

Communities Committee

**Minutes of the Meeting Held on Wednesday 17 September 2014
10:00am Edwards Room, County Hall, Norwich**

Present:

Mr P Smyth (Chair)

Mrs M Wilkinson (Vice-Chair)

Mr C Aldred

Mr B Borrett

Mr J Childs

Mrs H Cox

Mr A Dearnley

Mrs M Dewsbury

Mr H Humphrey

Mr J Law

Mr S Morpew

Mr W Northam

Mr D Roper

Mr M Sands

Mr N Shaw

Mr D Thomas

Mr J Ward

1. Apologies and substitutions

- 1.1 Apologies were received from Emma Corlett (substituted by Steve Morpew) and Nigel Dixon (substituted by Bill Borrett).

2. To agree the minutes of the meeting held on 9th July 2014.

- 2.1 The minutes of the 9th July 2014 were agreed as an accurate record by the Committee.

3. Declarations of Interest

- 3.1 No interests were declared.

4. To receive any items of business which the Chairman decides should be considered as a matter of urgency

- 4.1 There were no items of urgent business.

5. Local Member Issues / Member Questions

- 5.1 No member questions had been received prior to the meeting.

6. Norfolk Library and Information Service Annual Report 2013-2014

- 6.1 The Committee received the report by the Director of Community Services which

outlined the achievements of the Library and Information Service in 2013/14. The report asked Members to discuss the outcomes and to consider elements of service delivery and development that could be built in to service planning for 2015-16.

6.2 The Committee **RESOLVED**:-

- To note the performance of the Library Service in the 2013/14 financial year.
- To consider the elements of service delivery and development that could be built into service planning for 2015/16.

7. Environment, Transport and Development Enforcement Policy

7.1 The Committee received a report by the Interim Director of Environment, Transport and Development setting out the Enforcement Policy. The Policy provided a framework to describe the approach to ensure that we work in an equitable, practical and consistent manner in the way essential regulatory activities and law enforcement are delivered. Government changes meant that some minor amendments needed to be made to the Policy, mostly related to some requirements emerging from a new Regulators' Code.

7.2 The Committee **RECOMMENDED**

- That the Council approves the revised Enforcement Policy. The appendices would be recommended to Council by the Environment, Transport and Development Committee as it was felt that these were in that Committees remit.

8. Finance Monitoring Report at Period 04, 2014-2015

8.1 The Committee received the report which provided information on the financial position of the Service for 2014-15 and was the second financial monitoring information of the financial year. It provided information on the variances from the original budget, emerging issues and the position on the expected use of reserves for Community purposes.

8.2 The Committee **RESOLVED**;

- To agree the approaches to assembling the budget for 2015/16.
- To agree the timetable for budget production
- To agree the scope of consultation required with residents in respect of 15/16 proposals
- To consider what further work they wished to undertake to inform their thinking for the 2016/18 Forward Plan.

9. Performance Monitoring Report

9.1 The Committee received the report from the Head of Business Intelligence and Performance Service and Corporate Planning and Partnerships Service (item 9) which reviewed quarter one (April to June 2014) performance results for the 13 different service areas which are covered by the Communities Committee.

9.2 **RESOLVED**

- To note the performance information.
- To consider if any areas required a more in-depth analysis
- To determine if the performance indicators that form the basis of the report enabled a robust assessment of performance across the 12 service areas covered by the Communities Committee.

10. Budget Discussion Arising from Policy and Resources Committee on 5 September 2014

10.1 The Committee discussed the recommendations that had arisen from the Policy and Resources Committee with regards to the budget setting for the period 2014-2017.

10.2 **RESOLVED**

- That the Chairman would circulate details of proposed budget savings to the committee members in time for the future meeting.
- To recommend to the policy and resources committee that a fourth strategic priority should be developed centred on the elderly / vulnerable people. The wording for this would be agreed later.

11. Review of the Forward Plan

11.1 The Committee received the Committee forward plan for the period 2014/15.

11.2 **RESOLVED**

- To add 'Enabling Communities' onto the forward plan.

The meeting closed at 12:50pm.

CHAIRMAN



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