

Council

Date: **Monday 13 May 2013**

Time: **10.00 a.m**

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

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Prayers

To Call the Roll

AGENDA

1. **To elect a Chairman for the ensuing year**

2. **Minutes**

To confirm the minutes of the meeting of the Council held on (Page)
25 March 2013

3. **To elect a Vice-Chairman for the ensuing year**

4. **Vote of thanks to the outgoing Chairman**

5. **To receive any announcements from the Chairman**

6 **Members to declare any interests**

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter. It is recommended that you declare that interest but it is not a legal requirement.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your

Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

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

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

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

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

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

8. **Notice of Motion**

Notice of the following motion has been given in accordance with Rule 9 of the Council Procedure Rules by Mr J. Dobson:-

“This new Council wishes to make good, as a matter of urgency, the democratic deficit on the part of the former Council in respect of the processes surrounding the decision to award a contract to Cory Wheelabrator for the procurement of a multi-burn incinerator at the Willows, King's Lynn. To this end the new Council now calls for an extraordinary, full Council meeting to be held within three weeks of the date of this motion, but after the date of the final submissions in the public inquiry ordered by the Secretary of State for Communities and Local Government into the award by the Council's Planning Committee of planning consent for the incinerator, solely to debate whether to proceed with procurement in its present form, or at all. As preparation for the debate officers are to prepare short, succinct reports (not available, or not made available at the time of the original Cabinet decision two years ago) covering the continuing need for such a large incinerator, given the dwindling amounts of solid, residual, household waste still forecast to require disposal by burning over the next 25 years; the public funding (including PFI) of the incinerator, given that substantially more of the waste needed to keep it running will comprise private

sector industrial and commercial waste from within and outside Norfolk's boundaries; the proximity principle, to take into account in particular the inadequacy of an important artery (A47) in the existing road network to support the additional HGV movement now forecast; deficiencies now apparent in the prior scrutiny of the environmental and health risks posed by the incinerator; challenges now made to the method officially used to calculate the carbon footprint of the incinerator. Reports are to address the major, identified discrepancies under these headings in the procurement processes carried out by the last Council and Cory Wheelabrator, as recently identified by objectors in the course of the public inquiry,"

9.	Proportional Allocation of Seats on Committees Report by Head of Democratic Services	(Page)
10.	Appointments to Committees/Panels for 2013/14 Report by Head of Democratic Services	Not available yet
11.	Appointments to Independent Remuneration Panel Report by Head of Democratic Services	(Page)
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	Cabinet (Questions to Cabinet Members) Meeting held on 8 April 2013	
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	Standards Committee Meeting held on 20 March 2013	(Page)
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Cabinet Scrutiny Committee

Meeting held on 19 March 2013

Meeting held on 24 April 2013

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Norfolk Health Overview and Scrutiny

Committee Meeting held on 11 April 2013

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Health and Wellbeing Board Meeting held on 17
April 2013

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Planning (Regulatory) Committee Meeting held on
12 April 2013

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Joint Committees

-Norwich Highways Agency Joint Committee of 21 March 2013

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-Joint Museums Committee meeting held on 26 April 2013

(Page)

-Records Committee meeting held on 26 April 2013

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15. **To answer Questions under Rule 8.3 of the Council
Procedure Rules**

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

Date Agenda Published: 2 May 2013

**For further details and general enquiries about this Agenda
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Norfolk County Council

Minutes of the Meeting Held on 25 March 2013

Present:

Adams, Tony	Long, Brian
Bearman, Richard	Mickleburgh, Jean
Borrett, Bill	Monson, Ian
Boswell, Andrew	Mooney, Joe
Bremner, Bert	Murphy, Janet
Brindle, Mike	Nobbs, George
Byrne, Alec	Parkinson-Hare, Rex
Carttiss, Michael	Perry-Warnes, Rex
Chamberlin, Jenny	Plant, Graham
Chapman-Allen, Marion	Proctor, Andrew
Chenery Of Horsbrugh, Michael	Rice, Paul
Clancy, Stuart	Rockcliffe, Richard
Clarke, Diana	Rogers, John
Collins, Bertie	Scutter, Mervyn
Cox, Hilary	Shaw, Nigel
Dixon, Nigel	Shrimplin, Jim
Dobson, John	Smith, Roger
Dorrington, Steve	Spratt, Beverley
Duigan, Phillip	Steward, Ann
East, Tim	Stone, Barry
Edwards, Richard	Strong, Marie
Garrod, Thomas	Thomas, Alison
Gurney, Shelagh	Toms, Jennifer
Hannah, Brian	Tomkinson, Tony
Hanton, Ronald	Virgo, Judith
Humphrey, Harry	Walker, Colleen
Hutson, Shelagh	Ward, John
Iles, Brian	Wells, Paul
Irving, Diana	Whitaker, Sue
Jordan, Cliff	White, Tony
Joyce, James	Wilby, Martin
Kemp, Alexandra	Williams, Tony
Kiddle-Morris, Mark	Wright, Tony
Langwade, Michael	
Leggett, Judy	
Little, Stephen	

Total present: 69

Apologies:

Apologies for absence were received from Mr P Morse, Mr M Hemsley, Mr G Jones, Mr D Murphy, Mr P Hardy, Mr I Mackie, Mr A Gunson, Mr D Callaby, Miss C Casimir, Mr D Harrison, Mr J Herbert, Mr W Nunn and Mr T Wright.

1 Minutes

- 1.1 The minutes of the meeting held on 18 February 2013 were agreed and signed as an accurate record of the meeting.
- 1.2 The minutes of the meeting held on 25 February 2013 were agreed and signed as an accurate record of the meeting.

2 Chairman's Announcements

- 2.1 The Chairman advised Members that sadly former Councillor and Cabinet Member Christopher Howe had passed away. Council stood for a few moments in Mr Howe's memory.
- 2.2 The Chairman advised that he continued to be active across the county and that he had circulated an email to all Members the previous day which described his public duties for the previous month. Amongst these he highlighted attending the Holocaust Memorial Day service at St Peter Mancroft, the West Norfolk Sports Award presentation ceremony in Kings Lynn, a meeting with Her Majesty the Queen at the Queen Elizabeth Hospital in Kings Lynn, a charity dinner held by the High Sherriff with his Royal Highness the Duke of Edinburgh and a reception for the first anniversary of the Military Covenant.
- 2.3 The Chairman announced that this was the last meeting that David White, the Chief Executive, would attend as he would retire on Friday 5 April 2013. The Chairman paid tribute to Mr White for all the hard work he had carried out on behalf of our Council since he joined in 2006 and thanked him for the considerable contribution he had made.

Mr White thanked Council for the kind words and for appointing him to the position and noted that he had enjoyed his time with the County Council and now called Norfolk home. He was pleased to leave the County Council in a strong place where staff were productive, motivated and engaged and worked closely with Members.

- 2.4 The Chairman also announced that County Archivist John Alban would retire from the County Council on 28 March 2013 after 16 years in post. The Chairman thanked Dr Alban for the outstanding achievements he had made during this period. Dr Alban told Members that he was humbled by their kind words and was proud of the legacy of the world class Archive Centre he would leave behind.
- 2.5 The Chairman noted that it would be the last full Council meeting that a lot of members would attend, due to the election being held on 2nd May 2013 and asked Group leaders if they would like to address Council:
- 2.6 Mr Borrett thanked Members for their time, effort and commitment over the past four years and noted that Members had done their collective best for the people of Norfolk.
- 2.7 Mr Brindle noted that this would be his last meeting and that he thanked the Chief

Executive and all officers and staff for their support. Mr Brindle thanked fellow Members for their support, rivalry and friendship.

2.8 Mr Bearman paid tribute to all Members who would not be seeking re-election and thanked Members for the time and effort over the past four years.

2.9 Mr Nobbs noted that the retiring Members from all parties would be missed and made special reference to Mr Collins.

3 Declarations of Interest

3.1 The following interests were declared:

- In relation to item 9, Mr Little confirmed that his wife was an employee of the Norfolk Museums Service
- Mrs Gurney advised that her son worked for Norse.

4 Questions to the Leader of the Council

The following questions and replies were noted:

4.1 Question from Mr Scutter:

Given the state of the Children's Services department in relation to both school performance and safeguarding the department must be facing its deepest crisis and greatest challenge since its inception. What steps would the Leader take to reverse this decline before it becomes established?

In response Mr Borrett responded that this was a key issue for the Council. Attainment figures needed to be higher across the board and this would be a main priority which he was personally committed to resolving. Regarding safeguarding, Mr Borrett, the Director of Children's Services and the Cabinet Member for Children's Services had met with representatives from the Department of Education to establish a programme to resolve the situation.

4.2 Question from Mr Bearman:

If Saddlebow was ruled against as the site of the waste incinerator, were any other sites in Norfolk being considered as an alternative?

The Leader replied that he believed it would be extremely unlikely that the project would continue at an alternate site; Saddlebow had been chosen, after a lot of research, because it was the most suitable site. With regard to private individuals who had made commercial waste recovery proposals, it would be for the planning system to decide whether this happened.

4.3 Question from Mr Nobbs:

It was stated in evidence at a recent Standards meeting that during April last year Mr Borrett was dissatisfied by the way the County Council had put forward its own case for building an incinerator at Saddlebow. What shortcomings was Mr Borrett concerned about and which department or Cabinet Member did you think was not performing effectively?

