

Council

Date: **Tuesday 27 May 2014**
Time: **10.00 a.m**
Venue: **Council Chamber, County Hall, Norwich**

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Prayers

To Call the Roll

AGENDA

PART 1

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

2. **Minutes**

To confirm the minutes of the meetings of the Council held on:-

24 March 2014	(Page 7)
7 April 2014	(Page 21)
28 April 2014	(Page 25)

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

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

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

6. **Members to declare any interests**

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

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

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

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

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

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

7. **Cabinet Recommendations**

Meetings held on:-

7 April, 14 April and 12 May 2014

(Page **34**)

8. **Leader's Report**

(To Follow)

9. **Reports**

Cabinet (Questions to Cabinet Members)

Meetings held on 7 April, 14 April and 12 May 2014

(Page **36**)

- Public Protection
- Safeguarding
- Schools
- Adult Social Services

- Communities
- Economic Development
- Environment, Transport, Development & Waste
- Finance Corporate & Personnel

Cabinet Scrutiny Committee

Meeting held on 18 March 2014 (Page **51**)
 Meeting held on 29 April 2014 (Page **52**)
 Meeting held on 20 May 2014 (To Follow)

Audit Committee

Meeting held on 24 April 2014 (Page **54**)

Standards Committee

Meeting held on 19 March 2014 (Page **57**)

Norfolk Health Overview and Scrutiny Committee

Meeting held on 17 April 2014 (Page **58**)

Planning (Regulatory) Committee

Meeting held on 21 March 2014 (Page **61**)
 Meeting held on 25 April 2014 (Page **63**)

Joint Committees

- Norwich Highways Agency Joint Committee of 20 March 2014 (Page **64**)
- Joint Museums Committee meeting of 25 April 2014 (Page **66**)
- Records Committee meeting of 1 May 2014 (Page **69**)

Overview and Scrutiny Panels

Items considered by Panels (for information only) (Page **71**)

At the conclusion of Item 9, all outstanding business relating to the Cabinet system of governance will have been dealt with and the new Committee system of governance will formally take effect as approved by Full Council on 28 April 2014.

At this point there will be a 10 minute break in the proceedings.

PART 2

10. Review of Special Responsibility Allowances

Report of the Independent Remuneration Panel (Page **72**)

11. **Election of Leader of the Council**

12. **Election of Deputy Leader of the Council**

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

Report by Head of Democratic Services (Page **101**)

14. **Appointments to Committees, Sub-Committees and Joint Committees for 2014/15**

Report by Head of Democratic Services (To Follow)

15. **Appointment of the Chairmen and Vice-Chairmen of the following committees:-**

Adult Social Care
Children's Services
Communities
Environment, Development & Transport

16. **Questions to the Leader of the Council**

17. **Notice of Motion**

Notice of a motion has been given in accordance with the Council Procedure Rules as follows:-

(i) Proposed by Mr J Dobson (Page **103**)

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

Chris Walton
Head of Democratic Services
County Hall
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NR1 2DH

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For further details and general enquiries about this Agenda please contact the Assistant Head of Democratic Services:

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Norfolk County Council

Minutes of the Meeting Held on 24 March 2014

Present:	Mr T Adams	Ms A Kemp
	Mr S Agnew	Mr M Kiddle-Morris
	Mr C Aldred	Mr J Law
	Mr S Askew	Mrs J Leggett
	Mr R Bearman	Mr B Long
	Mr R Bird	Mr I Mackie
	Mr B Borrett	Mr I Monson
	Mr B Bremner	Mr J Mooney
	Mrs J Brociek-Coulton	Mrs E Morgan
	Mr A Byrne	Mr S Morphey
	Mr M Carttiss	Mr G Nobbs
	M Chenery of Horsbrugh	Mr W Northam
	Mr J Childs	Mr R Parkinson-Hare
	Mr S Clancy	Mr J Perkins
	Mr R Coke	Mr A Proctor
	Mr D Collis	Mr D Ramsbotham
	Ms E Corlett	Mr W Richmond
	Mrs H Cox	Mr D Roper
	Mr D Crawford	Mr M Sands
	Mr A Dearnley	Mr E Seward
	Mrs M Dewsbury	Mr N Shaw
	Mr N Dixon	Mr R Smith
	Mr J Dobson	Mr B Spratt
	Mr T FitzPatrick	Mr M Storey
	Mr C Foulger	Dr M Strong
	Mr T Garrod	Mrs A Thomas
	Ms D Gihawi	Mr D Thomas
	Mr P Gilmour	Mr J Timewell
	Mr A Gunson	Miss J Virgo
	Mrs S Gurney	Mrs C Walker
	Mr B Hannah	Mr J Ward
	Mr D Harrison	Mr B Watkins
	Mr S Hebborn	Ms S Whitaker
	Mr H Humphrey	Mr M Wilby
	Mr B Iles	Mrs M Wilkinson
	Mr T Jermy	
	Mr C Jordan	
	Mr J Joyce	

Total present: 73

Apologies for Absence:

Apologies were received from Mr M Baker, Dr A Boswell, Mr M Castle, Mrs J Chamberlin, Mr T East, Mr A Grey, Mr P Hacon, Mr M Smith, Mr P Smyth, Mrs M Somerville and Mr A White.

1 Minutes

1.1 The minutes from the Council meeting held on 17 February 2014 were agreed as a correct record and signed by the Chairman, subject to the following amendment:-

- The recorded vote at Appendix E relating to minute 4.10 on page 12 of the agenda papers – substantive amended motion to read: For 41, Against 39, Abstentions 1 – **CARRIED**.

2 Chairman's Announcements

2.1 The Chairman announced the sad passing of Ingrid Floering Blackman, who had served on the Council from 1988 to 2008 as the member for Elmham and Mattishall. The Chairman had attended her funeral on Saturday 22 March at Swanton on behalf of the County Council. The Leader of the Council and the Leader of the Conservative Group also paid tribute to Mrs Floering Blackman and the Council stood in silence as a mark of respect.

2.2 The Council also stood in silence as a mark of respect of the lives lost in the helicopter crash near Beccles on 13 March. Thanks were expressed to the emergency services for providing a swift response to the difficult incident, which had happened so soon after the crash in north Norfolk as well as the number of large fires they had recently attended in the county.

2.3 The Chairman announced that Mustard TV would commence broadcasting from the Archant premises on Rouen Road on Thursday 24 March. The service would be broadcast from 5.30pm to 10.30pm on Freeview channel 8 to approximately 162,000 homes in the greater Norwich area. The Chairman advised that she would be taking part in a Norfolk Trails event from 22 to 24 April in Norfolk and issued an invitation to Mustard TV to accompany her on part of the trail if they were able to do so.

2.4 The Chairman welcomed Sheila Lock, Interim Director of Children's Services, who gave a presentation on the current position with regard to the Children Services Improvement Plan. A copy of the presentation is attached at Appendix A to these minutes:

Mr Joyce, Cabinet Member for Safeguarding said that Children's Services had made excellent progress under the leadership of Ms Lock and, although the current situation in Norfolk would take a long time to resolve, the department was now heading in the right direction. Dr Strong thanked the Interim Director of Children's Services and the staff working in Children's Services and reminded Members of the training workshops available.

3 Declarations of Interest

3.1 No declarations of interest were made.

4 **Appointment of Managing Director**

- 4.1 Council received the report of the Appointment Panel which was introduced by the Leader. The Leader advised that, following the thorough recruitment process, the Personnel Committee Appointment Panel had recommended that Dr Wendy Thomson be appointed to the post of Managing Director. If appointed, it was expected that Dr Thomson would take up position on 1 August 2014 and until that time, Anne Gibson had agreed to continue as Acting Managing Director. Members thanked Anne Gibson for the work she had carried out as Interim Managing Director and wished her well for the future.

RESOLVED to appoint Dr Wendy Thomson to the post of Managing Director.

5 **Questions to the Leader of the Council**

5.1 **Question from Mr B Borrett**

What steps was the Leader and Cabinet taking to ensure the cuts and service changes did not fall disproportionately onto rural communities?

The Leader responded that everything possible was being done. Impact analysis had been carried out on all decisions and reassured Members that Norfolk was in safe hands.

5.2 **Question from Ms A Kemp**

Ms Kemp asked if the Leader would join her in thanking everyone involved in the successful Apprenticeships Norfolk scheme and how this scheme could be improved upon in the future.

The Leader responded that he was happy to congratulate everyone concerned with the apprenticeship programme and paid particular tribute to the Apprentice Champion, Mr Bridger who had recently been reappointed to the role. The Leader also paid tribute to Norse who had employed 25% of the apprentices in Norfolk.

5.3 **Question from Dr M Strong**

The Government had allocated an additional £5.59m for the Better Broadband for Norfolk project, although match-funding would be required. Could the Leader give his assurance that the match-funding would be found?

The Leader assured Council that opportunities for match funding were being sought and he hoped to be in a position to make an announcement in the near future. He stated that he was confident that the match funding could be found.

5.4 **Question from Mr B Bremner**

Could the Leader tell us what progress had been made in improvement in Norfolk schools especially in relation to the brilliant Ofsted results in Norfolk schools, particularly in Mile Cross school.

The Leader replied that it was great to see the fruits borne out of the work done by Children's Services and that in addition to Mile Cross school, 19 schools had been

rated good or outstanding which was an excellent result and a tribute to the teachers, staff and pupils. The Leader added that the turnaround in Children's Services was down to the excellent leadership shown by Sheila Lock and he was delighted to announce that Ms Lock had agreed to continue as Interim Director of Children's Services at Norfolk County Council for a further 12 months, until March 2015.

5.5 Question from Mr R Smith

Mr Smith said he had attended the Cabinet meeting on 3 March and had been disappointed that the reports on Revenue Monitoring, Capital Monitoring and Performance Monitoring had appeared to have been nodded through. He said he had expected some discussion and comments about the reports, particularly about the Performance Report. He asked if the Leader could expand on the three services which were subject to Amber status, primarily around timescales and some concerns around resource and benefits.

The Leader replied that he had every confidence that the agenda and papers had been read by Cabinet Members before the meeting and that Cabinet had every confidence in the stewardship of the Interim Head of Finance. He asked the Cabinet Member for Finance, Corporate and Personnel to respond who advised that the reasons for presenting three reports was to put a process in place to monitor trends and improvements and identify where any problems were. The Cabinet Member agreed to provide a full response to what the issues were and what the Cabinet were doing to solve these issues.

5.6 Question from Mr B Watkins

Following the signing of the Memorandum of Understanding with Suffolk County Council about joint working and sharing of services on 20 November, would the Leader provide an update on the areas agreed so far and how the relationship with Suffolk County Council may develop in the future?

The Leader replied that the relationship with Suffolk County Council was going from strength to strength with the benefit of Norfolk and Suffolk having two distinguished Leaders. Details of the progress was contained in the Efficiency Report, and the Leader said that he would ask the Acting Managing Director to provide an update to all Members.

5.7 Question from Mr M Sands

Can the Leader of the Council tell us what is happening in relation to Coltishall?

The Leader replied that he was pleased to confirm that the Secretary of State for Culture, Media and Sports had declared that the runway, circuit track or taxi ways would not be declared as a site of Special Historical or Architectural Interest. The runways which would be used to produce the aggregate, producing a large income for the Authority was not the same runway as had been used during the second world war, which were grass runways. The Leader also advised that the planning application had been submitted and further information should become available in the near future.

6 Notice of Motions

- 6.1 The following motion, proposed by Mr B Borrett and seconded by Ms A Kemp, was moved:-

“This Council believes in the strength and the benefit of the mobile library service to its rural communities. The new rota reducing how often the service will visit is unacceptable and unfair to Norfolk’s rural settlements who receive few other services. This will disproportionately affect many isolated people for whom it is a valuable lifeline.

Therefore, Council RESOLVES to:

Ask the Cabinet to halt the cuts to the mobile library service while exploring the possibility for other services to integrate with mobile libraries and for commercial opportunities for income to protect the service in future years”.

- 6.1.1 Following a debate and recorded vote (Appendix 2), with 40 in favour, 30 against and 3 abstentions, the motion was **CARRIED**.

- 6.2 The following motion, proposed by Mr Childs and seconded by Mr Law, was moved:-

“This Council recognises that for severely disabled people access to a parking bay close to their place of residence is essential. Norfolk County Council and the Cabinet previously decided to cease provision of this service in 2004. Many of these bays have now worn to such an extent that they are no longer recognisable, which has a great impact on vulnerable disabled residents of Norfolk.

This Council recommends that Norfolk County Council’s provision of residential disabled parking bays be reviewed and officers produce a report to be considered by the relevant Committee post May 2014”.

- 6.2.1 The following amendment, proposed by Mrs Walker and seconded by Mr Borrett, was accepted by Mr Childs.

“This Council recognises that for severely disabled people access to a parking bay close to their place of residence is essential. Norfolk County Council and the Cabinet previously decided to cease provision of this service in 2004. Many of these bays have now worn to such an extent that they are no longer recognisable, which has a great impact on vulnerable disabled residents of Norfolk.

This Council recommends that Norfolk County Council’s provision of residential disabled parking bays be reviewed and officers produce a report to be considered by the relevant Committee post May 2014.

This Council also recommends that the piece of land in front of the Great Yarmouth Town Hall be designated and utilised for disabled parking”.

- 6.2.1 Following a debate, the amended motion was unanimously **CARRIED**.

- 6.3 A motion of which Mr Dobson had given notice was **withdrawn**.

7 **Cabinet Recommendations**

7.1 The Leader moved the recommendations from the Cabinet meeting held on 3 March 2014.

7.2 **Norfolk Fire and Rescue Authority Integrated Risk Management Plan 2014/17.**

RESOLVED:

- 1 To approve the Norfolk Fire and Rescue authority Integrated Risk Management Plan 2014/17, subject to the proposal to stop supplying and fitting free smoke detectors being held until such time that alternative funding streams had been examined and a further report provided to Members.

Highways Capital Programme 2014/15/16 and Transport Asset Management Plan.

RESOLVED to approve:

- 1 the reallocation of £5.487m of integrated transport funding and the allocation of additional funding of £1.977m for structural maintenance.
- 2 the programme for 2014/15 and 2015/16 in the Overview and Scrutiny Panel report (Appendices A and C of the Cabinet report).
- 3 the proposed changes to the Transport Asset Management Plan for 2014/15 to 2017/18.
- 4 that delegated authority be granted to the Director of Environment, Transport and Development, in consultation with the cabinet member for Environment, Transport, development and Waste, to manage the two year programme, including the possible increase in the Integrated Transport programme to £2.5m to deal with any major scheme cost pressures if they arise (para 6.0) and to determine the allocation of County Council funding for highway improvements and Parish Partnership schemes (para 2.2 of the Cabinet report).
- 5 that the parish contribution toward the "parish partnerships" initiative in 2014/15 be maintained at 50% as advertised.

8 **Reports of Cabinet 27 January and 3 March 2014.**

Questions to the Cabinet Member for Finance, Corporate and Personnel

8. 1 Question from Mr B Watkins

The Cabinet Member for Finance, Corporate and Personnel advised at the Cabinet meeting on 3 March 2014 that more detailed financial information should be made available to all party groups in preparation for the next budget setting cycle in 2014/15. Can the Cabinet Member give members any further indication of the arrangements in place to make the provision of more detailed financial information being made available to Members?

The Cabinet Member replied that work was being done in conjunction with the new committee system and the need to consider the budget cycle and timetable and how financial information would feed into the new committees. Once drafted, an outline proposal would be circulated to Members for discussion. Financial training would also be made available for Members.

8.2 Question from Mrs J Leggett

The disposal of assets in the past had raised several million pounds for the Capital Budget. The budget passed last month was based on a figure of £12m. How was this figure going to be achieved?

The Cabinet Member responded that a structured approach was being undertaken to look at the asset values, etc. to ensure best value was obtained. Strategies were in the process of being drafted on Asset Disposal and Asset Strategy. The Cabinet Member would respond in writing to all Members with the most up to date information.

8.3 Question from Mr E Seward

Has the County Council had the opportunity to form any views at this stage on the implications of the Chancellor's budget statement for the Council's financial position?

The Cabinet Member would be considering the implications with the Interim Head of Finance and any implications would be circulated to all Members.

8.4 Question from Mr B Borrett

Does the Cabinet Member agree that the additional £12m to be raised this year for asset disposals was a reasonable and achievable figure?

The Cabinet Member responded that the figures were challenging but they were reasonable and achievable.

Questions to the Cabinet Member for Public Protection

8.5 Question from Mrs A Thomas

As Chairman of the Fire and Rescue Overview and Scrutiny Panel, Mrs Thomas had attended the National Fire and Rescue Conference in Cardiff recently. One of the key issues raised at the conference was co-responding and there had been a lot of support and discussion over the three days of the conference. Was there an update on the progress for Norfolk, particularly working with the East Anglian Ambulance Trust?

The Cabinet Member replied that he would be holding a meeting in the afternoon of 24 March and he hoped to be in a position to report some progress shortly.

8.7 Question from Mr J Childs

Could you pass on my thanks to Mr Williams for the work carried out by the Fire and Rescue Service in the East Flegg Division on 24 March when they had attended a farm fire?

The Cabinet Member replied that he would be happy to pass on the thanks.

8.8 Question from Dr M Strong

In England, one third of food tested by Trading Standards had recently been found to be mislabelled and one particular pizza product had stated it was topped with ham, but had been found to contain meat emulsion. Could the Cabinet Member reassure Members that the reduction in cuts in Trading Standards services approved at the previous Council meeting would be actioned?

The Cabinet Member advised that he was pleased to confirm that compulsory redundancies had been avoided in the statutory enforcement work so the excellent work of Trading Standards could continue.

8.9 Question from Mr M Sands

Would the Cabinet member like to comment on the value of fire sprinklers?

The Cabinet Member responded that both he and the Chief Fire Officer fully supported new buildings being fitted with sprinklers as they are much cheaper to fit in a new building. He added that when the fire station at Downham Market had been built in 2004, a decision had been taken not to include a sprinkler system. The cost of retro fitting sprinklers in older buildings was approximately ten times that of installation in new buildings, therefore a decision had been taken to put sprinklers into buildings which were manned rather than the unmanned stations.

The Cabinet Member paid tribute to all fire fighters who had attended the fire at Downham Market fire station and added that the service had been restored to Downham Market on the same day as the fire. He also thanked the Police who had housed the fire appliance during the interim period.

Questions to the Cabinet Member for Safeguarding

8.10 Question from Mr R Smith

Would the Cabinet member join with me in congratulating the young people of Norfolk who took part in the recent Youth Parliament elections? 48% of the county's young people between the age of 11 and 18, had voted in the election with 29 nominated candidates for 9 seat. Would the Cabinet Member like to congratulate the young people involved, particularly the officers who had been involved in the elections?

The Cabinet Member replied that the youth parliament election results event had been a brilliant evening and thanked officers for their work, in particular Ben Dunne. He said that voting had taken place via text, over a one week period and approximately 38,000 votes had been received.

