

Council

Date: **Monday 15 June 2009**

Time: **10.00am**

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

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

Prayers

To Call the Roll

AGENDA

1. **To elect a Chairman for the ensuing year**
2. **Minutes**
To confirm the minutes of the meeting of the Council held on 27 April 2009 (Page)
3. **To note County Councillors elected** (Page)
4. **To elect a Vice-Chairman for the ensuing year**
5. **Vote of thanks to the outgoing Chairman**
6. **To receive any announcements from the Chairman**
- 7 **Members to Declare any Interests**

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

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

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|-----|---|---------|
| 8 | Election of Leader of the Council | |
| 9 | Present Political Structures of Norfolk County Council
Report of the Head of Democratic Services | (Page) |
| 10 | Proportional Allocation of Seats on Committees
Report of the Head of Democratic Services | (Page) |
| 11 | Appointments to Committees/Panels for the ensuing year
To consider the recommendations of the Party Leaders, which will be tabled at the meeting. | (Page) |
| 12 | Cabinet Recommendations
Meeting held on 5 May 2009 | (Page) |
| 13. | Reports | |
| | Cabinet
Meeting held 5 May 2009 | (Page) |
| | Cabinet Scrutiny Committee
Meeting held on 19 May 2009 | (Page) |
| | Norfolk Health Overview and Scrutiny Committee
Meeting held on 21 May 2009 | (Page) |
| | Standards Committee
Meeting held on 23 April 2009 | (Page) |
| | Planning (Regulatory) Committee
Meeting held on 24 April 2009 | (Page) |
| | Meeting held on 22 May 2009 | (Page) |
| | Audit Committee
Meeting held on 23 April 2009 | (Page) |
| | Joint Committees
Norfolk Records Committee meeting held on 1 May 2009 | (Page) |
| 14. | To answer Questions under Rule 8.2 of the Council Procedure Rules | |

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

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please contact the Assistant Head of Democratic Services:**
Greg Insull on 01603 223100 or email greg.insull@norfolk.gov.uk



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Tel: 01603 223100

Minicom 01603 223833

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Norfolk County Council
Minutes of the Meeting Held on 27 April 2009

Present: Mr W Northam in the Chair

Mr A Adams	Mr B Iles
Mr C Armes	Mr C Jordan
Mr J Baskerville	Mr C Joyce
Mr D Baxter	Mr J Joyce
Mr S Bett	Mrs B Lashley
Mr R Blower	Mr C Lloyd Owen
Mrs H Bolt	Mrs S Matthews
Dr A Boswell	Mrs R Monbiot
Mrs J Brown	Mr I Monson
Mr A Byrne	Mr C Mowle
Mr D Callaby	Mr S Murphy
Mr M Carttiss	Mr G Nobbs
Mr B Collins	Mrs T Paines
Miss E Collishaw	Mrs H Panting
Mr J Collop	Mr J Pitt-Pladdy
Mr D Cox	Mr A Pond
Mr S Dunn	Mr R Rockcliffe
Mr T East	Mr J Rogers
Mrs I Floering-Blackman	Mr M Scutter
Mr R Goreham	Mr N Shaw
Mr J Gretton	Mr J Shrimplin
Mr A Gunson	Mr B Spratt
Mrs S Gurney	Mr M Taylor
Mrs B Hacker	Mr A Tomkinson
Mrs G Harris	Miss J Virgo
Mr D Harrison	Mr T Wainwright
Mr P Harwood	Mr B Walker
Mr G Hemming	Mrs C Walker
Mr J Holmes	Mrs C Ward
Mr C How	Ms S Whitaker
Mrs J Howe	Mr A White
Mr C Hull	Mr A Williams
Mr H Humphrey	Mr A Wright
Mrs S Hutson	Mr M Wright

Total present: 68

Apologies:

Apologies for absence were received from, Mrs J Chamberlin, Mr S Dorrington, Mrs J Eells, Mr P Hacon, Ms I Macdonald, Mr I Mackie, Ms M McKay and Mr P Morse.

1. Minutes of the previous meeting

The minutes of the meeting held on 23 March 2009 were confirmed as a correct record and signed by the Chairman.

2. Chairman's Announcements

The Chairman represented the Council at the funeral of Bryan Smith, former Chief Fire Officer. Also in attendance were Mr Richard Rockcliffe and Mr Roy Blower.

The Chairman congratulated Eve Collishaw who was due to be inaugurated as the 100th Lord Mayor of Norwich on the 19th May.

The Chairman said that he had hosted two School Councils from the Alderman Peel High School and Hellesdon High School. Once again all the students acquitted themselves very well.

The Chairman said he had attended the following events since the last Council meeting:

- A reception at RAF Lakenheath to meet the proposed new Vice Commander USAF, Major General Zamzaw.
- The official opening of the Pulham Market Roundabout.
- The Fire and Rescue HQ, Hethersett and the Urban Search and Rescue Unit at Hethersett. The Chairman was very impressed with the commitment of all the fire fighters and their obvious pride in the specialist work they do.
- The Anzac Day Service at Wymondham Abbey.
- The Chairman said that during his term of office he had attended many events at Great Yarmouth and he thanked the Great Yarmouth area members for their unfailing warm welcome which he very much appreciated. Recently he had attended a Civic Dinner for Canon Michael Woods on his retirement, the opening of the Easter Fayre and the placing of the endstone to mark the completion of Wherrymans Walk.

The Chairman announced that at the end of June, as part of the National Armed Forces Day celebrations, the then Chairman of the Council together with the Lord Lieutenant would be hosting an Armed Forces Day reception to present 50 Armed Services veterans with the Armed Forces Badge. Any Member who served in the Armed Forces who had not yet had their Armed Forces Veterans Badge and who wished to receive the badge were asked to contact Democratic Services Support Office.

The Chairman announced that this Council meeting would be the last for twenty-three members who were retiring and he wished them all long and

happy retirements. The Chairman thanked all members for their support and hard work, and he especially thanked Mr Shaun Murphy for his support as Vice Chairman.

3. Declarations of Interest

The following declarations of interest were noted against Item 7, Planning (Regulatory) Committee meeting held on 20 March 2009, paragraph 1
Marsham: Wood Farm: Green and Kitchen/Food Waste Composting Operation

- Mr T Williams declared a prejudicial interest as a Director of NORSE.

The following declared personal interests as members of Broadland District Council:

- Mr A Adams
- Mr S Dunn
- Mrs S Gurney
- Mr J Joyce

4. County Council elections 2009 – Terms of Office of Independent Members of the Standards Committee

Mr Cox moved the report which was seconded by Mr Humphrey.

Mr Scutter asked why it was proposed to extend the Standards Committee elections by six months when the County Council elections were being postponed by only one month and he was advised that this related to the difficulty of recruiting members over the summer and the reasons set out in paragraph 2.2 of the report.

Ms Whitaker asked how it would be decided which members of the Standards Committee would be elected for terms of office of 3 or 4 years. The Director of Corporate Resources and Cultural Services said that the Head of Law would provide a written response.

RESOLVED:

To authorise:

- (i) the extension of the terms of office of all existing independent members of the Standards Committee from 31 June 2009 to 31 December 2009;
- (ii) the Monitoring Officer, in preparing recruitment packs for new independent members, to invite applications for terms of office of 3 and 4 years respectively, expiring on 31 December of the relevant year, to ensure there is overlap between trained, experienced members of the Standards Committee at all times, including immediately after a County Council election.

5. Scheme of Members' Allowances

Mr Cox moved the report which was seconded by Mr Humphrey.

Mr East said that whilst he had no hesitation in accepting the recommendation not to increase the scheme of members' allowances in line with the local authority employee pay award for 2009/2010, he felt that those councillors who needed financial help should be able to claim the full allowance. In response, Mr Cox advised members that if they were concerned about the voluntary discretion element they could make representation to the Independent Remuneration Panel when it reviewed the scheme later in the year.

Mrs Lashley said that this proposal should be deferred until such time as the local authority pay award was known.

In response, Mr Cox said that although the Local Authority pay award had not yet been settled, a pay award increase of 0.5% would remain on the table until June. However, Mr Cox said that he believed councillors should not accept a pay increase this year and that this report referred only to councillor allowances.

Mr Nobbs moved an amendment that a decision be postponed until the Chief Executive and Deputy confirm whether they would also forego any increase in their pay. This amendment was seconded by Mr Jordan.

Following debate and vote the amendment was LOST.

Council then voted on the original motion and it was:

RESOLVED: that the Council does not increase the scheme of members' allowances in line with the local authority employee pay award for 2009/2010.

6. Cabinet Recommendations – 6 April 2009

Mr Cox moved the recommendations from the Cabinet.

Local Transport Plan Settlement and Highways Programme 2009/2010/2011, paragraph 1

RESOLVED:

- (i) To approve the suggested Transport Plan programme for 2009/10 and 2010/11 as detailed in the Overview and Scrutiny Panel report, attached to the Cabinet Report.
- (ii) To approve action by the Director of Environment, Transport and Development under Chief Officer Powers to bring forward schemes from the 2010/11 Transport Plan programme into the 2009/10 programme if slippage occurs.

Norfolk Youth Offending Team Service Plan 12009/12, paragraph 2

RESOLVED: To approve the Norfolk Youth Offending Team Service Plan 2009/2012.

Trading Standards Service Plan 2009/2010, paragraph 3

RESOLVED: To approve the adoption of the Trading Standards Service Plan 2009/10.

7. Report of the Cabinet Meeting held on 6 April 2009

In moving the report, Mr Cox drew Members' attention to key items and invited questions.

Member Questions, paragraph 1.1

Mr Scutter asked how many additional work placements had been made or promised.

In response, Mr Humphrey, Cabinet Member for Human Resources, Finance, Property and Corporate Affairs, said that 152 requests for placements had been received and 72 people had been placed but that he would provide a written update.

Mrs Howe said that the response received from Mr Humphrey to the supplementary question had taken 16 days to arrive rather than the 7 days required under the Constitution. Mr Humphrey apologised for the delay.

Member Questions, paragraph 1.2

Mr Callaby voiced concern about the abandoned tyre stacks at Tattersett Park, which he said the Environment Agency had made no attempt to remove. In response, Mr Cox confirmed that the authority would continue to liaise with the Environment Agency to seek the removal of the tyres.

Overview and Scrutiny Panel Issues, paragraph 2

Mr Scutter said that the Budget had said there would be new money to replace that which had been lost from post-16 funding. He asked what the current position was.