Mr Borrett responded that he did not think the County Council had made the case for an energy for waste plant in the past as well as it could have. A reasonable, rational

case had been made for the project which had not been fully understood. He was supportive of the officers who had handled the process as it had been a difficult issue.

4.4 Question from Mr Perry-Warnes:

In the Holt division only two schools had 20mph speed limits outside them. Would this limit be applied to any more schools in the area?

In response Mr Borrett replied that this was an important issue. Accident reduction schemes in Norfolk were amongst the most successful in the country and a huge improvement in accident reductions had already taken place. Some schools already had a 20mph speed limit outside them and the County Council were currently evaluating project results of the pilot scheme in order to consider taking this forward on a wider basis.

4.5 Question from Mr Brindle:

Could the Leader assure Members that there would be cross-party representation on the Children's Services Improvement Board, given the importance of the issue to Norfolk residents and Norfolk children.

Mr Borrett replied that the Improvement Board would be chaired by an external person and it would be up to that person to decide the make up the board. It was unlikely to be a cross-party board, but the Children's Services working group would continue to be cross party.

4.6 Question from Dr Boswell:

The Planning Inspector who examined the Community Infrastructure Levy has recommended that the Levy be significantly reduced; it was clear that on the reduced funding there would be insufficient money for infrastructure such as sewerage, public transport, schools etc alongside new homes. Would the Leader instigate a public consultation with the other GNDP councils on setting sustainable and affordable infrastructure priorities for Norwich?

The Leader replied that the question was based on an opinion rather than facts. The Community Infrastructure Levy may or may not be enough and he was happy to leave the process in place for the moment.

4.7 Question from Mrs Walker:

Which Cabinet Member oversaw the arrangements by which the Chief Executive would leave the County Council?

Mr Borrett responded that the Personnel Committee, which was a cross-party committee, oversaw all staff arrangements including this.

4.8 Question from Mr Ward:

My constituents in Sprowston were delighted with the grant from the Community Construction Fund towards their new community centre. Would the Leader agree that this was an excellent way to inject funds into the local economy, whilst creating jobs and new facilities for everyone to enjoy?

Mr Borrett replied that the County Council's Community Construction Fund had been a huge success and had made a fundamental difference to local communities.

4.9 **Question from Mr Joyce:**

Regarding safeguarding, would a one-off payment of £250,000 be enough to get safeguarding back to an adequate performance level in the long run?

Mr Borrett responded that this was not the only funding available; safeguarding had a substantial budget and this was a one-off additional payment to manage making the changes that were required within the department in order to ensure a consistent level of performance across the department. If further resources were required to address problems any required sums would be made available.

5 **Acting Managing Director**

5.1 Mr Borrett moved the recommendation within the report.

5.2 It was **RESOLVED** that Anne Gibson be designated as Acting Managing Director on a temporary basis from 6 April 2013 on a salary of £160,000 and that she exercise all the functions currently designated in the Constitution to the Chief Executive, as set out in Appendix 1 of the Council report, including the role of Head of Paid Service.

6 **Notice of Motion**

6.1 The following motion, proposed by Mrs Cox and seconded by Mr Garrod, was moved:

6.1.1 The Council notes the success and much-welcome news of the signing of contracts for the implementation of super-fast broadband across Norfolk by 2015.

However, a problem that is regularly faced in parts of large, rural areas like Norfolk is one of mobile phone network coverage.

Mobile phones have become an important and regularly used part of everyday life, integral as they are not just for many individuals but for professionals in frontline services from Police Officers and District Nurses, to carers and GPs.

It is disappointing that despite huge advancements in mobile phone technology, that there are some parts of Norfolk where it is not possible to get a mobile phone signal and where it may be difficult to reach professionals who are regularly on the move.

Therefore, Council **RESOLVES** to:

- ask the Cabinet to lobby the government and local MPs to prioritise combating Norfolk's "not-spots" and providing better mobile phone coverage across Norfolk

6.1.2 Mr Bremner proposed the following amendment to the motion, seconded by Mr Nobbs:

6.1.3 The Council notes the success and much-welcome news of the signing of contracts for the implementation of super-fast broadband across Norfolk by 2015.

However, a problem that is regularly faced in parts of large, rural areas like Norfolk is one of mobile phone network coverage.

Mobile phones have become an important and regularly used part of everyday life, integral as they are not just for many individuals but for professionals in frontline services from Police Officers and District Nurses, to carers and GPs.

It is disappointing that despite huge advancements in mobile phone technology, that there are some parts of Norfolk where it is not possible to get a mobile phone signal and where it may be difficult to reach professionals who are regularly on the move. *Whilst realising the importance of improving the mobile phone network we also recognise the importance of listening to the opinions of those residents affected by masts and the need for discreet siting of the masts and their associated boxes, away from village greens, war memorials and prominent positions such as urban verges.*

Therefore, Council **RESOLVES** to:

- ask the Cabinet to lobby the government and local MPs to prioritise combating Norfolk's "not-spots" and providing better mobile phone coverage across Norfolk, *recognising the need for local residents to have their opinions heard on the siting of masts and their associated cupboards.*

6.1.4 The amendment was accepted by the mover of the original motion and therefore became the substantive motion.

6.1.5 Dr Strong proposed the following amendment to the motion, seconded by Mr Brindle:

6.1.6 The Council notes the success and much-welcome news of the signing of contracts for the implementation of super-fast broadband across Norfolk by 2015.

However, a problem that is regularly faced in parts of large, rural areas like Norfolk is one of mobile phone network coverage.

Mobile phones have become an important and regularly used part of everyday life, integral as they are not just for many individuals but for professionals in frontline services from Police Officers and District Nurses, to carers and GPs.

It is disappointing that despite huge advancements in mobile phone technology, that there are some parts of Norfolk where it is not possible to get a mobile phone signal and where it may be difficult to reach professionals who are regularly on the move. Whilst realising the importance of improving the mobile phone network we also recognise the importance of listening to the opinions of those residents affected by masts and the need for discreet siting of the masts and their associated boxes, away from village greens, war memorials and prominent positions such as urban verges.

Therefore, Council **RESOLVES** to:

- ask the Cabinet to lobby the government and local MPs to prioritise ~~combating Norfolk's "not-spots" and providing better~~ adequate mobile phone coverage across Norfolk, recognising the need for local residents to have their opinions heard on the siting of masts and their associated cupboards.

6.1.7 The amendment was not accepted by the mover of the original motion.

6.1.8 Following a debate a vote was taken and with 66 votes in favour, 1 vote against and 2 abstentions the amended motion was **CARRIED**.

6.2 The following motion, proposed by Dr Strong and seconded by Mr Hannah, was moved:

6.2.1 This Council agrees to commission the Corporate Resources Overview and Scrutiny panel to undertake the construction of a report and scrutiny on the feasibility and potential benefits to this Council of returning to the Committee System of Local Government.

6.2.2 Following a debate a vote was taken and with 12 votes in favour, 55 against and 4 abstentions the motion was **LOST**.

6.3 The following motion, proposed by Mr Dobson and seconded by Mr East was moved:

6.3.1 This Council notes with concern the deficiencies in high-level governance revealed during the recent Standards Committee hearing, leading to the resignation of the Council Leader, and the public criticism in the media of the undesirable "culture" which has appeared to surround both this disgraceful episode, as well as the unsatisfactory way in which the Cabinet and Council bodies over a period of two years have dealt with processes undertaken in order to get approval for and set in train the implementation of the Council's contract for a mass-burn incinerator at the Willows, King's Lynn, which many perceive to have been characterised by a "democratic deficit".

In the light of this the Council urgently wishes to consider whether the "strong Leader" model of governance, which is currently incorporated in the Constitution, is the right one, in that it gives too much power to the Leader and by extension the Executive, so that many backbenchers are effectively excluded from real opportunity to influence or help shape important decision-making and policy implementation processes and the Council itself retains the apparent role of a "rubber-stamping body", not involved in debating and voting on many of the Council's policies and appearing to be too distant from the ideal of being "supreme", in the way that many consider appropriate for a transparent, ethical, properly-run Council.

Therefore, by way of immediate action to restore, in the public's eye, a far greater degree of intellectual and moral integrity to the way in which the Council operates, and to redress the balance of power, the Council directs the Constitution Working Group to undertake an urgent study of the options, and their respective merits, to change the present "strong Leader" model, either to the other option which is available within the executive/scrutiny split: Mayor and Cabinet; or alternatively, as a second option, to return to the former and much respected committee system, which is now an option under the Localism Act 2011. In their work, the Constitution Working Group should invite active participation in the exercise from cross-party, non-executive members. The Working Group should report back direct to full Council with their recommendations by 13 May 2013.

6.3.2 Following a debate a vote was taken and with 12 votes in favour, 52 v against and 5 abstentions the motion was **LOST**.

7. **Health Related Issues – Implications for the Constitution**

7.1 Mr Proctor moved the recommendations within the report.

7.2 It was **RESOLVED** that the changes at 2.3.5, 2.4.2, 2.6.2, 2.7.2, 3.4, 3.5, 3.6, 3.7 and 4.9 of the report to Council be agreed.