8.11 Question from Ms A Kemp

Would the Cabinet Member agree that Sheila Lock and her team had done a sterling job in supporting families in Norfolk? In light of the supreme courts recent ruling that adoption out of the family should be used as a last resort, could the Cabinet Member confirm that Norfolk County Council is making sure that we are doing all we can to consider the wider extended family before children were put up for adoption?

The Cabinet Member endorsed the comments relating to the Interim Director of Children's Services and that he was very pleased that Ms Lock would be remaining in post for a further twelve months. He added that he could not talk about individual cases but said he had been involved in both foster and adoption panels and knew the work that was carried out. He said that adoption and fostering was used as a last resort and although these decisions were very difficult, Members could be reassured that every aspect of a case would have been checked before adoption or fostering was decided.

Questions to the Cabinet Member for Adult Social Services

8.12 Question from Mrs S Gurney

Could the Cabinet Member provide some information regarding personal budgets and the timescales and how many personal reviews were required together with the timescale and when reviews were likely to commence?

The Cabinet Member replied that annual reviews were carried out for everyone who had a personal budget. She advised that until the annual review was due, there would be no changes to the points allocation system. The points allocation system applied to new applications for personal budgets from 1 April. Members were reassured that there would be no changes to individual personal budgets until the review date was due in 2015/16 unless there was a change in individual circumstances. The Cabinet Member would find out how many reviews were required and would let Members know.

8.13 Question from Ms A Kemp

Was the Cabinet Member aware of Dementia Awareness Week which would commence on 18 May 2014 and could the Cabinet Member let Members know what Norfolk was doing to publicise dementia friendly communities?

The Cabinet Member replied that there were a number of Dementia friendly communities established in Norfolk, including Swaffham and Wymondham, with Wells and Diss commencing the process to become a dementia friendly community. Dementia Awareness Week would commence on 18 May and all Councillors were being urged to sign up to become dementia friends. Training was available for Members from staff within the Public Health Team who had been approved to give dementia awareness training. All Cabinet Members would be attending the training and the Cabinet Member urged every Councillor to sign up for the training. It was also hoped to get 90% of council employees to sign up for the training. The Nick Conrad show on Radio Norfolk, at the culmination of Dementia Awareness Week would be hosting an "any questions" programme on 23 April on dementia. The Cabinet Member confirmed she had been invited to take part in the programme, which would be looking at the whole subject and how the County Council were dementia friendly.

Questions to the Cabinet Member for Communities

8.14 Question from Mr J Ward

Would the Cabinet Member join me in congratulating Steve Miller and his staff at Norfolk Museums Service on the service being shortlisted under two categories for the prestigious Museums and Heritage Awards which were effectively the Oscars of the Museum and Heritage sectors? The two exhibitions up for awards, were "Frayed – Textiles on the Edge" and "Stories from the sea", both at the Time and Tide Museum, Great Yarmouth.

The Cabinet Member replied that she had been very pleased to be made aware that the service had been put forward for the two awards and that she had already congratulated Steve Miller on his excellent work. The Leader reiterated this and added his praise to Steve Miller and the museums team on the recent transformation

made to the museums service.

8.15 Question from Dr M Strong

Relating to the motion passed earlier in the meeting regarding mobile libraries, could the Cabinet Member ask Officers if research had been carried out in 2011 before 74 mobile library services were reduced?

The Cabinet Member replied that she would.

8.16 Question from Ms J Brociek-Coulton

Following the successful Roman exhibition at the Castle Museum, Norwich which was now coming to an end, could the Cabinet Member give an update on how successful this exhibition had been?

The Cabinet Member responded that the exhibition was showing until 23 May after which there would be an exhibition on birds. The Cabinet Member agreed to let Councillors have the exhibition attendance figures.

8.17 Question from Mr M Wilby

Has the Cabinet Member been on the mobile libraries and met the people who looked forward to the service to discuss their feelings in light of the cuts in service?

The Cabinet Member replied that she had not had an opportunity to visit the service recently, but confirmed that every alternative use for mobile libraries had been considered.

Questions to the Cabinet Member for Economic Development

8.18 Question from Mr S Clancy

Following the success of the apprenticeship scheme, would the Cabinet Member consider the allocation of aspects of the Economic Development budget into the apprenticeship scheme, as well as how funding for apprenticeships was dealt with to assist employers and the young people employed as apprentices?

The Cabinet Member responded that an application had been made for additional funding to continue the scheme.

8.21 Question from Mr D Collis

Can the Cabinet Member give an update on the runway at Coltishall and also give an update on the Hethel project?

The Cabinet Member said that the runway issue had now been resolved as the Secretary of State for Culture, Media and Sports had declared that the runway was not to be designated as a site of Special Interest and could therefore be dug up and the material sold for aggregate.

Questions to the Cabinet Member for Environment, Transport, Development and Waste

8.22 Question from Mr B Spratt

In the recent Putting People First Consultation £1m had been taken out of the road maintenance budget. Approximately £500,000 of the winter budget for salt of £3.2m had been spent and could the Cabinet Member agree to reallocating £1m from the salt budget to put into road maintenance?

The Cabinet Member responded that the Government had decided, due to the wet weather conditions experienced during the winter, that an additional £3.7m would be provided for road maintenance works.

8.23 Question from Mr E Seward

I thank the Cabinet Member for the award of the £10m to North Walsham for traffic calming measures under the Parish Partnership bid and hope that the Council will continue to fund this programme.

The Cabinet Member responded that the Parish Partnership Fund had been a successful initiative and would continue next year offering a 50% funding to parish councils.

8.24 Question from Ms A Kemp.

Recent Defra figures on recycling household waste in Norfolk had shown that the amount of waste material had reduced. The EU target was to recycle 50% of waste by 2020. Could the Cabinet Member confirm what measures would be put in place to ensure the target was met?

The Cabinet Member responded that the County Council was currently on target to meet the recycling target.

8.25 Question from Mr T Jermy

How can we encourage more people to recycle textiles and what was the current cost of sending textiles to landfill?

The Cabinet Member responded that he would let Members know the costs and that consideration should be given to compiling a media campaign reminding people of the availability of textile recycling facilities at recycling centres.

Questions to the Chairman of Cabinet

8.26 Question from Mr R Smith

At the Cabinet meeting on 3 March there had been very little discussion about the business that had been raised at Overview and Scrutiny Panels. Can the Leader in future call business to order and encourage Cabinet Members to share the work which had been carried out at O&S Panels?

The Leader responded that he felt each Cabinet meeting was pertinent and relevant.

8.27 Question from Mr B Bremner

The raising of awareness of the 100th anniversary of the Burston school strike had been very welcome and an excellent example of the changes that had taken place in Education in Norfolk over the last 100 years.

The Leader replied that Cabinet had held an informal meeting at the Shirehall on the anniversary of the day that the former Education Committee had formally dismissed Mr and Mrs Higdon. The event had been well attended and Mrs Chamberlin had asked him to formally acknowledge the date and regret of the County Council for the actions that had led to the dismissal. He advised that a series of events would be taking place on 1 April to mark the centenary of the strike.

9 **Reports**

9.1 **Report of the Cabinet Scrutiny Committee 21 January 2014.**

Mr Borrett moved the report. Council **RESOLVED** to note the report.

9.2 **Report of the Cabinet Scrutiny Committee 11 February 2014.**

Mr Borrett moved the report. Council **RESOLVED** to note the report.

9.3 **Report of the Personnel Committee 17 January 2014 and 25 February 2014.**

Mr Nobbs moved the reports. Council **RESOLVED** to note the reports.

9.4 **Report of the Audit Committee 30 January 2014.**

Mr R Smith, Vice-Chairman, moved the report. Council **RESOLVED** to **agree** the revised Terms of Reference and to **note** the report.

9.5 **Report of the Norfolk Health Overview and Scrutiny Committee 16 January 2014 and 27 February 2014.**

Mr Carttiss moved the reports.

The Cabinet Member for Adult Social Services said that Integrated working would not be ceasing as referred to in paragraph 2.3(a) of the report. For clarification the actual decision taken was to bring back mental health social workers to the County Council, not cease integrated working with the Mental Health Trust. The Chairman of the Norfolk Health Overview and Scrutiny Committee acknowledged the point raised by the Cabinet Member but clarified that the minutes of the HOSC were pointing out that the integrated mental health and social care service needed to be considered by the Health and Wellbeing Board in their future strategy.

Council **RESOLVED** to note the reports.

9.6 **Report of the Planning (Regulatory) Committee 17 January 2014**

Mr Bremner moved the report. Council **RESOLVED** to note the report.

9.7 **Norwich Highways Agency Committee – 16 January 2014**

Council **RESOLVED** to note the report.

9.8 **Overview and Scrutiny Panels**

Council **RESOLVED** to note the report.

10 **Proportional Allocation of Seats on Committees**

The report by the Head of Democratic Services was received.

It was **RESOLVED** to agree the reallocation of 4 places to the Independent Group as follows:

UKIP and Labour to give up one seat each to the Independent Group on Planning (Regulatory) Committee and Community Services Overview and Scrutiny Panel.

Labour to give up two seats to the Independent Group on Corporate Resources Overview and Scrutiny Panel and Environment, Transport and Development Overview and Scrutiny Panel.

11 **Appointments to Committees/Panels, etc.**

It was noted that the following appointments to committees and panels had been made:

- Mr T Garrod to replace Mrs A Thomas on the Community Services Overview and Scrutiny Panel. .
- Ms E Corlett to the vacancy on the Cabinet Scrutiny Committee.

12 **To Answer Questions on notice under rule 8.3 of the Council Procedure Rules**

There were none.

The meeting concluded at 1.15pm

Chairman

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**Norfolk County Council
24 March 2014**

Recorded Vote: Item 6.1 – Motion proposed by Mr B Borrett, seconded by Ms A Kemp.

FOR	AGAINST.	ABST.		FOR	AGAINST	ABST	
x			ADAMS Tony	x			KEMP Alexandra
	x		AGNEW Stephen	x			KIDDLE-MORRIS Mark
	x		ALDRED Colin	x			LAW Jason
x			ASKEW Stephen	x			LEGGETT Judy
	Absent		BAKER Michael	x			LONG Brian
		x	BEARMAN Richard	x			MACKIE Ian
x			BIRD Richard	x			MONSON Ian
x			BORRETT Bill	x			MOONEY Joe
	Absent		BOSWELL Andrew			x	MORGAN Elizabeth
	x		BREMNER Bert		x		MORPHEW Steve
	x		BROCIK-COULTON Julie		x		NOBBS George
x			BYRNE Alec	x			NORTHAM Wyndham
x			CARTISS Michael		x		PARKINSON-HARE Rex
	Absent		CASTLE Mick		x		PERKINS Jim
	Absent		CHAMBERLIN Jenny	x			PROCTOR Andrew
x			CHENERY OF HORSBRUGH Michael		x		RAMSBOTHAM David
	x		CHILDS Jonathon	x			RICHMOND William
x			CLANCY Stuart		x		ROPER Daniel
	x		COKE Toby		x		SANDS Mike
	x		COLLIS David		x		SEWARD Eric
	x		CORLETT Emma	x			SHAW Nigel
x			COX Hilary		Absent		SMITH Matthew
	x		CRAWFORD Denis	x			SMITH Roger
		x	DEARNLEY Adrian		Absent		SMYTH Paul
x			DEWSBURY Margaret		Absent		SOMERVILLE Margaret
x			DIXON Nigel	x			SPRATT Bev
x			DOBSON John	x			STOREY Martin
	Absent		EAST Tim		x		STRONG Marie
x			FITZPATRICK Tom	x			THOMAS Alison
x			FOULGER Colin		x		THOMAS David
x			GARROD Tom	x			TIMEWELL John
	x		GIHAWI Deborah	x			VIRGO Judith
	x		GILMOUR Paul		x		WALKER Colleen
	Absent		GREY Alan	x			WARD John
x			GUNSON Adrian		x		WATKINS Brian
x			GURNEY Shelagh		x		WHITAKER Sue
	Absent		HACON Pat		Absent		WHITE Tony
	x		HANNAH Brian	x			WILBY Martin
	x		HARRISON David		x		WILKINSON Margaret
	x		HEBBORN Stan				
x			HUMPHREY Harry				
x			ILES Brian				
	x		JERMY Terry				
x			JORDAN Cliff				
	x		JOYCE James				

For 40; Against 30; Abstentions 3 - **CARRIED**

Norfolk County Council

Minutes of the Meeting Held on 7 April 2014

Present:	Mr T Adams	Mr T Jermy
	Mr S Agnew	Mr C Jordan
	Mr C Aldred	Mr J Joyce
	Mr S Askew	Ms A Kemp
	Mr M Baker	Mr M Kiddle-Morris
	Mr R Bearman	Mr J Law
	Mr R Bird	Mrs J Leggett
	Mr B Borrett	Mr B Long
	Dr A Boswell	Mr I Mackie
	Mr B Bremner	Mr I Monson
	Mrs J Brociek-Coulton	Mr J Mooney
	Mr A Byrne	Mrs E Morgan
	Mr M Castle	Mr S Morphew
	Mrs J Chamberlin	Mr G Nobbs
	M Chenery of Horsbrugh	Mr W Northam
	Mr J Childs	Mr R Parkinson-Hare
	Mr S Clancy	Mr J Perkins
	Mr R Coke	Mr A Proctor
	Mr D Collis	Mr D Ramsbotham
	Ms E Corlett	Mr W Richmond
	Mrs H Cox	Mr D Roper
	Mr D Crawford	Mr M Sands
	Mr A Dearnley	Mr N Shaw
	Mrs M Dewsbury	Mr M Smith
	Mr N Dixon	Mr R Smith
	Mr J Dobson	Mr P Smyth
	Mr T East	Mrs M Somerville
	Mr T FitzPatrick	Mr B Spratt
	Mr C Foulger	Mr M Storey
	Mr T Garrod	Dr M Strong
	Ms D Gihawi	Mrs A Thomas
	Mr P Gilmour	Mr D Thomas
	Mr A Gunson	Mr J Timewell
	Mrs S Gurney	Miss J Virgo
	Mr P Hacon	Mrs C Walker
	Mr B Hannah	Mr J Ward
	Mr D Harrison	Mr B Watkins
	Mr S Hebborn	Ms S Whitaker
	Mr H Humphrey	Mr M Wilby
	Mr B Iles	Mrs M Wilkinson

Total present: 80

Apologies for Absence:

Apologies were received from Mr M Carttiss, Mr A Grey. Mr E Seward and Mr A White.

1 Chairman's Announcements

1.1 The Chairman outlined the procedure for the meeting.

2 Declarations of Interest

2.1 The following interests were declared:-

Mrs Walker, as a Board Member of the East of England Energy Group, and the Norfolk and Suffolk Energy Alliance, in respect of item 3.

Mr FitzPatrick, as a member of the Norfolk and Suffolk Energy Alliance, in respect of item 3.

3 Residual Waste Treatment Contract – Revised Project

3.1 The following item, as requisitioned by Councillors Coke, Bird, Kemp, East, Boswell and Dobson, was outlined:-

“To consider

a) Whether, in view of the delay in the Secretary of State's planning decision in relation to the Willows, it wishes to recommend to Cabinet that the Contract is allowed to terminate to avoid an increase in the compensation figure, currently capped at £20.3M and;

b) Whether or not, if planning is granted, it recommends to Cabinet to continue to implement the revised project.

3.2 Mr Harrison, Cabinet Member for Environment, Transport, Development and Waste, reported that an offer had been received from Cory Wheelabrator which would increase the value of the contract over all by pushing back the break-even point from July to August 2014. This would not affect the deadline of 1 May 2014, and did not change the officer's recommendations.

3.3 Mr Coke noted that part (b) of the requisition had been included in the event that a planning decision was made between publication of the agenda and the date of the meeting. As this had not happened, Mr Coke withdrew part (b) with the permission of the Chairman.

3.4 Following a debate in respect of part (a) and a recorded vote (Appendix 1), 48 voted in favour of recommending to Cabinet that the contract was allowed to terminate to avoid an increase in the compensation figure, currently capped at £20.3M, 30 voted against and 1 abstained.

3.5 Council therefore **agreed** to recommend to Cabinet that the Contract is allowed to terminate to avoid an increase in the compensation figure, currently capped at £20.3M.

The meeting concluded at 2.35pm.

Chairman

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**Norfolk County Council
7 April 2014**

Appendix 1

Recorded Vote – Minute 3.4

Name	Yes	No	Abstain	Name	Yes	No	Abstain
Adams Tony		x		Jermy Terry	x		
Agnew Stephen	x			Jordan Cliff		x	
Aldred Colin	x			Joyce James	x		
Askew Stephen		x		Kemp Alexandra	x		
Baker Michael	x			Kiddle-Morris Mark	ABSENT		
Bearman Richard	x			Law Jason	x		
Bird Richard	x			Leggett Judy		x	
Borrett Bill		x		Long Brian	x		
Boswell Andrew	x			Mackie Ian		x	
Bremmer Bert	x			Monson Ian		x	
Brociek-Coulton Julie	x			Mooney Joe		x	
Byrne Alec		x		Morgan Elizabeth	x		
Carttiss Michael	ABSENT			Morphew Steve	x		
Castle Mick	x			Nobbs George	x		
Chamberlin Jenny		x		Northam Wyndham		x	
Chenery of Horsbrugh Michael	x			Parkinson-Hare Rex	x		
Childs Jonathon	x			Perkins Jim	x		
Clancy Stuart		x		Proctor Andrew		x	
Coke Toby	x			Ramsbotham David	x		
Collis David	x			Richmond William		x	
Corlett Emma	x			Roper Daniel	x		
Cox Hilary	x			Sands Mike	x		
Crawford Denis	x			Seward Eric	ABSENT		
Dearnley Adrian	x			Shaw Nigel		x	
Dewsbury Margaret			x	Smith Matthew	x		
Dixon Nigel		x		Smith Roger		x	
Dobson John	x			Smyth Paul	x		
East Tim	x			Somerville Margaret		x	
FitzPatrick Tom		x		Spratt Bev		x	
Foulger Colin		x		Storey Martin	x		
Garrod Tom		x		Strong Marie	x		
Gihawi Deborah	x			Thomas Alison		x	
Gilmour Paul	x			Thomas David	x		
Grey Alan	ABSENT			Timewell John	x		
Gunson Adrian		x		Virgo Judith		x	
Gurney Shalagh		x		Walker Colleen	x		
Hacon Pat	x			Ward John		x	
Hannah Brian	x			Watkins Brian	x		
Harrison David	x			Whitaker Sue	x		
Hebborn Stan	x			White Tony	ABSENT		
Humphrey Harry		x		Wilby Martin		x	
Iles Brian	[x]*	x		Wilkinson Margaret	x		

For 48*, Against 30, Abstentions 1 – **CARRIED**

*During the vote, Brian Iles was incorrectly recorded as voting in favour of terminating the contract, when in fact in he voted against. Therefore the Chairman reported the vote as 'For 49, Against 29, Abstentions 1'. The correct voting figures are represented above.

