness of risk management and internal control within the County Council and reassurance that, where improvements were required, remedial action had been taken by the Chief Officers.
- 6.2 The Committee noted that the overall opinion on the adequacy and effectiveness of risk management and internal control was 'adequate' and that the results of the feedback were positive.

## **7. Norfolk Audit Services (NAS) Internal Audit Annual Report 2008-09**

- 7.1 The Head of Finance and the Chief Internal Auditor presented the report which summarised the Internal Audit Report for 2008-09 and the key messages it contained, in accordance with relevant regulations.
- 7.2 The Committee noted:
- the NAS Annual Report for 2008-09 and the key message that, based on the Chief Internal Auditor's Annual Internal Audit Report, including an analysis of the audit work carried out and reports issued, the Committee could be assured that the adequacy and effectiveness of internal control and risk management during 2008-09 was acceptable.
  - the systems of internal audit were adequate and effective during 2008-09 for the purposes of the Accounts and Audit Regulations 2003 (as amended), and
  - the work of NAS for the year and the assurance provided assisted the Committee to reasonably assess the risk that the Financial Statements were not materially mis-stated due to fraud.



**8. Risk Management**

- 8.1 The Committee received and considered the report by the Head of Finance which provided information concerning the approach on managing risk across the authority, the main risks facing the authority and an illustration of the spread of risk across the authority.
- 8.2 The Committee agreed to defer the appointment of a Member Risk Champion until Members have a better understanding of the subject and the role of such an appointment. This item would therefore be included on the agenda for the next Audit Committee meeting.

**9. Annual Governance Statement 2008-09 and the Review of the Effectiveness of the Governance Framework including the system of Internal Control**

- 9.1 The Committee received the report by the Head of Finance, which introduced the proposed Annual Governance Statement for 2008-09. The Governance Statement provided assurance that the organisation's governance framework, including the system of internal control, was adequate and effective.
- 9.2 The Committee noted:
- the requirements for an Annual Governance Statement and supported the annual review;
  - the Council's Code of Corporate Governance had been reviewed by the Monitoring Officer and was considered adequate;
  - that the governance arrangements for 2008-09 were considered to be adequate and effective;
  - that based on the evidence provided and reviewed, the key controls were complete, accurate and current;
  - that Chief Officers recognised the 'corporate ownership' of its governance requirements and they were comfortable with the review approach as set out in the report; and
  - that the Annual Governance Statement was incorporated into the Annual Statement of Accounts.

**10. Annual Statement of Accounts 2008-2009**

- 10.1 The Committee received and considered the report, which detailed the final accounts of Norfolk County Council for 2008-2009. Members were informed that the final position for all departments as reported to Cabinet on 23 June 2009 was a net underspend of £0.459m and the Council had net assets of £340.935m.
- 10.2 The Chairman advised Members that this Statement of Accounts would go forward to the Audit Commission for detailed examination in July.
- 10.3 Mr Little and Mr Smith had both attended an induction meeting with the Head of Finance concerning the accounts and they wished to put on record their thanks for a very informative and helpful meeting explaining the detail in the accounts.

- 10.4 The Head of Finance and Members wished to put on record their thanks to everyone involved in producing the Annual Statement of Accounts.
- 10.5 The Committee noted the County Council's position on the Icelandic Banks and the need to ensure that financial provision is made for any potential losses on the investments. The impact of property valuations and the pension scheme liability was also discussed.
- 10.6 The Committee requested that the Chief Internal Auditor undertakes an internal audit of the Member Allowance Scheme to ensure that the scheme is sufficiently well defined to avoid misinterpretation and to report back to the Committee as soon as possible.
- 10.7 The Committee approved the County Council's Statement of Accounts for 2008-09 prior to external audit.

**11. Audit Committee Work Programme**

- 11.1 The Audit Committee future Work Programme for 2009/10 was received and noted.