8 Cabinet Recommendations

8.1 Mr Borrett moved the recommendations from the Cabinet Meeting held on 4 March 2013.

8.2 It was **RESOLVED**, in respect of the Highways Capital Programme 2013/14/15 and Transport Asset Management Plan that:-

1. £3.324m of integrated transport funding be reallocated and that additional funding of £3.701m for structural maintenance be allocated (paragraph 2.1 of the Cabinet report).
2. The suggested programme for 2013/14 and 2014/15 in the Environment Transport and Development Overview and Scrutiny Panel report (attached to the minutes as appendix C) be approved.
3. The proposed changes to the Transport Asset Management Plan for 2013/14 to 2017/18 (paragraphs 1.2 & 1.3 of the Cabinet report) be approved.
4. The Director of Environment, Transport and Development be authorised, in consultation with the Cabinet Member for Planning and Transportation, to manage the two year programme, including the possible increase in the Integrated Transport programme to £3m to deal with any major scheme cost pressures if they arise (paragraph 6.1 of the Cabinet report), and to determine the allocation of £2m additional County Council funding for highway improvements and Parish Partnership schemes (paragraph 2.3 of the Cabinet report), and any further government funding for fen roads damage depending on Government's response on extra funding.

8.3 It was **RESOLVED** that the Member Learning and Development Policy Statement 2013 be approved.

9 Reports

Cabinet (Questions to Cabinet Members)

Community Protection

9.1 There were no questions.

Economic Development

9.2 Dr Strong noted that the Cabinet had looked at finance for small and medium businesses in Norfolk and had resolved to support a business support portal - how effective would the portal be for Norfolk businesses?

The Cabinet Member replied that the portal was new and had been provided by the Local Enterprise Partnership. The County Council had recently joined the new Anglia Business Support Group and would ensure that this was as comprehensive and accurate as possible. As this early stage a fuller answer could not be given.

9.3 Mr Tomkinson noted that Hethel Engineering Centre had began life as an incubator

for small businesses. As it now housed world class companies had its principles changed and moved away from being for small businesses?

The Cabinet Member replied that it was both. Hethel Engineering Centre housed 45 business tenants and had had only four businesses fail since it had opened - it was a great success story for Norfolk. Some businesses within Hethel wanted to expand and Hethel would help with this where possible. A huge expansion with Hethel Innovation was currently underway.

- 9.4 Dr Kemp noted the success of Hethel Engineering Centre, which was based in the east of the county and enquired as to whether there were any ways for the west of the county to benefit?

The Cabinet Member responded that projects had been supported throughout the county, including the construction of a new building at the College of West Anglia, the NORA project and broadband. She encouraged Members to go and look at the Hethel model as it was a County Council initiative.

Planning and Transformation

- 9.5 Mr East asked what proportion of the community infrastructure levy would be allocated to district councils to support local, district wide planning applications, given that an inspector had recently determined the GNPD infrastructure levy was flawed.

The Cabinet Member responded that this was part of an ongoing debate with GNPD partners and a decision had not yet been taken.

Adult Social Services

- 9.6 Miss Kemp asked for reassurance that patients accessing mental health services in Kings Lynn would not be moved to Norwich, away from family and friends.

The Cabinet Member responded that mental health services were an NHS function rather than a County Council provision and any actions would be determined by them.

Children's Services

- 9.7 Mr Brindle stated that the recent OFSTED inspection had shown the County Council's ability to protect children was inadequate in four aspects and asked for evidence as to how this would be put right.

The Cabinet Member responded that the County Council had a responsibility to put the findings right. There was no evidence available yet as a meeting had to be held with the Department of Education (DoE) to put an agreed improvement plan in place. Evidence would be available after this. The Cabinet Member would welcome cross-party support with this.

- 9.8 Mr Nobbs asked when would the improvement plan be available?

The Cabinet Member responded that she was awaiting a directive regarding the composition of the Improvement Board and what the Minister would like the County Council to do and so could not answer that as yet. Once the meeting had been held it would be clearer what improvements the DoE would like to see and the improvement programme would then be driven forward. Members would be informed once she was aware.

- 9.9 Miss Kemp asked, regarding vulnerable children and specifically the autistic service, what support would be available for families and how would the County Council reassure parents that their children would be helped to reach their full potential.

The Cabinet Member responded that the question was not relevant to any item within the report and advised Miss Kemp that she was happy to speak with her outside the meeting regarding particular issues.

Cultural Services, Customer Services and Communications.

- 9.10 There were no questions.

Efficiency

- 9.11 There were no questions.

Environment and Waste

- 9.12 There were no questions.

Finance and Performance

- 9.13 There were no questions.

Chairman / Transformation

- 9.14 Mr East asked whether Mr Borrett could give being the Leader his full attention whilst also remaining the Cabinet Member for Transformation and Environment and Waste.

Mr Borrett responded that this did not relate to the report.

Report of the Cabinet Scrutiny Committee meeting held on 12 February 2013.

- 9.15 The report was moved by Mr Nobbs.

RESOLVED to note the report.

Report of the Personnel Committee Meeting held on 28 January 2012.

- 9.16 The report was moved by Mr Borrett.

- 9.17 Mr Bearman queried when Members would receive more information on the appointment of a managing director.

It was confirmed that an executive search was underway and that a cross-party group would have the opportunity to look at the long-list and give their input.

- 9.18 Mr Nobbs asked whether Mr Borrett would agree that the involvement of other members was an afterthought in order to justify the costs of an additional council meeting and that there had been no genuine cross-party consultation.

Mr Borrett confirmed that the new council would decide on a new Leader. He did not agree that this was the motivation for cross party involvement.

- 9.19 **RESOLVED** to note the report.

Report of the Personnel Committee Meeting held on 4 March 2012.

9.20 The report was moved by Mr Borrett.

9.21 **RESOLVED** that the pay policy statement be approved and published to meet the statutory deadline for the 2013/14 Pay Policy Statement.

9.22 **Report of the Hearing of the Standards Committee of 1 February 2013**

9.23 The report was moved by Mr Tomkinson.

9.24 Mr Nobbs noted that he was surprised that more evidence had not been included within the minutes. It was confirmed that minutes acted as a summary report of the meeting rather than a verbatim record and that he had approved and signed them as being accurate. A record of the evidence taken on the day would not be made available to interested parties requesting it.

9.25 Mr Bremner asked why the censure letter had not been sent until 12 March 2013. Mr Tomkinson agreed it had taken longer than he would have hoped.

9.26 Mr Joyce asked whether meeting notes were retained and was advised that after minutes had been approved at the next meeting the original notes would usually be destroyed.

9.27 **RESOLVED** to note the report.

Report of the Audit Committee Meeting held on 31 January 2013

9.28 The report was moved by Mr Smith.

9.29 **RESOLVED** that the minor amendment to section E2 of the Audit Committee's Terms of Reference be approved

Report of the Meeting of the Norfolk Health Overview and Scrutiny Committee held on 7 March 2013.

9.30 The report was moved by Mr Cartiss.

9.31 Mr Spratt asked who was responsible for the issue of slow ambulance turnaround times at the Norfolk and Norwich University Hospital. Mr Cartiss replied that not any one person was responsible. The Norfolk Health Overview and Scrutiny Committee would continue to monitor the situation by looking at the two trusts – The Norfolk and Norwich University Hospital and the East of England Ambulance Service.

9.32 **RESOLVED** to note the report.

Report of the Meeting of the Planning Regulatory Committee Meeting held on 25 January 2013.

9.32 The report was moved by Mr Rogers.

9.33 **RESOLVED** to note the report.

Report of the Norwich Highways Agency Committee of the Meeting Held on 24 January 2013.

9.34 The report was moved by Mr Adams.

9.35 **RESOLVED** to note the report.

Report of the Meeting of the Norfolk Joint Museums and Archaeology Committee held on 15 February 2013

9.35 The report was moved by Mr Ward.

9.37 The Cabinet Member for Cultural Services, Customer Services and Communications advised that the Head of the Museums Service, Vanessa Trevelyan, had retired after 14 years service and passed his thanks to her. He noted that Steve Miller would be taking over in the role shortly.

9.38 **RESOLVED** to note the report.

Report of the Norfolk Records Committee Meeting held on 11 January 2013

9.39 The report was moved by Mr Duigan.

9.40 **RESOLVED** to note the report.

Matters Considered by Overview and Scrutiny Panels

9.41 **RESOLVED** to note the report.

10 Appointments to Committees / Panels

10.1 The Council **noted** the following appointments:-

Mr M. Langwade to replace Mrs J. Leggett on the Cabinet Scrutiny Committee

Mrs J. Murphy to the Panel of Substitutes for Regulatory committees

Mr P. Hardy to a vacancy on the Children's Services Overview and Scrutiny Panel

Miss C. Casimir to replace Mr P. Hardy on the Community Services Overview and Scrutiny Panel

11 To Answer Questions on Notice

11.1 Mr Spratt asked whether the Chairman or Leader had any additional information on the fact that it had just been announced that RAF Marham would be the home of the new joint strike fighter aircraft.

Mr Borrett responded that this was good news for Norfolk and thanked those who had worked hard to lobby for RAF Marham; the aircraft would be built and serviced within Norfolk and meant the RAF would be based in Norfolk for the long-term.

The meeting closed at 1.20pm.