Norfolk County Council

Minutes of the Meeting Held on 28 April 2014

Present:	Mr T Adams	Mr T Jermy
	Mr S Agnew	Mr C Jordan
	Mr C Aldred	Mr J Joyce
	Mr S Askew	Ms A Kemp
	Mr R Bearman	Mr M Kiddle-Morris
	Mr R Bird	Mr J Law
	Mr B Borrett	Mrs J Leggett
	Dr A Boswell	Mr B Long
	Mr B Bremner	Mr I Mackie
	Mrs J Brociek-Coulton	Mr I Monson
	Mr A Byrne	Mr J Mooney
	Mr M Carttiss	Mrs E Morgan
	Mr M Castle	Mr S Morphey
	Mrs J Chamberlin	Mr G Nobbs
	M Chenery of Horsbrugh	Mr W Northam
	Mr J Childs	Mr R Parkinson-Hare
	Mr S Clancy	Mr J Perkins
	Mr R Coke	Mr A Proctor
	Mr D Collis	Mr D Ramsbotham
	Ms E Corlett	Mr W Richmond
	Mrs H Cox	Mr D Roper
	Mr D Crawford	Mr M Sands
	Mr A Dearnley	Mr N Shaw
	Mrs M Dewsbury	Mr M Smith
	Mr N Dixon	Mr R Smith
	Mr T East	Mr P Smyth
	Mr T FitzPatrick	Mrs M Somerville
	Mr C Foulger	Mr B Spratt
	Mr T Garrod	Mr M Storey
	Ms D Gihawi	Dr M Strong
	Mr P Gilmour	Mrs A Thomas
	Mr A Grey	Mr D Thomas
	Mr A Gunson	Mr J Timewell
	Mrs S Gurney	Miss J Virgo
	Mr P Hacon	Mrs C Walker
	Mr B Hannah	Mr J Ward
	Mr D Harrison	Mr B Watkins
	Mr S Hebborn	Ms S Whitaker
	Mr H Humphrey	Mr M Wilby
	Mr B Iles	Mrs M Wilkinson
		Mr A White

Total present: 81

Apologies for Absence:

Apologies were received from Mr M Baker, Mr J Dobson and Mr E Seward.

1 Chairman's Announcements

- 1.1 The Chairman thanked members for supporting her Coast to Coast walk, promoting Norfolk's footpaths and raising funds for the Big C, cancer charity. She noted that on her 3 day walk across the county from King's Lynn to Great Yarmouth she had met many representatives from businesses and communities and she had hosted receptions in Gressenhall, Tasburgh and Great Yarmouth itself. She thanked everyone for their generous contributions and support along the way.

2 Declarations of Interest

There were no interests declared.

3 Proposed Model of Committee Governance for Norfolk County Council

- 3.1 Mr Paul Smyth moved this report as Chairman of the Committee Governance Steering Group, including comments from the Constitution Advisory Group, and confirmed his recommendations to Council as follows:
- a) To adopt the new Committee Governance Model for Norfolk County Council set out at Appendix 1 of the report from the Head of Law and Monitoring Officer: Proposed Model of Committee Governance for Norfolk County Council, dated 28 April 2014
 - b) To adopt the new Constitution set out at Appendix 3 of that document
- 3.2 Mr Brian Hannah seconded the proposals for a new model of committee governance and the Steering Group's recommendations.
- 3.3 Mr Jason Law proposed an amendment which stated:

Replace first paragraph of "9. Checks and balances in the committee governance model", starting "An important principle..." with text from paragraphs 7.3 to 7.5 of Appendix 12 (pages 20-21 of the Council papers):

"It is proposed that if 3 Members "call-in" a decision of a Service Committee, within 7 calendar days of the committee making the decision, the item of business that has been "called-in" will become contested business.

"Items that have become contested business will be referred to a committee for scrutiny, as with the current Cabinet Scrutiny call-in function. This committee will be able to make a recommendation that the decision-making body reconsiders its decision or that the decision is sound and no further action should be taken. It is not possible to create a power to override the decision-making body as this would be unlawful.

"While there are several options for the proper place for a 'call-in' to be heard, it is proposed these will take place in a contested business committee of 20 members drawing 4 members from each Service Committee, sitting as a committee of 10 on a rotational basis."

3.4 Mr Smyth confirmed that he was not prepared to accept the amendment. Mr Tony Adams seconded the amendment.

3.5 Following a debate, the amendment put by Mr Law, regarding a proposal to create a Call-In procedure and contested business committee, was put to a recorded vote (Appendix A) and with 39 in favour, 41 against, the motion was **LOST**.

3.6 Mr Andrew Proctor proposed an amendment which stated:

Replace paragraph 6 of page 8 of the report, starting “Chairs and Vice-Chairs of the service committees will be elected...” with paragraph 4.3 of Appendix 2 (page 15 of the Council papers), “Each Service Committee will elect its Chairman and Vice-Chairman annually”.

3.7 Mr Smyth confirmed that he was not prepared to accept the amendment. Mr Tom Fitzpatrick seconded the amendment.

3.8 Following a debate, Mr East proposed that the meeting move to the vote. This was seconded and agreed by the Council.

3.9 The amendment by Mr Proctor, regarding a revised proposal for electing chairmen and vice-chairmen to the service committees, was then put to a recorded vote (Appendix B) and with 38 in favour, 42 against, the motion was **LOST**.

3.10 A third amendment was presented by Mrs Alison Thomas which stated:

Under Paragraph “3. Service committees”, replace “There will be 5 service committees” with “There will be five service committees, plus the policy and resources committee” so the amended paragraph reads, “There will be 5 service committees, plus policy and resources committees, covering the following functions”.

Insert an additional row into the table above Policy and Resources Committee as follows:

(Left column) “Corporate Resources”

(Right column) “Incorporating enabling corporate services including ICT, finance, human resources and procurement”.

Under “4. Policy & Resource Committee”, between the words “in the developing the Council’s budget, the committee will work with” and “Chairs” insert, “Members with Special Responsibility”.

From the penultimate paragraph replace “In addition, the Policy and Resources Committee has” with “The”. Prior to the full stop at the end of the paragraph, add “shall be the remit of the fifth Service Committee, Corporate Resources, as outlined in the table above”.

Replace “The Chairs and Vice-Chairs of service committees will not sit on Policy and Resources”, with “No member serving on the Policy & Resources Committee will be able to serve on a service committee”.

In “7. Urgent decisions”, before “seeking the views of the Chair and Vice-Chair...” add, “in consultation with the Member with Special Responsibility and”.

In "8. Delegated decisions" replace "Committee Chair and Vice-Chair" with "Member with Special Responsibility".

In "11. Transitional Arrangements" replace "Committee Chair and Vice-Chair" with "Member with Special Responsibility".

Insert a new final paragraph, "The Policy and Resources Committee to reflect the committee outlined in numbered paragraph 5 of Appendix 2, titled "Policy & Resources Committee", on page 17 of the Council papers".

3.11 The amendment was seconded by Mr Cliff Jordan. Mr Smyth confirmed that he was not prepared to accept the amendment.

3.12 Following a debate on the amendment by Mrs Thomas, to create an additional Service Committee titled "Corporate Resources" Committee, Mr Childs, seconded by Mr Hebborn, called for an end to the discussion and for a vote to be taken immediately. The call to vote by all members of Council was put to a show of hands and, with 39 for and 36 against, it was **CARRIED**. A recorded vote was requested (Appendix C) and with 38 in favour, 41 against, the amendment by Mrs Thomas was **LOST**.

3.13 Mr Martin Wilby presented an amendment which stated;

Replace the text beneath paragraph title "6. Area Arrangements" with:

"At this time, the Council does not wish to consider setting up area committees".

3.14 Mrs Jenny Chamberlin seconded the amendment and Mr Smyth confirmed that he was not prepared to accept the amendment.

3.15 Following a debate, the amendment by Mr Wilby, to defer the creation of area committees, was put to a show of hands and with 38 in favour, 40 against and 1 abstention, the motion was **LOST**.

At this point in the meeting, at 1.10pm, the meeting adjourned for a 30 minute break.

3.16 Mr Tom Garrod presented an amendment which stated:

Replace the penultimate paragraph of "3. Service Committees" with "The Committees will meet 7 times a year".

3.17 Mr Smyth confirmed that he **ACCEPTED** the amendment to increase the number of times service committees met to 7 times per year.

3.18 The Chairman noted that an amendment to be presented by Mr John Dobson would not be considered, as Mr Dobson was not present to move the proposal. There being no further amendments, she confirmed that the Council should proceed to the substantive motion, as amended.

3.19 At this point, Mr Spratt requested, seconded by Mr Castle, that the Council proceed to the vote. However, the Chairman, having regard to the number of speakers indicating a wish to talk on the matter, determined that she would not accept the proposal but to continue with the debate.

- 3.20 Following a debate, the substantive motion was put by the Chairman of the Committee Governance Steering Group as follows:
- a) To adopt the new Committee Governance Model for Norfolk County Council set out at Appendix 1 of the report from the Head of Law and Monitoring Officer: Proposed Model of Committee Governance for Norfolk County Council, dated 28 April 2014
 - b) To adopt the new Constitution set out at Appendix 3 of that document, subject to service committees meeting 7 times per year.
- 3.21 The matter was put to a recorded vote (Appendix D) and with 41 in favour, 34 against and 1 abstention, the motion was **CARRIED**.

The meeting concluded at 3.35pm.

Chairman

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Norfolk County Council
28 April 2014

Appendix A

**Recorded Vote – Minute 3.5 –
To Create a Call-In Process and Contested Business Committee**

Name	For	Against	Abstain	Name	For	Against	Abstain
Adams Tony	x			Jermy Terry		x	
Agnew Stephen		x		Jordan Cliff	x		
Aldred Colin		x		Joyce James		x	
Askew Stephen	x			Kemp Alexandra	x		
Baker Michael		ABSENT		Kiddle-Morris Mark	x		
Bearman Richard		x		Law Jason	x		
Bird Richard		x		Leggett Judy	x		
Borrett Bill	x			Long Brian	x		
Boswell Andrew		x		Mackie Ian	x		
Bremmer Bert		x		Monson Ian	x		
Brociek-Coulton Julie		x		Mooney Joe	x		
Byrne Alec	x			Morgan Elizabeth		x	
Carttiss Michael	x			Morphew Steve		x	
Castle Mick		x		Nobbs George		x	
Chamberlin Jenny	x			Northam Wyndham	x		
Chenery of Horsbrugh Michael	x			Parkinson-Hare Rex		x	
Childs Jonathon		x		Perkins Jim		x	
Clancy Stuart		ABSENT		Proctor Andrew	x		
Coke Toby		x		Ramsbotham David		x	
Collis David		x		Richmond William	x		
Corlett Emma		x		Roper Daniel		x	
Cox Hilary	x			Sands Mike		x	
Crawford Denis		x		Seward Eric	ABSENT		
Dearnley Adrian		x		Shaw Nigel	x		
Dewsbury Margaret	x			Smith Matthew		x	
Dixon Nigel	x			Smith Roger	x		
Dobson John		ABSENT		Smyth Paul		x	
East Tim		x		Somerville Margaret	x		
FitzPatrick Tom	x			Spratt Bev	x		
Foulger Colin	x			Storey Martin	x		
Garrod Tom	x			Strong Marie		x	
Gihawi Deborah		x		Thomas Alison	x		
Gilmour Paul		x		Thomas David		x	
Grey Alan		x		Timewell John		x	
Gunson Adrian	x			Virgo Judith	x		
Gurney Shalagh	x			Walker Colleen		x	
Hacon Pat		x		Ward John	x		
Hannah Brian		x		Watkins Brian		x	
Harrison David		x		Whitaker Sue		x	
Hebborn Stan		x		White Tony	x		
Humphrey Harry	x			Wilby Martin	x		
Iles Brian	x			Wilkinson Margaret		x	

For 39, Against 41 – **LOST**

Norfolk County Council
28 April 2014

Appendix B

Recorded Vote – Minute 3.9

A proposal for electing chairmen and vice-chairmen to the service committees

Name	For	Against	Abstain	Name	For	Against	Abstain
Adams Tony	x			Jermey Terry		x	
Agnew Stephen		x		Jordan Cliff	x		
Aldred Colin		x		Joyce James		x	
Askew Stephen	x			Kemp Alexandra		x	
Baker Michael		ABSENT		Kiddle-Morris Mark	x		
Bearman Richard		x		Law Jason	x		
Bird Richard		x		Leggett Judy	x		
Borrett Bill	x			Long Brian	x		
Boswell Andrew		x		Mackie Ian	x		
Bremmer Bert		x		Monson Ian	x		
Brociek-Coulton Julie		x		Mooney Joe	x		
Byrne Alec	x			Morgan Elizabeth		x	
Carttiss Michael	x			Morphew Steve		x	
Castle Mick		x		Nobbs George		x	
Chamberlin Jenny	x			Northam Wyndham	x		
Chenery of Horsbrugh Michael	x			Parkinson-Hare Rex		x	
Childs Jonathon		x		Perkins Jim		x	
Clancy Stuart		ABSENT		Proctor Andrew	x		
Coke Toby		x		Ramsbotham David		x	
Collis David		x		Richmond William	x		
Corlett Emma		x		Roper Daniel		x	
Cox Hilary	x			Sands Mike		x	
Crawford Denis		x		Seward Eric	ABSENT		
Dearnley Adrian		x		Shaw Nigel	x		
Dewsbury Margaret	x			Smith Matthew		x	
Dixon Nigel	x			Smith Roger	x		
Dobson John		ABSENT		Smyth Paul		x	
East Tim		x		Somerville Margaret	x		
FitzPatrick Tom	x			Spratt Bev	x		
Foulger Colin	x			Storey Martin	x		
Garrod Tom	x			Strong Marie		x	
Gihawi Deborah		x		Thomas Alison	x		
Gilmour Paul		x		Thomas David		x	
Grey Alan		x		Timewell John		x	
Gunson Adrian	x			Virgo Judith	x		
Gurney Shalagh	x			Walker Colleen		x	
Hacon Pat		x		Ward John	x		
Hannah Brian		x		Watkins Brian		x	
Harrison David		x		Whitaker Sue		x	
Hebborn Stan		x		White Tony	x		
Humphrey Harry	x			Wilby Martin	x		
Iles Brian	x			Wilkinson Margaret		x	

For 38, Against 42 – **LOST**

Norfolk County Council
28 April 2014

Appendix C

Recorded Vote – Minute 3.12
To create an additional Service Committee.

Name	For	Against	Abstain	Name	For	Against	Abstain
Adams Tony	x			Jermy Terry		x	
Agnew Stephen		x		Jordan Cliff	x		
Aldred Colin		x		Joyce James		x	
Askew Stephen	x			Kemp Alexandra		x	
Baker Michael		ABSENT		Kiddle-Morris Mark	x		
Bearman Richard		x		Law Jason	x		
Bird Richard		x		Leggett Judy	x		
Borrett Bill	x			Long Brian	x		
Boswell Andrew		x		Mackie Ian	x		
Bremmer Bert		x		Monson Ian	x		
Brociek-Coulton Julie		x		Mooney Joe	x		
Byrne Alec	x			Morgan Elizabeth		x	
Carttiss Michael	x			Morphew Steve		x	
Castle Mick		x		Nobbs George		x	
Chamberlin Jenny	x			Northam Wyndham	x		
Chenery of Horsbrugh Michael	x			Parkinson-Hare Rex		x	
Childs Jonathon		x		Perkins Jim		x	
Clancy Stuart		ABSENT		Proctor Andrew	x		
Coke Toby		x		Ramsbotham David		x	
Collis David		x		Richmond William	x		
Corlett Emma		x		Roper Daniel		x	
Cox Hilary	x			Sands Mike		x	
Crawford Denis		x		Seward Eric	ABSENT		
Dearnley Adrian		x		Shaw Nigel	x		
Dewsbury Margaret	x			Smith Matthew	ABSENT		
Dixon Nigel	x			Smith Roger	x		
Dobson John		ABSENT		Smyth Paul		x	
East Tim		x		Somerville Margaret	x		
FitzPatrick Tom	x			Spratt Bev	x		
Foulger Colin	x			Storey Martin	x		
Garrod Tom	x			Strong Marie		x	
Gihawi Deborah		x		Thomas Alison	x		
Gilmour Paul		x		Thomas David		x	
Grey Alan		x		Timewell John		x	
Gunson Adrian	x			Virgo Judith	x		
Gurney Shalagh	x			Walker Colleen		x	
Hacon Pat		x		Ward John	x		
Hannah Brian		x		Watkins Brian		x	
Harrison David		x		Whitaker Sue		x	
Hebborn Stan		x		White Tony	x		
Humphrey Harry	x			Wilby Martin	x		
Iles Brian	x			Wilkinson Margaret		x	

For 38, Against 41 – **LOST**

Norfolk County Council
28 April 2014

Appendix D

Recorded Vote – Minute 3.21
Substantive Motion - .

Name	For	Against	Abstain	Name	For	Against	Abstain
Adams Tony			x	Jermy Terry	x		
Agnew Stephen	x			Jordan Cliff		x	
Aldred Colin	x			Joyce James	x		
Askew Stephen		x		Kemp Alexandra	x		
Baker Michael	ABSENT			Kiddle-Morris Mark		x	
Bearman Richard	x			Law Jason		x	
Bird Richard	x			Leggett Judy		x	
Borrett Bill		x		Long Brian	ABSENT		
Boswell Andrew	x			Mackie Ian	ABSENT		
Bremmer Bert	x			Monson Ian		x	
Brociek-Coulton Julie	x			Mooney Joe		x	
Byrne Alec		x		Morgan Elizabeth	x		
Carttiss Michael		x		Morphew Steve	x		
Castle Mick	x			Nobbs George	x		
Chamberlin Jenny		x		Northam Wyndham		x	
Chenery of Horsbrugh Michael		x		Parkinson-Hare Rex	x		
Childs Jonathon	x			Perkins Jim	x		
Clancy Stuart	ABSENT			Proctor Andrew		x	
Coke Toby	x			Ramsbotham David	x		
Collis David	x			Richmond William		x	
Corlett Emma	x			Roper Daniel	x		
Cox Hilary		x		Sands Mike	x		
Crawford Denis	x			Seward Eric	ABSENT		
Dearnley Adrian	x			Shaw Nigel		x	
Dewsbury Margaret		x		Smith Matthew	ABSENT		
Dixon Nigel		x		Smith Roger		x	
Dobson John	ABSENT			Smyth Paul	x		
East Tim	x			Somerville Margaret		x	
FitzPatrick Tom		x		Spratt Bev		x	
Foulger Colin		x		Storey Martin		x	
Garrod Tom		x		Strong Marie	x		
Gihawi Deborah	x			Thomas Alison		x	
Gilmour Paul	x			Thomas David	x		
Grey Alan	x			Timewell John	x		
Gunson Adrian	ABSENT			Virgo Judith		x	
Gurney Shalagh		x		Walker Colleen	x		
Hacon Pat	x			Ward John		x	
Hannah Brian	x			Watkins Brian	x		
Harrison David	x			Whitaker Sue	x		
Hebborn Stan	x			White Tony		x	
Humphrey Harry		x		Wilby Martin		x	
Iles Brian		x		Wilkinson Margaret	x		

For 41, Against 34, 1 Abstention – **CARRIED**

**RECOMMENDATIONS FROM THE CABINET MEETINGS
HELD ON 7 APRIL, 14 APRIL AND 12 MAY 2014.**

7 April 2014

No recommendations made.