In response, Mrs Monbiot, Cabinet Member for Children's Services praised the local LSC but said that the LSC nationally had created a huge disturbance regarding funding as the figures were wrong but that as far as she was aware, the LSC had now restored this funding and therefore students would be able to access courses.

Mr East said he was delighted that the Council's bid for £91m PFI credits had been approved but he hoped that technologies other than incinerators would be adopted for Contract B.

In response, Mr Monson, Cabinet Member for Waste Management and the Environment, said that the authority was technology neutral and would aim to remain so. Bids received would be judged on merit and evaluated to strict criteria and the technology would be chosen only when the preferred bidder had been selected.

2008-09 Finance Monitoring Report, paragraph 4

Mrs Lashley asked how much of the proposed savings had been lost because of the delays to the Park & Ride proposals. She asked how the

loss of income over the last 3 months of the financial year had been covered and how the losses from the further delays would be covered.

In response, Mr Gunson, Cabinet Member for Planning and Transportation, said that he was disappointed by the delays to the Park & Ride proposals. Any financial losses would need to be accounted for in the public transport budget, and so far as concessionary passes were concerned, senior citizens would be disadvantaged for a longer period than expected.

State of the Economy – Update, paragraph 6

Mr James Joyce said that he had received a response to his question on payment performance, raised at the last Council meeting, but he reiterated that the Council should be setting an example by paying all invoices within twenty days.

In response, Mr Humphrey said that the authority recognised that small and medium enterprises would benefit from early payment within twenty days but that there were difficulties in identifying them. There was a need for benefits to be directed to where they could do most good.

Payment Levels for Independent Sector in 2009/10, paragraph 7

Mrs Howe said that care services should be linked to quality as well as cost and an ongoing comparison should be included in care service reports.

In response, Mr Mowle, Cabinet Member for Adult Social Services said that all members were interested in the quality of care which would now be monitored by the Council for Quality and Care (CQC) and the idea of rewarding annual financial increases to the quality of care would help to drive up the quality of care. Comparative costs and comparative improvements should be reported to the Overview & Scrutiny Panel annually.

School Organisation Proposals, paragraph 8

Ms Whitaker asked about the Pay and Conditions Policy for schools and whether those schools who become Foundation Trusts would be bound to implement the outcome of the Modern Reward Strategy. Mrs Monbiot said she would request a response from the Head of Human Resources and Organisational Development and circulate this to members.

Mr Tomkinson expressed support for the agreed proposals for Earsham and Gillingham VA First Schools to extend their age-ranges to become 5 – 11 primary schools. Mrs Monbiot thanked Mr Tomkinson for his support and confirmed that the authority was putting a lot of funding into the Earsham and Gillingham VA First Schools to allow them to become 5 – 11 primary schools.

Mrs Brown asked whether the Expression of Interest for an academy in King's Lynn would be delayed due to a lack of funding. In response, Mrs Monbiot said that the delay was very unfortunate but that the authority would be moving ahead with plans to develop an academy in King's Lynn and that suitable land was currently being sought.

Review of the Primary Strategy for Change (Primary Capital Programme), paragraph 9

Mrs Howe said that capital slippage monies should be reallocated and spent as a matter of urgency. In response, Mr Humphrey said that there could sometimes be delays to items in Capital Programmes and it would not always be practicable to use monies set aside on other projects as there would then be no funding left for the original project.

Admission Arrangements for September 2010, paragraph 11

Mr Scutter asked whether cluster and academy schools would have their own admissions/transfer procedures - he said that he hoped that the current excellent admissions procedures could be maintained. In response, Mrs Monbiot advised that the Council was fully funding all the work on admission arrangements as the Government have insisted that local authorities take on admissions procedures where students transfer out of school term.

Delays Occurring on County and Trunk Roads as a Result of Roadworks and Incidents – Scrutiny Working Group Proposed Final Report, paragraph 14

Mr Pitt-Pladdy said that the condition of 'B' and 'C' roads in the County was a disgrace with surfaces degrading and numerous potholes and he suggested that there should be a serious examination by engineers as to the sub-contractors they use.

In response, Mr Gunson said that the large number of potholes had been caused by a very hard winter but recent good weather had allowed the engineers to catch up on this work to a large extent.

8. Report of the Cabinet Scrutiny Committee Meeting held on 24 March 2009

Items of urgent business, paragraph 1.1

Mrs Howe challenged the wording that the Department for Transport (DfT) would 'deliver continuing improvements' because she said there had been no improvements to rail services, instead there had been a deterioration of services. Ms Whitaker confirmed that this was a direct quote taken from the DfT letter.

Community Cohesion, paragraph 2

Ms Whitaker paid tribute to the Head of Youth Justice, Sue Massey and the County Community Cohesion Officer, Claire Bailey, for their contribution to community cohesion.

In response to a question, members were advised that the Community Cohesion Strategy was for the whole of Norfolk.

Mr Humphrey confirmed that Jo Richardson, the Corporate Equalities & Diversity Manager, was a member of the Equality Strategy Group and it was largely thanks to her work that the authority had received 3 stars. Mr Humphrey advised that Jo Richardson also worked closely with Sue Massey and Claire Bailey on the work of community cohesion.

In response to a question from Mrs Brown, Ms Whitaker confirmed that schools do have a Community Cohesion Strategy and there were a lot of seminars available to schools on the subject of community cohesion and information was also available via Esinet.

In response to a question from Mr East, Ms Whitaker confirmed that the Community Cohesion Strategy included disability, deprivation, discrimination, disadvantage and diversity.

Ms Whitaker said that she understood that the Community Cohesion presentation would be included as part of the member induction programme.

Supporting people in difficult economic times, paragraph 4

Ms Whitaker advised that the Cabinet Scrutiny Committee had agreed to continue to receive updates until the first meeting of the Committee following the Council elections and at that time the new Cabinet Scrutiny Committee members could decide whether they wished to receive further updates. Ms Whitaker thanked Mr Rockcliffe for providing regular updates to the Committee. She noted that the Council had only spent £236,000 on projects and suggested that this would not keep people in business for very long as this amount represented less than 1% of the £27.5m Capital Programme slippage. Ms Whitaker said that the Cabinet Scrutiny Committee were unconvinced that there was nothing further the Council could do and she asked that initiatives from other Councils be considered.

RESOLVED: to note the report.

9. Report of the Cabinet Scrutiny Committee Meeting held on 21 April 2009

Final Report of the Child Poverty Working Group, paragraph 1

Ms Whitaker said that the Committee had agreed that two of the report's recommendations (i) to approach the Department for Work and Pensions (DWP) concerning a pilot scheme to offer bridging loans for the period between benefits and work and (ii) to offer free meals for those children already entitled to free school meals attending play schemes during the holidays, could be implemented in the short term.

Mrs Panting suggested there was a strong link between Child Poverty and the wish to make Norfolk a strong and prosperous community for young and old alike. She said that children born into poverty have the capacity to be as enterprising as the rest of us but for too many this capacity is stifled even before they go to school. She asked members to remember to cherish the poorest children as they would their own, as they may bring unexpected gifts.

Mr How said that in order to understand the root cause of Child Poverty the authority must get back to tackling underlying deprivation in the County and he hoped that work would continue following the County Council elections.

Mr Lloyd Owen thanked members of the Child Poverty Working Group for the excellent report. He said that the report gave no indication of the costs involved in implementing the pilot scheme to offer bridging loans for the period between benefits and work or the free meals, as he had requested. However, Mr Lloyd Owen said that he believed the costs of offering bridging loans would be minimal and he hoped that the Cabinet would be contacting the relevant Government department about instigating this pilot scheme.

In response, Ms Whitaker said that the costs of implementing the pilot scheme with the DWP would not be known until after the Authority had met with the DWP. If time permitted, costings for free meals would be included as an addendum to the report. However, the Cabinet Scrutiny Committee had agreed that this report should be progressed.

Ms Whitaker paid tribute to the Working Group members and said that this had been a very worthwhile piece of work.

Supporting people in difficult economic times, paragraph 3.2

Mr Pitt-Pladdy suggested that all roundabouts, including the Pulham St Mary roundabout, should be lit at night and a Capital programme project such as this would help support people in difficult economic circumstances.

10. Report of the Norfolk Health Overview and Scrutiny Committee Meeting held on 29 January 2009

RESOLVED: to note the report.

11. Report of the Norfolk Health Overview and Scrutiny Committee Meeting held on 16 April 2009

The Effects of Housing on Physical and Mental Health, paragraph 1

Mrs Howe said that she had chaired the Impact of Housing on Physical and Mental Health Working Group and that the response received from the Local Area Agreement (LAA) Improving Housing Outcome Champion had been both disappointing and regrettable. Mr Baxter supported Mrs Howe's comment.

Primary Angioplasty Services, paragraph 4

Mr Tomkinson said that the primary Angioplasty Unit was now up and working having been supported to a very large extent by the local charity 'Balloons for Hearts'. Mr Tomkinson said that this is an excellent service for our County and he congratulated the Charity on its work.

RESOLVED: to note the report.

12. Report of the Personnel Committee Meeting held on 1 April 2009

RESOLVED: to note the report.

13. Report of the Planning (Regulatory) Committee Meeting held on 20 March 2009

Mr T Williams declared a prejudicial interest and withdrew from the discussion during this item.

Mr Harrison said he was concerned that the protocol of the Planning (Regulatory) Committee was not been met in this instance. He said that as NEWS is a subsidiary of NORSE the Chairman of the Committee, Mr Baxter, should have declared a conflict of interest because of his involvement with NORSE. Neither the applicant nor NEWS had given 48 hours notice that they wished to speak, nor had they been included on the speaker list and by allowing them to speak this had deprived Mr Harrison of the right to speak last as local member. Whilst the County Council's Head of Law and Monitoring Officer had confirmed that the meeting was conducted appropriately, Mr Harrison felt that the meeting had been neither fair nor within the framework of the protocol.

In response, Mr Baxter advised that he had withdrawn from the discussion for this item and that Mr Rogers, as Chairman, had exercised his discretion and allowed the applicant and NEWS to speak before the decision was taken. The Chairman derived his authority from Appendix 10 Rule 19 of the Constitution, which allows those chairing meetings wide discretion in the handling of committee meetings. The Head of Law and Monitoring Officer had stated that she was satisfied that the decision taken in relation to the application had been taken properly.