Details of the full discussion can be found in the minutes of the meeting.

**Mr R Smith**  
**CHAIRMAN**

**Report of the Personnel Committee Meeting  
held on 22 June 2009**

**1. Modern Reward Strategy – Project Update**

- 1.1 The Committee has considered and approved the contents of a report, containing exempt information, by the Head of Human Resources and Organisational Development (HR & OD) and agreed the exempt recommendations as set out in the report.
- 1.2 Since the meeting, certain information has been put into the public domain arising from the decisions taken by the Personnel Committee . In particular, the Committee agreed to remain open to UNISON re-entering negotiations, whilst noting that the for the good of the whole organisation Council must plan to take the MRS proposal forward to implementation .
- 1.3 The Committee agreed that the Head of HR & OD be given authority to proceed with consultation and negotiation with the trade unions on individual agreement to accept MRS by all employees, including serving a formal notice to the Department of Business Enterprise and Regulatory Reform (now changed to the Department for Business, Innovation and Skills). It was also noted that officers would continue to inform the Personnel Committee of progress and, at the end of the individual consultation period, that a report would be brought back to the Personnel Committee to consider next steps.

**Daniel Cox**  
**Chairman**  
**Personnel Committee**

**Report of the Meeting of the  
Norfolk Health Overview and Scrutiny Committee  
Held on 9 July 2009**

**1 Election of Chairman and Vice-Chairman**

- 1.1 The Committee elected Mr Michael Carttiss (Norfolk County Council) as Chairman and Mr John Bracey (Broadland District Council) as Vice-Chairman.

**2 Medicines Shortage**

- 2.1 The Committee considered as urgent business the issue of a shortage of certain medicines across the UK. This had arisen because of the steep fall of the Pound against the Euro, which had encouraged so-called "parallel traders" to buy medicines in bulk in Britain at lower cost for export to Europe for resale at a higher price. It was noted that these medicines were available in the UK but the manufacturers were restricting the supply and the medicines had become much more difficult for pharmacists to source. This was a national situation over which local NHS bodies had no control. The Department of Health was aware of the issue and local pharmacists had raised it with local MPs. The Committee agreed to write to the Chairman of the Health Select Committee at the House of Commons to bring the subject to his attention and ask if the Select Committee could look at the issues.

**3 NHS Norfolk's Strategic Plan 2009-2014**

- 3.1 The Committee received a presentation by Julie Garbutt, Chief Executive, NHS Norfolk, about NHS Norfolk's strategic plan for 2009-2014. The plan set out the overall intent and ambition of NHS Norfolk which was expected to be extremely challenging and requiring the combined collaborative skills of all the NHS partners, including Adult Social Services. In reply to Members' questions about how NHS Norfolk intended to achieve its targets, Julie Garbutt said that Year 1 of the strategy was about addressing local health inequalities, providing more community based services and improving access to services. She acknowledged that no additional money was expected from 2011/12 and yet there was expected to be an increasing older population, new drugs and treatments and more demand for specialist services. She said that NHS Norfolk would be prepared to examine the options for providing mobile health services for those living in outlying rural areas who were unable to travel to market towns.
- 3.2 Harold Bodmer, Director of Adult Social Services, spoke about how Adult Social Services and NHS Norfolk were working together to prevent delayed transfers of care from acute hospitals, by enabling timely transfer of care to community hospitals, social care and other facilities. It was pointed out that both organisations were working together to assess the need for social care

placements and social care community based services. The Committee considered it important that the strategic plan fitted in with other NHS and Adult Social Services strategies and those of the independent sector. In so doing, Members recognised that for many people the fact that NHS services were mainly free and Adult Social Services were means tested was an important consideration.

