

# Environment, Development and Transport Committee

Item No.

<b>Report title:</b>	<b>Forward Plan and decisions taken under delegated authority</b>
<b>Date of meeting:</b>	<b>14 October 2016</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe - Executive Director, Community and Environmental Services</b>
<b>Strategic impact</b> The Committee Forward Plan sets out the items/decisions programmed to be brought to this Committee for consideration in relation to environment, development and transport issues in Norfolk. The plan helps the Committee to programme the reports and information it needs in order to make timely decisions. The plan also supports the Council's transparency agenda, providing service users and stakeholders with information about the Committee's business. 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 the Environment, Development and Transport 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 environment, development and transport 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 27 September 2016) 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 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 and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.**

## 1. Proposal

- 1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to environment, development and transport issues in Norfolk.
- 1.2. The current version of the Forward Plan (as at 27 September 2016) 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.

- 1.4. There have been some additions and changes to the Forward Plan since it was last reviewed by this Committee in May. Most of the changes have been agreed at Committee meetings; other changes for future meetings are summarised below.

- Flood & Water Management Team Funding Policy – added for November meeting
- Norfolk Energy Futures – moved to November meeting
- Highway capital programme and Transport Asset management Plan (TAMP) – added for January meeting.

- 1.5. 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 no relevant delegated decisions to report to this meeting.

## **3. Evidence**

- 3.1. Bringing together the business for this Committee into one Forward Plan enables Members to understand all of the business programmed. This is a tool to support the Committee to shape the overall programme of items to be considered to ensure they reflect the Committee's priorities and responsibilities.

## **4. Financial Implications**

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

## **5. Issues, risks and innovation**

- 5.1. The Forward Plan indicates the issues/decisions which have potential implications for other service committees. There are separate Forward Plans owned by each Committee, including the Economic Development Sub-Committee.

## **6. Background**

N/A

### **Officer Contact**

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

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# Forward Plan for EDT Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
<b>Meeting : Friday 11 November 2016 – Director's deadline date: Thursday 27 October</b>			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)
Broadband and Mobile Phones – update from Member Working Group	Link to Economic Development Sub-Committee	To note the work of the Member Working Group.	Chair of the Working Group (Cllr Marie Strong)
Flood & Water Management Team Funding Policy	None	To consider and adopt a Funding Policy for the Flood & Water Management Team which sets out an evidenced and risk based approach to responding to community flood mitigation needs.	Flood & Water Team Manager (Graham Brown)
Better Broadband for Norfolk Programme update	None	None	Programme Director (Karen O'Kane)
Norfolk Energy Futures	No. This report came from the recommendations of the EDT Strategic Review	To review progress and, if a clear return on investment has not been delivered, consider ceasing the service	Assistant Director Environment and Planning (David Collinson)

# Forward Plan for EDT Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
	Working Group.	in its current form.	
Performance management report	Link to Ec Dev Sub-Committee	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Risk management	No – each Committee receives a report on risk management	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)
<b>Meeting : Friday 27 January 2017 – Director's deadline date:</b>			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)
Performance	Link to Ec Dev Sub-	Comment on performance and	Business Intelligence and

# Forward Plan for EDT Committee

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
management report	Committee	consider areas for further scrutiny.	Performance Analyst (Austin Goreham)
Finance Monitoring report	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)
Highway capital programme and Transport Asset management Plan (TAMP)	None	To approve the highways capital programme/funding, and some changes to the Transport Asset Management Plan.	Head of Highways (Nick Tupper)
<b>Meeting : Friday 17 March 2017 – Director's deadline date:</b>			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)
Performance management report	Link to Ec Dev Sub-Committee	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin

## Forward Plan for EDT Committee

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
			Goreham)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Highway Parish partnership schemes 2016/17	None	To approve parish/town council bids for small highway improvements	Head of Highways (Nick Tupper)

Items for future meetings	Outline timescale	Requested committee action (if known)	Lead officer
Street lighting	July 2017	To receive an update on energy savings and consider recommendations on upgrading of remaining street lights to LED	Highways Maintenance Manager (Nick Tupper)
Norfolk Cycling & Walking Action Plan	TBC	To consider the results of the public consultation and approve the final Cycling & Walking Action Plan.	Countryside Manager (Andrew Hutcheson and Cllr Hilary Cox)
Opportunities to increase commercial activity for the highways service – business case	By September 2017	To consider a Business Case to help inform the potential for a more commercial trading organisation.	Head of Highways (Nick Tupper)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Update from Economic	Every meeting (where the	To note	Assistant Director Economic

## Forward Plan for EDT Committee

### Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
Development Sub Committee	Sub-Committee have met prior)		Dev and Strategy (Fiona McDiarmid)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and note the decisions taken under delegated authority	Business Support and Development Manager (Sarah Rhoden)
Performance management	Four meetings each year – May, July, September and November	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – May, July, September and November	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 report	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)
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	Every meeting	To receive feedback	Members