14 April 2014

1) **Protecting Consumers – Safeguarding Businesses Trading Standards Service Plan 2014-15**

The Cabinet received a report (Item 12) which recommended that the Trading Standards Service Plan be referred to Full Council for adoption. The purpose of this report was to present recommendations to Cabinet on proposed Trading Standards priorities for 2014/2015 through the service plan.

RESOLVED to Recommend to Full Council:-

That the Trading Standards Service Plan be adopted.

Note from Head of Democratic Services

A copy of the report (at item 12 of the 14 April Cabinet agenda) can be viewed on the committee papers pages of the County Council's website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members' Room.

2) **Norfolk Youth Justice Plan 2014-15 (Norfolk Youth Offending Team Service Plan)**

The Cabinet received a report (item 18) which recommended approval of the Norfolk Youth Justice Plan 2014 -15 to Council in May 2014.

RESOLVED to Recommend to Full Council the Norfolk Youth Justice Plan 2014 -15.

Note from Head of Democratic Services

A copy of the report (at item 18 of the 14 April Cabinet agenda) can be viewed on the committee papers pages of the County Council's website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members' Room.

3) **Refreshed strategy for children and young people with Special Educational Needs and Disabilities (SEND)**

The Cabinet received a report (item 21) which recommended the SEND Strategy to Full

Council in May 2014 and to note the plans for the implementation of the one off £10m high needs block funding and endorse the direction of travel.

RESOLVED to Recommend to Full Council:-

1. The SEND Strategy;
2. The plans for the implementation of the one off £10m high needs block funding and endorse the direction of travel.

Note from Head of Democratic Services

A copy of the report (at item 21 of the May Cabinet agenda) can be viewed on the committee papers pages of the County Council's website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members' Room.

12 May 2014

4) **Replenishment of General Reserve**

The Cabinet received a report (item 11) which set out the savings required to generate the necessary funds to restore the general reserve.

RESOLVED TO RECOMMEND TO COUNCIL that:-

The 2013-14 and 2014-15 budgets be reduced by £3.48m as set out in paragraph 2.3 of the Cabinet report, subject to hearing further representations from District Councils and those affected by the recommendation set out at 3.6 of the Cabinet report.

Note from Head of Democratic Services

- (i) A copy of the report (at item 11 of the May Cabinet agenda) can be viewed on the committee papers pages of the County Council's website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members' Room.
- (ii) This decision has been called-in for consideration at the Cabinet Scrutiny Committee meeting on 20 May 2014. If the Committee refers the decision back to Cabinet, it will be considered at a Cabinet meeting on 21 May and the outcomes will be reported to Council.



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**REPORT OF THE CABINET MEETINGS
HELD ON 7 APRIL 14 APRIL AND 12 MAY 2014**

Cabinet Member for Public Protection

7 April

No matters were raised.

14 April

No matters were raised.

12 May

Overview and Scrutiny Matters

The Cabinet Member for Public Protection advised that three periods of industrial action had been taken by the Fire Brigade Union since the last meeting of Cabinet. A good level of cover had been provided at all times by approximately 20 appliances. There had been call outs during these periods but crews had been available to manage all incidents.

The Cabinet Member for Public Protection noted that Minister Matthew Hancock had met officers recently to discuss flooding, which had been useful. Finally he confirmed that the Health and Wellbeing Board had signed its three year strategy for Norfolk. This had three key priorities; obesity reduction, dementia support and improved outcomes for under 5s.

Public Health Commissioning: Healthy Child Programme 0 – 19 years

Cabinet has **RESOLVED** that:-

1. The Healthy Child Programme be commissioned in order to provide comprehensive Public Health services to the 5-19 age groups.
2. The County Council would work jointly with NHS England for the procurement of the 0-5 service simultaneously with the 5-19 service (i.e. there will be one contract at the end of the procurement for a 0- 19 service). The 0-5 service will be the responsibility of NCC from 1st October 2015 which is when this contract is due to start.

3. Responsibility be delegated to the Interim Director of Public Health for producing the specification, in collaboration with the Director of Children's Services and NHS England.
4. Authority be delegated to the Interim of Director of Public Health, in consultation with the relevant Committee and the Head of Procurement, to commence procurement of the Healthy Child Programme and to award the contract(s).

Cabinet Member for Safeguarding
--

7 April

No matters were raised.

14 April

Children with Disabilities Report

Cabinet has **RESOLVED** that:-

1. Cabinet note the current work of the Children with Disabilities Service;
2. The proposal for extending eligibility criteria for referral and assessment based Disability and Discrimination Acts 1995 and 2005 definition of disability be approved as set out in the Cabinet report;
3. The proposal for increased resource to enable CWD based social workers to fulfil the duty of assessing disabled children under section 17 of the Children's Act be approved as set out in the Cabinet report;
4. The strategic and commissioning approach based on an agreed definition of disability, working with stakeholders and the need for joint commissioning arrangements with health services based on gap analysis identified through needs assessment be approved as set out in the Cabinet report.

Early Help Offer

Cabinet has **RESOLVED that** approval be given to the proposals and new direction of policy and strategy for implementation of early help services for children and families at risk of poor outcomes, as set out in the Cabinet report, together with associated resource allocations.

12 May

Overview and Scrutiny Issues

The Cabinet Member for Safeguarding advised that improvement plans had now been in place for 6-9 months. A peer review had confirmed that progress had been

made. The Department for Education were currently carrying out a review on the department and staff were very open to this scrutiny. As mentioned by the Leader, the employee of the year award had been presented to Children's Services staff. Finally there was an item on the agenda to discuss the rental of a fit for purpose building for staff in Great Yarmouth to work from.

Children's Services Office Accommodation in Great Yarmouth

Cabinet has **RESOLVED** that:-

1. The negotiation of the terms and conditions, in line with current commercial rates in Great Yarmouth be authorised, for a lease of office accommodation at Havenbridge House to meet Children's Services user requirements.
2. Delegate authority be given to the Interim Head of Finance to approve the terms and conditions of a lease of office accommodation at Havenbridge House.
3. On acquisition of the lease for offices at Havenbridge House, the closure and disposal of existing offices at Ferry House and Nelson House be agreed..
4. Delegate authority be given to the Interim Head of Finance with agreement of the Interim Director of Children's Services and lead member for Children's Services to approve the disposal of Norman House on the identification of a suitable alternative for supervised contact.

Cabinet Member for Schools

7 April

No matters were raised.

14 April

Children's Services Capital Programme 2014-17

Cabinet has **RESOLVED** that:-

1. The framework structure for the Children's Services capital programme 2014-17 be approved;
2. The expenditure proposals within a funding envelope of £124.926m be approved;
3. The future approach to the use within the programme of revenue funding, supported borrowing and capital receipts be approved as set out in paragraphs 1.3 and 1.4 of the Cabinet report.

Children's Services Management Arrangements

Cabinet has **RESOLVED** that:-

1. In the light of the current statutory Direction in place for Children's Services, Cabinet note the continuation of Sheila Lock as Interim Director of Children's Services until March 2015 and the planned phased transition to a permanent management structure by the same date.
2. Cabinet note these arrangements were reported to the Children's Social Care Improvement Board and had been endorsed by the Managing Director designate.

A New Strategy for Early Years Services in Norfolk

Cabinet has **RESOLVED** that:-

1. The new Strategy for Early Years be approved, which set out the need for the service to improve outcomes for all children at the end of the Foundation Stage based on the recommendations of the 0-5 Needs Analysis.
2. Budget savings of £2.67 million would be achieved by reductions in non-staffing budgets, particularly a refocusing of training which would deliver improved provision while saving £900,000 by using a support and challenge coaching model, absorption of early years staff into the service budgets for the Localities and Integration Teams, and identification of £1million of DSG funding to support the new focus on SEN.
3. The implementation of the immediate re-focusing of the roles of the Early Years Adviser and Development Worker towards key improvement targets be supported.

Admission Arrangements for September 2015

Cabinet has **RESOLVED** that with regard to Local Authority admission arrangements:-

1. The existing 2014/15 co-ordination schemes and timetable for the school year 2015/16 be approved;
2. Minor revisions to admission arrangements in the Downham Market area be adopted;
3. The parish of Crimplesham be re-designated to the catchment area of Wimbotsham and Stow from September 2015
4. The parish of Stow Bardolph be re-designated to the catchment area of Wimbotsham and Stow from September 2015;

5. The parish of Wereham be re-designated to the catchment area of Wimbotsham and Stow from September 2015;
6. No other changes be made to the 2014/15 admissions policy for Community and Voluntary Controlled schools for the school year 2015/16.

12 May

Overview and Scrutiny Matters

The Cabinet Member for Schools confirmed that training for the new Children's Services committee would be held shortly. He announced that school improvement had increased over the last year, with seven out of ten schools now graded as good or outstanding. Finally the Cabinet Member thanked the Chairman for performing the role of Leader of the Council for the past year.

Cabinet Member for Adult Social Services

7 April

No matters were raised.

14 April

Overview and Scrutiny Panel Issues

The Cabinet Member for Adult Social Services reported that:-

- 1) The process of transferring mental health service social workers back to work for the County Council was progressing well and should be completed by September 2014.
- 2). Dementia Awareness Week would take place from 18 May 2014 and Members of the Cabinet would be undertaking dementia awareness training, and taking part in activities during Dementia Awareness Week in order to raise its profile. All Members of the County Council were also encouraged to take part in this activity.
- 3) She had recently been an honorary guest at the official opening of a new day care centre at Griston.

Short and Medium Term Social Work Capacity

Cabinet has RESOLVED that:-

- 1) The commissioning of Skylakes Social Work as a partnership organisation to provide a self contained assessment team for a period of 12 months be noted.

- 2) The direction of travel be approved, to create the Norfolk Institute for Practice Excellence.

County Council and Norfolk Community Health and Care Trust (NCHC)

Cabinet has RESOLVED that:-

1. The creation of a Section 75 Agreement between NCC and NCHC be agreed, to set up a joint management structure which managed health and social care staff and allowed teams to work cross functionally. This would mean that health managers and staff could carry out social care functions and social care managers and staff could carry out health related functions;
2. An integrated management structure and co-located teams for health and social care be established. The exact scope, structure and roles were yet to be fully determined;
3. Authority be delegated to the Director of Community Services to implement integrated management arrangements in partnership with the Chief Executive of NCHC. Separate authority had been sought from the NCHC Board.

Home Care in Norfolk: Supporting Quality and Excellence

Cabinet has RESOLVED:-

The following set of principles guide the Council's approach to commissioning home care:

1. A commitment to address outcomes for individuals in the commissioning of home care services rather than just time or tasks;
2. To reaffirm the expectation that all providers would sign up to the Harwood Care Charter;
4. To reaffirm the Council's approach to 15 minute visits;
3. To engage with home care providers to develop a Norfolk Commitment to the home care workforce, reviewing against the stages set out in the Unison Ethical Care Charter that related to workforce and securing improvement;
4. That the above should be used as the context for the work to be undertaken by the Member Working Group.

Agreement to an exemption from contract standing orders in respect of specified Supporting People Accommodation Based and Non-Accommodation Based Services

Cabinet has RESOLVED to agree the exempt recommendations.

12 May

Overview and Scrutiny Issues

The Cabinet Member for Adult Social Services had three matters to update on:

1. Vanessa Dobson from Adult Social Services had won the “business-like” category at the OSCAs for her work on community meals. Her innovative approach had saved the County Council over £1m.
2. A peer review on safeguarding had recently taken place. Some areas had been highlighted but feedback had been good overall.
3. The Cabinet Member had attended the launch of Independence Matters in Dereham. There would be a feature on this social enterprise in the Local Government Chronicle.

Cabinet Member for Communities

7 April

No matters were raised.

14 April

Overview and Scrutiny Panel Issues

The Cabinet Member for Communities reported that the Library Service had transferred to a new computer system and both staff and customers were getting used to the changes in the way the system looked and operated. She thanked the library staff for all their hard work, and library users, for their patience over the last few weeks as the changes had been made. She added that the replacement public access computers that she had mentioned before would start to be installed in libraries the week after Easter.

12 May

Overview and Scrutiny Issues

The Cabinet Member for Communities reported that overall attendance at museums had increased from 357000 to 380000 in the last year. Final preparation was currently underway for a major new birds exhibition.

The Cabinet Member reported that the Records and Museums services were working closely with the National Archives on a “voices from the archives” project, which would see Gressingham become a national centre. Finally she reported that the library service had launched its summer reading programme, in conjunction with the Writers Centre and Cambridge and Suffolk library services, aimed at encouraging people to explore new writers.

Norfolk Museums Service initiative with Children's University

Cabinet has RESOLVED that the proposal to extend the County Council's partnership with the Children's University and for the Norfolk Museums service to become a formal venue for the promotion of the initiative as well as an "accredited cultural venue" be endorsed.

Mobile Library Service

Cabinet has RESOLVED that the continuation of the revised mobile library route changes that were introduced on 24th March 2014 be agreed, with a commitment that the service will continue to look for further income generation opportunities to help support the existing fleet.

Cabinet Member for Economic Development
--

7 April

No matters were raised.

14 April

Land acquisition opportunity at Hethel

Cabinet has agreed the exempt recommendations

12 May

Overview and Scrutiny Matters

The Cabinet Member for Economic Development advised that developments had taken place at the former RAF Coltishall regarding a solar farm application, which would be discussed elsewhere on the agenda. In addition the New Anglia Strategic Economic Plan would be looked at in detail during the meeting. This had been produced at the request of the Government and would give access to £12b nationally over six years which would bring together job and wealth creation for the region.

Former RAF Coltishall 'Solar Farm' Proposal

Cabinet has **RESOLVED that:-**

1. The scale of the solar farm originally envisaged in the Council's Development Vision be increased.
2. The interest that has been submitted to the Council for a large scale private sector led commercial solar farm on the Council's land at Coltishall be noted.
3. That the additional exempt recommendation be agreed.

Cabinet Member for Environment, Transport, Development and Waste

7 April

1. Residual Waste Treatment Contract- Revised Project.

The Cabinet **RESOLVED:-**

1. Not to replace the existing cap on breakage costs for planning failure with the escalator cap and to allow the Contract to terminate for planning failure on 01 May 2014 and to serve a notice pursuant to clause 3.8.2 of the Deed of Variation dated 29 October 2013 stating that the County Council wishes to terminate on the basis there is no prospect of financial close prior to the 31 July 2014.
2. To delegate to the Director of Environment, Transport and Development, or in the absence of the Director the Assistant Director with the responsibility for the waste service, the approval of any necessary associated documents together with any additional acts and instruments required to give effect to this decision.
3. To note that the termination cost will be funded from the provision in the budget and using the general reserve and to put in place arrangements to identify funding sources to bring the general reserve up to the minimum level agreed by the County Council and that the identification of funding sources, to restore the general reserve will be reported to Cabinet on 12 May 2014.

14 April

Overview and Scrutiny Panel Issues

The Cabinet Member for Environment, Transport, Development and Waste reported that work on the Postwick Interchange was due to commence on 9 May 2014.

Setting up of Greater Norwich Growth Board

Cabinet has **RESOLVED that:-**

1. The Joint Working Agreement for the Greater Norwich Growth Board was approved;
2. The Cabinet Member for Finance, Corporate and Personnel be appointed a representative on the Board;
3. The Head of Finance be approved to oversee the Infrastructure and Investment Fund and the Local Infrastructure Fund arrangements;

4. That the programme of delivery be reviewed annually to ensure that all future obligations could be fully funded from future funding streams.

Norwich Area Transportation Strategy (NATS) Implementation Plan and Norwich Northern Distributor Route (NDR) Update

Cabinet has **RESOLVED** that:-

1. Delegated authority be given to the Director ETD, in consultation with the Head of Law (and Head of Finance where appropriate), in relation to decisions in responding to issues raised during the NDR Examination in Public;
2. The updated NDR cost profile, including the update airport radar costs be noted (the total project cost had not changed).

12 May

Overview and Scrutiny Issues

The Cabinet Member for Environment, Transport, Development and Waste advised that, due to protestors, the groundbreaking for the Postwick interchange on 9 May 2014 had moved site. In June 2014 the NDR public enquiry would commence.

Residual Waste Services – Future Options

Cabinet has **RESOLVED** that:-

1. An arrangement be established with Suffolk County Council in principle, for the delegation of certain limited residual waste disposal functions where:
 - (a) There is potential to deliver savings to the waste service of more than £10,000 a year.
 - (b) The initial term is no longer than 36 months.
 - (c) Tonnage is no more than 50,000 tonnes a year.
 - (d) The arrangement starts in the financial year 2014/15.
2. On the basis that the above criteria are met, delegated permission be given to the Director of Environment, Transport and Development (or in the absence of the Director the Assistant Director with the responsibility for the waste service) in consultation with the Cabinet Member for Environment, Transport, Development and Waste up to 27 May 2014, and after that date in consultation with the Chair of the Environment, Development and Transport Committee, to approve any documents together with any other acts or instruments required to enter in to an arrangement.

New Anglia Strategic Economic Plan and Norfolk's Growth Prospectus

Cabinet has **RESOLVED** that:-

1. The details of the Strategic Economic Plan submission to Government be noted
2. Delegated authority be given to the Interim Director of ETD, in consultation with the Leader of the Council and the appropriate Committee Chair for Economic Development, to approve the New Anglia Growth Deal by 31 July 2014.

Rural Isolation

Cabinet has **RESOLVED** that:-

1. County Council Departments and service areas be encouraged to work together to co-ordinate the County Council's response to dealing with isolation in Norfolk's rural communities, particularly in relation to transport, service outreach and information signposting. In order to raise the profile of rural issues it is suggested that this be linked into the departmental service planning process for 2014-15.
2. The County Council should embrace how we work with our local communities exploring what opportunities there may be in the Council's developing 'enabling communities' approach to tackling rural isolation. In particular this should focus on the opportunities for encouraging participation in and ongoing support for volunteering in local communities
3. The relevant body in the new committee structure should have a role in monitoring the implementation of the Rural Development Strategy 2013-2020.
4. Further investigation be undertaken by the Member Support and Development Advisory group into how County Councillors can be supported in their local divisions to respond to issues affecting isolation and what training could be provided to assist them. It is suggested that member-led local intelligence on local needs in their areas is gathered and cross referenced to help identify how widespread isolation issues are across rural areas and where there are gaps in provision.
5. Should the County Council agree to the creation of Area Committees in the new committee structure at a later date then these are instrumental in assisting in co-ordinating a local response to issues of rural isolation in their areas.

Cabinet Member for Finance, Corporate and Personnel
--

7 April

No matters were raised.