#### **4 Older People's Mental Health Services – Consultation on a New Model for Day Treatment Provision for Central Norfolk**

4.1 Norfolk and Waveney Mental Health NHS Foundation Trust (NWMH NHS FT) is consulting the Committee about a new model for day treatment provision in central Norfolk for older people. In hearing from NWMH NHS FT, NHS Norfolk, Norfolk LINK and the Alzheimer's Society representatives, the Committee noted the following:

- NWMH NHS FT was due to report to the Committee in November 2009 on overall progress in designing and developing a service for dementia, including day treatment services and progress with providing a Dementia Intensive Care Unit.
- The proposals included the re-provision of staff and service users at the Octagon Day Hospital, Hellesdon, to the Julian Day Hospital.
- The Julian Day Hospital was currently operating at 50% of capacity.
- In recent months, the Octagon Day Hospital had operated at 35% occupancy and with four members of staff.
- It would be logistically possible for existing patients at the Julian and the Octagon to attend the Julian Day Hospital on different days. This would involve the Julian Day Hospital being used by patients from the Octagon for a maximum of three days a week.
- By freeing up staff time, day treatment staff could provide increased outreach support to people across Norfolk at home, in day centres and residential homes.
- The proposals involved greater focus on supporting service users and carers at home in familiar environments.
- There was a danger that providing support in a home setting could lead to service users and their carers being even more isolated.
- The issue of respite care was a key part of the National Dementia Strategy (improved help for carers). It was important for carers not to lose out on the respite time allowed to them through visiting the Octagon.
- Those people attending the Octagon should not receive a reduction in the provision of care they receive.
- It was important to have equitable provision and access to day treatment

across rural parts of Norfolk.

- 4.2 The Committee was satisfied with the consultation and had no reason to disapprove of NWMH NHS FT's proposals to transfer the Octagon Day Hospital from the Hellesdon site to the Julian Hospital site and to set up an outreach service for dementia patients. NWMH NHS FT was asked to report back to the Committee in November 2009 on the effects of the transfer (including the issue of treatment in a secure setting) and on the success of the dementia day treatment outreach service established as a result.

## **5 The Intermediate Care Implementation Monitoring Group**

- 5.1 The Committee received a progress report from the Intermediate Care Implementation Monitoring Group set up in March 2008 to monitor the implementation of changes to intermediate care services in central Norfolk, which was agreed by NHS Norfolk's Board in July 2007. The Monitoring Group was required to report to every third meeting of the Committee and the Committee received its second report.
- 5.2 The Committee also received presentations from NHS Norfolk and clinicians on new stroke care services (acute and rehabilitative) that included the following key points:
- The NHS Norfolk vision was for an integrated Stroke and Transient Ischaemic Attack (TIA) service that provided rapid access to high quality specialist care, at the appropriate time and in the appropriate location.
  - 24/7 Thrombolysis had been in place since 1 June 2009. Since 1 June 2009 a Stroke Alert Nurse had assessed 142 patients with an average response time for all patients of 17 minutes.
  - There had been an improvement in Multi-Disciplinary Assessment and Treatment (16 new staff had been appointed).
  - The new initiatives included:
    - Seven day working – 7.30am to 9.30pm
    - Patient information packs and education sessions
    - Data collection
    - Service-wide competencies and specialist stroke training
    - Follow-up service – six month follow-up by a Stroke Care Co-ordinator
    - High quality specialist rehabilitation provided in patients' own home/communities, in order to obtain maximum rehabilitation potential.
  - In January 2010 there would be an In-Patient Rehab 24 bed Unit based at Norwich Community Hospital.
  - Approximately 45 new staff were due to be recruited including an additional Consultant and Clinical Psychologist for the stroke service.
  - The average front door to needle time was 60 minutes.