Mrs Howe said that the question concerning Mr Baxter's possible conflict of interest had not been answered and she requested a written response.

In response, Mr Baxter said that it was unclear what conflict of interest Mrs Howe was referring to as he was not a director of NORSE.

Mr C Joyce said that he had not supported the application but he did support the Chairman, Mr Rogers, in his handling of this item.

Mr Rogers said that he had chaired the Planning (Regulatory) Committee for this item which had been conducted in the correct manner.

RESOLVED: to note the report.

14. Report of the Joint Highways Agency Committee Meeting Held on 22 January 2009

Highway Performance Monitoring of the Highways Agency Agreement, paragraph 12

Mr Pond said that he was very pleased with the standards of pothole repair in South Norfolk.

Major Roadworks – Regular Monitoring, paragraph 14

Mr How said that the dualling of the A11 should now come to fruition.

RESOLVED: to note the report.

15. Report of the Joint Museums Committee Meeting Held on 13 March 2009

Mr Gretton paid tribute to all members of the Joint Museums Committee for their commitment to the Committee over the last four years and he said that over the last ten years Norfolk Museums had been through a golden age.

Members paid tribute to Mr Gretton for his guidance and leadership as Chairman of the Joint Museums Committee. Mr Nobbs also wished Mr Gretton well in his retirement.

Mr Collins said that the Time and Tide Museum in Great Yarmouth would shortly have a new £0.5m attraction, a submersible submarine called the Mantis, and he thanked Mr Gretton, in his role of Chairman of the Joint Museums, for his guidance and initiative.

Mr Pitt-Pladdy was pleased that schools could gain free entry to museums and hoped this would continue. He also hoped that this could be extended to offer schools free travel to museums.

Mr Lloyd Owen requested the continuation of joint agreements as museums and archives in Norfolk had been subject to joint agreements since 1974 and this had allowed Norfolk to outshine many of the other shire counties.

Mr Taylor paid tribute to Mr Lloyd Owen for his chairmanship of the Norfolk Records Committee and for his involvement as a member of the Norfolk Windmills Trust.

RESOLVED: to note the report.

16. Appointments to Committees etc (Standing Item)

There were no appointments to Committee.

The meeting concluded at 12.10pm.

CHAIRMAN



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Norfolk County Council
15 June 2009
Item No 3

Composition of Norfolk County Council

A note of the composition of the County Council following the election on 4 June 2009 is attached for Council's information.

Political Composition of Norfolk County Council June 2009

Conservative

Anthony David Adams
Stephen William Bett
Bill Borrett
Alexander James Byrne
Michael John Baylis Chenery of
Horsburgh
James Alexander Carswell
Michael Reginald Harry Carttiss
Charlotte Louise Casimir
Jennifer Rose Mary Chamberlin
Marion Chapman-Allen
Stuart Michael Clancy
Bertie James Edmund Collins
Gerald Cook
Daniel Richard Cox
Nigel David Dixon
John Dobson
Steven Dorrington
Phillip Duigan
Stuart Dunn
Thomas Steven Charles Garrod
Adrian John Gunson
Shelagh Cassandra Gurney
Ronald Charles Hanton
David Harwood
Jon Herbert
Harry Arthur Sidney Humphrey
Shelagh Elizabeth Lucy Hutson
Brian John Maxwell Iles
Diana Irving
Cliff Jordan
Mark Kiddle-Morris
Michael Collins Langwade
Brian Winston Charles Long
Ian James Mackie
Jean Mickleburgh
Ian Alexander Monson
Joe Mooney
Derrick Murphy
Janet Ann Murphy
William Nunn
John Hase Perry-Warnes
Graham Robert Plant
Andrew James Proctor
Richard Colin Rockcliffe
John David Rogers
Nigel Christopher Shaw

James Robert Shrimplin
Roger Ackworth Smith
Beverley Herbert Alison Spratt
Ann Steward
Alison Mary Thomas
Hilary Thompson
Anthony Tomkinson
John Martyn Ward
Paul Anthony George Wells
Anthony Maurice White
Martin James Wilby
Anthony Thomas Williams
Anthony John Wright
Russell John Wright

Liberal Democrat

Mike Brindle
David Robert Callaby
Diana Clarke
Tim East
Brian John Hannah
David George Harrison
Graham Robert Jones
James Michael Joyce
Paul Donald Morse
Paul Kenneth Rice
Mervyn John Scutter
Marie Strong
Fiona Clare Williamson

Green

Richard Andrew Bearman
Andrew Philip Boswell
Richard Alan Edwards
Philip Allan Hardy
Marcus Hemsley
Stephen Ralph Little
Jennifer Susan Toms

Labour

Bert Bremner
George Nobbs
Colleen Monica Walker

UKIP

Rex Edgar Parkinson-Hare

Totals

Conservative (60)
Liberal Democrat (13)
Labour (3)
Green (7)
UKIP (1)

Total - 84

PRESENT POLITICAL STRUCTURE OF NORFOLK COUNTY COUNCIL

Report by Head of Democratic Services

1. **The Political Structure of Norfolk County Council**

The political structure of Norfolk County Council comprises:-

1.1 **Full Council**

The Full Council is made up of all 84 Councillors and its meets approximately 7/8 times per year.

The Full Council is responsible for adopting and changing the Council's Constitution. It also sets the Policy Framework and budget within which the Council operates. Full Council also appoints the Leader, and agrees the Constitution and Terms of Reference of the Council's Committees.

1.2 **The Cabinet (Executive)**

The Cabinet is made up of the Leader plus up to 9 other Members appointed by the Leader. The remaining 9 members of the Cabinet each have responsibility for an area of the Council's activities and the Leader designates the areas of responsibility to individual members of the Cabinet. The current areas of responsibility are set out in Appendix 3 of the Council Constitution. The Leader appoints one of the Members of the Cabinet as his/her Deputy. The Council's Constitution specifies that other executive members may not be members who are members of the Executive of another local authority.

The Leader may appoint non-executive members as Deputy Cabinet Members and Cabinet Support Members to advise and assist Cabinet Members but such members are not members of the Executive.

The Cabinet meets monthly.

The Cabinet is responsible for the executive decisions that implement the Council's policy and budget framework.

1.3 **Overview and Scrutiny**

Overview and Scrutiny breaks down into three main components.

(a) The Cabinet Scrutiny Committee

The Cabinet Scrutiny Committee is made up of 15 Councillors. The Committee membership also includes Parent Governor and Church Representatives who have voting rights in relation to education matters.

The Cabinet Scrutiny Committee is appointed by the Full Council and meets on the same frequency as the Cabinet, i.e. approximately 12 times per year. The Committee is chaired by a member of the opposition groups on the Council and the Constitution indicates this will normally be the Leader of the main opposition group.

The Cabinet Scrutiny Committee is responsible for the call-in of Cabinet decisions. The Committee is also responsible for conducting reviews of Council activities, in particular where these cover a number of areas of activity and so would not be addressed by a single Overview and Scrutiny Panel.

Cabinet Members, Deputy Cabinet Members and Cabinet Support Members cannot serve as Members of the Cabinet Scrutiny Committee.

(b) Overview and Scrutiny Panels

There are six Overview and Scrutiny Panels:-

- Corporate Affairs (17 County Councillors)
- Children's Services (17 County Councillors)
- Fire and Community Protection (17 County Councillors)
- Planning, Transportation, the Environment and Waste (17 County Councillors)
- Adult Social Services (17 County Councillors)
- Economic Development and Cultural Services (11 County Councillors)

The Children's Services Overview and Scrutiny Panel also includes as Members, two Parent Governor Representatives and one representative from each of the Church of England and Roman Catholic Diocesan Boards. These Members have full speaking rights but only have voting rights on matters relating to the Authority's education functions. Cabinet Members, cannot serve as Members of the Overview and Scrutiny Panels but the appropriate Cabinet Member(s) attend Panel Meetings in a non-voting capacity. Deputy Cabinet Members and Cabinet Support Members cannot serve on the Overview and Scrutiny Panel that relates to their remit.

The Overview and Scrutiny Panels meet approximately 6 times per year.

The Overview and Scrutiny Panels are appointed by Full Council and are responsible for conducting reviews of Council activities within their area of responsibility, reporting their findings to Cabinet and/or Full Council. In addition, the Cabinet consults Panels in the on-going review/development of Council services within their areas of responsibility.

(c) The Norfolk Health Overview and Scrutiny Committee

The Committee is made up of 8 County Councillors and 7 District Councillors and is responsible for scrutinising health in Norfolk. The County Council members on the

Committee are appointed by Full Council. The purpose of Health Scrutiny is to improve health and reduce health inequalities in Norfolk. Cabinet Members cannot serve as Members of the Health Overview and Scrutiny Committee

1.4 Area Committees

There are 2 Area Committees in Norfolk's political structure, one for each of the areas of the District Councils of Norwich and Great Yarmouth. The Councillors who represent the divisions in each area make up the membership of the Area Committee.

2.0 Other Main Committees

The other main Committees within the political structure are:-

(a) Standards Committee

The Committee comprises 4 Councillors drawn from outside the Cabinet and 5 persons who are not Councillors or Officers of the County Council (Independent Members) and it is chaired by one of the Independent Members. The Committee is not subject to political balance requirements.

(b) Audit Committee

7 Members, appointed by Full Council serve on this Committee. No more than 1 Cabinet Member and no more than 1 Cabinet Scrutiny Committee can serve on the Committee and any Cabinet Members or Cabinet Scrutiny Committee Members appointed to the Committee cannot be Chairman.

(c) Personnel Committee

This Committee comprises 5 Members appointed by Full Council.

(d) Pensions Committee

This Committee comprises 5 Members appointed by Full Council and 2 additional voting Members nominated by the Local Government Association to represent the interests of the District Councils and other authorities which are admitted to the Norfolk County Superannuation Fund. The Committee exercises the Council's functions relating to Local Government Pensions and the Firemen's Pension's scheme.

(e) Planning (Regulatory) Committee

15 Members appointed by Full Council serve on this Committee, including 1 member of the Cabinet, who may not chair the Committee. The Committee deals with planning applications for which the County Council is the determining authority and development control. The membership cannot include anyone who is a Member of the Planning Committee of another Planning Authority, other than the Broads Authority.

(f) General Purposes (Regulatory) Committee

This Committee, with 5 Members appointed by Full Council deals principally with public rights of way issues and registration of common land and village greens.