CHAIRMAN



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PROPORTIONAL ALLOCATION OF SEATS ON COMMITTEES

Report by Head of Democratic Services

1. Sections 13 and 15 of the Local Government and Housing Act 1989, and subsequent Regulations, relate to the voting rights of members and regularise the pattern of political balance of local authority committees.
2. The situation is subject to review in the light of the outcome of the County Council Elections on 2 May, with a view to ensuring that the allocation of seats accords with the principles laid down in the legislation. Briefly, the principles are that:-
 - (i) no political Group is to have all seats on any Committee or Sub-Committee;
 - (ii) the Group with an overall majority has a majority on all Committees and Sub-Committees;
 - (iii) subject to (i) and (ii) above, that the total seats for all main Committees must be allocated pro-rata to the proportion of seats held by the political parties on the full Council; and
 - (iv) subject to (iii) above, the number of seats on the individual Committees and Sub-Committees allocated to each political group should be in the same proportion as the proportion of those Groups on the full Council.
3. These “principles” must be applied in ranking order, but do not mean that every Committee must have a member of all political Groups on it. Thus, if the size of the Committee or Sub-Committee, or other prescribed bodies, only permits two parties to be represented, then only the first two principles will be applied (subject to the third principle being implemented on the overall total of seats available); but even this principle can be avoided if the mathematics do not ultimately permit it.
4. Consultations are to be taking place with the Leaders of the political groups about the allocation of seats on the main Committee and Panels and it is hoped that recommendations will be submitted to the Council at the meeting on 13 May.

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APPOINTMENT OF MEMBERS OF THE INDEPENDENT REMUNERATION PANEL

Report by Head of Democratic Services

1.0 Background

1.1 The County Council is required to appoint an Independent Remuneration Panel to make recommendations in relation to its Members' Allowances Scheme. The current panel members are:-

Jonathan Barclay (Chairman)
John Murfitt

1.2 There are two vacant places on the panel.

2.0 Current Position

2.1 The next full review of the Allowances Scheme is scheduled to take place in the current financial year, with any resulting changes to be implemented in April 2014. It was therefore necessary to recruit to the vacancies so that the panel is fully constituted.

2.2 Cabinet agreed in January 2013 that there should be an open recruitment process and to delegate to the then Chief Executive authority to approve the details of the recruitment process.

2.3 A selection panel was convened comprising:-

- The Chairman of the Standards Committee.
- The Chairman of the Independent Remuneration Panel.
- The Chairman of the Audit Committee

2.4 The selection panel considered and shortlisted the applications received and carried out interviews on 17 April 2013. The panel unanimously agreed to recommend to full Council that two of those interviewed, be appointed to the panel. The recommended candidates are:-

- Richard Curtis
- Alan Howard

2.5 Brief resumes of the curricular vitae of the recommended candidates are appended.

3.0 Recommendation

That Richard Curtis and Alan Howard be appointed to the Independent Remuneration Panel for a 4 year term of office.

**BRIEF RESUME OF THE CURRICULAR VITAE OF THE RECOMMENDED
CANDIDATES**

Richard Curtis

- Retired Chief Inspector with Norfolk Constabulary, serving the Force from 1969 – 2009.
- Peripatetic Registrar of Births, Deaths and Marriages – 2010 to 2012.
- Trustee for NORCAS – 2006 to 2009
- Governor of Fakenham High School – 2012 to present.

Alan Howard

- Contracts Surveyor for Boulton & Paul Limited 1969 – 1972.
- Technical Representative for Ruberoid Contracts Limited, Essex – 1972-1974.
- Managing Director and Regional Director for Aspect Roofing 1974 – 1990
- Managing Director – Aspect East Anglia Limited 1990 – 2012

**RECOMMENDATIONS FROM THE CABINET MEETING
HELD ON 8 APRIL 2013**

1 Public Protection Service Plan 2013-14

The Cabinet received a report (item 11) which presented the draft Public Protection Service Plan for 2013/2014.

RESOLVED TO RECOMMEND TO COUNCIL the Public Protection draft service plan which covered Trading Standards activities.

Note from Head of Democratic Services

A copy of the report (at item 11 of the April Cabinet agenda) can be viewed on the committee papers pages of the County Council's website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members' Room

2. Norfolk Youth Justice Plan 2013-15.

The Cabinet received a report (item 12) which outlined the actions, risks and opportunities identified to ensure that desired outcomes for young people and the victims of their crime were achieved by Norfolk Youth Offending Team (NYOT).

RESOLVED to RECOMMEND TO COUNCIL - the Norfolk Youth Justice Plan 2013.

Note from Head of Democratic Services

A copy of the report (at item 12 of the April Cabinet agenda) can be viewed on the committee papers pages of the County Council's website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members' Room.

3. Programme of Meetings 2014

The Cabinet received a report (item 19) which set out the diary of dates for the key meetings of the authority.

RESOLVED TO RECOMMEND TO COUNCIL approval of the 2014 programme of meetings.

Note from Head of Democratic Services

A copy of the report (at item 19 of the April Cabinet agenda) can be viewed on the committee papers pages of the County Council's website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members' Room.



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**REPORT OF THE CABINET MEETING
HELD ON 8 APRIL 2013.**

Cabinet Member for Economic Development

1. Overview and Scrutiny Panel

The Cabinet Member for Economic Development thanked the many attendees of the “backing apprenticeships” week and noted that there was money available for businesses to assist them with taking an apprentice on.

Cabinet Member for Planning and Transportation

1. Overview and Scrutiny Panel

The Cabinet Member for Planning and Transportation advised that the number of people killed or seriously injured on Norfolk’s roads had dropped by over 50% in the last ten years. He noted that he understood the worries of parents in relation to speed limits outside schools and that a consultation would be carried out around schools where there was a higher perceived risk.

2. Planning Obligations Standards – Update April 2013

Cabinet has **RESOLVED** that:

1. The proposed updated Norfolk County Council Planning Obligations Standards (2013) be adopted;
2. The respective District Councils be informed of the new Standards.

Cabinet Member for Adult Social Services

1. Overview and Scrutiny Panel

The Cabinet Member for Adult Social Services welcomed the move of public health to the County Council and the benefits that this would bring in providing a better service for residents. The Cabinet Member noted that a report from the Remodelling of Care working group had been presented and that a timetable of future reports in response to the recommendations would be available shortly. Finally the Cabinet Member

announced that Care Connect had now been integrated with the customer service centre which would offer an improved and comprehensive service to service users.

2. Integrated commissioning of mental health and learning disability services: proposal for Section 75 agreement with Norfolk Clinical Commissioning Groups

Cabinet has **RESOLVED** that:

1. the proposal to enter into an agreement under section 75 of the Health Act 2006 for the commissioning of mental health services with West Norfolk CCG, North Norfolk CCG, Norwich CCG, South Norfolk CCG and Great Yarmouth & Waveney be agreed
2. The Director of Community Services be given delegated authority to action the agreement.

Cabinet Member for Children's Services

1. Overview and Scrutiny Panel

The Cabinet Member for Children's Services advised that she had met with the Children's Services spokesmen regarding the required OFSTED improvements. She was waiting to hear from the Department of Education and the Secretary of State with further details.

2. Admission Arrangements for September 2014

Cabinet has **RESOLVED** that:

1. The proposed co-ordination schemes and timetables for Local Authority admissions co-ordination be approved for the school year 2014/15.
2. Minor revisions to first admission policy for Community and Voluntary Controlled Schools be adopted and all other admissions policy for Community and Voluntary Controlled schools remain unchanged for the school year 2014/15.
3. The first admission policy be changed to include over-subscription rules for siblings of statemented pupils, disabled pupils and siblings of children attending feeder junior schools.

3. A Good School for Every Norfolk Learner.

Cabinet has **RESOLVED** that the use of £1 Million, already approved in general terms for support of school improvement, as described in paragraph 2.3.18 of the Cabinet report, be approved.

Cabinet Member for Culture, Customer Services and Communications

Cabinet Response to the Review of Norfolk Museums and Archaeology Service.

1. Cabinet has **RESOLVED** that the recommendations set out in the Cabinet report be agreed to enable the service to progress and develop and allow discussions about renewing the Joint Museums Agreement to commence.

Cabinet Member for Efficiency

1. Enterprising Norfolk

Cabinet has **RESOLVED** that:

1. The proposed revisions to the strategic ambitions and core role, be commended to the new Council for incorporation into the business planning process for 2014/15.
2. The proposed operating model be recommended to the new Council for adoption.
3. The illustrations that have been developed from the operating model of how the County Council might organise be noted, as a basis for further work following the appointment of the new Managing Director.
4. The proposed approaches to operating systems and ways of working across the council as the basis for further development work be endorsed.
5. The shareholder aspirations for Norse be reviewed to ensure that Norse's business plan aligns and supports the goals of Enterprising Norfolk.
6. the proposals for a new high level business plan for 2014/15 be commended to the new Council as the basis of the business planning process for 2014/15.
7. The proposed activities and timetable for the next phase of the review be agreed.

2. Digital Norfolk Ambition (DNA Technology)

Cabinet has **RESOLVED** that:

1. Option C in the Strategic Outline Business Case which was attached to the Cabinet report should be adopted as the preferred service delivery model for the ICT and IM Service;
2. A cross-party member board be put in place, chaired by the Cabinet Member for Efficiency, to oversee the development of a Full Business Case for delivery of an ICT "Platform for Norfolk" in collaboration with commercial

partners;

3. The Director for Environment, Transport and Development, in consultation with the Cabinet Member for Efficiency and the Head of Procurement, be given delegated authority to:
 - Extend one or more of the existing contracts with BT for network services (using the extension option built into the contracts) subject to a suitably improved commercial deal being offered by BT, or otherwise to procure a replacement contract or contracts;
 - Commence procurement of the other aspects of the ICT platform for Norfolk, with the award of those contracts being subject to approval by Cabinet.
4. Further consultation under the Public Services (Social Value) Act 2012 was not required.