5.3 The Committee also received a presentation about the position at the Queen Elizabeth Hospital, King's Lynn. During the presentation and the ensuing discussion, the following key points were made:

- There were 64 calls for potential thrombolysis between April and June 2009.
- A total of six patients had been thrombolysed in ten weeks.
- Average door to needle time was 50 minutes.
- 50% of clinical strokes were admitted directly to the Stroke Unit.
- In June 2009, the Integrated Rehabilitation Service began delivery of physiotherapy and occupational therapy in the community services that were available to all new stroke patients.
- The final phase of transfer of existing patients to the Integrated Rehabilitation Service was being planned for August and September 2009.
- The Queen Elizabeth Hospital, King's Lynn, was working in partnership with NHS Norfolk.
- The Queen Elizabeth Hospital was working to promote services with local GPs to improve awareness/referral times.
- Staff recruitment was ongoing.
- A further strategy included rapid access to TIA services.

5.4 The Committee noted the information contained in the presentation and welcomed the introduction of the new stroke services.

## **6 Appointment of Members to Joint Committees, Working Groups and Formal Link Roles**

6.1 Members of the Committee agreed to notify Maureen Orr, the Scrutiny Support Officer for Health, which vacancies they were interested in and for the Chairman to assess the appointments overall.

## **7 Great Yarmouth and Waveney Joint Health Scrutiny Committee with Suffolk County Council**

7.1 The Committee agreed to defer to their next meeting consideration of the future working of the Great Yarmouth and Waveney Joint Health Scrutiny Committee with Suffolk County Council. In the meantime, the Joint Committee, which has met on four occasions in the past year, will continue with its existing terms of reference. Its next meeting has been provisionally arranged for 30 July 2009.

**Mr Michael Carttiss**  
**CHAIRMAN**

**REPORT OF THE PLANNING (REGULATORY) COMMITTEE MEETING  
HELD ON 3 JULY 2009**

**1. Election of Chairman**

- 1.1 Mr Rogers was elected Chairman for the ensuing year.

**2. Election of Vice-Chairman**

- 2.1 Mr Shrimplin was elected Vice-Chairman for the ensuing year.

**3. Minerals and Waste Applications referred to Committee for Determination**

- 3.1 **C/5/2008/5015: Construction of an engineered and contained landfill for the disposal of non-hazardous and inert waste, a materials recovery facility and advance landscaping scheme to allow continued operations in an extension to the existing Attlebridge Landfill Site, Reepham Road, Attlebridge**

- 3.2 It had come to light that there were several anomalies in the report that needed to be clarified. It was agreed with Legal Services that these anomalies be clarified prior to consideration of the application. It was therefore agreed not to consider the application at this meeting but to consider it in the immediate future.

**4. Developments by the County Council**

- 4.1 **Y/2/2009/7007: Diss: Alterations to Training Centre to form a new Conference Centre**

- 4.2 The Director of Environment, Transport and Development was authorised to grant planning permission subject to conditions including:
- Three year time limit within which the development must be commenced;
  - Development was built in accordance with approved plans.

**5. C/7/2008/7033: Erection of a Welfare Facilities Building, Morningthorpe Recycling Centre, Mill Lane, Morningthorpe**

- 5.1 The Director was authorised to issue a decision notice granting planning permission, subject to conditions giving a three year time limit within which the permission should be implemented and that the



development was carried out in accordance with the approved plans and limiting the hours of operation.

**John Rogers**

**Chairman  
Planning (Regulatory) Committee**

**Report of the Meeting of the  
Norfolk Joint Museums and Archaeology Committee  
held on 26 June 2009**

**1 Election of Chairman and Vice-Chairman**

- 1.1 The Joint Committee elected Mr Stuart Dunn as Chairman (Norfolk County Council) and Mr John Bracey (Broadland District Council) as Vice-Chairman for the ensuing year.

**2 Norfolk Joint Museums and Archaeology Committee Annual Governance Statement 2008/09 and the Review of Effectiveness of the Governance Framework including the System of Internal Control**

- 2.1 The Joint Committee agreed a Governance Statement that provided an assurance the NMAS Governance Framework was adequate and effective. Based on the evidence provided and reviewed, the key controls were complete, accurate and current. The Joint Committee approved the Annual Governance Statement for signing by the Chairman and the Director of Corporate Affairs and Cultural Services.