3. Terms of Reference

The full Terms of Reference for all these Committees are set out in the Council's Constitution.

4. Future Arrangements

Members are asked to consider whether they wish to make any changes to the present political structures and if so what form such changes should take.

Contact Officer: Greg Insull, Assistant Head of Democratic Services
Tel: 01603 223100

Email: greg.insull@norfolk.gov.uk



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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 4 June, 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 15 June.

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Email: greg.insull@norfolk.gov.uk



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Proportional Allocation of Seats on Committees

Supplementary report by Head of Democratic Services

As indicated in the report at page 19 of the Council agenda, discussions have taken place between the political group leaders about the allocation of seats on the main Committees and Panels. Those discussions have resulted in the proposed allocation of seats as set out below. The proposals incorporate an agreement by the Group Leaders that the number of members appointed to the Cabinet Scrutiny Committee, the Planning (Regulatory) Committee and the Economic Development and Cultural Services Overview and Scrutiny Panel be changed to 17, bringing them all in line with the other Overview and Scrutiny Panels.

Council is asked to approve the proposed allocations:

Cabinet Scrutiny Committee - 17 (12 Conservative, 3 Liberal Democrat, 1 Labour, & 1 Green) plus 2 Church and 2 Parent Governor representatives)

The Committee is chaired by a member of the Opposition Groups, who will be elected by the Committee and who will normally be the Leader of the main Opposition Group on the Council.

Cabinet Members, Deputy Cabinet Members and Cabinet Support Members may not serve on this committee.

Norfolk Health Overview and Scrutiny Committee 8 (6 Conservative, 1 Liberal Democrat, 1 Green) plus a named substitute for each appointed Member)

No Cabinet Member may serve on this committee.

Personnel Committee - 5 (4 Conservative, 1 Liberal Democrat)

Pensions Committee 5 (4 Conservative, 1 Liberal Democrat)

Emergency Committee 5 (4 Conservatives, 1 Liberal Democrat)

Standards Committee 4 (1 Conservative, 1 Labour, 1 Liberal Democrat, 1 Green) plus the Chairman of the County Council on an ex-officio and non-voting basis. Plus 5 Independent Members)

This committee is not subject to the political balance requirements. In addition, the Constitution does not allow a Cabinet Member to serve on the Standards Committee. The Committee is chaired by one of the Independent Members

Audit Committee 7 (5 Conservatives, 1 Liberal Democrat, 1 Green)

The Constitution of this committee allows no more than 1 Cabinet member and 1 Cabinet Scrutiny Committee member to serve on it and any Cabinet or Cabinet Scrutiny Committee member appointed to it cannot serve as Chairman of the committee.

Planning (Regulatory) Committee - 17 (12 Conservative, 3 Liberal Democrat & 2 Green)

The Constitution requires that the membership includes 1 Cabinet member, who may not be Chairman of the committee.

The membership cannot include any person who is a member of the Planning Committee of another Planning Authority, other than the Broads Authority

General Purposes (Regulatory) Committee - 5 (4 Conservatives, 1 Liberal Democrat)

Panel of Substitutes for Regulatory Committees - 17 (12 Conservatives, 3 Liberal Democrat and 2 Green)

Substitutes for the Planning (Regulatory) Committee and the General Purposes (Regulatory) Committee must be drawn from this Panel

OVERVIEW AND SCRUTINY PANELS

No Cabinet Member may serve as an ordinary or substitute member on the Council's Overview and Scrutiny Panels but they attend the relevant Panel meetings in a non-voting capacity.

Deputy Cabinet Members and Cabinet Support Members may not serve on the Overview and Scrutiny Panel relating to their remit but may serve as full members of other Overview and Scrutiny Panels.

Adult Social Services - 17 (12 Conservative, 3 Liberal Democrat & 2 Green)

Corporate Affairs - 17 (12 Conservative, 2 Liberal Democrat, 2 Green & 1 Labour)

Children's Services - 17 (12 Conservative, 3 Liberal Democrat, 1 Labour, & 1 Green) plus 2 Church and 2 Parent Governor Representatives

Economic Development & Cultural Services - 17 (12 Conservative, 3 Liberal Democrat, 1 Labour & 1 Green) Plus the Chairmen of the Joint Museums Committee and Records Committee on a non-voting ex-officio basis

Fire and Community Protection - 17 (12 Conservative, 3 Liberal Democrat, 1 Labour & 1 Green)

Planning, Transportation the Environment & Waste - 17 (12 Conservative, 2 Liberal Democrat, 2 Green & 1 Labour)

Norfolk Joint Museums Committee – 9 (7 Conservative, 1 Green & 1 Liberal Democrat) plus 1 named substitute for each of the political groups

Norfolk Records Committee – 3 (2 Conservative, 1 Liberal Democrat) plus 1 named substitute for each of the political groups

Eastern Sea Fisheries Joint Committee – 4 (3 Conservative, 1 Liberal Democrat)

Norwich Highways Agency Joint Committee – 2 (1 Cabinet Member and 1 other Conservative Member) plus 3 non-voting advisory members (1 Conservative, 1 Green & 1 Liberal Democrat).

Eastern Shires Purchasing Organisation - 3 (2 Conservative, 1 Liberal Democrat)

Norfolk Police Authority – 9 (7 Conservative, 1 Green & 1 Liberal Democrat)

RECOMMENDATION

To approve the allocations as set out in the report

Contact Officer: Greg Insull, Assistant Head of Democratic Services
Tel: 01603 223100



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GSI/KLN-apptscommitteespanels2009/10
June 2009

Appointments to Committees/Panels for 2009/10

Report by Head of Democratic Services

The political groups have provided the following nominations for committee and panel places for 2009/10 and Council is invited to approve them.

Cabinet Scrutiny Committee - 17 (12 Conservative, 3 Liberal Democrat, 1 Labour & 1 Green)

Conservative

Tony Adams
Bill Borrett
John Dobson
Phillip Duigan
Ron Hanton
Cliff Jordan
Andrew Proctor
Richard Rockcliffe
Jim Shrimplin
Paul Wells
Tony White
Russell Wright

Liberal Democrat

James Joyce
Paul Morse
Mervyn Scutter

Green

Andrew Boswell

Labour

George Nobbs

Norfolk Health Overview and Scrutiny Committee 8 (6 Conservative, 1 Liberal Democrat, 1 Green) plus a named substitute for each appointed Member)

Conservative

Michael Carttiss
Michael Chenery of Horsburgh
Diana Irving
Alison Thomas
Paul Wells
Tony Wright
Subs – To be confirmed

Liberal Democrat

David Harrison
Sub – James Joyce

Green

Philip Hardy
Sub – Stephen Little

Personnel Committee - 5 (4 Conservative, 1 Liberal Democrat)

Conservative

Daniel Cox
Derrick Murphy
Tony Williams
One other to be confirmed

Liberal Democrat

Paul Morse

Pensions Committee 5 (4 Conservative, 1 Liberal Democrat)

Conservative

Daniel Cox
Jon Herbert
Adrian Gunson
Derrick Murphy

Liberal Democrat

Paul Morse

Emergency Committee 5 (4 Conservatives, 1 Liberal Democrat)

Conservative

Daniel Cox
Harry Humphrey
Derrick Murphy
William Nunn

Liberal Democrat

Brian Hannah

Standards Committee 4 (1 Conservative, 1 Labour, 1 Liberal Democrat, 1 Green) plus the Chairman of the County Council on an ex-officio and non-voting basis. Plus 5 Independent Members)

Conservative

Gerry Cooke

Liberal Democrat

David Callaby

Green

Richard Bearman

Labour

George Nobbs

Audit Committee 7 (5 Conservatives, 1 Liberal Democrat, 1 Green)

Conservative

Jon Herbert
Joe Mooney
Graham Plant
Roger Smith
Tony Williams

Liberal Democrat

Mike Brindle

Green

Stephen Little

Planning (Regulatory) Committee - 17 (12 Conservative, 3 Liberal Democrat & 2 Green)

Conservative

Nigel Dixon
Adrian Gunson
Ron Hanton
Brian Long
Janet Murphy
John Rogers
Jim Shrimplin
Ann Steward
Hilary Thompson
John Ward
Martin Wilby

Liberal Democrat

Mike Brindle
David Callaby
David Harrison

Green

Philip Hardy
Marcus Hemsley

Tony White

General Purposes (Regulatory) Committee - 5 (4 Conservatives, 1 Liberal Democrat)

Conservative

Janet Murphy
John Rogers
Jim Shrimplin
John Ward

Liberal Democrat

Paul Morse

Panel of Substitutes for Regulatory Committees - 17 (12 Conservatives, 3 Liberal Democrat and 2 Green)

Conservative

To be confirmed

Liberal Democrat

Graham Jones
Paul Morse
Paul Rice

Green

Richard Bearman
Jennifer Toms

OVERVIEW AND SCRUTINY PANELS

Adult Social Services - 17 (12 Conservative, 3 Liberal Democrat & 2 Green)

Conservative

Tony Adams
Bill Borrett
Charlotte Casimir
Michael Chenery of Horsburgh
Tom Garrod
Diana Irving
Mark Kiddle-Morris
Jean Mickleburgh
Joe Mooney
John Perry-Warnes
Nigel Shaw
Tony Wright

Liberal Democrat

David Callaby
David Harrison
James Joyce

Green

Philip Hardy
Stephen Little

Children's Services - 17 (12 Conservative, 3 Liberal Democrat, 1 Labour & 1 Green) plus 2 Church and 2 Parent Governor Representatives

Conservative

Bill Borrett
Alec Byrne
James Carswell
Charlotte Casimir
Gerry Cooke
Tom Garrod
Diana Irving

Liberal Democrat

Diana Clarke
Brian Hannah
Mervyn Scutter

Green

Richard Bearman

Mark Kiddle-Morris
William Nunn
Beverley Spratt
Alison Thomas
Tony Wright

Labour
Bert Bremner

Corporate Affairs - 17 (12 Conservative, 2 Liberal Democrat, 2 Green & 1 Labour)

Conservative

James Carswell
Stuart Clancy
Bertie Collins
John Dobson
Steven Dorrington
Ron Hanton
Cliff Jordan
Michael Langwade
Jean Mickleburgh
Andrew Proctor
Roger Smith
Tony White