14 April

2013-14 Revenue Finance Monitoring Report Month 11

Cabinet has **RESOLVED** that:-

- 1) The forecast underspend at the end of February 2014 of £3.557m be noted;
- 2) The progress made in reducing retrospective purchase orders, as described in paragraph 5.5 of the Cabinet report, be noted and it be agreed that performance against a target of no more than 5% retrospective purchase orders by April 2015, as described in paragraph 5.6, should be reported to each meeting;
- 3) The allocation of a £0.100m forecast underspend in the Registrar's service towards a 2014-15 capital scheme, as referenced in paragraph 6.3 of the Cabinet report, be approved;
- 4) The creation of a £0.275m Health and Wellbeing Board reserve as set out in paragraph 6.4 of the Cabinet report, representing an element of underspent second homes income was approved;
- 5) The creation of a new Local Assistance Scheme Reserve of £0.871m representing carried forward monies, as set out in paragraph 6.5 of the Cabinet report, was approved;
- 6) To note funding from the Finance General forecast underspend, of the 3 March 2014 Cabinet commitment, to allocate £20,000 to the Norfolk Armed Forces Community Covenant in 2014-15 as included in Appendix 4 of the Cabinet report.

Norfolk County Council, Capital Monitoring Report Month 11

Cabinet has **RESOLVED** that:-

1. The re-profiling between 2013/14 and 2014/15+ and other adjustments to the programme totalling -£3.861m as summarised in Table 2 and detailed in Table 3 be agreed;
2. The associated changes to funding in the programme summarised in Table 5 be agreed;
3. The stage of development of schemes which might come forward as proposals for land or property development and sale, as set out in Section 7 of the Cabinet report, be noted.

4. The proposal for acquiring a further piece of land at Hethel from forecast underspends on the Hethel Innovation Limited development, as recommended elsewhere on this agenda, was noted.
5. To note the progress on and current position of schemes supported by the Norfolk Infrastructure Fund as shown in Appendix 3.

Asset Management Plan 2014-17

Cabinet has **RESOLVED that** the Asset Management Plan 2014-17 be approved.

Report on the work to date from the Efficiency Review Group

Cabinet has **RESOLVED that** the progress of the Efficiency Review Group to date be noted.

Northern Distributor Road

Cabinet has **RESOLVED** the exempt recommendations

12 May

Overview and Scrutiny Matters

The Cabinet Member for Finance, Corporate and Personnel updated on the recent email problem which had affected 2000 staff across the County Council. He noted that the County Council had been running an out of date system for some time, which would shortly be replaced by the groundbreaking DNA project. Because of this partnership DNA partners had assisted with trying to locate the problem, but eventually County Council staff had identified the issue.

2013-14 Revenue Finance Monitoring Report Month 12

Cabinet has **RESOLVED that:-**

1. The forecast underspend at the end of March 2014 of £0.480m be noted;
2. The creation of a new ETD transformation reserve of £0.625m as set out in paragraph 6.3 of the Cabinet report be approved, to allow ETD to make changes to structures, funded from underspends in services;
3. The allocation of a further £0.050m forecast underspend in the Registrar's service towards a 2014-15 capital scheme as referenced in paragraph 6.3 of the Cabinet report be approved;
4. The transfer of £8.065m from Finance General into the Residual Waste Treatment Contract reserve be approved, as set out in paragraph 6.4 of the Cabinet report and as shown in a separate report on this agenda.

Norfolk County Council, Capital Monitoring Report Month 12

Cabinet has **RESOLVED** that:-

1. The re-profiling between 2013/14 and 2014/15+ and other adjustments to the programme totalling -£6.225m as summarised in Table 2 and detailed in Table 3 be agreed.
2. The associated changes to funding in the programme summarised in Table 5 be agreed;
3. The re-allocation of £1.623m from Looked After Children capital schemes to the Great Yarmouth property rationalisation scheme be agreed, for the purpose summarised in section 8 and as described in detail elsewhere on this agenda.

Replenishment of General Reserve

Cabinet has **RESOLVED** that:-

1. The £7.82m savings from 2013-14 and 2014-15 set out at 2.3 of the Cabinet report be agreed;
2. If savings options which have less direct impact on services emerge during 2014, substitution of these is an acceptable policy option.

Note from Head of Democratic Services

This decision has been called-in for consideration at the Cabinet Scrutiny Committee meeting on 20 May 2014. If the Committee refers the decision back to Cabinet, it will be considered at a Cabinet meeting on 21 May and the outcomes will be reported to Council.

Improving accessibility & promoting equality for vulnerable people in Norfolk

Cabinet has **RESOLVED** that

1. The equality strategy over the next three years be focused on integrating access considerations across all service transformation initiatives.
2. the Strategic Equality Group's proposal to develop accessibility standards in co-production with service users be endorsed, to enable core principles of access to be routinely and systematically factored into service design, transformation and review.
3. That work with statutory and voluntary partners to safeguard potentially vulnerable people from hate incidents remains a priority.

4. In the new committee governance arrangements Members retain oversight of equality issues and receive progress reports a minimum of every six months.

Norfolk Registration Services – Invest to Save Capital Scheme

Cabinet has **RESOLVED** that the exempt recommendations be agreed.

Chairman

7 April

No matters were raised.

14 April

The Chairman reported that Stephen Revell, a respected Independent Person to the Authority's Standards Committee, and a former councillor, who had widespread experience of scrutinising public bodies, had accepted an invitation to lead an investigation into the political decision-making surrounding The Willows energy from waste contract.

12 May

Overview and Scrutiny Matters

The Chairman advised that he had attended the OSCA event at Norwich Castle and had presented the Leader's award to Tracy Whittaker and Suzie Thurlow, Children's Services staff in Great Yarmouth. The Leader thanked all staff for delivering outstanding service through these times of budget cuts.

**CHAIRMAN
GEORGE NOBBS**



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**Report of the Cabinet Scrutiny Committee meeting held on
18 March 2014**

1 Graduate Recruitment and Support

- 1.1 The Committee received and noted the report by the Acting Head of HR and Organisational Development updating the Committee on graduate recruitment. The report outlined Norfolk County Council's overarching strategy to support graduates, which took the form of work placements, traineeships and recruiting to targeted grade roles.
- 1.2 The Committee commended the work carried out under the newly qualified teacher recruitment and development initiative and the good work carried out by the Norfolk Integrated Education Advisory Service in promoting teaching. Members were pleased to note work would continue after 2014/15, although this could be in a reduced capacity due to budget constraints.
- 1.3 The Committee noted the recent launch of the 'Developing Norfolk's Future Workforce (DNFW) programme' which had been developed with the aim of improving the knowledge and understanding of Norfolk's young people about the range of career opportunities available to them in the county. In support of this, the Committee **agreed** to recommend to Cabinet that the County Council should develop a policy on learning both at school and undergraduate level which could inform strategies that linked into the work of the DNFW programme and establishing the County Council's commitment to supporting young people in considering the range of career opportunities available to them. Cabinet Scrutiny Committee recognised that this would be a piece of work for the new committees to undertake but wished to flag this up to Cabinet at this stage in view of the importance to the Norfolk economy and to ensure that it be included in the transition to the new system of governance.

2 Cabinet Scrutiny Committee: Forward Work Programme

- 2.1 The Committee received and **noted** the Forward Work Programme and agreed that it would like to receive an update report on the Sustainable Drainage Systems (SuDS) and the final report of the rural Isolation Member Working Group at its meeting in April 2014.

Bill Borrett
CHAIRMAN

**Report of the Cabinet Scrutiny Committee meeting held on
29 April 2014**

1 Delivery of Duties under the Flood and Water Management Act.

- 1.1 The reports by the Scrutiny Support Manager and the Interim Director of Environment, Transport and Development updating the Committee on current progress in the delivery of Norfolk County Council's duties as Lead Local Flood Authority under the Flood and Water Management Act 2010 were received.
- 1.2 The Committee were informed that the Sustainable Drainage Systems (SUDs) Regulations had not yet been received from Government, although it remained a priority. The Committee also noted that 15 bids for funding capital schemes had been made to the Department for Environment, Food and Rural Affairs (Defra) which, if successful would invest up to £19m into the community to put in measures to prevent flooding in the future.
- 1.3 The Committee considered the financial risk to the County Council in the event that the responsibility for demaining rivers passed to the County Council without the necessary funding and urged officers to closely monitor the situation.
- 1.4 The Committee **RESOLVED** to
- note progress on the delivery of the County Council's duties under the Act.
 - endorse the approaches taken to deliver an effective and efficient flood risk management service.
 - Pass to the Environment, Development and Transport Committee with a strong recommendation to consider the issues highlighted to ensure the policy highlighted and given the importance required.

2 Rural Isolation Working Group

- 2.1 The Committee received the report and suggested approach by the Rural Isolation Member Working Group.
- 2.2 The Chairman welcomed Mr B Watkins, Chairman of the Working Group who introduced the report, together with Mrs C Walker, Cabinet Member for Economic Development and thanked them for attending.
- 2.3 The Committee **RESOLVED** to

- Note the report from the working group.
- Support the recommendations of the working group and forward them to Cabinet for consideration.
- The Committee agreed that it wished to highlight in particular, the issues of rural broadband, demand led transport and the use of the mobile library service in rural communities to Cabinet.

Bill Borrett
CHAIRMAN



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Report of the Audit Committee Meeting held on 24 April 2014

1 Urgent Business – Failure of ICT at Norfolk County Council

- 1.1 The Committee expressed considerable concern about the recent corporate failure in ICT services, particularly with email accounts and the amount of time it was taking to resolve the problem. The Committee felt that this failure was a business continuity issue and asked that checks should be carried out to ascertain if risks were included within emergency planning procedures.

The Committee requested a report be brought to its June meeting, from the Head of ICT on its business continuity arrangements, particularly around email provision in the event of future service failure. The report to include information about whether the potential risks had previously been assessed and any actions that had been taken to mitigate those risks and what processes had been put in place to prevent similar occurrences in the future.

Members also requested that the risk register be checked to see if ICT failure had featured previously on the risk register.

2 Audit Commission – Protecting the Public Purse

- 2.1 The Committee received and noted a report by the Head of Law, covering the Protecting the Public Purse (PPP) 2013 questions for members, the PPP checklist for Councillors and others charged with governance, and providing an update on the extended NFI Personal Budget pilot.

3 Risk Management Report (4th quarter 2013/14).

- 3.1 The Committee received the report by the Interim Head of Finance updating the Committee on the Corporate Risk Register and other related matters following the latest quarterly review conducted during the fourth quarter of 2013-14. The update included details of twenty risks proposed for inclusion within the Corporate Risk Register.

- 3.2 The Committee noted that three new risks had been added to the report :–

RM14156 – Liability for legal challenge to procurements conducted by ESPO.

RM14154 – Introduction of committee system.

RM14155 – Embedding the committee system.

- 3.3 The Committee **RESOLVED** to:

- note the changes to the risk register.
- Note the twenty corporate risks

- Note that the arrangements for risk management were acceptable and fulfil Norfolk County Council's "Well Managed Risk – Management of Risk Framework".
- Actively endorse risk management training throughout the County Council.
- Agree to risk management training for members prior to the June meeting.

4 External Audit – Audit Plan

4.1 The Committee received and noted a report by the Interim Head of Finance introducing the External Auditor's (Ernst Young) Audit Plan.

5 Norfolk Audit Services Quarterly Report for the quarter ended 31 December 2013.

5.1 The Committee received a report by the Interim Head of Finance summarising the results of recent work by Norfolk Audit Services (NAS) to give an overall opinion on the adequacy and effectiveness of risk management and internal control within the County Council and to give assurance that, where improvements were required, remedial action had been taken by Chief Officers.

5.2 The committee **RESOLVED** to note:

- the overall opinion on the effectiveness of risk management and internal control being 'acceptable' and therefore considered 'sound'.
- The changes to the approved 2013-14 and 2014-15 internal audit plans, as set out in Appendix D of the report.
- The summary high priority findings results at 4.4, table 1 of the report being satisfactory.
- The satisfactory progress regarding the traded schools audits and the preparations for an Audit authority for the France Channel England Interreg Programme.

6 An Annual Update of the Audit Committee

6.1 The Committee received the report by the Chairman covering the work of the Audit Committee in the year ended 31 March 2014 and **RESOLVED** to note that the Audit Committee:

- Was independent of the executive function and reported directly to full Council.
- Terms of Reference were consistent with CIPFA's guidance and best practice.
- Provided effective challenge across the Council and independent assurance on the system of internal control, including the management of risk, to members and the public.
- Could demonstrate the impact and value of its work.
- Was monitoring the Secretary of State's plans for the Future of Local Public Audit.
- Had completed a best practice self-assessment checklist annually which confirmed good performance.

7 Norfolk County Council Summary – Statement of Accounts 2012-13

7.1 The Committee received and noted the report by the Interim Head of Finance presenting the Summary Statement of Accounts 2012-13, details of which had been extracted from the 2012-13 Statement of Accounts approved by the Audit Committee on 26 September 2013.

8 NCC 2014-17 Budget Book

8.1 The Committee received and noted the report by the Interim Head of Finance setting out the details of the approved budget for 2014-15 and indicative budgets for 2015-16 and 2016-17.

9 Audit Committee Work Programme

9.1 The Committee received and noted the report by the Interim Head of Finance setting out the work programme. The Committee requested the following items be added to the agenda for the June meeting:

- a report on the failure of ICT and what business continuity arrangements had been put in place to mitigate any future occurrences,
- a report on the risks surrounding the Energy from Waste project from its inception to the date Cabinet made its decision to cancel the contract.

I Mackie
Chairman

**Report of the Standards Committee
Meeting held on 19 March 2014**

1 Standards and Conduct: Performance and Monitoring Report

The Committee received the regular County Council performance and monitoring report in relation to standards and conduct during the period October 2013 to March 2014. It was reported that there had been two new complaints submitted since October 2013, with one on going complaint where a decision to investigate was taken in August 2013, the investigation had completed and the matter was residing with the Independent Person. There had been no decision notices issued, no hearings held, no findings made against members or sanctions imposed during the monitoring period. The Independent Person had been consulted in relation to one complaint during this period. The Committee noted the report.

**Ian Monson
Chairman, Standards Committee**

**Report of the Meeting of the
Norfolk Health Overview and Scrutiny Committee
Held on 17 April 2014**

1 Ambulance turnaround times at the Norfolk and Norwich Hospital

1.1 The Committee received a suggested approach from the Scrutiny Support Manager (Health) to an update from the Norfolk and Norwich University Hospital NHS Foundation Trust, the East of England Ambulance Service NHS Trust and NHS Norwich Clinical Commissioning Group (CCG) about action underway to improve ambulance turnaround times at the Norfolk and Norwich hospital.

1.2 The Committee welcomed witnesses from NHS Norwich CCG, Norfolk and Norwich University Hospitals NHS Foundation Trust and the East of England Ambulance Service NHS Trust.

1.3 In the course of discussion, the following key points were made:

- Project Domino (a scheme to improve the urgent care network in central Norfolk) had been successful in reducing delays in ambulance turnaround times at the Norfolk and Norwich hospital and in meeting the increasing demand for Accident and Emergency Services (A&E).
- Only by all partners working together was it possible to improve ambulance turnaround times at the Norfolk and Norwich hospital and meet the challenges going forward.
- A number of marginal efficiency gains across the whole system had meant that the overall position with regard to ambulance turnaround times at the Norfolk and Norwich hospital had improved significantly since this matter had previously been considered by the Committee.
- The anticipated difficulties in recruiting nurses and consultants to work in the A&E Department at the Norfolk and Norwich hospital had not occurred. Since April 2013, the recruitment of 39 additional nurses and the creation of a 24/7 hospital ambulance liaison officer (Halo) had helped reduce average patient handover times.
- NHS partners had indicated that they would continue to support “Halo” roles, through the work of the CCGs and the urgent care pilot at the Norfolk and Norwich, with support from GPs and community health staff.

1.4 The Committee welcomed the improvement in ambulance turnaround times at the N&N and noted the continuation of Project Domino phase 2.

2 Wheelchair provision by the NHS Central and West Norfolk

2.1 The Committee received a suggested approach from the Scrutiny Support Manager (Health) to an update on the commissioning arrangements for NHS wheelchair services and the performance of the services in central and west Norfolk.

2.2 The Committee welcomed witnesses from NHS West Norfolk Clinical Commissioning Group, Queen Elizabeth Hospital, King's Lynn, NHS South Norfolk Clinical Commissioning Group, the NHS Anglia Commissioning Support Unit, the NHS England (specialised wheelchair commissioner), and Norfolk Community Health and Care. The Committee also heard from a representative of Family Voice.

2.3 In the course of discussion, the following key points were made:

- The witnesses pointed out that responsibility for the commissioning of highly complex specialist wheelchair provision currently rested with NHS England. From 1st April 2015 the CCGs would be responsible for the commissioning of all NHS wheelchair services. NHS England was working with the CCGs to ensure a seamless handover of the service.
- There were currently no issues concerning waiting times for NHS wheelchairs in central and west Norfolk. The service was operating within the requirements set out in the commissioning arrangements.
- The Committee considered that it was particularly important for the voice of the child to be heard when it came to highly complex specialist wheelchair provision for children.
- The witnesses' spoke of mixed success in the setting up of user engagement groups since this matter was discussed by the Committee in October 2013.

2.4 The Committee agreed that it was imperative that the voice of children, young people and their families should be heard in the planning and provision of wheelchair services. The commissioners and service providers were asked to report back to the Committee in six months time on what more would be done to hear the views of the children, young people and families who used the wheelchair service, in keeping with the spirit of The Children and Families Act 2014.

3 Appointment of a link member with North Norfolk Clinical Commissioning Group

The Committee agreed to appoint Mr J Bracey as the NHOSC formal link member with the North Norfolk Clinical Commissioning Group.

4 Forward Work Programme

3.1 The Committee agreed a number of changes to its Forward Work Programme and asked to be kept informed about developments concerning the possibility of the Walk-in Health Centre moving from its current location in the Castle Mall, Norwich.

Michael Carttiss
Chairman

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

**Report from the Planning Regulatory Committee
Meeting held on 21 March 2014**

Applications referred to the Committee for Determination

Reports by the Director of Environment, Transport and Development

1 North Norfolk District: C/1/2010/1005: Edgefield: Erection of plant to accommodate an anaerobic digestion facility, provision of ancillary office and weighbridge, retention of existing landfill gas engines and provision of landscaping: Buyinfo Ltd.

- 1.1 The Planning Services Manager advised that the application had been approved at the January meeting of the Planning (Regulatory) Committee against the officer recommendation for refusal. The Committee were made aware that, following the meeting, a number of concerns had been raised that Members may not have had a proper understanding of the views of North Norfolk District Council and of the Local River Glaven Conservation body.

Those Members who had attended the meeting in January, were asked to consider their understanding at that meeting and if it would have made any difference to the decision they had made. If the Committee did not think it would have made any difference to their decision, no further consideration of the application would be required.

- 1.2 It was unanimously **RESOLVED** that the Committee were content with the decision made at its meeting on 17 January 2014 in respect of the application and that no further deliberations were required.