**3 Norfolk Audit Services Annual Report 2008/09 on the Norfolk Joint Museums and Archaeology Committee**

- 3.1 The Joint Committee received an Annual Report which summarised the Internal Audit work carried out in 2008/09, reported on the Internal Auditor's performance, provided assurance that financial, non-financial controls and risk management arrangements that existed were adequate and effective and provided details of the relevant sections of the 2009/10 Internal Audit Plan. The Joint Committee also noted the content of the 2009/10 Audit Plan for the Norfolk Audit Services Annual Plan.

**4 2008/09 Final Accounts**

- 4.1 The Joint Committee approved its Statement of Accounts for 2008/09. The Statement of Accounts will now be submitted to the District Auditor for auditing. Subject to satisfactory progress on the audit of the accounts, any changes to the accounts together with the District Auditor's Annual Governance report will be reported to the next meeting of the Joint Committee.

## **5 Industrial Archaeology in Norfolk**

- 5.1 The Joint Committee received a report and a PowerPoint presentation that asked Members to review “A Policy for Industrial Archaeology in Norfolk”, last considered by the Norfolk Archaeological Services Advisory Committee in October 2000 and agreed by the Joint Committee in November 2000. The presentation explained the links between NMAS and some of the most important industrial archaeological sites in Norfolk. It also explained how the NMAS worked closely with the County and District Councils, and other partners, to ensure appropriate investigation, recording and preservation of industrial monuments.
- 5.2 The Joint Committee approved the revised policy document.

## **6 Performance and Budget Out-turn Report 2008/09**

- 6.1 The Joint Committee received a report that set out the performance and budget out-turn for 2008/09, together with an early view of progress with the 2009/10 budget.
- 6.2 The Joint Committee noted the NMAS projected revenue and capital out-turns of 2008/09 and progress with reserves and provisions. The Joint Committee also noted progress with service plans and level of performance reported.
- 6.3 During discussion, the Joint Committee noted that the Mammal Gallery at Norwich Castle Museum was being re-displayed, and due to reopen to the public in January 2010. Members also noted that the Bird Gallery at Norwich Castle Museum was closed to the public until the end of July 2009, as part of a programme of pest control for the Natural History and Social History Collections.

## **7 Audit of the Statement of Accounts 2006-07 and 2007-08**

- 7.1 The Joint Committee received a report that detailed key issues identified during the audit of the 2006-07 Statements of Accounts and the 2007-08 Statement of Accounts by the Audit Commission. The Joint Committee noted the report and that issues identified in both Annual Governance reports had been addressed within the 2008/09 Annual Governance Statement.

## **8 Annual Review of Visitor Performance**

- 8.1 The Joint Committee received a report that analysed the number of visits made by members of the public to NMAS Museums for the financial year 2008/09.
- 8.2 The following key points were made in the meeting:
- Overall, NMAS attendance figures for 2008/09 were very positive, although they had shown a decline in August due to a prolonged spell of bad weather.
  - Norwich Castle Museum remained the most visited heritage attraction of its kind in the eastern region. Its success had an enormous impact on the overall visitor numbers for the NMAS.

- Increases in visitor attendances were often a direct result of investment in museum buildings, services and re-displays. Attendance figures could tail-off after several years if investment in new displays was not maintained.
- Norfolk Property Consultants Ltd continued to undertake maintenance work at Carrow House Costume and Textile Study Centre, Norwich, which currently provided limited access for the general public. The Joint Committee asked that Norfolk Property Consultants Ltd be invited to present a report to the next meeting about maintenance work on the building, and about the NMAS maintenance programme generally.
- Cromer Museum has completed the display of a collection of photographs by North Norfolk photographer Olive Edis, taken between 1905 and 1955.
- The NMAS worked closely with English Heritage and the National Trust to jointly promote heritage attractions.
- The museums pass was operated by the NMAS and targeted at people who lived in Norfolk. One out of five visitors to Gressenhall Rural Life Museum had used a museums pass, and its popularity was increasing. The public could renew or purchase new museum passes by use of a Direct Debit facility, whereby subscriptions were paid automatically from the bank.
- The NMAS was working with others to attract visitors to Norwich during the Olympic Games in 2012.