Liberal Democrat

Diana Clarke
Mike Brindle

Green

Marcus Hemsley
Jennifer Toms

Labour

Colleen Walker

Economic Development & Cultural Services - 17 (12 Conservative, 3 Liberal Democrat, 1 Labour & 1 Green) Plus the Chairmen of the Joint Museums Committee and Records Committee on a non-voting ex-officio basis

Conservative

Michael Carttiss
Stuart Clancy
John Dobson
Phillip Duigan
Stuart Dunn
Ron Hanton
Michael Langwade
Janet Murphy
Graham Plant
Richard Rockcliffe
Hilary Thompson
Tony Tomkinson

Liberal Democrat

Graham Jones
Marie Strong
Fiona Williamson

Green

Marcus Hemsley

Labour

George Nobbs

Fire and Community Protection - 17 (12 Conservative, 3 Liberal Democrat, 1 Labour & 1 Green)

Conservative

Alec Byrne
Marion Chapman-Allen
Bertie Collins
Nigel Dixon
Steven Dorrington
Stuart Dunn

Liberal Democrat

David Callaby
Paul Rice
Marie Strong

Green

Janet Murphy
John Perry-Warnes
Nigel Shaw
Ann Steward
Hilary Thompson
Tony Tomkinson

Andrew Boswell

Labour
Colleen Walker

Planning, Transportation the Environment & Waste - 17 (12 Conservative, 2 Liberal Democrat, 2 Green & 1 Labour)

Conservative

Tony Adams
Stephen Bett
Alec Byrne
Marion Chapman-Allen
Gerry Cooke
Nigel Dixon
Michael Langwade
Brian Long
Ann Steward
John Ward
Tony White
Russell Wright

Liberal Democrat

Tim East
James Joyce

Green

Richard Bearman
Andrew Boswell

Labour

Bert Bremner

Norfolk Joint Museums & Archaeology Committee – 9 (7 Conservative, 1 Green & 1 Liberal Democrat) plus 1 named substitute for each of the political groups

Conservative

Gerry Cooke
Stuart Dunn
Mark Kiddle-Morris
Derrick Murphy
John Rogers
John Ward
Martin Wilby
Sub – to be confirmed

Liberal Democrat

Fiona Williamson
Sub – James Joyce

Green

Marcus Hemsley
Sub – Jennifer Toms

Norfolk Records Committee – 3 (2 Conservative, 1 Liberal Democrat) plus 1 named substitute for each of the political groups

Conservative

Derrick Murphy
Richard Rockcliffe
Sub – To be confirmed

Liberal Democrat

Fiona Williamson
Sub – James Joyce

Eastern Sea Fisheries Joint Committee – 4 (3 Conservative, 1 Liberal Democrat)

Conservative

John Dobson
Graham Plant

Liberal Democrat

David Callaby

Hilary Thompson

Norwich Highways Agency Joint Committee – 2 (1 Cabinet Member and 1 other Conservative Member) plus 3 non-voting advisory members (1 Conservative, 1 Green & 1 Liberal Democrat).

Conservative

Tony Adams
Adrian Gunson

Non-Voting -

Conservative

Nigel Shaw

Green

Richard Bearman

Liberal Democrat

Mervyn Scutter

Eastern Shires Purchasing Organisation - 3 (2 Conservative, 1 Liberal Democrat)

Conservative

Roger Smith
Tony Williams

Liberal Democrat

Graham Jones

Norfolk Police Authority – 9 (7 Conservative, 1 Green & 1 Liberal Democrat)

Conservative

Stephen Bett
Alec Byrne
Harry Humphrey
Brian Iles
John Perry-Warnes
Tony Tomkinson
Paul Wells

Liberal Democrat

Brian Hannah

Green

Philip Hardy

RECOMMENDATION

To approve the appointments as set out in this report

Contact Officer: Greg Insull, Assistant Head of Democratic Services
Tel: 01603 223100



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**RECOMMENDATIONS FROM THE CABINET MEETING
HELD ON 5 MAY 2009**

1. 2008-09 Finance Monitoring Report

- 1.1 The Cabinet has received its regular monitoring report and was advised that the definition of an 'eligible institution' needed to be changed. The Cabinet report explained that the Government was now a majority shareholder in some UK banks. This had a significant impact on their credit ratings and meant they no longer met the County Council's minimum credit rating criteria. However, by changing the definition of an 'eligible institution' they could remain on the Council's Approved Authorised Counterparty List by virtue of the fact they are eligible institutions under the Government's Credit Guarantee Scheme.

1.2 RESOLVED TO RECOMMEND TO COUNCIL -

That it approves the expanded definition of an 'eligible institution', as set out in the Cabinet report, for inclusion within the Annual Investment and Treasury Management Strategy for 2009-10.

Note by Head of Democratic Services

Some Members will have previously received a copy of this report at item 21 of the Cabinet agenda papers for the meeting on 5 May 2009. Please bring this report with you to the meeting. New Members will be able to access a copy either via the County Council's webpages or by contacting the Democratic Support Team on 01603 222966.

2. Programme of Meetings 2010

- 2.1 The Cabinet has received a report which presented the 2010 schedule of County Council meetings for approval.

2.2 RESOLVED TO RECOMMEND TO COUNCIL -

That it approves the Norfolk County Council 2010 programme of meetings.

Note by Head of Democratic Services

Some Members will have previously received a copy of this report at item 21 of the Cabinet agenda papers for the meeting on 5 May 2009. Please bring this report with you to the meeting. New Members will be able to access a copy either via the County Council's webpages or by contacting the Democratic Support Team on 01603 222966.

**REPORT OF THE CABINET MEETING
HELD ON 5 MAY 2009**

1. Overview and Scrutiny Panel Issues

- 1.1 The Cabinet Member for Children's Services has reported that confirmation had been received from the Learning and Skills Council that there is now additional funding which will allow all the 16 - 18 year olds who wish to go to Schools Sixth Forms and Colleges in September to do so. In addition, funding will also be provided for any additional students who may wish to continue their education rather than become unemployed. This additional funding will provide a real opportunity to tackle the issue of those young people not in education, employment or training or who are in jobs without training. This confirmed the news announced in the recent Budget.
- 1.2 The Cabinet Member for Commercial Services and Efficiency has reported that:
- Norse Commercial Services (NCS) had moved to a new five-and-a-half acre site in Fifers Lane, Norwich. Efficiency savings were already being found by bringing together the seven operations on to one site.
 - NCS had recently signed a contract with the London Borough of Enfield for provision of cleaning services. The Cabinet Member offered his congratulations to all involved.
 - Norse Commercial Services had also secured a contract for EventGuard Ltd to provide security services at Norwich City College.
- 1.3 The Cabinet Member for Cultural Services has reported that the new Wymondham Library building had won a building award for structural excellence in the IStructE East Anglian Branch Awards. The Cabinet Member offered his congratulations to the architects from NPS Property Consultants Ltd who had designed the building.
- 1.4 The Cabinet Member for Fire and Community Protection offered his assurance that Norfolk is well prepared to deal with the Swine Flu outbreak and that Norfolk's emergency planning arrangements – led by the NHS in Norfolk – are being kept under constant review and will be activated when necessary. He was satisfied that all County Council departments had up-to-date business continuity plans in place, which would ensure that service provision would be maintained in the event of a local outbreak.

2. Supporting Community Engagement Sustainable Communities Act

2.1 The Cabinet has endorsed the principles of the Sustainable Communities Act and agreed:

1. To respond to the consultation about future Local Spending Reports raising the issues set out in paragraph 4 of the Cabinet report and including the specific Cabinet Member comments. These included:
 - Concerns that the level of detail required of public bodies for local spending reports would not give people a clear picture of how public money is being spent. It was currently insufficient for communities to fully take up their powers.
 - The need to make the definitions used within public sector accounting more understandable for the public.
2. That the benefits of this Act should be communicated to the public in the next 'Your Norfolk, Your Say' magazine, inviting people to come forward with ideas.
3. That the Cabinet should be the County Council's panel that discusses any locally generated ideas.

3. Consultation on Future Regional Local Government Arrangements in the East of England

3.1 The Cabinet has endorsed the proposed response to the current consultation on the future of regional local government arrangements, set out at Appendix B of the Cabinet report, subject to it being strengthened in line with Cabinet Members' additional comments. These included:

- Stating how vital it was for Norfolk County Council to continue to have a role in providing strategic planning advice, to ensure that the needs and views of Norfolk are taken into consideration.
- Recommending that Regional Improvement and Efficiency Partnerships should be hosted by the primary local authority to ensure equitable staff grading which should help them to recruit commercial staff.

4. Mental Capacity Act 2005 and Deprivation of Liberty Safeguards

4.1 The Cabinet has noted the changes introduced by the Mental Capacity Act and:

1. Delegated the responsibility for authorising deprivations of liberty for people in Care Homes under the Mental Capacity Act to the Director of Adult Social Services.

2. Authorised the Director of Adult Social Services to enter into an agreement with NHS Norfolk and NHS Great Yarmouth and Waveney for the provision of an administrative process for authorising deprivations of liberty under the Mental Capacity Act.
3. Authorised the Director of Adult Social Services to enter an agreement with NHS Norfolk and/or NHS Great Yarmouth and Waveney for the delegation by the Primary Care Trusts of their best interest assessment functions under Schedule 1A of the Mental Capacity Act to the County Council under section 75 of the National Health Service Act 2006.

5. Renewing Supporting People Service Contracts

5.1 The Cabinet has agreed that:

1. An exemption from competitive tendering for the re-issue of contracts, under Section 3.2 of the County Council's Contract Standing Orders (CSO), be granted for five years on contracts expiring in 2009. The exemption will cease in 2014 and is only for accommodation based services.
2. The jointly funded mental health floating support service be exempted from re-tendering under CSO 3.2 and 3.1e(l) and extended for a further three year period before being subject to a sectoral review and consideration of tendering options.

6. Caister on Sea – Former Youth and Community Centre – proposed Replacement

6.1 The Cabinet has agreed:

1. To the principle of waiving the right to enforce the clawback on the current playing field in full or part to enable the overall development including a new community building to proceed.
2. That the final decision on whether the clawback is waived in full or part is delegated to the Chief Executive following consultation with the Cabinet Member for Human Resources, Finance, Property and Corporate Affairs.
3. That if the clawback clause is waived in full or part, the subsidy is transferred from the existing playing field onto the replacement playing field being provided by Tamsland Ltd.