2 Borough of King's Lynn & West Norfolk. C/2/2013/2006: Coxford: Continued extraction of sand and gravel from existing quarry (part retrospective) and restoration to agriculture and mixed woodland; extraction of sand and gravel from land east, west and south of existing quarry and restoration to agriculture and mixed woodland; use of ready-mixed concrete batching plant; Siltmaster plant; storage sheds; aggregate storage bays; importation, storage and recycling of inert waste; importation, storage and resale of aggregates; erection of plant and construction of hardstanding for the manufacture and storage of concrete blocks: Coxford Abbey Quarry, Docking Road, Syderstone, Fakenham, Norfolk: Longwater Gravel Co. Ltd.

- 2.1 The Director of Environment, Transport and Development was authorised to :
- i) Grant planning permission subject to a Section 106 Legal Agreement in respect of

borehole monitoring, highway arrangements and tree protection, and the conditions outlined in section 12 of the report.

- ii) Discharge conditions where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
- iii) Delegate powers to officers to deal with any non-material amendments to the application that may be submitted.

3 Broadland District Council: Y/5/2013/5012: Removal of existing modular classroom and erection of a permanent pavilion: Salhouse CE VC Primary School, Cheyney Avenue, Salhouse, Norwich NR13 6RJ. Director of Children's Services.

3.1 The Director of Environment, Transport and Development was authorised to :

- i) Grant planning permission subject to the conditions outlined in section 12 of the report.
- ii) Discharge conditions where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
- iii) Delegate powers to officers to deal with any non-material amendments to the application that may be submitted.

Bert Bremner
CHAIRMAN



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**Report from the Planning Regulatory Committee
Meeting held on 25 April 2014**

- 1 **North Norfolk District: C/1/2013/1012: Holt Road, East Beckham, Sheringham, Norfolk. Excavation, processing, bagging and sale of sand and gravel: Gresham Gravel Ltd.**

After deliberation, the Committee **DEFERRED** a decision on this application to allow further discussions with the Highways Authority to take place to try to resolve highways issues.

Bert Bremner
CHAIRMAN



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**Norwich Highways Agency Joint Committee
Report of the meeting held on 20 March 2014**

1 Push the Pedalways – Magdalen Street and Cowgate Cycle Contra-flow

The Committee **RESOLVED**, with all 4 voting members voting in favour, unanimously, to

- (1) approve in principle the proposals to introduce contra flow cycling on Magdalen Street between Edward Street and Bull Close Road and on Cowgate between Magdalen Street and Peacock Street and asks that public consultation is carried out on these proposals
- (2) ask the head of city development services to progress statutory procedures associated with advertising legal orders and notices that are necessary for implementation of the scheme as shown on Drawings 301739 CA11 PE4080 PRE-02a & 03a – and plan PL/TR/4142/224.2 & 3, which will have the effect of:
 - (a) banning the right turn from Magdalen Street into Bull Close Road
 - (b) introducing a mandatory southbound cycle lane on Magdalen Street between Bull Close Road and Edward Street and an advisory westbound cycle lane on Cowgate between Peacock Street and Magdalen Street
 - (c) Amend the position of the parking and loading bays on Magdalen Street to and the disabled bay on Cowgate
 - (d) Remove the signalled crossing on Magdalen Street by Magdalen Close.

2 Controlled Parking Zones: Miscellaneous Waiting Restrictions/ Amendments/ Representation Received.

The Committee **RESOLVED** unanimously, with all 4 voting members voting in favour, to delete Corton Road from the recommendation and to reduce the waiting time in Waterloo Road from 2 hours to 30 minutes and therefore to authorise the head of city development services to arrange for the necessary statutory procedures to implement waiting restrictions as advertised previously as detailed below and in appendix 1 and to make the corrections to traffic regulation order descriptions as detailed in appendix 2.

Location	Plan number
1. Duke Street	PL/TR/3329/737-2

2.	Gaol Hill	PL/TR/3329/737-9
3.	Magdalen Close	PL/TR/3329/737-7
4.	Magdalen Street	PL/TR/3329/737-8
5.	Riverside (adj riverside path)	PL/TR/3329/737-10
6.	Saunders Court	PL/TR/3329/737-3
7.	Thorpe Road	PL/TR/3329/737-4
8.	Waterloo Road	PL/TR/3329/737-5 as amended.
9.	Wessex Street	PL/TR/3329/737-6

3 Major road works – regular monitoring

The Committee received and noted the report and that, following the high court ruling, the Grapes Hill bus lane, St Stephens Street and Chapel Field North scheme could now progress.

4 Committee schedule of meetings for 2014-15

The Committee **RESOLVED** to approve the following meeting dates for 2014-15, all of which would be held at 10am at City Hall:

12 June 2014
 24 July 2014
 25 September 2014
 27 November 2014
 22 January 2015
 19 March 2015

Tony Adams
Chairman

**Report of the Meeting of the
Norfolk Joint Museums Committee
Held on 25 April 2014**

1 Reports of the Area Museums Committees

1.1 Breckland

The Joint Committee noted the work that was underway at Gressenhall Farm and Workhouse following the successful Stage 1 Heritage Lottery Fund bid for the “Voices from the Workhouse” project. It was also noted that a high quality Easter themed event was held at Gressenhall farm and Workhouse on Easter Monday which had attracted 2,800 visitors, a record attendance figure for the site.

1.2 Great Yarmouth

The Joint Committee noted that Time and Tide had been nominated for two major awards at the national Museums & Heritage Awards for the exhibition ‘Frayed: Textiles on the Edge’ and the Arts Council funded ‘Stories from the Sea’ schools programme. The Museum has also had its judging visit for its Sandford Award for Excellence in Education – the result of which will be known in the summer.

1.3 King’s Lynn

The Joint Committee noted the success of the Heritage Lottery Fund Project “Fenland Lives and Land”, a three-year collaborative project celebrating the heritage, landscape and identity of this unique and important region.

1.4 Norwich

The Joint Committee noted that Norwich Castle Museum and Art Gallery was continuing to generate record visitor figures, largely as a result of a varied and high-quality exhibition and events programme. The Roman Empire: Power and People exhibition had proved to be a particular success.

1.5 North Norfolk

The Joint Committee received a verbal report on the work of NMS In North Norfolk including education work at Cromer Museum.

2 Norfolk Museums Service - Performance and Strategic Update Report

2.1 The Joint Committee received a report that provided an update on performance against Norfolk Museums Service (NMS) service plans. The report explained progress against the agreed service plan for 2013/14 and future developments in the Service in terms of meeting budgetary pressures and in responding to external opportunities in 2014/15

- 2.2 The Joint Committee noted future strategic developments for the Service including the provision of strategic support for Arts & Events in Norfolk from 1 April 2014; the Service's continued successful delivery of its Arts Council England Major Partner Museum programme and the submission of an application for the continuation of funding for 2015-18; the creation of the Norfolk Museums Development Foundation; the on-going delivery of the Museum's commercial strategy and the adoption of the new 5 Year Strategy.
- 2.3 The Joint Committee was considered to be on target to deliver its major programmes and its new income generation targets. For the period 1st April 2013 to 31 March 2014 there were approximately 380,000 visitors to NMS museums, the best result for at least 10 years. This represented more than a 7% increase in attendances the result of strong performances across all 10 museums, especially Norwich Castle.
- 2.4 The Head of Museums informed the Joint Committee that the Service would be undertaking a new promotion in partnership with the Children's University. This national scheme provided children with free access to cultural activities including museums. It was expected that this scheme would enable more Norfolk children to access Norfolk Museums Service sites and activities all year round, helping to address Norfolk County Council's as well as the City and District Councils broader goals around the development and education of young people in the county.

3 Norfolk Museums Service – Integrated Finance and Risk Monitoring Report for 2013/14

- 3.1 The Joint Committee noted progress with performance and 2013/14 service plans, progress with the revenue budget, capital programme and reserves and provisions out-turn positions for 2013/14 and progress with the management of risk within the NMS.

4 NMS Collections Rationalisation Programme 2010-14

- 4.1 The Joint Committee approved the rationalisation of items that had been considered and approved for rationalisation by the Norwich Area Museums Committee on 4 March 2014.

5 5 Year Strategy 2014-2018

- 5.1 Members noted the NMS five year strategy and the commitment to continuous improvements in the NMS through a programme of ambitious capital and major development projects. Members' attention was drawn to the proposed NMS projects that were aimed at re-displaying the West Runton Mammoth and completing the National Fossil Database, a collaborative project with the British Museum. These projects would hopefully be delivered alongside a major redevelopment of the Keep at Norwich Castle and the existing live capital project, 'Voices from the Workhouse' at Gressenhall.

6 NMS Presentations.

- 6.1 The Joint Committee received presentations about “Stories from the Sea”, at Time and Tide Museum, Great Yarmouth, and “Collections online”, the new Norfolk Museums Service collections website.

John Ward

Chairman

Report of the Norfolk Records Committee Meeting held on 1 May 2014

- 1. Norfolk Record Office Performance Report 1 October 2013 – 31 March 2014**
 - 1.1 The Committee received a report which provided information on the activities of the Norfolk Record Office showing performance against the service plan.
 - 1.2 The Committee noted the report.
- 2. Norfolk Record Office Finance and Risk Report 2013/14**
 - 2.1 The Committee received a report which provided information on performance against budget and risk for 2013/14 as at 28th February 2014 for the Norfolk Record Office.
 - 2.2 The Committee noted the report.
- 3. Norfolk Record Office Service Plan 2014-15**
 - 3.1 The Committee received a report which provided details of the Norfolk Record Office Service Plan for the year April 2014 to March 2015.
 - 3.2 The Committee noted the report.
- 4. Norfolk Record Office Volunteer Policy**
 - 4.1 The Committee received a report which proposed the Norfolk Record Office Volunteer Policy. The policy outlined the roles and responsibilities of both the Record Office and those who wished to volunteer.
 - 4.2 The Committee agreed to adopt the policy.
- 5. Norfolk Record Office Review of Norfolk Record Office Charges**
 - 5.1 The Committee received a report which provided information on the revised set of charges for the public to use the Norfolk Record Office and its facilities.
 - 5.2 The Committee agreed the revised charges to be used from 1 June 2014.
- 6. Document Purchases, 1 April 2013 - 31 March 2014**
 - 6.1 The Committee received a report which provided details of the documents purchased by the Norfolk Record Office (NRO) during the period 1 April 2013 – 31 March 2014.
 - 6.2 The Committee noted the report and agreed that future purchases would be detailed in the list of accessions unless they were of greater value than £500.

Chairman



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Matters Considered by Overview & Scrutiny Panels

**Children's Services
1 May 2014**

- 1 Public Question Time
- 2 Local Member Issues/Member Questions
- 3 Cabinet Member Feedback
- 4 Children's Services Senior Management Arrangements
- 5 Children's Services Integrated Performance and Finance Monitoring Report for 2013/14
- 6 Annual Report on Children's Centre
- 7 Child Sexual Exploitation Strategic Development Group
- 8 Update on Social Care Workforce
- 9 Additional Learning Places
- 10 Draft Response to the O&S Pathway Planning Group Recommendations
- 11 Scrutiny Forward Work Programme

**Community Services
22 April 2014**

- 1 Public Question Time.
- 2 Member Questions
- 3 Cabinet Member Feedback
- 4 The Adult Education Service
- 5 The section 17 Crime and Disorder Act Implications for Social Care Mental Health Services
- 6 Annual Fee Uplift for Adult Social Care Providers
- 7 'Making it Real' – Action Plan Update
- 8 Safeguarding Adults Board Biennial Report
- 9 Forward Work Programme: Scrutiny

**Fire & Rescue Services
2 April 2014**

- 1 Public Question Time
- 2 Members Questions
- 3 Cabinet Member Feedback
- 4 Norfolk Fire and Rescue Service Finance Monitoring Report for 2013/14.
- 5 Norfolk Fire and Rescue Authority Statement of Assurance 2013/14.
- 6 Fire and Rescue Service Plan 2014/15
- 7 Automatic Fire Alarms Reduction - 2014/15
- 8 5 December 2013 East Coast Flood Response by Norfolk Fire and Rescue Service
- 9 Collaborative Opportunities
- 10 Outcome of LGA/CFOA Peer Challenge - 28 to 31 January 2014

Review of Special Responsibility Allowances (SRAs)

Report of the Independent Remuneration Panel

1.0 Introduction

1.1 This report presents the recommendations of the Independent Remuneration Panel (“the Panel”) to the Council for consideration and approval.

1.2 The Council is required to make a scheme of allowances for its Members in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003. The process for making and reviewing such a scheme is regulated so that the public can have confidence in the independence and accountability of the process involved. The process requires that the Council must establish a Panel and, before making or amending its scheme of allowances, must have regard to the views of the Panel.

1.3 The Panel carried out a review of the Members Allowances Scheme in 2013 and made recommendations to Council in respect of the Basic Allowance, Co-Optees’ Allowance, Carers’ Allowance and Travel Allowance. However, it decided to defer the review of Special Responsibility Allowances (allowances payable to members who have been given significant additional responsibilities) until the position regarding the future governance arrangements of the County Council was clearer. The Council decided in November 2013 that it would move away from a Cabinet system of governance and introduce a committee system. This meant that there were likely to be substantial changes in the roles of its senior members. Subsequently, work was carried out by a cross-party steering group of members to identify a suitable committee system. A proposed model was approved by the Council at a special meeting on 28 April 2014 and is to be implemented at the Annual General Meeting on 27 May.

1.4 Once that decision was taken by the Council, the Panel was in a position to consider the new committee system and structure and to assess which roles within that structure might be suitable for the payment of a special responsibility allowance.

2.0 Scope of the Review

2.1 In considering Special Responsibility Allowances (SRAs), the Panel had regard to Government Guidance, in particular the following key issues:-

- (i) there must be significant additional responsibilities if an SRA is to be paid;

- (ii) there is no limit on the number of SRAs and a member can receive more than one SRA, although in Norfolk the practice is that a member can hold more than one SRA post but is only paid for one (the highest);
- (iii) if the majority of members receive an SRA the local electorate may question whether this is justified;
- (iv) not all responsibilities given to particular members may involve significant additional responsibility.

2.2 The Panel has also followed the Government Guidance that the first task should be to determine the appropriate SRA for the Leader of the Council and then grade as a percentage of the Leader figure, those posts which are considered to merit the payment of SRAs.

3.0 Issues Considered

3.1 In carrying out its review the Panel took into account a range of factors. These included:-

- (i) Review of the existing schedule of SRA payments within the Council's Constitution
- (ii) Comparison of the roles of Members as set out in the existing Constitution and in the newly approved Constitution
- (iii) The implications of the new system of governance and the new committee structure for the levels of responsibility of Members appointed to senior roles
- (iv) Representations of Group leaders
- (v) The implications and consequences for SRAs of the Council's No Overall Control situation
- (vi) Review of the current stipulation that SRAs are only payable to Members who belong to political groups which have at least 9 members
- (vii) Implications of the new structure for approved duties
- (viii) The index-linking arrangements for setting the rate of member allowances

3.2 Representations from Political Groups

The Panel received responses from 4 of the 6 Groups to which it had extended invitations to submit written representations.

Group Leaders' views are summarised as follows, together with the response of the Panel:

Representation

- There were differing views as to whether the Leader/Deputy Leader should remain at the current level or whether a reduced SRA should be payable

Response:

The Panel has reviewed the Role description for the Leader/Deputy Leader as set out in the Council's Constitution. Whilst, under the Committee system the Leader does not retain their Executive Powers, there is an additional responsibility in chairing a politically balanced cross party group of Councillors that did not exist in the Cabinet system. The Panel therefore recognised the differences in the role of Leader between the previous and the new structure but concluded overall that the level of responsibility of the Leader (and Deputy Leader) was broadly the same.

Representation

- A general agreement of the additional responsibility of Chairman/Vice Chairman of Service Committees and a suggestion they are broadly comparable in terms of responsibility with Cabinet Members/Deputy Cabinet Members, although one representation felt they were requiring of a higher SRA.

Response:

The Panel considered the role descriptions developed for the role of Chairman/Vice Chairman of a Service Committee and compared and contrasted them with those for Cabinet Member/Cabinet Deputy. As with the role of the Leader, there would be a responsibility for Chairmen of Service Committees in chairing a politically balanced Committee that a Cabinet Member does not currently undertake. The representations from Groups generally supported the panel's view that they were broadly comparable to Cabinet Members/Cabinet Deputies in terms of the level of responsibility.

Representation

- With regard to Group Leaders and Deputy Group Leaders, it was suggested that removal of the 9 member qualifying threshold for receiving an SRA should be reconsidered

Response:

The Panel has considered this issue in 4.0 of the report (below) and its response can be found there

Representation

- There was a suggestion that the reference to “opposition” and “administration” members within the scheme be removed in order to avoid anomalies arising

Response

The Panel accepts this distinction is no longer appropriate and has amended the scheme accordingly (see Section 5.1 of the report).

Representation

- There were widely differing views on the SRAs payable to Group Spokesmen, One representation suggested there should be no SRAs. Another suggested all parties should be entitled to one spokesman with an SRA on each of the Service Committee and Economic Development Sub Committee. Finally, there was a representation asking the Panel to consider the wide remits of the Service Committees and the practicality of one spokesman being able to cover such a complex brief.

Response

The Panel was particularly interested in the significantly differing representations and spent some time deliberating on the role of Group Spokesmen in a system where Committees are politically balanced and all groups involved in the decision-making. The Panel reviewed the role description for Group Spokesmen set out in the constitution. The Panel noted that the post was summarised as being “to provide an effective counter-balance to the role of the Committee Chairmen”. Whilst the Panel recognised this was a clearly identified role, it was mindful of the Government guidance that there must be significant additional responsibilities if an SRA is to be paid. Creating an SRA across all political groups for such a role could (depending on the pattern of Chairmen/Vice Chairmen appointed) cause a proliferation in the number of SRAs and possibly result in the majority of members receiving an SRA. Government guidance states that in this situation the local electorate may question whether this is justified.

On balance, the Panel considered in general terms the additional responsibilities for this role set out in the role profile were not of such significance within a Committee system to justify the payment of an SRA for all group spokesmen. The Panel considered that there would be a reasonable expectation from the public that a member of a service committee would be

expected to fulfil the requirements of the role profile without additional remuneration (see section 5.1).