3. Proposed exemption to Contract Standing Orders for an extension to the contract for the provision of temporary resourcing for administrative/clerical posts and drivers (including those for the highways winter service)

Cabinet has **RESOLVED** that the exemption to Contract Standing Orders, to enable the contract with Staff Call Ltd to be extended, be agreed.

Cabinet Member for Environment and Waste

No matters were raised.

Cabinet Member for Finance and Performance

2012-13 Finance Monitoring Report.

Cabinet has **RESOLVED** that:

- 1) The latest 2012-13 monitoring information be noted.
- 2) The required contribution of £1m to the insurance provision following an external review of the Insurance Fund be noted.
- 3) £1.159m be transferred from the forecast underspend to General Balances in respect of 2013-14 budget decisions, as approved at County Council on 18 February.
- 4) The transfer of £3.5m into the Organisational Change and Redundancy Reserve be agreed, to support the future cost of change arising from the Enterprising Norfolk Programme.

Cabinet Member for Community Protection

No matters were raised.

Chairman/Transformation

Matters of Urgent Business

The Chairman announced that the County Council had taken over public health duties in Norfolk from 1 April 2013. This was a large extension to the duties of the County Council and the integration had been brought about by hard work between the County Council and the NHS. The Health and Wellbeing Board would hold its first official meeting on 17 April 2013.

**CHAIRMAN
BILL BORRETT**



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Report of the Standards Committee
Meeting held on 20 March 2013

- 1. Standards Performance and Monitoring Report**
- 1.1 The Committee RESOLVED to note the County Council's performance report in relation to standards and to approve the format of the performance and monitoring information subject to the inclusion of some further detail on the chronology of complaints.
- 2. Hearing of the Standards Committee**
- 2.1 The Committee RESOLVED that all Members attend training in standards and ethics following the elections in May 2013.

Chairman
Standards Committee

**Report of the Cabinet Scrutiny Committee meeting held on
19 March 2013**

1. Data Protection at Norfolk County Council

- 1.1 At the Committee meeting on 12 February 2013, Members requested that a report on how data protection was dealt with at Norfolk County Council be brought to their next meeting. Members specifically requested a report about the processes, principles, practices, guidance and enforcement around how data protection was dealt with.
- 1.2 The request for a report to Cabinet Scrutiny Committee had arisen from the revelation at a recent Standards Committee meeting held on 1 February 2013 that a telephone conversation had been recorded without the other person's knowledge. The Cabinet Scrutiny Committee agreed that although this report on Data Protection would be discussed at this meeting the Committee would not revisit the issues that had been brought forward from the Standards Committee meeting.
- 1.3 The Chairman welcomed Mike Jackson, Director of Environment Transport and Development, and Tom Baker, Head of ICT and Information Management, Audrey Sharpe, Acting Head of HR and Jonathan Dunning, Unison Branch Secretary to the meeting to answer Member questions.
- 1.4 A motion was proposed by Cllr Adams to the effect that this Committee considered that any similar future case of covert recording be treated as gross misconduct but after some discussion it was agreed this was more suitable as a matter to be considered by JCNC rather than the cabinet and therefore it was proposed seconded and the Committee RESOLVED:
- 1.5 To recommend that the committee's concerns at the issue of taping conversations on private equipment without the other person's knowledge be considered at the next meeting of the Joint Consultative and Negotiating Committee (JCNC) in relation to the Council's Standard of Conduct and Behaviour Policy.

2. Civil Parking Enforcement

- 2.1 Members received the annexed report (7) by the Director of Environment, Transport and Development outlining what Car Parking Enforcement (CPE) was and the approval process by which the preferred approach was endorsed by ETD Overview and Scrutiny Panel and approved by Cabinet. The report also outlined the District Council roles and responsibilities and explained why there were differences in the numbers of enforcement officers employed in different district areas.
- 2.2 The Chairman welcomed David Collinson, the Assistant Director Public

Protection and Chris Kutesko, the Special Projects Manager Public Protection to the meeting to answer member questions.

2.3 The Committee **agreed** to note the report.

3. Cabinet Scrutiny Committee: Forward Work Programme

3.1 Members received the annexed report (8) by the Scrutiny Support Manager which set out the topics agreed by the Committee for consideration in the period up to the County Council elections on 2 May 2013. The Committee was asked to consider the forward work programme and agree whether it had any topics to add at this stage.

3.2 The Committee **agreed** to note the report.

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

George Nobbs
Chairman, Cabinet Scrutiny Committee



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**Report of the Cabinet Scrutiny Committee meeting held on
23 April 2013**

1. Blue Badge Reform

- 1.1 Following concerns from members about the difficulties that some members of the public had faced in applying for blue disabled parking badges, Cabinet Scrutiny Committee received a report on 26 June 2012 from the Director of Community Services seeking to address the concerns and clarify the application and issue process for the badges.
- 1.2 At their meeting in October 2012, the Committee asked for further information on where disabled parking bays were in Norwich, information as to where badge holders could park and they also requested that the length of time for filling in the online form be reviewed to allow people to complete the form before the 20 minute 'time out' period.
- 1.3 The Chairman welcomed James Bullion, Assistant Director of Community Services, Lorna Bright, Head of Service County Resources, Community Services Adult Care and Karen O'Hara, Manager Blue Badge Unit to the meeting to answer member questions.
- 1.4 The Committee were pleased to note the progress that had been made in improving the services so far and requested that they receive a further update in six months to see how the new payment system and the updated online application system were progressing, including information about how many people applied for blue badge passes via the Registrars service.
- 1.5 The Committee **RESOLVED** that an update report be brought to the Committee in Autumn 2013 on how the online payment system was progressing as well as the online application system and also how many people were applying for blue badge passes via the Registrars service.

The Chairman recommended that the officers meet with the County Hall receptionists to learn best practice in dealing with Blue badges application as they had a unique understanding of the problems confronting applicants and did an excellent job in the chairman's opinion. This was agreed by the committee.

2. Rural Isolation Working Group Interim Report

- 2.1 The Committee received a report by the Chairman of the Working Group updating the Committee on the work undertaken so far by the Working Group and the further work the group would undertake after May 2013.
- 2.2 The Committee agreed that the membership of the working group would remain the same, pending the results of the County Council elections in May 2013.

3. Cabinet Scrutiny Committee: Forward Work Programme

- 3.1 Members received a report by the Scrutiny Support Manager setting out the topics agreed by the Committee for consideration in the period up to the County Council elections on 2 May 2013. The Committee was asked to consider whether there were any issues it wished to add to the forward work programme for consideration by the Committee at their next meeting on 4 June 2013.
- 3.2 Following the recent Ofsted inspection which had highlighted some serious concerns within Children's Services, the Chairman suggested that the next Cabinet Scrutiny Committee urgently consider scrutinising Safeguarding Services.
- 3.3 The Committee **RESOLVED** to strongly recommend that the next Cabinet Scrutiny Committee scrutinises Children's Services, particularly around Safeguarding Children.

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

George Nobbs
Chairman, Cabinet Scrutiny Committee



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**Report of the Meeting of the
Norfolk Health Overview and Scrutiny Committee
Held on 11 April 2013**

1 Norfolk Health Scrutiny Regulations

- 1.1 The Committee received a briefing paper and presentation from Maureen Orr, Scrutiny Support Manager (Health), about the new health scrutiny regulations that came into force on 1 April 2013 which provided Members with an opportunity to discuss the changes to the health scrutiny function under the Health and Social Care Act 2012.
- 1.2 In the course of discussion it was pointed out that the position regarding Suffolk County Council's delegation of health scrutiny powers to the Great Yarmouth and Waveney Health Scrutiny Committee would be clarified before the next meeting of the joint committee. It was also pointed out Members of the NHOSC might wish to take part in an event organised by the Centre for Public Scrutiny to bring together NHS England and Public Health England regional and area staff with health scrutiny members and officers. Maureen Orr said that the CfPS had proposed holding such an event in June 2013 and Members of the Committee would be given details in due course.

2 Forward Work Programme

- 2.1 The Committee agreed the list of items on the current Forward Work Programme, subject to an update on the outcome of the Care Quality Commission's inspections of the East of England Ambulance Service NHS Trust and of the Norfolk and Norwich University Hospital's NHS Foundation Trust being included in the May 2013 edition of the Member Briefing.

3 Use of Liverpool Care Pathway in Norfolk's Hospitals.

- 3.1 The Committee received a suggested approach from the Scrutiny Support Manager (Health) to a review of how the Liverpool Care Pathway (LCP) for the dying was implemented in acute and community hospitals in Norfolk.
- 3.2 The Committee received evidence from Dr. Bernadette Auger, Locum Consultant Palliative Care, Great Yarmouth and Waveney Specialist Palliative Care Team at the James Paget University Hospitals NHS Foundation Trust (JPH), Tina Cookson, Director of Nursing at the JPH, Dr. Dean Blackburn, Consultant in Palliative Medicine at the Queen Elizabeth Hospital NHS Foundation Trust (QEH), Val Woods, Deputy Director Clinical Services at the QEH, Jo Segasby, Director Woman and Children and Cancer Services at the Norfolk and Norwich University Hospitals NHS Foundation Trust (N and N), Dr. Katie Soden Lead Consultant, The Priscilla Bacon Centre for Specialist Palliative Care Services, Norfolk Community Health and Care NHS Trust, and Michael Scott, Chief Executive, Norfolk Community

Health and Care NHS Trust (NCH&C). The Committee also heard from Mrs Denise Charlesworth-Smith and Mrs Roberta Lovick who were members of the public with their own views about the LCP.