## **9 Norfolk Museums and Archaeology Service and the Planned Population Growth in the East of England**

- 9.1 The Joint Committee received a report and a PowerPoint presentation that gave an overview of how the NMAS supported planned development in Norfolk through archaeological activity and the Growing Communities programme led by NMAS for the East of England.
- 9.2 The NMAS contributed to the growth process in Thetford, Norwich and King's Lynn by developing regional museum partnerships. The NMAS was participating in two case studies, one at Thetford and another at Queen's Hill, Costessey. The Norwich case study involved working with Queens' Hill Primary School to develop a sense of identity and community for those moving to a new home at this location.

## **10 The Renaissance in the Regions Business Plan 2009-11**

- 10.1 The Joint Committee received a report and a PowerPoint presentation on the current Renaissance programme that provided a summary of the 2009-2011 Business Plan.
- 10.2 The key Renaissance Business Plan priorities were audience development and community engagement, collections development and use, sustainability, and workforce and organisational development. Following on from the successful national 2 day conference on Museums and Sustainability held at the Castle Museum in 2008, a second follow-up conference was planned for June 2010.

- 10.3 The Renaissance programme included the NMAS working with hard to reach groups such as teenagers, disadvantaged groups and young offenders. For example, the NMAS worked in partnership with the Norfolk Youth Offending team to provide an opportunity for young offenders to learn and develop their personal potential.
- 10.4 The NMAS was planning an exit strategy in case the Renaissance programme came to an end in 2011, so as to preserve key elements of the scheme.

## **11 The Hidden Histories: Discovering Disability Programme**

- 11.1 The Joint Committee asked to receive a presentation at its next meeting about the “Hidden Histories: Discovering Disability programme”, which identified whether museum objects had any connection with disability, e.g. owned by or made by people with a disability, or objects to aid people with a disability.

**Mr Stuart Dunn**  
**Chairman**

## **Report of the Norfolk Records Committee Meeting held on 26 June 2009**

### **1. Election of Chairman and Vice-Chairman**

- 1.1 Mr Murphy was elected as Chairman and Mrs Nockolds (King's Lynn and West Norfolk Borough Council) as Vice-Chairman of the Norfolk Records Committee for 2009-2010.

### **2. Accounts Approval and Urgent Business Sub-Committee**

- 2.1 The following four Members were appointed to service on the Accounts Approval and Urgent Business Sub-Committee for 2009-10:
- Mr Murphy (Norfolk County Council)
  - Mr Rockcliffe (Norfolk County Council)
  - Mr Duigan (Breckland District Council)
  - Mrs Nockolds (King's Lynn and West Norfolk Borough Council)

### **3. Norfolk Audit Services: Annual Report 2008/09 on the Norfolk Records Committee**

- 3.1 The report by the Chief Internal Auditor was received. The report introduced the Annual Report which summarised the internal audit work carried out in 2008-09, reported on Internal Audit's performance, provided assurance that financial, non-financial controls and risk management arrangements existed and were effective, and provided details of the relevant sections of the 2009-10 internal audit plan.
- 3.2 The Committee resolved to note the contents of the report.

### **4. Norfolk Records Committee: Annual Governance Statement 2008-09 and the Review of the Effectiveness of the Governance Framework Including the System of Internal Control**

- 4.1 The report by the Chief Internal Auditor was received. The report introduced the proposed Annual Governance Statement 2008-09 and provided assurance that the organisation's governance framework, including the system of internal control, was adequate and effective.
- 4.2 The Committee resolved to approve the Annual Governance Statement and to note the contents of the report.