However, the Panel did recognise that in a system where there could be a number of different groups holding Chairman/Vice Chairmanships on Committees, there was a likelihood of there being additional responsibility for the largest Group on a Committee that did not hold the Chairman or vice chairmanship (recognising that in some cases there could be more than one group that fulfils this criteria on a Service Committee/Policy and Resources). The Panel would keep this arrangement under review

4.0 Threshold for SRA Payments

4.1 The Panel has consistently recommended to the Council that there be a threshold which political groups must exceed before any of its members can receive an SRA. Political groups can consist of as few as 2 members and the Panel's view has been that in a Council of 84 members, it would not be appropriate for members of a group of that size to be entitled to an SRA. The Panel considers that there needs to be some element of democratic mandate for a political group before it becomes entitled to SRAs and has consistently recommended that the most appropriate threshold is 9 members – the same figure used to secure entitlement to the services of a political assistant

4.2 The Council has always accepted this Panel recommendation and that position is reflected within the Members Allowances Scheme. However, the Panel has reviewed this issue in the context of the situation the Council now finds itself in – with 6 political groups and No Overall Control. In these circumstances and where cross-party alliances can be formed, it is entirely possible that a Member of a political group of less than 9 could be appointed to a position of responsibility, such as the chairman of a service committee. The responsibilities which would fall to that member would be the same, irrespective of which political group they belonged to. It would seem unfair and inequitable for that member to be denied the SRA simply because they belonged to a small political group.

4.3 The Panel is therefore minded to amend its stance on this issue. The Panel **RECOMMENDS** that the threshold of 9 should continue to apply to roles that relate to political group activities, i.e Group Leader, Deputy Leader and Spokesmen, in order to reflect the level of democratic mandate, but that for all other roles which are considered appropriate for an SRA, the threshold should not apply.

4.4 In order to be absolutely clear, this would mean, for example, that a member of a political group of 2 would not receive a group leader, deputy leader or group spokesmen SRA but if they are appointed as chairman or vice-chairman of a committee and an SRA has been agreed for those positions, they would receive the SRA.

5.0 Posts in the new political structure

5.1 The Panel has reviewed potential SRA posts within the new political and committee structure and has reached the following conclusions, with the **RECOMMENDED** level of SRA indicated where appropriate:-

1. Leader of the Council

The Panel recognised differences in the role of Leader between the previous and the new structure but concluded overall that the level of responsibility was broadly the same:

Leader: £26,373

2. Deputy Leader of the Council

The Panel came to a similar conclusion as to the Leader's SRA

Deputy Leader: £17,142 (65% of the Leader's SRA)

3. Group Leaders/Deputy Group Leaders

The Panel recognised that there remains an additional responsibility for a Group Leader in a Committee system. The Panel was very aware that in a "No Overall Control" situation, particularly when there are a large number of political groups, it is always possible that alliances will form and political control can consequently change. There are also the added complications that having a committee system in a "No Overall Control" situation can bring. The agreed model includes that the chairmen and vice-chairmen of the 4 service committees will be elected by the Full Council. There is no guarantee that these positions will be held by a single group or by a combination of groups hoping to form an administration. It is even a possibility that the chairmen and vice-chairmen could come from all 6 political groups. In the circumstances, it would be very difficult to define what the administration is and consequently what constitutes the opposition.

The Panel has therefore tried to produce a scheme of SRAs that does not refer to administration or opposition and which will work effectively whatever the political structure and can adjust to future changes in the structure. The Panel has agreed to recommend a banding system of SRAs for Group Leaders based on the number of Group Members.

The Panel considered whether a Group Leader should be entitled to an SRA even if they were from the same group as the Leader or Deputy Leader of the Council. The Panel considered that the role and responsibility of a Group Leader in these circumstances would still need to be carried out and therefore to not allow this would be unfair.

The Panel took a similar approach to Deputy Group Leaders, recommending that they be remunerated at a rate of 25% of their Group Leader as follows:

	SRA	% of Leader's Allowance
Leader of a Group with 31 or more members	£13,186	50%
Leader of a Group with between 21-30 members	£8,703	33%
All other Group Leaders (with a minimum of 9 members)	£,5275	20%
Deputy Leader of a Group with 31 or more members	£3297	25% of their Group Leader
Deputy Leader of a Group with between 21-30 members	£2176	25% of their Group Leader
All other Deputy Group Leaders	£1319	25% of their Group Leader

4. Chairmen and Vice-Chairmen of Service Committees

The proposed model includes 4 service committees (Adult Social Care, Children's Services, Communities and Environment, Development & Transport). The Panel compared and contrasted the new role of service committee chairmen and vice-chairmen with that of a Cabinet Member and Deputy Cabinet Member in the existing structure and concluded they were broadly comparable in terms of level of responsibility.

Chairman of a Service Committee: £13,186 (50% of the Leader's SRA)
Vice Chairman of a Service Committee: £6,594 (25% of the Leader's SRA)

5. Group Spokesmen for Service Committees and Policy and Resources Committee

The Panel questioned whether, in a system where Committees are politically balanced and all groups are involved in the decision-making, there was a role for group spokesmen. However, they recognised that in a system where there could be a number of different groups holding Chairman/Vice Chairmanships on Committees, there was a likelihood of there being additional responsibility for the largest Group on a Committee that did not hold the chair or vice chairmanship (recognising that in some cases there could be more than one group that fulfil this criteria on a Service Committee/Policy & Resources). The Panel would keep this arrangement under review. This recommendation means that under normal circumstances there will be only 1 group spokesmen SRA for each committee.

Spokesmen for the Largest Group(s) on a Service Committee/Policy and Resources not holding the Chairmanship or Vice Chairmanship of that Committee: **£1,978 (7.5% of the Leader's SRA)**

6. Economic Development Sub-Committee

The Panel recognised that there is a role for the Chairman of this important sub-committee, but not on the same scale as a service committee and reached a similar conclusion concerning the Vice Chairman. There was an expectation that the spokesman for the largest group on the EDT Committee not holding the Chair would also speak for their Group on behalf of this sub-committee. These SRAs are not intended to create a precedent for any other sub-committees that may be created in the future The Panel would need to be consulted on any proposal to establish SRA posts in respect of any other sub-committees.

Chairman of Economic Development Sub Committee: £8,890 (37.5% of the Leader's SRA)

Vice Chairman of Economic Development Sub Committee: £4,945 (18.75% of the Leader's SRA)

7. Area Committees

The Panel noted that further consideration was to be given to the concept of Area Committees and consequently does not recommend any SRAs.

8. Chairman of the Council

No Change: £10,549 (40% of the Leader).

9. Vice-Chairman of the Council

No Change - £1,978 (7.5% of the Leader).

10. Chairman of Planning (Regulatory Committee)

No Change - £5,275 (20% of the Leader).

11. Chairman of Norwich Joint Highways Agency Committee

No Change - £5,275 (20% of the Leader).

12. Chairman of Audit Committee

No Change - £5,275 (20% of the Leader).

13. Chairman of Records Committee

No Change - £2,638 (10% of the Leader). SRA to be payable only where the Chairman is a county councillor appointed to the Committee by the Council.

14. Chairman of Health Overview and Scrutiny Committee

No Change - £3,957 (15% of the Leader).

15. Opposition Group Spokesmen on Planning (Regulatory) Committee

The Planning (Regulatory) Committee is regarded as a committee that should not have a party political dimension given the requirement for all planning matters to be subject only to material planning considerations. Having reviewed the role profile, the Panel concluded that this post does not involve significant additional responsibility and consequently does not recommend an SRA be paid.

6.0 Other Considerations

6.1 The Panel has reviewed a number of posts which exist within the current system but which do not attract SRA payments and makes the following **RECOMMENDATIONS:-**

1. Emergency Committee and General Purposes (Regulatory) Committee

These committees, whilst important, rarely meet and the Panel does not consider there should be SRA payments relating to them

Chairmen of the Emergency Committee and the General Purposes (Regulatory) Committee - No Change – No SRA

2. Standards Committee

The Panel recognises that under the new standards regime, the role of Chairman of the Standards Committee is one that does bring with it significant additional responsibility, although the extent of the Committee's work can fluctuate. The Panel considers that an SRA is appropriate but not at the same level of some of the committees that have a more regular and predictable workload

Chairman of the Standards Committee - £2,637 (10% of the Leader)

3. Pensions Committee and Personnel Committee

These committees have not previously been subject to SRAs, on the basis that the Chairmen have always been de facto either the Leader or a Cabinet Member and those people are already in receipt of SRAs for their other roles. However, in the new model, there is no requirement for the chairmen to be

either the Leader or a service committee chairman and thus it is possible that the person appointed may not be in receipt of a separate SRA. It is therefore felt appropriate to set an SRA for these posts, whilst acknowledging that given the importance of the roles, it is quite possible that the persons appointed will be senior members and consequently already in receipt of an SRA.

**Chairmen of the Pensions Committee and the Personnel Committee –
£5,275 (20% of the Leader)**

4. Norfolk Joint Museums Committee

The Panel has previously agreed not to recommend an SRA for the Chairman of the Joint Museums Committee on the basis that it was unnecessary as the post was always held by the relevant Cabinet Member. However, this is no longer a stipulation and of course there will be no Cabinet Members in the new structure. It is recommended that an SRA for the post be paid at a comparable level to the Norfolk Records Committee.

£2,638 (10% of the Leader). SRA to be payable only where the Chairman is appointed to the Committee by the County Council.

5. Vice-Chairmen and Group Spokesmen of Committees other than Policy and Resources, Service Committees and Economic Development Sub-Committee.

Other committees have vice-chairmen and group spokesmen roles. The Panel has confirmed its view that they do not involve significant additional responsibilities and therefore does not consider them appropriate for SRAs.

7.0 Index Linking

7.1 The Scheme of Allowances includes that the levels of Basic, Special Responsibility, Co-Optees and Carers' Allowances shall be increased annually by an equivalent percentage to the pay award agreed by the National Council for Local Authority Staff. The Panel is conscious that there has not yet been an agreed pay award for 2014/15 but wishes to clarify that if/when one has been agreed, the SRAs recommended in this report should be subject to that pay award.

8.0 Approved Duties

8.1 The Panel has reviewed the list of approved duties for the payment of travelling and carers' allowances to ensure that it properly reflects the new political and committee structures. The revised list is set out in Appendix C of the recommended revised Members' Allowances Scheme which forms Part 9.1 of the Council's new Constitution and which is attached as Appendix 1 to this report.

9.0 Recommendations

- (i) To approve the recommendations set out in paragraphs 4.3, 5.1 and 6.1 of this report
- (ii) To revoke the existing scheme of members' allowances and to adopt the revised Scheme of Member Allowances as attached at Appendix 1 of this report with effect from 27 May 2014.

PART 9.1

MEMBERS' ALLOWANCES SCHEME

The Norfolk County Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, makes the following scheme:

1. The Scheme

This Scheme, which is called the Norfolk County Council Members' Allowances Scheme, will have effect commencing on 27 May 2014 and for subsequent years unless, and until, amended.

2. In this scheme

"councillor" means an elected member of Norfolk County Council

"year" means the 12 months ending with 31st March

3. Basic Allowance

Subject to paragraph 8, which deals with part year entitlements, a basic allowance will be paid in instalment to each councillor each year. The current rate is shown in Appendix A.

4. Special Responsibility Allowances

- (1) Each year a special responsibility allowance will be paid to those councillors who hold the special responsibilities that are specified in Appendix B.
- (2) Subject to paragraph 8, the amount of each allowance will be the amount specified in Appendix B.
- (3) A councillor is only eligible to receive one Special Responsibility Allowance (the highest).
- (4) Members of a political group shall only be eligible to receive Special Responsibility Allowances if there are at least 9 members in the group. This provision applies only to those SRA posts relating to Group activities, i.e Group Leader, Deputy Group Leader, Group Spokesmen. It does not apply to other SRA posts

5. Carers' Allowance

- (1) Councillors who incur costs for the care of children for whom they have parental responsibility or for dependent relatives in order to allow them to carry out their Council duties can claim a Carers' Allowance. The rate for the Allowance is set out in Appendix A of this scheme. A Carers' Allowance can be claimed only in respect of approved duties as set out in Appendix C of this scheme.
- (2) In the case of a Carers' Allowance for childcare:-
 - (i) The allowance is available for the care of children under 14 years of age who normally reside with the councillor.
 - (ii) The allowance cannot be claimed for the care of children of compulsory school age during normal school hours except where the child is absent from school due to illness.
- (3) In the case of a Carers' Allowance for the care of a dependent relative, the relative must normally reside with the councillor, be dependent on the councillor and require constant care.
- (4) Expenditure incurred will be reimbursed up to the maximum hourly rate (as set out in Appendix A of this scheme) for each hour of absence from home.
- (5) Payment will only be made for the period of the qualifying meeting and the travelling time to and from the councillor's home.
- (6) A signed receipt from the carer, showing their name, signature and address, the period worked and the amount received must be retained by the councillor for the statutory period of six years plus the current year, for audit purposes.
- (7) A Carer's Allowance can be paid only for care provided by a registered childminder or other statutory approved childcare provider, or to agencies or persons professionally qualified or registered to provide the care required by the dependent relative. An allowance will not normally be paid for care provided by anyone else or by someone who is a close relative of the councillor. In exceptional circumstances, where a councillor is unable to find a suitable statutory provider or registered professional carer, a claim to pay

another person may be considered, subject to the approval of the Head of Finance before the expense is incurred. If an exceptional circumstances claim relates to care provided by a family member, it must be accompanied by a statement signed by the carer and the councillor verifying that the carer incurred a loss of income in order to provide the care.

6. Co-opted Members

Co-opted members are entitled to claim travelling, subsistence and carers allowances at the rates set out within this Scheme. A “Co-optees allowance” is payable as determined by the County Council. Any such allowances are shown in Appendix A.

7. Renunciation

A councillor may elect to forego any part of their entitlement to an allowance under this Scheme by notifying the Head of Finance in writing.

8. Part-year Entitlements

(1) If, during the course of a year:

- this Scheme is amended,
- or the amount payable is changed,
- or a councillor becomes, or ceases to be, a councillor,
- or a councillor accepts or relinquishes a special responsibility for which a special responsibility allowance is payable,

entitlement to allowances will be calculated pro rata according to the number of days in the month in question.

(2) If changes are made to the category of any allowance etc. the allowance payable will be that which was applicable when the duty was undertaken.

9. Travel Allowance

This allowance is intended to reimburse expenditure necessarily incurred on all journeys undertaken on approved duties as set out in Appendix C. Travel allowances will be same as, and linked to, the rates which apply to officers of the Council.

(1) Motor Vehicles

Where travel by car or motor cycle

- results in a substantial saving of the members' time, or
- is in the interests of the Council, or
- is otherwise reasonable,

an allowance is payable and the conditions applying are as follows:

- (a) A passenger supplement for passengers on official council business is paid per passenger per mile, up to a maximum of 4 passengers
- (b) Councillors will be responsible for ensuring that they have adequate insurance cover for business use.
- (c) The rates payable are shown in Appendix A.

(2) Hired Motor Vehicles (Taxi Cab)

The actual fare and any reasonable gratuity, will be paid in cases of urgency or where no convenient public service is available. Otherwise an allowance not exceeding the amount of the fare for travel by appropriate public service transport will be paid.

(3) Hired Motor Vehicle (other than a Taxi Cab)

The actual cost of hiring for the period of Council duty will be paid.

(4) Motorcycle

Travel by motor cycle will be reimbursed at the rate set out in Appendix A.

(5) Bicycle

Travel by bicycle will be reimbursed at the rate set out in Appendix A.

(6) Public Service Transport

By Rail

Normally standard class fare or actual fare paid (if less) will be paid. Reimbursement of first class fare will be paid only where it is clearly in the County Council's interest for a councillor to travel first class and approval has been given in advance by the Managing Director.

Councillors who are eligible to hold a senior citizen's rail card can purchase them and be reimbursed by the County Council through the expenses claim mechanism.

Supplementary allowances

Reimbursement, not exceeding actual expenditure incurred, will be paid for:-

- (a) Pullman car or similar supplements, reservation of seats and deposit or portage of luggage.

- (b) Sleeping accommodation on the train for an overnight journey, subject to reduction by one-third of any subsistence allowance payable for that night.

(7) Air Travel

- (1) Subject to the prior agreement of the Managing Director that the saving in time justifies payment of the fare for travel by air, there may be paid an amount not exceeding;
 - (a) the ordinary fare or any available cheap fare for travel by regular air service, or
 - (b) where no such service is available, or in case of urgency, the fare actually paid by the councillor.

10. Subsistence Allowance

Subsistence allowances will be the same as, and linked to, the rates for employees. Employees are not normally entitled to claim a subsistence allowance where their duties have prevented them from following their normal meal arrangements. Subsistence can only be claimed in exceptional circumstances where it would be unreasonable to expect the councillor to bear the cost of the meal and the councillor is unavoidably put to exceptional expense. Circumstances where a councillor may claim subsistence include:-

- Attending a conference or training event when the councillor is required to purchase a meal at the event.
- Attending an event that necessitates an overnight stay where meals have not been included.

A councillor may claim 50% of their broadband home connection, subject to a maximum of £10 per month.

11. Duties Performed for more than one body

A councillor who is both a County Councillor and a Member of another local authority or public body may claim allowances from both authorities should he or she undertake two separate duties, one for each authority, on the same day. A member of the County Council who is also a member of another authority may not however claim from both authorities for undertaking the same duty. Councillors must take particular care to avoid duplication or overlap of claims for travelling and subsistence. Claims for duties undertaken for other councils or public bodies should be sent to the Authority concerned and not included in claims on the County Council.

12. Official and Courtesy Visits

Provided they have been approved by the appropriate Committee, official and courtesy visits by councillors are eligible for travelling and subsistence claims at the rates set out in Appendix A if the journey is within the United Kingdom. If outside the United Kingdom, the travelling and subsistence expenses are limited to that which is reasonable in all the circumstances.

13. Prior Approval

The appointment of a councillor to a committee, sub-committee or working group etc. or as a representative of the Council on other bodies is deemed to satisfy the need for prior approval before a claim can be submitted

14. Claims and Payments

- (1) A claim for travel, subsistence and carers allowances under this Scheme should be made each month but in any event not less than quarterly. **Claims must be received by 4.00 p.m. on the 8th day of the month.**
- (2) All claims for travel, subsistence or carers' allowance must include a clear indication of the specific category of approved duty under which the claim is submitted. This is with reference to the list of approved duties at Appendix C.
- (3) Councillors who fail to submit a claim within 3 months of carrying out the duty or incurring the expense will be deemed, automatically, to have waived their right to claim. The Head of Finance must be advised in writing if a Councillor opts not to claim allowances.
- (4) Payments will be made on the nineteenth day of each month. The basic and special responsibility allowances will be paid in instalments of one-twelfth of the amount specified in this Scheme. Where a payment of one-twelfth of the amount would result in the councillor receiving more than the amount to which, by virtue of paragraph 8, he or she is entitled, the payment will be restricted to the amount to which that councillor is entitled.
- (5) If claims are amended by the Head of Finance by £10 or more the councillor concerned will be informed.
- (6) A councillor who has been overpaid under the terms of this Scheme will be advised of the situation and arrangements will be made for the immediate recovery of the overpayment or taken from subsequent claim(s).
- (7) By submitting expense claims electronically, councillors are responsible for retaining VAT receipts for all claims, for the statutory period of six years plus the current year. Claims are subject to audit and supporting receipts may be called upon to substantiate a claim

- (8) Councillors are reminded that responsibility for the accuracy and propriety of claims rests with the individual Councillor making the claim. Reliance is placed by the Head of Finance on the declaration signed by the claimant on each claim form.
- (9) Where payment of any allowance has already been made in respect of any period during which the councillor concerned:-
- (i) ceases to be a member of the Council; or
 - (ii) is in any other way not entitled to receive the allowance in respect of that period;

the Council will require that such part of the allowance as relates to any such period be repaid to the Council.