3.3 In the course of discussion the following key points were noted:

- The witnesses said that the LCP intended to provide the best quality of care possible for dying patients in the last hours and days of life whether they were in hospital, at home, in a care home or in a hospice.
- The LCP was recommended as a model of best practice by the Department of Health. It was not a treatment in itself but a framework for good practice that included consideration of a patient's spiritual as well as physical and physiological needs.
- There were currently no local financial incentives associated with the use of the LCP. Where such incentives had existed in the past, they had been designed to support the implementation of better care within the LCP.
- The witnesses said that it was essential for the LCP to be underpinned by a robust education and training programme. Before the introduction of the LCP Norfolk's acute hospitals had not provided the training in palliative care that they did today. Currently, each trust arranged its own training in the use of the LCP but it was likely the Department of Health would in future make LCP training a national training requirement.
- The witnesses said that the LCP existed to support, but not replace, clinical judgement.
- Some Members commented that nationally some relatives had claimed in the press that loved ones were sometimes placed on the LCP without their consent which might have hastened death in relatives who were not dying immediately. Members asked whether it was really possible for doctors to predict when death was imminent, or whether placing a patient on the LCP could be self-fulfilling.
- In reply to such questions, the witnesses said that they recognised that all decisions leading to a change in care delivery had to be communicated to the patient where possible, and deemed appropriate, and always to the relative and carer. They said that while it was very important to listen to relatives and carers, at the end of the day, like all other clinical decisions in health care, clinical decision making was the responsibility of the clinical team that looked after the patient.
- The Committee heard from Mrs Denise Charlesworth Smith who lives in Norfolk and had started to campaign about the LCP after her father's death in a Nottinghamshire hospital when the LCP was used without her family's knowledge. Mrs Charlesworth Smith said she was of the opinion that the LCP could be misinterpreted and misused by junior doctors who are not confident or able to make these kinds of decisions.
- The JPH made use of a non-denominational chaplaincy service and had others who could be called upon to give spiritual guidance. The chaplaincy service was made aware of training sessions at the hospital about the LCP.
- The Committee also heard from Mrs Roberta Lovick who some years ago had lost a daughter and had more recently seen the LCP used during the final days of another relative at the JPH. She spoke highly about the LCP and said that her relative had been allowed to die with dignity and respect. She said that she had been kept fully informed about what was happening and had been allowed to be present when key decisions were taken. She emphasised that there was a responsibility on immediate family to

communicate with the wider family about the patient's care.

- 3.4 The Committee took the view that it might wish to re-examine the use of the LCP again in 12 months time, when the results of the current national review were known.

Michael Carttiss
Chairman



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**Report of the Health and Wellbeing Board
Meeting held on 17 April 2013**

1 Election of Chairman

Bill Borrett, Norfolk County Council was elected Chair of the Health and Wellbeing Board and on taking the Chair, welcomed everyone to the first meeting of the Health and Wellbeing Board. Round the table introductions were made.

2 Forward Plan and Work programme 2013/14.

2.1 The Board received a report by the Head of Planning, Performance and Partnerships NCC, providing an outline forward plan for consideration by the Board. The Board was asked to agree the draft forward plan, taking into account the notes set out in section 3 of the report and agree the establishment of working groups, as outlined in the draft forward plan.

2.2 It was suggested that, following the recent Ofsted inspections, the Board should include safeguarding issues early in its schedule in order for all partners to drive improvements forward.

2.3 It was noted that at their meeting in January 2014, the Board would consider the Clinical Commissioning Groups' developing priorities for future years, rather than looking at the issues retrospectively.

2.4 The Board agreed:

- The draft forward plan, taking into account the notes set out in section 3 of the report, and
- The establishment of working groups, as outlined in the draft forward plan.

3 Norfolk Joint Health and Wellbeing Strategy – Responding to the Priorities.

3.1 The Board received a report by the Head of Planning, Performance and Partnerships summarising the progress made in exploring the issues behind the priorities in the Health and Wellbeing Strategy. The report provided details on two of the 11 priorities that formed the basis of the Joint Health and Wellbeing Strategy 2013-14 - Smoking and Tobacco Control and Alcohol Misuse.

3.2 The Board:

- Noted the progress that had been made to date on the 11 priorities.
- Commented on the priorities for alcohol and smoking and the possible actions that had been identified.
- Agreed the proposal for the development of a three year strategy to run from April 2014.

4 Community-led Health Improvement Programme – Update Report 2012-13.

- 4.1 The Board received a report by the Interim Director of Public Health summarising the progress made in setting up a community-led health improvement work programme based on two place-based approaches to health improvement – Healthy Towns and Ageing Well. The report outlined the two approaches, the key activities to date, governance arrangements and the proposed actions.
- 4.2 The Interim Director of Public Health commented that the report included an update on the Healthy Towns project which had proved very successful in Thetford and was now poised to be rolled out to the suggested 10 communities identified from the health evidence base.
- 4.3 The Board **agreed:**
- The overall approach and the 10 communities identified from the health evidence base.
 - To work with appropriate local partnerships to identify how and when to take forward either healthy town or ageing well initiative in that area.
 - To replace the steering group with a Locality Implementation Group, to coordinate the roll-out of the programme.

5 Voluntary Sector Engagement Project – Update Report, March 2012-March 2013.

- 5.1 A report by the Head of Operations, Voluntary Norfolk was received by the Board. The report outlined the work of the Voluntary Sector Engagement Project in securing the active engagement of the voluntary sector in the emerging health and social care landscape and the work of the Health and Wellbeing Board.
- 5.2 It was suggested that it would be useful for those Board members who were directly impacted on by the Project (eg Clinical Commissioning Groups) to take part in the proposed steering group, which would provide the overall steer and formally monitor the project on behalf of the Board.
- 5.3 The Board:
- Noted the contribution being made by the Voluntary Sector Engagement Project
 - Agreed to set up a small Steering Group to provide the strategic lead and oversee the project for the coming year, and appoint Debbie Bartlett, Head of Planning, Performance and Partnerships, as the Lead Officer for that sub-group.

6 Health and Wellbeing Board – Budget Report

- 6.1 A report by the Head of Planning, Performance and Partnerships was received by the Board. The report set out the Health and Wellbeing Board's funding arrangements, outlined expenditure to date and proposals for 2013-14.
- 6.2 In introducing the report the Head of Planning, Performance and Partnerships said that the proposal for allocation of funds for 2013-14 broadly followed last year's arrangements.
- 6.3 The Board noted that last year's funding for community-led health improvement had been

committed and that it was proposed to earmark a further sum of £290,000 for locally-led health improvement activity for the coming year. It would be held whilst further discussions would take place with local partners about its precise use – for example, it may be that there is capacity for an accelerated roll out of the Healthy Towns and Ageing Well projects, or there might be other locally based health improvement initiatives from CCGs against which this funding could be used as match funding.

6.4 The Board endorsed the proposals as set out in section 3 of the report.

7 The Francis Inquiry and the new Quality Assurance System (Discussion Paper).

7.1 The Discussion Paper by the Head of Planning, Performance and Partnership, NCC was received by the Board. The paper outlined the new quality assurance arrangements in the new system and invited discussions on aspects, including the potential role of the Board in quality assurance.

7.2 It was noted that the new quality system included the establishment of a network of Quality Surveillance Groups (QSGs) across the country to routinely and methodically share information and intelligence about quality in order to spot the early signs of problems and that the local QSG East Anglia was established and meeting regularly. The Board felt that regular reports would be a good way of keeping a watching brief.

7.3 The Board **agreed:**

- That there would be a standing item on the agenda for an update from the local QSG
- That the Head of Planning, Performance and Partnerships, NCC, and the Director of Operations and Delivery, NHS England, East Anglia, would agree the best way forward for receiving appropriate updates

8 Services for Adults with a Learning Disability: Outcomes of the Winterbourne View Enquiry.

8.1 The Board received a report by the Director of Community Services, Norfolk County Council, updating members on the progress made in responding to the recommendations from the Winterbourne View Enquiry Report. The report provided details of the action plan that had been developed and explained the progress that had been made in delivering on the actions that related specifically to Norfolk.

8.2 The Board noted the report.

9 Funding Transfers from the NHS for Adult Social Care

9.1 The Board received a report by the Director of Community Services, Norfolk County Council, on the transfer of funding from the NHS to the County Council for social services. The paper confirmed that the amount to be transferred from NHS England to Norfolk County Council for 2013-14 was £14.956m and indicated how the funds would be used to address key shared priorities aligned to the NHS Outcomes Framework and to the respective local authority strategic plans: to strengthen care at home, to prevent unnecessary admissions, to promote discharge and to enable integrated care.

9.2 The Board was asked to agree to the plan for spend of the funding transfer from NHS

England to Norfolk County Council; note the requirement for CCGs to agree with the local authority the development and funding of a reablement service and the contribution to be transferred to Norfolk County Council and to note and agree the overarching activity indicators as listed in the appendices to the report.