### **5. 2008-2009 Final Accounts**

- 5.1 The report by the Head of Finance was received. The report detailed the final accounts of the Norfolk Records Committee for 2008-09.
- 5.2 The Committee resolved to approve the Joint Committee's Statement of Accounts for 2008-09.

## **6. Audit of the Statement of Accounts 2007-08**

- 6.1 The report by the Head of Finance was received. The report detailed key issues identified during the audit of 2007-08 Statements of Accounts by the Audit Commission.
- 6.2 It was noted that there were no new issues arising from the audit, but only one issue remained outstanding from the 2006-07 audit. This was that there was no signed formal agreement between the County Council and the District Councils regarding the joint arrangements of the Norfolk Records Committee.
- 6.3 With the impending announcement on Local Government Review, it was proposed to wait until a final decision was known before requesting Legal Services to draw up a formal agreement to satisfy this requirement.
- 6.4 The Committee resolved to note the report, to note the comments in the 2007-08 Annual Governance Report, and to endorse the proposed actions with regards to the completion of a signed formal agreement.

## **7. Norfolk Record Office Budget Report 2008/09**

- 7.1 The report by the County Archivist was received. The report provided the Committee with a service plan and budget out-turn report for the Norfolk Record Office (NRO) for 2008/09 together with an early view of progress with the 2009/10 budget. It was noted that the NRO's revenue budget achieved a break-even budget position for 2008/09, even in a pressing financial year, although Reserves and Provisions were used as planned.
- 7.2 The Committee resolved to note the NRO's revenue budget and reserves and provision out-turn positions for 2008/09, and to note progress with the service plan during 2008/09.

## **8. Archives for the 21<sup>st</sup> Century: Consultation Draft**

- 8.1 The report by the County Archivist was received. The report summarised the consultation paper on archives issued recently by HM Government and asked Members to comment on it.
- 8.2 The Committee commented on the report and resolved to note its contents.

**Derrick Murphy, Chairman**



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**Report of the Norwich Highways Agency Committee  
Meeting Held on 25 June 2009**

**1. Public Question**

**1.1 Road Signs to the Rangers House on Gurney Road, Mousehold Heath**

1.2 It was asked if permission could be given to place two brown historical road signs pointing to the Rangers House on Gurney Road Mousehold Heath. It was reported that it would be necessary to investigate whether this request met the Department for Transport's criteria for historical road signs.

1.3 The Transportation Manager would be asked to investigate this request.

**2. Norwich Park and Ride Fare Changes**

2.1 Members supported the introduction of a scheme which provided concessionary fares for older people but there was concern that the changes could encourage single occupancy of vehicles.

2.2 Some Members considered that this was 'regressive' and it was suggested that the fares at the Norwich Airport Park and Ride should remain the same and act as a control for the other Park and Ride sites to test the impact of the changes already implemented at other sites. It was pointed out that the Airport Park and Ride was an anomaly in that it was the only site within the Norwich Highways Agency area and because of the agreement decisions were determined by this Committee rather than the County Council.

2.3 It was reported that the new fares had been implemented at the other Park and Ride sites on 8 June 2009 and there had been no reduction in usage reported. The cost for season tickets for car sharers remained at the same level and a family ticket was cheaper. It was not possible to accept concessionary bus passes at Norwich Airport Park and Ride whilst the 'pay to park' system was still in operation.

2.4 It was agreed to:-

- amend the charges for parking at the Airport Park & Ride site from those specified in the report attached to the agenda;



- make all necessary changes to the wording of the Norwich City Council ((Norwich Airport Park and Ride) Traffic Regulation Order 2003 to enable a change in the fare structure from pay per vehicle to pay per person and make any other necessary changes to introduce matters specified in the report attached to the agenda;
- request the Norwich City Council to advertise and introduce these changes to the Norwich City Council (Norwich Airport Park and Ride) Traffic Regulation Order 2003 in accordance with Sections 32 and 35 of the Road Traffic Regulation Act 1984.