15. Records

A record will be kept of the payments made by the Council in accordance with this Scheme. The record will specify the name of the recipient and the amount and nature of each payment. This record will be available at all reasonable times for inspection (free of charge) by any local government elector for the County. The record will be supplied in copy to any person who requests such a copy and who pays such reasonable fee as the Council may determine. The County Council will publish on its website figures showing allowances paid to individual councillors on an annual basis. The County Council will also publish on its website on a monthly basis the allowances payments made to each councillor.

16. Income Tax and National Insurance Provisions

Details of the effect on councillors are to be found in Appendix (D).

APPENDIX A

Current Allowances – 2014/15

Basic Allowance

£9,018

Travel Allowance

Car or van

Rate per mile

45p for first 10,000 miles
25p after 10,000 miles

Passenger supplement per passenger per mile
for up to 4 passengers

5p per (passenger per mile)

Motor Cycle or Moped

24p per mile

Bicycle

20p per mile

Subsistence Rates

Councillors are reminded that subsistence allowances can only be claimed in exceptional circumstances as set out in paragraph 10 and these are the maximum sums reimbursable for expenses actually incurred. Claims for meals and subsistence must be supported with VAT receipts or they will not be authorised for payment.

(1)	Day Subsistence	<u>Standard Rate</u>	<u>Special Rate*</u>
(a)	Breakfast Allowance – Payable if you leave home before 7.30 a.m.	£6.28	£8.31
(b)	Lunch Allowance – Payable for absence between 12 noon and 2.30 p.m.	£8.63	£12.51
(c)	Tea Allowance – Payable for absence after 6.30 p.m.	£3.40	£4.18
(d)	Evening Meal Allowance – Payable for absence after 8.30 p.m.	£10.71	£16.73
(2)	Overnight Subsistence (24 hour period)		
	London and approved conferences	£102.77	
	Elsewhere	£73.82	

*The special rate is payable in respect of visits to London, attendance at conferences or other exceptional duties.

Carers Allowance

A maximum of £6.94 per hour subject to a limit of £2,961 per councillor per annum.

Co-Optees Allowance

A co-optees allowance of £1,010 per annum is payable to the 2 Parent Governor Representatives.

Review of levels of allowances

Travel and subsistence allowances will be amended annually in line with the rates for officers. The levels of basic, special responsibility and carers' allowances and co-optees allowance will be reviewed annually and increased by an equivalent percentage to the pay award agreed by the National Joint Council for Local Authority Staff. The indexing arrangement will next apply in 2014/15. The annual indexing arrangement will apply for a maximum period of three years, after which its application will be reviewed by the Independent Remuneration Panel. The next review will take place during 2017/18 with a view to any resulting changes being introduced in April 2018.

APPENDIX B

**SPECIAL RESPONSIBILITY ALLOWANCES
2014/15**

POST	SRA	% OF LEADER ALLOWANCE
Leader of the Council	£26,373	100%
Deputy Leader of the Council	£17,142	65%
Chairman of Service Committee	£13,186	50%
Vice-Chairman of Service Committee	£6,593	25%
Chairman of Economic Development Sub-Committee	£8,890	37.5%
Vice-Chairman of Economic Development Sub-Committee	£4,945	18.75%
Leader of Political Group with 31 or more Members *	£13,186	50%
Leader of Political Group with 21-30 Members *	£8,703	33%
Leader of Political Group with 9-20 Members *	£5,275	20%
Deputy Leader of Political Group with 31 or more Members *	£3,297	25% of Group Leader SRA
Deputy Leader of Political Group with 21-30 Members *	£2,176	25% of Group Leader SRA
Deputy Leader of Political Group with 9-20 Members *	£1,319	25% of Group Leader SRA
Chairman of the Council	£10,549	40%
Vice-Chairman of Council	£1,978	7.5%
Chairman of Planning Regulatory	£5,275	20%
Chairman of Norwich Highways Agency Joint Committee	£5,275	20%
Chairman of Audit Committee	£5,275	20%
Chairman of Pensions Committee	£5,275	20%
Chairman of Personnel Committee	£5,275	20%
Chairman of Health Overview and Scrutiny Committee	£3,957	15%
Chairman of Standards Committee	£2,637	10%
Chairman of Records Committee #	£2,638	10%
Chairman of Joint Museums Committee#	£2,638	10%
Group Spokesman on Service Committee and Policy and Resources Committee * +	£1,978	7.5%

*SRAs relating to Group Activities are only payable to Members of groups that have at least 9 members. This provision applies only to Group Leader, Deputy Group Leader, Group Spokesmen and not to other SRA posts.

+ Group Spokesmen SRAs are only payable to the spokesman for the largest Group on a Service Committee/Policy and Resources Committee that does not hold the Chairman or Vice-Chairman position on the Committee. Should there be 2 largest Groups not holding

the Chairman or Vice-Chairman, i.e the Groups have the same number of members, the SRA will be payable to the spokesmen for both Groups. In any other circumstances there will only be one Group Spokesman SRA per Committee.

The SRAs for the Chairmen of the Records Committee and the Joint Museums Committee are payable only where the Chairman is a county councillor appointed to the Committee by the County Council.

MEMBERS' ALLOWANCES SCHEME

DUTIES APPROVED FOR THE PURPOSES OF TRAVELLING, SUBSISTENCE AND CARERS' ALLOWANCES

The following are approved duties for the purpose of travelling, subsistence and carers' allowances.

- (a) (i) Attendance at meetings of committees, sub-committees, Panels, Joint Committees, Consultative and Advisory Bodies and working groups on which the claimant is an appointed member.
- (ii) Attendance at:-
- Full Council meetings
 - Committee meetings which the councillor attends as a properly appointed substitute.
 - Committee meetings which the councillor attends in order to speak on a local member matter under consideration, or to ask a question on any significant matter affecting his/her Division within the Committee's terms of reference
- (iii) Attendance by the Leader, Deputy Leader and Group Leaders at joint leader meetings or at pre-arranged briefing meetings with the Managing Director or other Chief Officers/Senior Officers.
- (iv) Attendance by Chairmen and Vice-Chairmen of Committees and group spokesmen at pre-arranged pre-agenda meetings/briefings with Chief Officers/Senior Officers.
- (v) Attendance by councillors at pre-arranged meetings with officers to discuss matters relating to their Division. (This is subject to a maximum number of claims per councillor of 2 per calendar month).
- (vi) Attendance by members of the Health Overview and Scrutiny Committee at meetings of the Primary Care Trusts to which they have been given an "affiliate" role.

- (b) Site meetings, visits or inspections by committees arranged by them (or, in cases of urgency, after consultation with their spokesmen and subject to report to committee).
- (c) Organised official visits including deputations to Government Departments, meetings with MPs/MEPs on Council business and meetings with Government inspectors etc.
- (d) Duties undertaken by councillors in respect of outside bodies to which the Council has properly appointed them.

Payment of allowances under (d) above is restricted to meetings of the body to which the councillor has been appointed. However, if a councillor is considering attending an associated event relating to the outside body, such as a conference, seminar, book launch, opening etc. then the councillor should notify the Head of Finance in advance of the visit. The Head of Finance has delegated authority to determine that allowances will be paid in these circumstances, if it can be demonstrated that the councillor's attendance is necessary to enable them to carry out the duty for which they have been appointed to the body concerned.

Councillors cannot claim attendance allowances but if such allowances are payable by the outside body, the councillor must include details on their claim form so that the County Council can seek recovery of them.

- (e) Attendance at consultation meetings with the public or other organisations arranged by a Committee, the Managing Director, a Chief Officer or Head of Service.
- (f) Attendance at external seminars and conferences authorised by the Head of Democratic Services after consultation with the Chairman of the Member Support and Development Advisory Group.
- (g) Attendance at seminars, briefing meetings and training events for councillors, convened by the Managing Director, a Chief Officer or Head of Service, e.g. on service planning, new legislation and on service and policy issues, or to discuss particular local issues.
- (h) Attendance at town or parish council meetings within a councillor's division.
- (i) Visits by Member Champions in the performance of their role.
- (j) Visits to establishments, official openings, open days, sports days or similar events, but only if at the invitation of the Managing Director, a Chief Officer or Head of Service to attend as the local councillor or to perform a specific function at the event.
- (k) Visits and Inspections necessarily made by Chairmen of Committees, Sub-Committees etc. in order to carry out their duties in that capacity, provided that they are reported to the Committee/Sub-Committee concerned.

- (l) Official and courtesy visits of a civic nature within the United Kingdom and those abroad (such as twinning arrangements with overseas authorities) subject to the prior approval of the Cabinet.
- (m) Visits to County Hall to hand in/collect Council-provided computer equipment before and after maintenance/repair work.
- (n) Functions attended by the Chairman of the Council which are directly related to the office of Chairman. Where the Vice-Chairman deputises for the Chairman, the Vice-Chairman shall be entitled to receive such allowances as would have applied to the Chairman.

For the clear avoidance of doubt, the following are not eligible for reimbursement of travelling, subsistence and carers allowance:-

Attendance at school governing body meetings as an LEA appointed governor.

Attendance at political group meetings.

Attendance at civic receptions, Chairman's receptions, services, parades etc.

Constituency meetings/surgeries.

Attendance at meetings of outside bodies on which councillors serve but to which they have not been appointed by the County Council.

MEMBERS ALLOWANCES - Income Tax and National Insurance Aspects

The guidance notes in Appendices D and E are for information only and should not be relied upon for tax planning purposes. All income tax and national insurance queries should be addressed to HM Revenue and Customs (see contact details below).

The information contained in this guidance is based on HMRC notice EIM65940 – Tax treatment of Local Government Councillors and civic dignitaries: expenses deductions : two places of work.

To be read in conjunction with Appendix E. This specifies the current rates applicable.

1. Income Tax

- (1) Basic, Special Responsibility, dependants' carers allowances and co-optees' allowances are taxable under PAYE arrangements but tax relief can be obtained for expenses incurred wholly, exclusively and necessarily in the performance of the duties of a County Councillor to the extent that they are not reimbursed.
- (2) Travel Allowance reimbursements above the statutory rates – (see Appendix A) are taxable as a benefit in kind.
- (3) Claims for tax relief should normally be made to HM Revenue and Customs (HMRC) at the end of each fiscal year. The Inspector will require reasonable proof that the expenses have been incurred and is prepared to consider requests for the assessment of tax relief in advance on an estimated basis.
- (4) Income Tax will be deducted from basic, special responsibility, dependants', carers allowances and co-optees allowance at the standard rate (See Appendix E) unless HM Revenue and Customs issues more specific instructions.
- (5) Any enquiries relating to tax relief should be addressed to: HM Revenue and Customs Norwich, Nelson House, Prince of Wales Road, Norwich, NR2 1DR Telephone Number 0845 3000627 or via the intranet at www.hmrc.gov.uk.

If you are registered under self assessment, you will need to quote your Unique Tax Reference (UTR), otherwise you will need to quote your national insurance number and the Council's PAYE reference: 531/N3722.

2. National Insurance

- (1) Basic, special responsibility, dependants' carers allowances and co-optees allowances come within the definition of remuneration for National Insurance purposes and consequently whenever such allowances average the amount shown in Appendix E or more per month for the period of a claim, the appropriate national insurance contributions have to be deducted unless the councillor is regarded as "retired for national insurance purposes". The contributions together with the corresponding employers contributions are paid over to HM Revenue and Customs by the County Council. The liability for contributions is additional to that which a County Councillor may have as an employed or self-employed person.
- (2) The various rates of deduction which apply are shown in Appendix E.

3. Statutory Sick Pay

- (1) The statutory sick pay scheme applies to all members other than those who are co-opted members.
- (2) To qualify for statutory sick pay (SSP) there are four key conditions which have to be met. These are:-
 - (a) a period of sickness must have lasted at least four consecutive days;
 - (b) the sickness must have been notified to the County Council ("as employer");
 - (c) there must have been at least 4 "qualifying days" during the period of sickness (see below);
 - (d) none of the many exclusions apply (see below).

(3) Qualifying days

SSP is only paid for 'qualifying days'. County Council arrangements allow for every day of the week to be regarded as qualifying days for SSP purposes, notwithstanding the number of days normally worked in the week. The first 3 days of absence are classified as 'waiting days' during which SSP is not payable and normal payment arrangements will apply.

(4) Exclusions

The principal exclusions are as follows:-

- (a) councillor is over state pensionable age.
- (b) average income from Basic, Special Responsibility and Carers allowance is less than £107 per week.

- (c) SSP has been paid for twenty eight weeks in a period of incapacity to work;
- (d) councillor has claimed certain social security benefits within 57 days of the commencement of a period of sickness.

(5) Claims

Any councillor who is sick for at least four consecutive days and wishes to claim SSP should:-

- (a) notify the Head of Finance in writing no later than fourteen days after the sickness begins, and
- (b) provided an exclusion notice has not been received from the County Council before a claim is submitted - include a note on his/her next claim for allowances indicating:-
 - (i) the first and last dates of each period of sickness
 - (ii) the duties which would have been undertaken but for the sickness(es)
 - (iii) on the first occasion on which SSP is claimed please give date of birth.

- (6) An entitlement to SSP as a member, or exclusion from the scheme for the same reason, will not affect any similar entitlements, etc., which may arise from any separate employment councillors may have.

MEMBERS ALLOWANCES – Tax and National Insurance Rates

Tax

For 2013/14 the Standard rate of tax is 20%. The higher rate of tax is 40%, paid on taxable income between £32,011 and £150,000. The additional rate of 45% is paid on taxable income over £150,000.

National Insurance

1. For 2013/14 no National Insurance contributions are payable on earnings below the primary earnings threshold of £149 per week (£646 per month).
2. Deduction rates for national insurance:
 - (a) A percentage of total payments (as listed) applicable to councillors who do not fall into categories (b) or (c).
 - (i) Nil on first £646 per month
 - (ii) 12% on earnings above £646 to £3,454 per month
 - (iii) 2% on earnings above £3,454 per month

Further information on PAYE tax and Class 1 NICs thresholds, rates and codes can be found at:-

<http://www.hmrc.gov.uk/payerti/forms-updates/rates-thresholds.htm>

- (b) Married women and widows entitled to pay reduced rate national insurance contributions – any councillor so entitled will already hold a “certificate of election” issued by H.M. Revenue and Customs and this should be forwarded to the Head of Finance.
- (c) Employees over the State Pension age - for this purpose a “certificate of age exemption” should be obtained by the councillor from HM Revenue and Customs or the Department of Work and Pensions and sent to the Head of Finance.

Further information on the state pension age can be found at:-

www.hmrc.gov.uk/payerti/employee/changes/pension-age.htm

PROPORTIONAL ALLOCATION OF SEATS ON COMMITTEES

Report by Head of Democratic Services

1.0 Introduction

1.1 The committee allocations for the new Committee system have been calculated and result in the following overall allocation of the 153 committee places:-

Conservative -	74
Labour -	26
UKIP -	24
Liberal Democrats	18
Green -	7
Independent -	4
TOTAL -	153

1.2 The table below sets out the allocation of places to each committee when the proportionality formula is applied to each committee individually.

Committee	Cons	Lab	UKIP	Lib Dem	Green	IND
Policy & Resources (17)	8	3	3	2	1	0
Adult Social Care (17)	8	3	3	2	1	0
Children's Services (17)	8	3	3	2	1	0
Communities (17)	8	3	3	2	1	0
Environment, Devt & Transport (17)	8	3	3	2	1	0
Planning Regulatory (17)	8	3	3	2	1	0
Economic Development Sub-Cttee (9)	4	2	1	1	1	0
Health Overview & Scrutiny (8)	4	1	1	1	1	0
Audit (7)	4	1	1	1	0	0
Standards (7)	4	1	1	1	0	0
Emergency (5)	2	1	1	1	0	0
General Purposes (5)	2	1	1	1	0	0
Pensions (5)	2	1	1	1	0	0
Personnel (5)	2	1	1	1	0	0
TOTAL ALLOCATED (153)	72	27	26	20	8	0
Overall number of places that each group should have	74	26	24	18	7	4

1.5 The table shows that there is a need to address the following discrepancies between the overall number of places to which each group is entitled and the number of places they have when the proportionality is applied individually to each committee:-

Conservatives –	Should have 74 but are only allocated 72 and therefore need to have 2 more places
Labour –	Should have 26 but are allocated 27 and therefore need to lose 1 place
UKIP –	Should have 24 but are allocated 26 and therefore need to lose 2 places
Lib Dem –	Should have 18 but are allocated 20 and therefore need to lose 2 places
Green –	Should have 7 but are allocated 8 and therefore need to lose 1 place
Independent –	Should have 4 but are allocated 0 and therefore need to have 4 places allocated.

1.6 Discussions have been taking place and are ongoing between Group Leaders to try to reach agreement regarding the committees upon which the above adjustments should be made. The outcome of those discussions will be reported to Council and Council is then required to determine the allocations.

2.0 **Recommendation**

2.1 Council is asked to determine the allocation of committee places between the political groups.

Notice of Motion

Notice of the following motion has been given in accordance with the Council Procedure Rules:-

Proposed by Mr J.Dobson, seconded by Mr Dr A. Boswell

"This Council now recognises, with the benefit of hindsight, that the absence of a proper, full Council-approved Municipal Waste Strategy, or indeed any policy which might have justified an enormous mass-burn incinerator as the sole means to dispose of Norfolk's residual solid domestic waste, was a strategic error, adversely affecting the way in which the now defunct Willows incinerator was brought forward. It had the effect of restricting major decisions at key stages of its initial procurement to members of the Cabinet only and resulted directly in the reputationally damaging "democratic deficit" accusations, as well as hampering smooth progression, essential given the limited time available for completion. With the slate now wiped clean, we have the opportunity, rather than proceeding piecemeal in the way in which we arrange for the disposal in the medium and long term future of Norfolk's domestic waste arisings, to fashion a proper policy (Municipal Waste Strategy), together with Waste Partnership colleagues, and to bring it to full Council for approval. Such a policy should shift away from single industrial-scale solutions and towards a mixture of more localised facilities for boosting recycling and reclamation of materials, and mechanical biological solutions alongside measures to reduce the amount of waste we produce. Such smaller, more localised solutions will benefit local contractors and entrepreneurs, better meet the proximity principle, and reduce future risk of huge financial penalties for failure. The policy should encourage green sector business incubators, and encourage local entrepreneurs for the above waste solutions working with the Local Enterprise Partnership and other partners. It should additionally allow advantage to be taken of the much cheaper methodologies now available or shortly to become available, and for the clear financial net benefit of the recommended new arrangements to be demonstrated in order to counter the negative publicity of whatever penalties we may have to pay in the short term for the collapse of the Willows scheme. The Council now directs the management to set this process in train, with the aim of bringing a draft policy to full Council within six months and thus making good a vital policy deficiency."