

# Communities Committee

Item No.

<b>Report title:</b>	<b>Committee Forward Plan and update on decisions taken under delegated authority</b>
<b>Date of meeting:</b>	<b>11 October 2017</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe – Executive Director, Community and Environmental Services</b>
<b>Strategic impact</b> Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

## Executive summary

This report sets out the Forward Plan for Communities Committee. The Forward Plan is a key document for this committee to use to shape future meeting agendas and items for consideration, in relation to delivering communities issues in Norfolk. Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee (as at 13 September) is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the Executive Director (or his team), within the Terms of Reference of this Committee. There are no relevant delegated decisions to report to this meeting.

### Recommendations:

- 1. To review the Forward Plan at Appendix A and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.**
- 2. To note the delegated decision detailed in section 1.2.**

## 1. Proposal

### 1.1. Forward Plan

- 1.1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to communities issues in Norfolk.
- 1.1.2. The current version of the Forward Plan (as at 13 September) is attached at Appendix A.
- 1.1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website. If any further changes are made to the programme in advance of this meeting they will be reported verbally

to the Committee.

## 1.2. Delegated decisions

- 1.2.1. The report is also used to update on any delegated decisions within the Terms of Reference of this Committee that are reported by the Executive Director as being of public interest, financially material or contentious. There is one relevant delegated decision to report for this meeting.

**Subject:** Award of grant to Ormiston Families project

**Decision:** To offer a grant of £199,782 to Ormiston Families MPower project in November 2017, which equates to two years funding.

Data from Children's Services evidences that the greatest need is in the three urban areas of Norwich, Kings Lynn and Great Yarmouth respectively. Currently Ormiston families delivers a service in Great Yarmouth, and a limited service in Norwich. The grant enables the service to be enhanced in Norwich and extend to Kings Lynn, where Ormiston already operates other projects.

**Taken by:** Director of Public Health, in consultation with the Chair of the Committee

**Taken on:** 19 September 2017

**Contact for further information:** Nadia Jones, Public Health Commissioning Manager  
Email [nadia.jones@norfolk.gov.uk](mailto:nadia.jones@norfolk.gov.uk)  
Phone 0344 800 8020

## 2. Evidence

- 2.1. As set out in the report and appendices.

## 3. Financial Implications

- 3.1. There are no financial implications arising from this report.

## 4. Issues, risks and innovation

- 4.1. There are no other relevant implications to be considered by Members.

## 5. Background

- 5.1. N/A

### Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

**Officer name :** Sarah Rhoden

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**Email address :** sarah.rhoden@norfolk.gov.uk

# Forward Plan for Communities Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
<b>Meeting Wednesday 15 November 2017</b>			
Annual review of the Enforcement Policy	Also to be reviewed by the EDT Committee as policy covers Highways, planning services and Trading Standards enforcement activities.	To approve the Enforcement Policy and its appendices, and to agree to the ongoing review of the Policy on an annual basis.	Head of Trading Standards (Sophie Leney)
Norfolk Community Learning Services - update	None	To receive an update from the NCLS Member Steering Group.	Head of NCLS (Ilgun Yusuf)
Public Health Strategy review	None	To review progress on strategic objectives and review priorities	Director of Public Health (Dr Louise Smith)
Finance monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
<b>Meeting Wednesday 17 January 2018</b>			
Norfolk Fire and Rescue annual statement of assurance	None	Note and agree Norfolk Fire and Rescue Service annual statement of assurance.	Chief Fire Officer (David Ashworth)
Suicide Prevention Strategy Review 2017	None	To review progress on the Suicide Prevention Strategy	Director of Public Health (Dr. Louise Smith)
Finance monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Performance management	No	Comment on performance and consider	Business Intelligence and

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		areas for further scrutiny.	Performance Analyst (Austin Goreham)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
Strategic and Financial Planning 2018-2019 to 2021-22	None	To consider final budget savings proposals.	Executive Director of CES (Tom McCabe)
<b>Meeting Wednesday 7 March 2018</b>			
Annual report of the Norfolk Armed Forces Community Covenant	None	To note the report	Armed Forces Community Covenant Senior Officer (Merry Halliday)
Trading Standards Service Plan including Food & Feed Law Enforcement Plan (FFLEP) and Enforcement of Age Restricted Sales & Illegal Tobacco Plan (EARSITP)	None	To review and approve the Service Plan – including the Food and Feed Law Enforcement Plan and the Enforcement of Age Restricted Sales Plan.	Head of Trading Standards (Sophie Leney)
Finance monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
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Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Forward Plan and decisions taken under delegated authority	Every meeting	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
Performance management	Four meetings each year – January, March, June/July, October	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – January, March, June/July, October	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Finance Monitoring	Every meeting	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Annual report of the Norfolk	Annual Report – March	To note the report	Senior Planning and

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Regular items	Frequency	Requested committee action (if known)	Lead officer
Armed Forces Community Covenant	each year		Partnerships Officer (Merry Halliday) /
Norfolk Armed Forces Community Covenant Strategy and Action Plan	Annually – July each year	To note the report	Armed Forces Community Covenant Senior Officer (Merry Halliday)
Annual review of the Enforcement Policy	Next meeting October/November 2018? Also to be reviewed by the EDT Committee as policy covers Highways, planning services and Trading Standards enforcement activities.	To approve the Enforcement Policy and its appendices, and to agree to the ongoing review of the Policy on an annual basis.	Head of Trading Standards (Sophie Leney)