

Communities Committee

**Minutes of the Meeting Held on Wednesday 16 March 2016
10:00am Edwards Room, County Hall, Norwich**

Present:

Mr P Smyth (Chair)

Mr R Bearman

Mr C Aldred

Mrs A Bradnock

Mrs J Brociek-Coulton

M Chenery of Horsbrugh

Mr J Childs

Mrs M Dewsbury

Mr N Dixon

Mr T Garrod

Mr H Humphrey (Vice-Chair)

Mr J Law

Ms C Rumsby

Mr M Sands

Mr N Shaw

Mrs M Stone

1. Apologies and substitutions

- 1.1 Apologies were received from Mrs H Cox (substituted by Mr T Garrod), Mr J Ward (substituted by Mrs M Stone), Mr W Northam (substituted by M Chenery of Horsbrugh) and Mr D Harrison.

2. To agree the minutes of the meeting held on 27 January 2015.

- 2.1 The minutes of the meeting held on 27 January 2016 were agreed as an accurate record by the Committee and signed by the Chair.

3. Declarations of Interest

- 3.1 Mr R Bearman declared that his daughter-in-law worked as a casual employee at Castle Museum.

4. Urgent business

- 4.1 The Chair reminded the Committee that a conference in late May was being organised in order to encourage the use of arts and culture in the County to promote well-being. Members were in agreement that this went ahead.

5. Local Member Issues

- 5.1 The Chairman agreed to accept a question by a member of public regarding a budget savings consultation in 2014 on music session. Individuals and organisations wishing to speak on this matter were invited to speak outside the meeting and the Committee would re-consider the options at a meeting in May.

6. Update on Key Service Issues and Activities

- 6.1 The Committee received the annexed report (6) from the Executive Director of Community and Environmental Services which provided Members with fortnightly updates about key service issues and activities. The update enabled Members to discuss the latest position and identify any areas where the Committee would like to receive further information or updates.
- 6.2 It was confirmed that Active Norfolk were involved in the Town and Country workshop and would be involved in future events and included on the action plans.
- 6.3 The record breaking attendance at the Castle Museum during half term was particularly noted by the Committee and was a credit to the museum service and the attractions.
- 6.4 The Committee recognised the latest development in the Fire and Police collaboration of senior managers moving into shared office space at Wymondham.
- 6.5 The Chair briefly reported on the progress of the strategic plan of the Committee.
- 6.6 The Committee **RESOLVED** to:
- Review the latest service update at Appendices A to C and identify any areas where the Committee would like to see further information or update.

7. Appointment – Norfolk Safety Community Interest Company

- 7.1 The Committee received the annexed report (7) from the Executive Director of Community and Environmental Services which set that a need had arisen for the Committee to agree a Member to represent Norfolk County Council on the newly created community interest company, 'Norfolk Safety.'
- 7.2 The Committee **AGREED** to appoint Cllr Harry Humphrey to this role.

8. Public Health Member Working Group – Public Health Strategic Framework 2016-2022

- 8.1 The Committee received the annexed report (8) from the Executive Director of Community and Environmental Services which set out the agreed terms of reference for the working group and the reviewed Public Health Strategic Framework which set out the public health aims.

- 8.2 There was concern expressed by committee that there was too many organisations involved with looked after children in this context that it could be easily left aside with no one body looking after it. The Committee was assured that although it as a complicated system it was the role of Public Health to co-ordinate the relevant organisations.
- 8.3 Members felt there needed to be a bigger emphasis on a more active lifestyle and air quality needed to be improved. It was felt by some councillors that public transport was not moving quickly enough towards upgrading to a more energy efficient source.
- 8.4 The strategic framework would be launched on 7th April 2016 to coincide with World Health Day.
- 8.5 The Committee **RESOLVED** to agree;
- The proposed Public Health Strategic Framework as set out in paragraphs 1.2-1.4.
 - An amended terms of reference for the Public Health Working Group to that set out in appendix A of the report.