9.3 The Board:

- Agreed the plan for spend of the funding to transfer from NHS England to Norfolk County Council, subject to the comments raised
- Noted the requirement for CCGs to agree with the local authority the development and funding of a reablement service and the contribution to be transferred to Norfolk County Council
- Noted and agreed the overarching activity indicators as listed in the appendices of the report, subject to the comments raised

10 For information

10.1 The Chairman reminded members that now the Board had become a formal committee of Norfolk County Council, the NCC Rules for Committee meetings would apply. He also asked members to note that the NCC Code of Conduct now applied to everyone on the Board for the purpose of their engagement in the Health and Wellbeing Board only, and that Declarations of Interest would be required at all future meetings, details of which would be included on the next agenda.

10.2 The next meeting of the Health and Wellbeing Board would be held at 10am on Wednesday 10 July 2013.

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

Bill Borrett
Chairman



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**Report from the Planning Regulatory Committee
Meeting held on 12 April 2013**

- 1 Applications referred to the Committee for Determination**
- 2 Borough of King's Lynn and West Norfolk: C/2/2012/2011: Middleton – Variation of Conditions 2, 7 & 26 of planning permission reference C/2/1995/209 to allow an additional 7 years, until 2019, to complete extraction of carstone and restoration of the site. Middleton Aggregates Ltd.**
 - 2.1 The Director of Environment, Transport and Development was authorised to:
 - i) Grant planning permission subject to a Section 106 Legal Agreement in respect of vehicle routing and the conditions outlined in section 12 of the report.
 - ii) Discharge conditions where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers to deal with any non-material amendments to the application that may be submitted.
- 3 Breckland District: C/3/2012/3031: Muck Pad, Camp Farm, Bridgham Road, Bridgham, NR16 2RX. Retrospective planning application for change of use of concrete pad to allow open storage of bio-matter and erection of dividing walls to separate materials.**
 - 3.1 The Director of Environment, Transport and Development was authorised to:
 - i) Grant planning permission subject to conditions outlined in Section 12 of the report.
 - ii) Discharge conditions where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted or at any other period.
 - iii) Deal with any non-material amendments to the application that may be submitted.

**John Rogers
CHAIRMAN**

**Norwich Highways Agency Committee
Report of the meeting held on 21 March 2013**

1 Election – May 2013

The chair referred to the county council elections which would be held in May and pointed out that this could be the last meeting for some of the county councillors. Councillor Scutter was not seeking re-election and therefore it was an opportunity to thank him for his valuable contribution to the committee.

RESOLVED to record the committee's appreciation of the contribution made by Councillor Scutter to the work of the committee.

2 Grapes Hill Bus Lane – Legal Challenge

2.1 The Chairman read out the following statement:

"Norfolk County Council can confirm that it has received notice of legal challenge to the Grapes Hill Bus Lane proposal. The county council is confident that the procedure it followed in bringing forward this scheme was entirely in accordance with legal requirements. Nevertheless, citizens have the right to ask courts to carry out a judicial review of these procedures. In light of this, we have pushed the scheme start date back."

3 Petition

3.1 The Committee received a petition regarding Chapel Field North which would be considered under agenda item 7, Transport for Norwich, St Stephens Street and Chapel Field North.

4 Public Questions

4.1 The Committee received two public questions regarding Chapel Field North and agreed that these could be taken under the agenda item 7, Transport for Norwich, St Stephens Street and Chapel Field North.

4.2 Onley Street, street gullies

Councillor Stephen Little, ward and divisional councillor for Town Close, asked a question about the possible flooding risk to properties in Gloucester Street and Onley Street and requested an imminent date be provided for this work to be completed.

- 4.3 Councillor Little commented that the pavements in Gloucester Street sloped towards the houses and there was a risk of flooding from blocked drains. However, he was disappointed that because of an operational problem the work had not been carried out at the time and that he had not received a response to his enquiries about this matter.

5 Declaration of Interests

- 5.1 Councillor Harris declared a non-pecuniary interest in item 7, below, Transport for Norwich, St Stephens Street and Chapel Field North because she worked in St Stephens Street.

Councillor Carlo declared a non-pecuniary interest in item 7, Transport for Norwich, St Stephens Street and Chapel Field North as a member of the Norwich and Norfolk Transport Action Group

6 Minutes

- 6.1 The Committee **RESOLVED** to approve the accuracy of the minutes of the meeting held on 24 January 2013.

7 Transport for Norwich: St Stephens Street and Chapel Field North

- 7.1 (Councillors Harris and Carlo had declared non-pecuniary interests in this item.)

- 7.2 (Copies of a response to the consultation from Public Health Norfolk and Waveney were circulated at the meeting and would be available on the council's website.)

- 7.3 The Committee **RESOLVED** to:

- (1) note the results of the scheme specific consultation taking account of the previous widespread Transport for Norwich consultation (adopted in 2010) included in the report to this committee on 24 January 2013.
- (2) note that further consideration has been given to the objections raised by the Chapel Field Action Group, that the disputed data has been verified and that the alternative proposals have been fully assessed.
- (3) approve the plans as follows:
 - (a) unanimously with all 4 members voting in favour, to remove general traffic from St Stephens Street and Surrey Street between All Saints Green and St Stephens Street,
 - (b) with 3 members voting in favour (Councillors Plant, Bremner and Harris) and 1 member voting against (Councillor Adams, for the reasons minuted above) to make Chapel Field North two-way for buses, taxis, cycles, deliveries and access with

associated enabling works.

and, therefore, unanimously (with all 4 members voting in favour) to:

- (4) ask the head of city development services to carry out the necessary statutory processes to confirm the following traffic regulation orders:

The Traffic Management Order

- Allow two way traffic movements on Cleveland Road, Bethel Street and Chapel Field North
- Prohibit traffic from using Little Bethel Street while maintaining access for cycles and allowing them to ride in both directions.
- Restrict access to Theatre Street and Rampant Horse Street while retaining access to premises and car parking, and for buses, cycles, and taxis.
- Create an eastbound bus lane in Rampant Horse Street outside Debenhams for use by buses, cycles, taxis and emergency vehicles
- Allow only buses, cycles, taxis and commercial vehicles accessing business premises into St Stephens Street
- Allow only buses, cycles, and taxis in Surrey Street between St Stephens Street and All Saints Green while retaining access to premises and car parking
- require all traffic (except cycles and emergency vehicles) using Westlegate to turn right into Red Lion Street
- Provide a cycle lane in Westlegate

The Controlled Parking Zone Order

- Add new permit parking spaces on Cleveland Road and Bethel Street
- Remove all existing parking and bus stops on Chapel Field North
- Convert the existing loading bay in Surrey Street to an off-peak loading bay for goods vehicles only.
- Replace existing disabled parking spaces on St Stephens Street and Surrey Street with alternative provision on Surrey Street (replacing some double yellow lines and short stay parking spaces) and Theatre Street (replacing a coach parking bay)
- Provide additional 'Pay and Display' short stay parking spaces on Bethel Street and Cleveland Road
- Adjustments to existing waiting and loading restrictions to take account of these changes

The Speed Restriction Order

- Introduce a 20mph speed limit on Cleveland Road and Chapel Field North
- Extend the current 20mph speed limits on St Giles Street and Bethel Street to cover the entire length of both streets

- (5) ask the head of city development services to carry out the necessary statutory processes to change the previously advertised changes to taxi ranks and demand responsive transport stop on St Stephens Street as shown on plan number PL/TR/3329/735
- (6) note that the reconstruction of the footpath on the northern side of Chapel Field North is to be included within the scope of the project.
- (7) agree not to implement the suggestions of the police architectural liaison officer to further increase street lighting in Chapel Field Gardens (beyond the level already proposed) and to remove the hedge adjacent to Chapel Field North.

8 Norwich Highways Agency Agreement – Renewal

- 8.1 The Committee **RESOLVED** to support that officers review the Agency Agreement, and report proposals back to committee for comment before being considered by the county council's cabinet and the city council's cabinet.

9 Schedule of Meetings for the Civic Year 2013-14

The Committee **RESOLVED** to agree the following schedule of meetings for the civic year 2013-2014, all meetings to be at 10am and held at City Hall:-

23 May 2013
18 July 2013
19 September 2013
28 November 2013
16 January 2014
20 March 2014
22 May 2014

Tony Adams
Chairman

**Report of the Meeting of the
Norfolk Joint Museums and Archaeology Committee
Held on 26 April 2013**

1 NMAS Integrated Performance, Finance and Risk Monitoring Report for 2013/14.

1.1 The Joint Committee received a report that outlined the latest service performance, together with the NMAS revenue budget, reserves and provisions and capital programme as at 28 February 2013.

1.2 The following key points were noted:

- The NMAS is expected to achieve a break-even revenue budget outturn.
- The capital programme continues to be monitored over the life of the schemes rather than a single year. This reflects the life of the projects and the associated funding.
- Taking into account an improvement in visitor numbers over the winter there is a small reduction in admissions income of £0.005M. This has been covered by small increases in income from catering and sales.
- Significant progress has been made with NMAS service plans and with the management of risk within the NMAS.

2 NMAS Service Plan 2013-16

2.1 The Joint Committee approved the Service Plan for the Norfolk Museums and Archaeology Service (NMAS) for the coming three years which underpins the detailed development plan for the NMAS and feeds into the annual Norfolk County Council Plan. The Service Plan is used to support grant and Accreditation applications.

