

# Communities Committee

Item No.

<b>Report title:</b>	<b>Forward Plan and update on decisions taken under delegated authority</b>
<b>Date of meeting:</b>	<b>4 July 2018</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 6 June) 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 four 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 decisions detailed in section 2.**

## 1. Forward Plan

- 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.
- 1.2. The current version of the Forward Plan (as at 6 June) is attached at Appendix A.
- 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.

## 2. **Delegated decisions**

- 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 are four relevant delegated decisions to report to this meeting.

2.1.1 **Subject: Norfolk and Norwich Millennium Library – shared use by Citizens Advice Bureau**

Decision: To enable the Citizens Advice Bureau (CAB) to use desks/facilities at Norwich Millennium Library, through granting a licence. CAB will use four desks for administrative purposes, to support the advice services they provide elsewhere within the Forum building. CAB's services and objectives align well with those of NCC and co-location of some staff should improve collaboration and achieve better outcomes for the residents of Norfolk. .

Taken by: This is essentially a property transaction, therefore the delegated decision will be taken by the Head of Property and reported to the Business and Property Committee. We have included some information here so that there is clarity for Communities Committee Members about arrangements at the Millennium Library

Contact for further information: Jan Holden – Head of Libraries and Information  
Email jan.holden@norfolk.gov.uk  
Phone 0344 800 8020

2.1.2 **Subject: Mental health first aid training**

Decision: To allocate £20k funding from the Public Health budget to provide mental health awareness training for Communities Committee Members and mental health first aid training for up to 300 county council managers and supervisors.

This is in the context of increasing evidence of the important relationship between work, health and wellbeing and of the economic costs of ill health and its impact on work. Whilst the council's absence rate is below the average for local government, it is above average for all employers.

Taken by: Dr Louise Smith - Director of Public Health

Taken on: 16 April 2018

Contact for further information: Martin Seymour – Public Health Consultant  
Email martin.seymour2@norfolk.gov.uk  
Phone 0344 800 8020

2.1.3 **Subject: Take Home Naloxone at HMP Norwich**

Decision: To allocate £5k Public Health funding to enable the Take Home Naloxone pilot at HMP Norwich to be extended into 2018/19.

Since 2014 there has been a national increase in drug related deaths. The risk is increased after periods of relative abstinence, with prison release a significant risk factor due to a loss of tolerance to opioids.

Naloxone is used to reverse the effects of opioids and can be supplied without prescription.

For information, discussions are being held on longer term options for provision to all three Norfolk prisons.

Taken by: Dr Louise Smith - Director of Public Health  
Taken on: 14 May 2018  
Contact for further information: Mary-Jane Little – Advanced Public Health Officer (Vulnerable People)  
Email maryjane.little@norfolk.gov.uk  
Phone 0344 800 8020

**2.1.4 Subject: Broadland Road Safety Programme**

Decision: That the Public Health team support the programme by providing staff to provide education and training, publicity support and co-ordination.

Broadland District Council are funding a programme delivered in schools in the district to encourage children and their parents to avoid using cars for their school journeys. The project aims to encourage activity and reduction congestion/pollution. The programme will comprise three visits to each Infant, Junior and Primary School over the year.

Taken by: Dr Louise Smith - Director of Public Health  
Taken on: 14 May 2018  
Contact for further information: Nadia Jones – Public Health Commissioning Manager  
Email nadia.jones@norfolk.gov.uk  
Phone 0344 800 8020

### **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 **Tel No. :** 01603 222867

**Email address :** [sarah.rhoden@norfolk.gov.uk](mailto: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 5 September 2018</b>			
Community safety & domestic abuse strategic & delivery plan	None	To review proposals for the development of community safety & domestic abuse strategy & delivery plan	Jon Shalom Public Health Community Safety Manager
Norfolk Fire and Rescue Service – Community Safety Strategy	None	To consider and approve the Community Safety Strategy for the service.	Norfolk Fire and Rescue Area Manager (Garry Collins)
Update on the Business and Intellectual Property Centre	None	To receive an update on the Centre, based in Norfolk and Norwich Millennium Library, which launched in October 2017.	Head of Libraries and Information (Jan Holden)
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 10 October 2018</b>			
Annual review of the Enforcement Policy	ETD Committee is also asked to confirm the CES Enforcement Policy meets the requirements of ETD services Policy & Resources Committee is the approval body for the policy	To confirm the revised CES Enforcement Policy and its annex documents meet the requirements of Communities services, prior to consideration by Policy & Resources committee.	Head of Trading Standards (Sophie Leney)

# Forward Plan for Communities Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Strategic and Financial Planning 2019-20 to 2022-23	None	To consider budget savings proposals.	Executive Director of CES (Tom McCabe)
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	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	None	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) / Risk Management Officer (Thomas Osborne)
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 7 November 2018</b>			
Norfolk Armed Forces Community Covenant Strategy and Action Plan	None	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Armed Forces Community Covenant Senior Officer (Merry Halliday)
Norfolk Community Learning Services	None	To receive an update on the service, including latest performance and development activity.	Assistant Director, Community, Information and Learning (Ceri Sumner)
Recommendations from the	None	To receive and consider feedback and	Public Health

# Forward Plan for Communities Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Casualty Reduction Member Task and Finish Group		recommendations from the Member Task and Finish Group for Casualty Reduction.	Commissioning Manager (Nadia Jones)
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 16 January 2019</b>			
Information, Advice and Guidance	This is one of the Norfolk Futures workstreams and work will relate to all council services.	To consider the progress made to progress the Information, Advice and Guidance workstream as part of the Norfolk Future programme.	Assistant Director, Community, Information and Learning (Ceri Sumner)
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)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Forward Plan and decisions taken under delegated	Every meeting	To review service updates on key issues and activities and identify any areas	Head of Support & Development (Sarah Rhoden)

# Forward Plan for Communities Committee

## Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
authority		where the Committee would like to receive further information.	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) / Risk Management Officer (Thomas Osborne)
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 Armed Forces Community Covenant	Annual Report – March each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Senior Planning and Partnerships Officer (Merry Halliday) /
Norfolk Armed Forces Community Covenant Strategy and Action Plan	Annually – July each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	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	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)

## Forward Plan for Communities Committee

### Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
	Standards enforcement activities.		