### **3. BLUE BADGE CHARGES AT OFF-STREET SURFACE CAR PARKS**

#### **3.1 It was agreed to:-**

- approve the revised blue badge fees and charges for City Council surface car parks as set out in the report on the agenda;
- authorise the revised blue badge charges to take effect from 17 August 2009 for Chantry, Chapelfield East, Magdalen Street, Pottergate and Rouen Road car parks;
- delegate authority to the Head of Asset and City Management to introduce the revised blue badge charges for Barn Road, Colegate, Exeter Street, St Crispins, Westwick Street, Rose Lane, St Helens Wharf, Monastery Court and Queens Road, car parks as set out in the report on the agenda, when sufficient capital funds are available and works are carried out to install DDA compliant payment machines;
- authorise the Head of Legal and Democratic Services to undertake the necessary statutory procedures to introduce the new fees and charges, by means of a Notice of Variation under Section 35C of the Road Traffic Regulation Act 1984.

### **4. ANNUAL REPORT OF THE NORWICH CITY AGENCY 2008/2009**

#### **4.1 It was agreed to note the Annual Report of the Norwich City Agency 2008/2009.**

### **5. NORFOLK AUDIT SERVICES AND NORWICH CITY COUNCIL AUDIT AND CONSULTANCY SERVICES JOINT ANNUAL REPORT 2008/2009 ON THE NORWICH HIGHWAYS AGENCY JOINT COMMITTEE**

#### **5.1 It was agreed to note:-**

- the Internal Audit Annual Report for 2008/2009 and the key message that:-

‘based on an analysis of the audit work carried out and reports issued, Internal Audit can assure Committee that, the adequacy

and effectiveness of internal control and risk management during 2008/2009 was acceptable’;

- the systems of internal audit were adequate and effective during 2008/2009 for the purpose of the latest regulations;
- the content of the 2009/10 audit plan from the Internal Audit Annual Report; and,
- internal audit work continues to evolve to cover all areas of risk as well as traditional financial audit. Audit planning is partly based upon risk assessments and therefore internal audit is auditing higher risk areas.

## **6. ANNUAL GOVERNANCE STATEMENT 2008/2009**

6.1 It was agreed to note:-

- the requirements for an annual governance statement (as set out in the report) and support the annual review;
- that the City Council’s Code of Corporate Governance has been reviewed and is considered adequate; and;
- that Chief Officers recognise the ‘corporate ownership’ of its governance requirements.

## **7. 2008/2009 FINAL ACCOUNTS**

7.1 The Committee was advised that there was an issue regarding the presentation of the figures which had not been fully resolved. It would therefore be necessary for a further report to the Committee to advise members of these figures at the same time as the final report from the Audit Commission. No significant changes were anticipated but there was a need to ensure consistency.

7.2 It was agreed to approve the Joint Committee’s accounts for 2008/2009.

## **8. CIVITAS PROJECT 2005/2009**

8.1 Following a presentation Members considered that the legacy of the project had brought huge benefits to Norwich where sustainable transport issues were embedded. Members noted that there had been total transparency in the use of the European funding and that Norwich Measures, such as travel plans, were being rolled out to other towns and cities.

8.2 It was agreed to ask the officers to arrange a joint press statement on the success of the CIVITAS project and its legacy to Norwich as a sustainable transport centre.

## **9. LOCAL BUS SERVICE RELIABILITY AND PERFORMANCE**

- 9.1 It was noted that bus companies with contracts with the County Council were now required to ensure that engines were switched off if a vehicle was stationary for more than two minutes.
- 9.2 The report was noted.

**Tony Adams**

**Chairman**

**Norwich Highways Agency Committee**