7. Re-Use of Buildings and Sites at Former Schools and Norwich Pupil Referral Unit Sites

7.1 The Cabinet has approved:

1. The disposal in principle of part of the Wellesley Avenue site to NORLIFE for use as a proposed surgery, with detailed terms to be dealt with under the hierarchy for property decisions.
2. That consultation be carried out with NORLIFE and the local community for further use of the Wellesley site. This should not cause any undue delay in taking forward the current proposals.
3. Consultation on the proposed disposal of Aylsham Road PRU site, as set out in the Cabinet report, with disposal as the preferred option, and delegation of the final decision under the hierarchy for property decisions if there is no objection.
4. Consultation on the future of the former Peterhouse First School site, with disposal as the preferred option

In each case, the Capital receipts will be applied to the school building programme in the respective area.

8. Building Schools for the Future

8.1 The Cabinet has

1. Approved the attached draft Readiness to Deliver document for submission to Partnerships to Schools.
2. Authorised the Cabinet Member for Children's Services to agree any late changes to the attached draft Readiness to Deliver submission.
3. Agreed that a Local Education Partnership will deliver the Building Schools for the Future (BSF) programme in Norfolk.
4. Noted the proposed composition of BSF Project Board.
5. Agreed to make additional financial provision of £560,000 in 2009/10 to be funded as set out in paragraph 6.1.7 above – subject to Norfolk being admitted to the BSF programme.
6. Noted the need for estimated additional revenue provision in 2010/11 and 2011/12 and that this be built into the Council's future service and financial planning – subject to Norfolk being admitted to the BSF programme.
7. Authorised the Chief Executive to sign the Memorandum of Understanding.
8. Agreed that Cabinet should approve the Terms of Reference for the BSF Project Board, which should include a requirement to provide a progress update to Cabinet every six months.

10. **Annual Approval of the Statement of Purpose of Norfolk's Residential Children's Home and a Summary Review of the Year**

- 10.1 The Cabinet has agreed to approve the Statements of Purpose of Norfolk County Council's children's homes.

11. **Proposal to Close East Winch Church of England Voluntary Aided Primary School**

- 11.1 The Cabinet has approved the proposal by the Governing Body to close the school.

12. **Proposed Development at Acle Library**

- 12.1 The Cabinet has:

1. Approved the overall strategic approach outlined in the Cabinet report.
2. Agreed the combined development of a Children's Centre and extension to Acle Library as described in the Cabinet report.

13. **Report of the Cabinet Scrutiny Committee Working Group on Monitoring Corporate Improvement Themes**

- 13.1 The Cabinet has agreed:

1. The recommendations at paragraphs 7.1 and 7.2 of the Cabinet report
2. To publish a response to the Cabinet Scrutiny Committee within two months, indicating what (if any) action it proposes to take.

14. **A Chance in Life? Report of the Cabinet Scrutiny Committee Working Group on Child Poverty in Norfolk**

- 14.1 The Cabinet has:

1. Noted that this was an interim report
2. Agreed that further work should be taken forward as soon as possible in the new administration.
3. Agreed the recommendations at paragraphs 9.1, 9.2, 9.3 and 9.4 of the Cabinet report.
4. Agreed to publish a response to the Cabinet Scrutiny Committee within two months, indicating what (if any) action it proposes to take.

16. School Organisation Proposals

16.1 The Cabinet was advised of the correct wording for resolutions 4 and 5 of the decision it had taken on 6 April and has approved the correct resolutions as follows:

4. To note the current consultations on Trust status for Parkside Special School and agree to consent to the ongoing eligibility of the members of the school's non teaching staff to participate in the Norfolk LGPS if the proposal is agreed
5. To note the current consultation on Foundation status for Hamond's High School and agree to consent to the ongoing eligibility of the members of the school's non teaching staff to participate in the Norfolk LGPS if the proposal is agreed.

Full details of the discussion on this or any other item can be found in the minutes for this meeting.

**CHAIRMAN
DANIEL COX**

**Report of the Cabinet Scrutiny Committee meeting held on
19 May 2009**

1. The Pitt Review – NCC Progress Update

- 1.1 Members received the suggested approach by the Scrutiny Support Manager, together with a report by the Head of Emergency Planning.
- 1.2 A wide ranging discussion took place. In conclusion, the Chair asked whether the Council could be confident that it could fulfil its obligations and the Head of Emergency Planning confirmed that, as far as the Pitt Review Report was concerned, Norfolk County Council was doing very well.
- 1.3 In the light of the recommendation that all “upper tier local authorities should establish an Overview and Scrutiny Committee to review work by public sector bodies and essential service providers in order to manage flood risk, underpinned by a legal requirement to cooperate and share information”, and having been tasked with this issue by Full Council at its meeting on 28 July 2008, Members agreed that this issue should remain under the remit of Cabinet Scrutiny Committee in light of the overarching implications for the Council.
- 1.4 To enable members to consider the progress being made within the partnership, the Committee agreed that they wished to receive an update report from the Head of Emergency Planning, at the 22 December meeting of the Cabinet Scrutiny Committee.
- 1.5 The Committee agreed that they wished to continue monitoring this issue on an annual basis and the Business Report to the 7th July Cabinet Scrutiny Committee meeting would ask Members to consider setting up working groups to scrutinize (i) emergency planning and (ii), the prevention of flooding.

2. Supporting people in difficult economic times

- 2.1 Members received a briefing note on the progress of Cabinet Scrutiny Committee’s recommendations.
- 2.2 The Chair said she had received an update from Richard Rockcliffe, Cabinet Member for Fire and Community Protection who had advised:
 - A ‘Norfolk County Council Guide to Beating the Recession’ booklet, aimed at businesses and residents, had been distributed with the Eastern Daily Press (EDP) on 6 May and circulated to all Members for information. Further copies were available from David Collinson, Head of Trading Standards.
 - 100 Norfolk County Council recycled computers were being donated to local Citizens Advice Bureaux to support them in their work.

3. Cabinet Scrutiny Working Groups: Update

- 3.1 Members noted that there had been no working group meetings since the Cabinet Scrutiny Committee meeting of 21 April.

4. Forward Work Programme

- 4.1 The Committee received and noted the Forward Work Programme.
- 4.2 Members agreed:
- 7 July meeting – to include an item in the Business Report asking Members to consider whether they wish to hold a meeting with MPs.
 - 28 July 2009 – following the Cabinet Scrutiny Committee to hold a meeting to discuss the Forward Work Programme.
 - Additional September meeting with MEPs – to ask the new MEPs what they hoped to achieve during their tenure of office.

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

Ms Sue Whitaker
Chair, Cabinet Scrutiny Committee

**Report of the Meeting of the
Norfolk Health Overview and Scrutiny Committee
Held on 21 May 2009**

1 Mrs Janice Eells

- 1.1 At the start of the meeting the Vice-Chairman, Mrs Shirley Weymouth handed Mrs Janice Eells a bouquet of flowers on behalf of Members of the Committee in recognition of all her hard work during her time as Chairman. Mrs Eells thanked all those present in the meeting for their kind words and support.

2 The Out-of-Hours Service (OOH)

- 2.1 Following on from comments that were made at the previous meeting in April 2009, a written reply has been received from the East of England Ambulance Service NHS Trust (EEAST) concerning delays in the Out of Hours (OOH) Service over the Easter bank holiday weekend. The Trust confirmed that the OOH Service dealt with over 4,900 calls during that weekend which is an approximate increase of 150%, although the OOH period is longer over a bank holiday weekend and therefore does not represent a like for like comparison. The Trust pointed out that they had increased clinical hours in order to meet the anticipated demand. However, due to concentrated high call volume at certain times the call back time exceeded the target resulting in patients waiting much longer for a call back. The Committee agreed to ask EEAST to give details of the lengths of time that people waited for a call back over the Easter bank holiday weekend.

3 Consultation on Neonatal Services

- 3.1 The Specialised Commissioning Group's consultation on proposals for Neonatal Services in this area is likely to start in September 2009 rather than in June 2009. The delay is because an independent review has been requested by the service providers in Norfolk and a report of the national Neonatal Task Force is due to report at the end of June 2009. The Specialised Commissioning Group is likely to arrange pre-consultation activities, such as visits to Neonatal Units during the summer. The Committee had previously agreed that three representatives (Mrs J Eells, Mrs P Bevan Jones and Mrs S Weymouth) would take part in a Joint Scrutiny Committee with Cambridgeshire, Suffolk and Peterborough. At the next meeting of the Norfolk Health Overview and Scrutiny Committee, Members will be able to make new appointments or confirm existing appointments for this task.

4 Consultation on Pancreatic Cancer Services

- 4.1 The Eastern Region Health Scrutiny Chair's Forum has asked the Specialised Commissioning Group for an extension of the consultation on Pancreatic Cancer

Services to allow the Regional Joint Health Scrutiny Committee to consider the proposals after the County Council elections and respond by the end of July 2009. The Specialised Commissioning Group has given an extension of one month to the end of June 2009. The Chairmen of all the Health Scrutiny Committees in the eastern region are considering whether to go ahead with a Joint Scrutiny Committee on this subject. If a Joint Committee goes ahead it will need to conclude its work by the end of June 2009, which is before the next meeting of this Committee. As Mrs Shirley Weymouth is substitute Member on the Regional Joint Committee, the Norfolk Health Overview and Scrutiny Committee agreed that she should take part in the Joint Scrutiny of Pancreatic Cancer Services if it went ahead in June 2009.

5 How we Manage Death and Dying

5.1 The Committee received a suggested approach from Maureen Orr, Scrutiny Support Manager (Health), and progress reports from NHS Norfolk and NHS Great Yarmouth and Waveney about the implications of NHOSC recommendations for improvement of end of life and palliative care services in the county.

5.2 The Committee received evidence from the following witnesses:

Maggie Parsons, NHS Great Yarmouth and Waveney
Pam Fenner, Director of Nursing, NHS Great Yarmouth and Waveney
Wendy Hardicker, Assistant Director, Out of Hospital Care, NHS Norfolk
Hilary Mills, Adult Social Services.