9. Trading Standards Service Plan including Food and Feed Law Enforcement Plan (FFLEP) and Enforcement of Age Restricted Sales Plan (EARSP)

- 9.1 The Committee received the annexed report (9) from the Executive Director of Community and Environmental Services which presented recommendations to Committee on the proposed policies and priorities for 2016/2017 for consideration and comment prior to making recommendations on adoption of the plan to Full Council.
- 9.2 The Committee heard that when individuals had become victims of scams, the families or carers were engaged into the process and it was helpful when the victims were publicised to alert others. A scam alert system operated which could be signed up to, and this was covered by community champions within the library service. The Committee expressed that this was made clearer and suggested it could be mentioned in 'silver surfer' sessions.
- 9.3 The Committee heard that there was a cold calling citizen's advice consumer helpline which filtered the calls through to the correct trading standards team. Often, the cold calls were from outside the UK and therefore enforcement action could not be taken.
- 9.4 The Committee **RESOLVED** to;
- Review the Trading Standards Service Plan including Annexes I and II and recommend adoption of the plan to Full Council
 - Approve the Business Services Policy and its adoption by the Trading Standards Service.

10. Trading Standards Service – future service delivery model

- 10.1 The Committee received the annexed report (10) from the Executive Director of Community and Environmental Services which set out a model of a proposed joint service between Norfolk and Suffolk Trading Standards Services which could increase resilience, better enabling them to deliver protective services to vulnerable individuals and communities and to support economic growth across both counties.
- 10.2 I The Committee felt that as Norfolk and Suffolk were already working well together in this area, it made sense to explore potential solutions in greater detail.
- 10.3 The large geographical area of the counties would realise savings in areas such as travel.
- 10.4 It was confirmed that the terms and conditions of staff were slightly different so HR had been consulted to try and will consider these issues.
- 10.5 The Committee **RESOLVED** to agree;
- The development of a full business case for a joint service between Norfolk Trading Standards and Suffolk Trading Standards.
 - The establishment of a joint Norfolk and Suffolk project board and project team to develop the business case.
 - The presentation of the full business case to the Communities Committee at the meeting in October 2016 and,
 - The timetable such that, subject to approval of the business case by both authorities, the joint service could be implemented with effect from April 2017.

11. Performance Monitoring Report

- 11.1 The Committee received the annexed report (11) from the Executive Director of Communities and Environmental Services which provided an overview of the key performance issues facing those services that are covered by the Communities Committee in quarter 3 (October to December 2015). The risks presented in the report were the latest risks from March 2016.
- 11.2 It was agreed that there had been a useful workshop in the previous year which looked at targets and it would be beneficial to repeat this exercise with the addition of vital signs. There were potential risks that the Committee felt could be added and this would also be discussed. It was confirmed that if there was a committee level risk that the Committee felt should be on the corporate risk register, they could recommend this to Policy and Resources Committee.
- 11.3 Work was carried out in conjunction with Human Resources to analyse the sickness absence data. The data could be split into many ways relating to length of absences, teams and time.
- 11.4 There were various factors that affected the sickness absence figures and HR were able to identify if a department was significantly higher than others and work alongside them to help reduce it.

- 11.5 The Committee **RESOLVED** to;
- Review and comment on the performance and risk information
 - Agree to hold a workshop to review the performance criteria and the risk pertaining to the Communities Committees remit.
- 12. Norfolk Armed Forces Community Covenant Annual Report 2015-16**
- 12.1 The Committee received the annexed report (12) from the Executive Director of Communities and Environmental Services which detailed the action undertaken to support the Norfolk Armed Forces Communities Covenant (NAFCC) in the past 12 months. The voluntary agreement was signed by all Norfolk local authorities on 7th March 2012.
- 12.2 A report on work carried out was due to be presented to the Healthwatch board, and a link to the research would be made available on the Norfolk County Council website.
- 12.3 It was hoped there would eventually be a single point of contact for any ex service personnel including ex US personnel and any from the Commonwealth but there was still work to do to achieve this. There could also be more work carried out with regards to the re-settlement scheme as there was concern that individuals could miss out on some of the support they deserved.
- 12.4 The Committee **RESOLVED** to;
- Note the progress of the Norfolk Armed Forces Community Covenant.
- 13. Finance Monitoring Report**
- 13.1 The Committee received the annexed report (13) from the Executive Director of Communities and Environmental services which provided the Committee with information on the latest monitoring position for the Committee for 2015-16. It provided information on emerging issues and the position on the expected use of reserves for Communities purposes.
- 13.2 It was clarified that Active Norfolk were externally funded but some of their funding is from Public Health.
- 13.3 The Committee **RESOLVED** to;
- Note the forecast revenue outturn position for 2015-16 as at period 10.
 - Note the forecast capital outturn position for the 2015-16 capital programme.
 - The current forecast for use of reserves.

The meeting closed at 1.05pm

Chairman



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