3 Development Strategy for the Norfolk Museums and Archaeology Service.

3.1 The Joint Committee received an update report on the completed and current projects for the development of NMAS museums and the future aspirations of the Service.

3.2 The Joint Committee noted how current developments included:

- Skills for the Future Project at Gressenhall Farm and Workhouse.
- Display Development at Time and Tide, Great Yarmouth.
- Royal Norfolk Regimental Museum: Increasing Public Profile.
- Norwich Castle Keep: Gateway to Medieval England.
- Courtroom, Norwich Castle Study Centre.

3.3 The Joint Committee noted that future projects included:

- Re-interpretation of the Gressenhall Workhouse.

3.4 The Joint Committee gave its full support to the development plans and approved the submission of funding bids relating to the proposed project at Gressenhall Farm and Workhouse, including a Round 1 Heritage Grant application to the Heritage Lottery Fund.

4 Major Partner Museum Funding from Arts Council England

4.1 The Arts Council England (ACE) awarded the NMAS £3,895,000 for the three year period 2012/15 to become one of the country's Major Partner Museums. The funding is partly being used to support the temporary exhibition programme and to enable improvements to the permanent galleries in all the NMAS museums. At Members request a breakdown of how this money is to be spent by the Service will be provided for the next meeting of the Joint Committee.

4.2 An example of the high quality exhibitions that are generated by the NMAS as a result of the ACE grant is the forthcoming *Wonder of Birds*. This forthcoming multi-disciplinary exhibition at Norwich Castle will showcase NMAS' extensive ornithological collections alongside the significant collections of bird related imagery within the decorative arts, fine art and costume collections.

4.3 The NMAS is seeking to increase the number of volunteers and diversify its volunteer profile to include more young people. ACE funding will also be used to improve facilities at Norwich Castle Study Centre, including the refurbished courtroom, enabling the Service to improve its adult learning offer. A key strand of the ACE activity plan for 2012-15, is to pilot and refine a working model for the NMAS to establish itself as a "Teaching Museum", following in the footsteps of teaching hospitals and more recently teaching schools.

5 NMAS Social History Review and Rationalisation Strategy

5.1 The Social History Review and Rationalisation Strategy aims to achieve the following outcomes:

- Improved storage conditions for the social history collections, through upgraded storage materials and the reduced volume of collections.
- Improved documentation of the collections.
- Improved public awareness of the collections and better access to them for researchers and the public.

5.2 The standard NMAS rationalisation process will apply. Curators will propose objects for rationalisation, which will be scrutinised by an internal Rationalisation Committee comprising of Curators, Conservators and those with collections management responsibility. In many cases the material will be held by a second party, usually a second-tier council, and approval for disposal will be needed from the relevant Area Museums Committee and the Joint Museums and Archaeology Committee. Preference will always be given to transfer free of charge to Accredited Museums, preferably within Norfolk or the East of England. Where this is not possible objects will be offered to other organisations which will keep them within the public domain and will treat them sensitively.

6 Review of the Norfolk Museums and Archaeology Service

- 6.1 The Joint Committee noted the Cabinet's responses to the recommendations of the Museums Working Group to enable the Service to progress and develop and so that discussions about the renewal of the Joint Museums Agreement may commence.

7 Overview of Commercial Opportunities

- 7.1 Mark Clancy, Commercial Manager, NMAS, gave the Joint Committee an outline presentation of the elements that will form the basis for the NMAS Commercial Strategy for the 2013/14 financial year. Mark Clancy joined the Service in December 2012. His remit is to boost investment in the museum cafes, shops and spaces for commercial hire in order to maximise earned income. He is also exploring the potential of new income streams such as licensing, online sales and weddings.

John Ward
Chairman

Report of the Norfolk Records Committee Meeting held on 26 April 2013

1. Norfolk Record Office – Performance and Budget Report 2012/13

- 1.1 The Committee received a report which provided information on performance against service plans and budget out-turn information for 2012/13 for the Norfolk Record Office.

The Committee agreed to note the performance against the 2012/13 service plan and the performance against the revenue budget and reserves and provisions for 2012/13.

2. Risk Register

- 2.1 The Committee received a report which contained the latest version of Norfolk Record Office's risk register, as revised on 11 April 2013.
- 2.2 The Committee agreed to note the risk register.

3. Annual Review of Charges for Services

- 3.1 The Committee received a report which considered the annual review of the Record Office charges.
- 3.2 The Committee agreed to note the new charges, as shown in the appendix of the Committee report.

4. Norfolk Record Office Service Plan 2013-16

- 4.1 The Committee received a report which outlined the service planning priorities for the Norfolk Record Office and its key service activities over the next three years.
- 4.2 The Committee noted the proposed service plan.

5. Periodic Report: 1 October 2012 – 31 March 2013

- 5.1 The Committee received a report which detailed the activities of the Norfolk Record office from 1 October 2012-31 March 2013.
- 5.2 The Committee noted the report.

6 Annual Report 2012-13

- 6.1 The Committee received a report which provided a selective summary of the activities of the Norfolk Record Office during 2012-13.
- 6.2 The Committee noted the report.

Chairman



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Report of the Audit Committee Meeting held on 25 April 2013

1 Risk Management Report (4th Quarter 2012/13).

1.1 The Committee received a report by the Head of Finance providing the Committee with an update of the Corporate Risk Register and other related matters following the latest quarterly review conducted during the fourth quarter of 2012/13. The update also included details of seventeen risks proposed for inclusion within the Corporate Risk Register, one of which was RM0199 'Failure to divert waste from landfill' which was shown as red.

1.4 The Committee **RESOLVED** to:

- note the changes to the risk register;
- agree the seventeen corporate risks;
- note that the arrangements for risk management were acceptable and fulfil Norfolk County Council's "Well Managed Risk – Management of Risk Framework".

2 Financial Regulations

2.1 The Committee received a report by the Head of Finance, recommending updates to the Financial Regulations of the County Council. The Committee was asked to recommend the draft financial Regulations to Cabinet, for final approval by full Council subject to any amendments they considered necessary. No significant changes were required.

2.3 The Committee **RESOLVED** to:

- Recommend the draft Financial Regulations to Cabinet, for final approval by full Council.

3 Six Month Internal Audit Plan 2013-14

3.1 The Committee received a report by the Head of Finance setting out the proposed six month Internal Audit plan for quarters 1 and 2 of 2013-14, an outline of the remainder of the year and notes for audits in quarters 1 and 2. The Committee was asked to consider the proposed plan which met relevant audit standards and had balanced the audit needs against the resources available.

3.2 The Chief Internal Auditor agreed to circulate details of the external client's phased work. One external client was the Pension Fund who would inform Internal Audit when the most suitable time was for them to have their audit.

3.3 Mr R Murray from Ernst & Young confirmed that the reduction in equivalent audit hours would still meet the requirements for External Audit's purposes.

3.4 The Committee **RESOLVED** to:

- Note that 840 days were proposed for the initial six month internal audit plan, being a proportion of the overall 1,840 days (1,990 equivalent days in 2012-13) of available audit days for the Council's 2013-14 annual internal audit plan as set out in the approach document approved by the Audit Committee on 31 January 2013.
- Note that the proposed audit plan met the legislative requirement of the Accounts and Audit (England) Regulations (2011).
- Confirm the allocation of 840 days set out in Appendix A of the report to meet the various elements of the strategy approved by the audit Committee on 31 January 2013.
- to note the outline topics in Appendix B2 to deliver the audit work to support the opinion.
- Note that the internal audit plan for Quarters 1 and 2 of 2013-14 made adequate provision for the risks arising from organisational change, the economic downturn and that resources are sufficient to accomplish the plan.

4 Norfolk Audit Services – Quarterly Report for the Quarter ended 31 December 2012.

- 4.1 The Committee received a report by the Head of Finance. The report summarised the results of recent work by Norfolk Audit Services (NAS) to give an overall opinion on the adequacy and effectiveness of risk management and internal control within the County Council and to give assurance that, where improvements were required, remedial action had been taken by Chief Officers. Final reported audits were considered satisfactory and sufficient, there were no corporately significant reports issued, and the 'Fighting Fraud Locally' checklist had been completed.
- 4.2 The Committee **RESOLVED** to note the overall opinion on the effectiveness of risk management and internal control being 'acceptable' and therefore considered 'sound'.

5 Work Programme

- 5.1 The Work Programme was received and noted by the Committee.

6 Audit Commission's 'Striking a Balance 2012' – An Assessment

- 6.1 The Committee received a report by the Head of Finance updating the Committee on the Audit Commission's 'Striking a Balance 2012' report and asked the Committee to consider the questions posed to members in that document and whether there were any lessons to be learned.
- 6.2 The Committee **RESOLVED** to note the report and that there were no specific lessons to be learned.

7 External Audit – Audit Plan 2012-13

- 7.1 The Committee received a report by the Head of Finance introducing the External Auditor's Audit Plan and highlighting the changes since the previous external audit plan.

- 7.2 The Committee was pleased to note that the fees had reduced considerably with the subsequent reduction in audit fees as a result of outsourcing the Audit Practice.
- 7.3 The Committee noted that a small additional fee for Norse consolidation still needed to be agreed and would receive a report at their meeting in September 2013 which would include this information.
- 7.4 The Committee **RESOLVED** to agree the report and the External Audit Plan.

Roger Smith
CHAIRMAN



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