5.3 During discussion, the following key points were noted:

- Currently 23% of all deaths in the NHS Norfolk area are home deaths. NHS Norfolk is looking to increase this figure by 2% by April 2010. The 23% figure does not include those in care homes.
- NHS Norfolk is committed to increase the percentage of individuals dying in the environment of their choice, in order that by 2010, 80% of individuals have choice at the end of life.
- The Marie Curie Delivering Choice Programme Team is expected to have collected its evidence from stakeholders and the general public on ways to improve current provision, identify inequalities and support strategic planning and service design by the end of June 2009.
- The Carers Council is expected to monitor progress.
- Adult Social Services is working in partnership with NHS Norfolk and NHS Great Yarmouth and Waveney to commission services that improve continuity of care for both service users and carers.
- Steps are being taken to improve the training of staff who are dealing with patients at the end of their lives.
- Members spoke about the importance of involving ward nurses as well as specialised nurses in the care of those involved in end of life issues.

- Members said that most patients receive generalist rather than specialist palliative care.
- It is important for the public to have access to end of life care 24 hours a day.
- More work is needed to identify those carers who were in need of support to deal with end of life issues.
- NHS Great Yarmouth and Waveney has put in place a regular review process for end of life palliative care in their area. The staff from the PCT have interviewed GPs, conducted public meetings and spoken to carers.
- A recent piece of work within NHS Great Yarmouth and Waveney had identified public access to specialist palliative care advice on the telephone at all hours of the day, the need for improved access to psychological support, and quality of access to the full range of specialist palliative care services, as some of the most important issues that the PCT needed to address.
- Following PCT reorganisation, NHS Norfolk is committed to invest £2.2m from management cost savings it has made on palliative and end of life care.
- NHS Great Yarmouth and Waveney is looking to work to the NICE guidelines which focus on those with cancer. The PCT is looking to develop specialist in-patient and community hospital capacity to deliver choice for place of care at end of life.

5.4 Members asked for a report from NHS Norfolk and NHS Great Yarmouth and Waveney to be brought to the Committee in January 2010 on implementing NICE guidance on end of life care for cancer sufferers (which is expected to be fully implemented by December 2009).

6 Provision of Psychological Therapies in Norfolk

6.1 The Committee received a suggested approach from Maureen Orr, Scrutiny Support Manager (Health), to reports from NHS Norfolk and NHS Great Yarmouth and Waveney about the commissioning and provision of psychological therapies in Norfolk.

6.2 The Committee received evidence from the following witnesses:

Euan Williamson, Commissioning Project Manager for Mental Health, NHS Norfolk

Mark Weston, Assistant Director of Mental Health and Learning Difficulties, NHS Norfolk

Nesta Reeve, Clinical Psychologist, Norfolk and Waveney Mental Health NHS Foundation Trust (and Clinical Lead for Improving Access to Psychological Therapies, NHS Norfolk)

Chris Humphris, Interim Head of Joint Commissioning, NHS Great Yarmouth and Waveney

Sandra Summerfield, Area Service Manager – West, Children's Services

Dave Winteringham, Principal Educational Psychologist, Children's Services.

6.3 During the course of discussion, the following key points were made:

- It is important for the planned new psychological services to be integrated with general primary healthcare services.
- Delivery of mental health services in the Thetford area is different from the rest of the county in that it is provided from Suffolk.
- NHS Norfolk has been awarded £1.5m of government funding to begin implementing Improving Access to Psychological Therapies (IAPT) in July 2008. The IAPT service has started to be rolled out from April 2009, with a build-up of resources expected over the next two years. The service is not due to launch as a full service until April 2011, although the first patients are already accessing the service in small numbers.
- The new training programme for psychological therapists started in April 2009 for the NHS Norfolk area. Twenty one more students are due to start on these courses in October 2009, followed by additional students in April 2010.
- A Steering Group has been set up to oversee the changes in the NHS Great Yarmouth and Waveney area and the PCT are looking to include a LINK involvement at the earliest possible opportunity.
- IAPT will include a single point of contact for referrals, including a self-referral option that will be in addition to traditional referral routes. Members consider it important for a self-referral option not to be seen as undermining the role of GPs. Traditional referral routes through GPs should continue to be seen as the main way of accessing psychological services.
- IAPT Services will be for patients of 18 years and above. These services will be of particular assistance to those in sixth form and FE Colleges.
- Schools have a new statutory duty to support children with medical needs.
- The County Council has the services of one co-ordinator for the whole of Norfolk who works with school clusters to improve child access to psychological therapies.
- Family Solution Teams have been set up across the county. They have developed a range of services to support those who suffer from loss or bereavement.
- Most of the cases involving children of school age are cases of mild and/or developing mental health needs.
- Steps are being taken to monitor the mental health needs of all children in care.
- Steps are also being taken to develop the skills and knowledge-base of school staff so that they can support children with mental health needs.

- There is a Young Carer Service in Norfolk that assists those children who are providing care to parents.

6.4 The Joint Committee asked for a progress report in one year's time (May 2010) on the implementation of Improving Access to Psychological Services in both the NHS Norfolk and NHS Great Yarmouth and Waveney areas.

7 Healthcare Funding in the East of England

7.1 Mr David Stonehouse, Deputy Chief Executive and Director of Finance, NHS Norfolk, explained how NHS funding is allocated and how constraints on public sector spending caused by the economic recession may adversely affect local NHS finances over the next few years. He pointed out that some PCTs currently receive more than their fair share funding, whilst others receive less. He said that there is an inequality of funding between predominantly rural areas of the country such as Norfolk and urban areas such as London. The Government target shows that by the end of 2010-11 81 PCTs in England (mainly rural/shire county areas) will receive less than their fair share funding and 67 PCTs (mainly urban inner City areas) will receive more than their fair share. The Committee noted that by the close of 2010-11 NHS Norfolk is expected to be the second worse off PCT in terms of funding out of 14 in the east of England in terms of distance from "fair share" funding. Members of the Committee expressed the view that the current weighted capital formula was unfair, and the inequalities in funding should to be more widely know by the public. It was agreed that funding figures for PCTs in the eastern region, Scotland and Wales should be sent to Members of the Committee for information with a view to obtaining a better "fair share" funding for the NHS Norfolk and NHS Great Yarmouth and Waveney areas.

Mrs Janice Eells
CHAIRMAN

**Report of the Standards Committee
Meeting of 22 April 2009**

1. Standing Agenda Item

- 1.1 It was agreed that a 'Standing Item' be added to all future agendas, to consist of a verbal report from the Monitoring Officer of types and numbers of standards related matters referred to her since the last meeting of the Committee. Confidentiality would be of paramount importance so no specific details would be reported to the Committee.

2. Complaints Process

- 2.1 Steps had been taken to publicise the Standards Committee and the complaints process. An on-line version of the complaints form was under construction at the moment.

3. County Council Elections 2009

3.1 Induction for New Members on Standards and the Code of Conduct

- 3.2 The induction programme for Members following the 2009 elections was noted. The programme would be sent to all prospective councillors and all of the courses would be open to all Members including Independent Members some courses would be run outside of normal working hours.

4. Extension of Terms of Office of Independent Members

- 4.1 A report asking for an extension of Independent Members' terms of office was put before Full Council on 27 April 2009 and agreed. The reason for the request was that as complaints were now locally determined and there was a time limit for carrying the initial assessment, this would ensure that there were fully trained Members in office at all times, even following an election, to assess any complaints that might arise.

5. Assessment Sub-Committee - Review of Scheduled Dates

- 5.1 The Assessment Sub-Committee had not yet had cause to meet but there was still a requirement for the sub-committee to assess a case within 20 days of receipt of a complaint. It was agreed to continue to reserve the third Thursday of every month in case a meeting needed to be held, with the exception of the months where a meeting of the full Committee was already scheduled.

- 5.2 A verbal report was given by the Monitoring Officer as to the numbers and types of standards-related matters raised with her since November 2008. All matters had been resolved without a formal standards complaint being made.
- 5.3 In response to a query regarding the declaration of Members' interests register, it was reported that the Chairman inspected the register on a yearly basis. The document was available for public inspection but was not available on line. It was suggested that its existence could be advertised more prominently, even if it was not available on the internet.
- 5.4 It was agreed that the Head of Law would research current practice regarding publication of the register of interests in other authorities and report back to the Committee at the next meeting.

MRS JACQUELINE MIDDLETON

CHAIRMAN

STANDARDS COMMITTEE

**REPORT OF THE PLANNING (REGULATORY) COMMITTEE MEETING
HELD ON 24 APRIL 2009**

1. **C/7/2008/7043: Kirby Bedon: Whitlingham WTC**
 - 1.2 It was agreed that the Director be authorised to issue a decision notice granting planning permission subject to conditions to include:

Volume of waste treated, reversing alarms, hours of operation; together with a S106 agreement in respect of the number of tanker deliveries and vehicle routing.
2. **C/3/2008/3019: Retention of Vehicle Maintenance Building; Pips Skips, Frans Green Industrial Estate, Sandy Lane, Hockering**
 - 2.1 It was agreed that the Director be authorised to issue a decision notice granting planning permission, subject to conditions regarding Environment Agency requirements, hours of working and use restrictions.
 - 2.2 The Chairman asked that it be brought to the attention of Pip's Skips that the Committee were displeased about receiving retrospective applications.
3. **Y/3/2009/3002: Dereham Fire Station Norwich Road: Erection of New Fire Tower and Confined Space Training Tunnels**
 - 3.1 It was agreed that the Director of Environment, Transport and Development be authorised to grant planning permission subject to conditions including:
 - A three year time limit within which the development must be commenced.
 - The development is built in accordance with approved plans.
 - Details of floodlighting to be agreed prior to their installation.
 - Appropriate conditions to assess if any ground contamination and to mitigate if any contamination is found with appropriate remediation scheme.
 - It is constructed in accordance with recommendations of the Arboriculture report.

Derek Baxter

**Chairman
Planning (Regulatory) Committee**

**REPORT OF THE PLANNING (REGULATORY) COMMITTEE MEETING
HELD ON 22 MAY 2009**

- 1. Minerals and Waste Applications referred to Committee for Determination**
- 1.1 C/1/2009/1001: Erection of Welfare Facilities Building and Re-use Shelter, Hempton Waste Recycling Centre, Hempton**
- 1.2 The Director was authorised to issue a decision notice granting planning permission, subject to conditions giving a three year time limit within which the permission should be implemented and that the development is carried out in accordance with the approved plans and limiting the hours of operation.
- 2. C/3/2007/3044: Longham/Beeston with Bittering: Land at Bittering Quarry: Continuation and Extension of Mineral Working; Continuation of Existing Plant Site; Construction of Silt Lagoons; Restoration of Site to Agriculture, Woodland and Nature Conservation Uses: Tarmac Southern Limited**
- 2.1 The Director was authorised to issue a permission, subject to:
 - (i) A Section 106 Agreement concerning vehicle routeing as referred to in the report and, if Members consider appropriate, the Developer to use reasonable endeavours to secure, implement and complete a permissive circular walk at Creaking Gate Plantation, or in the event that the circular walk has not been secured within 12 months of the date of the planning permission for the development for the Developer to pay to the County Council the sum of £12,000 Index Linked towards the improvement of public rights of way in the parishes of Longham, Bittering and Wendling.
 - (ii) Conditions to include those covering completion of working by 31 December 2017, limit of life of processing plant at Bittering Quarry to 31 December 2017, completion of restoration by 31 December 2019, working, restoration and aftercare schemes, noise limits, reversing beepers, dust control, hours of working, limit on location and height of stockpiles at Bittering Quarry, archaeology, dewatering, surface water management, protection of water resources, and lighting.
- 3. Developments by the County Council**

- 3.1 Y/7/2009/7005: Formation of Timber Framed and Canvassed Roof Covered Outdoor Play Area together with Double Doors from the Classbase to Outside, Talconeston Primary School, Norwich Road**
- 3.2 The Director of Environment, Transport and Development was authorised to grant planning permission subject to conditions including:
- A three year time limit within which the development must be commenced.
 - The development is built in accordance with approved plans.
 - It is constructed in accordance with recommendations of the submitted Arboriculture report.

Derek Baxter

**Chairman
Planning (Regulatory) Committee**

**Report of the Audit Committee Meeting
Held on 23 April 2009**

1. Norfolk County Council 2007-08 Annual Audit and Inspection Letter – Use of Resources Assessment

- 1.1 Members received the report by the Head of Finance which set out the results of the Audit Commission's Use of Resources assessment for 2008 as contained in the Annual Audit and Inspection Letter.
- 1.2 The Committee noted the overall score of three out of a possible four for the Use of Resources assessment for 2008, which indicated that the Council was 'performing well – consistently above minimum requirements'. The Committee also noted that there were new arrangements from 2009 to meet the CAA requirements.

2. Norfolk Audit Services (NAS) Quarterly Report for the Quarter ended 31 December 2008

- 2.1 The Committee received the report by the Head of Finance which summarised the results of the recent work by NAS.
- 2.2 The Chief Internal Auditor said that the extra funding agreed by this Committee would help to ensure that all schools could be audited on a four year cycle. School audits were now more efficient and were risk assessed. Audit findings were fed back to the relevant school Head Teacher and Head of Governors on completion of each audit and the final written report was sent to the School as soon as possible following the audit. Following school audits, the Audit Team had received positive feedback from Children's Services and Schools.
- 2.3 The Committee noted the overall opinion on the adequacy and effectiveness of risk management and internal control and that the results of the feedback were positive. Members noted that there were no significant issues arising from quality questionnaires received during the quarter ended 31 December 2008.

3. Revised Anti-Fraud and Corruption Strategy 2009

- 3.1 The Committee received and considered the report by the Head of Law which presented the updated and revised Anti-Fraud and Corruption Strategy. Members noted that a report on the effectiveness of the Strategy would be reported annually to the Committee.
- 3.2 The Chief Internal Auditor advised members that there were a number of documents planned to complement the Strategy such as the Manager's Response Plan and the Internal Audit Response Plan (both of which could be shared with members). The Chief Internal Auditor was taking a proactive role in leading the training and the development of leaflets to support this Strategy. Leaflets were already in place for training non-financial managers and key information would also be prepared for circulation to managers to explain what the Strategy was all about.

- 3.3 Members requested that the Strategy should include a statement that the Annual Report on the Effectiveness and Impact of the Anti-Fraud and Corruption Strategy would be received annually by the Audit Committee.
- 3.4 The Chief Internal Auditor advised that members would act as Champions to promote anti-fraud and corruption and that Audit Committee Members would receive regular reports on fraud and corruption to ensure that promotion of the Strategy and to confirm that detection and prosecution procedures were adequate and effective. Members suggested that the Strategy should clearly set out their role.
- 3.5 Members suggested that the following information should be included in the Strategy;
- The role of Members
 - Training
 - A statement that an Annual Report on the Effectiveness and Impact of the Anti-Fraud and Corruption Strategy would be received annually by the Audit Committee.
 - One contact number (possibly via Customer Services)
 - Web link to enable people to report fraud and corruption via the web
- 3.6 The Committee supported the principles of the Strategy but agreed that further work was required on the Strategy prior to its approval by the Council and therefore, the amended Strategy should be received at the next Audit Committee meeting on Monday 29 June.

4. Internal Audit: 2009-10 Audit Plan

- 4.1 The Committee received and considered the report by the Head of Finance which introduced the internal audit plan for 2009-10 and summarised the risk assessment and other processes that had led to the production of the plan.
- 4.2 The Committee considered and endorsed the 2009-10 Audit Plan.

5. Financial Regulations

- 5.1 The Committee received and considered the report by the Director of Corporate Resources and the Head of Finance.
- 5.2 The Committee agreed to recommend the draft Financial Regulations to the Cabinet.

6. 2008 Risk Management Self Assessment and 2009/10 Work Programme

- 6.1 The Committee received and considered the report by the Head of Finance which updated members on the risk management self assessment undertaken in late 2008. The report also set out areas of work planned for 2009/10 to further develop the Council's ability to manage risk positively.
- 6.2 The Committee noted the good progress that had been made.

7. Risk Management

- 7.1 The Committee received and considered the report which updated members on the Corporate Risk Register and illustrated the spread of risk across the authority.
- 7.2 Members voiced concern that the risk RM6561 'Failure to Reduce Delayed Transfers of Care' was rated as 'improving' and it was suggested that this should be rated as 'uncertain'
- 7.3 Members heard that plans had been put in place to manage the risk RM3390 'Risk of influenza pandemic affecting service delivery'.

8. Audit Committee Work Programme

- 8.1 The Committee received and noted the report by the Head of Finance.
- 8.2 The Committee agreed that the Revised Anti-Fraud and Corruption Strategy 2009 should be added to the Work Programme for the 29 June 2009 meeting.

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

Mr D A Baxter
CHAIRMAN

Report of the Norfolk Records Committee Meeting held on 1 May 2009

1. Miss Jean Kennedy, MBE, MA

- 1.1 The Committee stood in silent tribute to the memory of Miss Jean Kennedy, the former County Archivist, who had died in January 2009. Miss Kennedy would be sadly missed by everyone who knew her.

2. Annual Governance Statement 2008/09 and Value for Money

- 2.1 The report by the Chief Internal Auditor was received. The report introduced the Annual Governance Statement for 2008/09 and explained that the statement reported on whether the governance framework for the Norfolk Record Office was adequate and effective, which it was deemed to be. The report also explained the new requirement for an assessment of the Audit Commission's Value for Money conclusion.

3. Norfolk Record Office Budget Monitoring Report

- 3.1 The report by the County Archivist was received and presented by the Cultural Services' Finance and Business Support Manager. The report provided the Committee with a progress update on the Norfolk Record Office's (NRO) revenue and capital budgets, and reserves and provisions for 2008/09. The Finance and Business Support Manager explained that a break-even budget was expected, with the budget shortfall being met by NRO savings, together with a transfer of funds from Cultural Services' Support Services.
- 3.2 During the discussion it was noted that there had been a significant increase in energy costs throughout the year and, although measures were in hand which could partly counter the effect, this remained an issue of some concern.
- 3.3 The Committee resolved that the Committee note the NRO's expected revenue out-turn for 2008/09 and progress with reserves and provisions.

4. Annual Review of Charges for Services

- 4.1 The Committee received the report by the County Archivist, which reported the annual review of NRO charges. These were reviewed annually to ensure that they kept pace with inflation.
- 4.2 The Committee resolved to agree the proposed changes to charges outlined in the report.

5. Risk Register

- 5.1 The Committee received the report by the County Archivist, which asked Members to comment on the latest version of the NRO's risk register.

5.2 Members strongly felt that if the impending review of Local Government in Norfolk resulted in more than one unitary authority, the best solution for archives was to retain a joint service, as at present, and one which was democratically accountable via a joint Records Committee which continued to operate across any new decision-making authorities for Norfolk. In this way, the NRO would be able to maintain its high reputation as one of the best local authority archive services in the country and continue to deliver a high quality service for the people of Norfolk.

5.3 The Committee resolved to note the NRO's risk register as revised by the NRO Management Team on 12 March 2009.

6. Norfolk Record Office Service Plan 2009-12

6.1 The Committee received the report by the County Archivist, which sought its views on the development of the NRO's Service Plan for 2009-12. The report brought together all of the key service developments, which were planned by the NRO for the next three years.

6.2 The Committee resolved to note the key activities within the NRO Service Plan 2009-12.

7. Periodic Report by the County Archivist for the Period 1 November 2008 to 31 March 2009

7.1 The Committee received the report by the County Archivist and noted the following points:

- During stock-taking fortnight, 395 or about 10% of the rolled cartoons from the stained glass archive of G King and Son Ltd were cleaned, in preparation for a forthcoming project funded by The National Archives' National Cataloguing Grants Scheme for Archives. A Project Archivist was due to start work on the collection very shortly.
- The exhibition showcased in the Long Gallery entitled *Miniature Windows on the World* had proved exceptionally popular, attracting an average of 140 additional visitors a week to The Archive Centre.

7.2 The Committee resolved the report be noted.

8. Annual Report 2008-09

8.1 The Committee received the annexed report (11) by the County Archivist, which provided an overview of activity during the year.

8.2 The Committee resolved that the report be approved and 1,500 copies published in newsletter format, with additional features and illustrations.

9. Mr Christopher Lloyd Owen

9.1 Members paid tribute to the work of Mr Christopher Lloyd Owen who was not standing for re-election to the County Council and would therefore be retiring from the Records Committee in June 2009. Mr Lloyd Owen had been Chairman

since being appointed to the Committee in July 2001, and had made a significant contribution to the Committee's many achievements, particularly with work leading to the successful opening of The Archive Centre, and the NRO's becoming the first county record office to have all its collections 'Designated' as being of outstanding importance by the Museums, Libraries and Archives Council. In reply, Mr Lloyd Owen said that he had enjoyed being a Member of the Records Committee and looked forward to hearing of its continuing achievements.

Christopher Lloyd Owen, Chairman



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