

Communities Committee

**Minutes of the Meeting Held on Wednesday 29 June 2016
10:00am Edwards Room, County Hall, Norwich**

Present:

Mrs M Dewsbury - Chairman

Mr R Bearman

Mr R Bird

Mrs J Brociek-Coulton

Mrs H Cox

Mr N Dixon

Mr D Harrison

Mr H Humphrey – Vice-Chairman

Mr W Northam

Ms C Rumsby

Mr R Parkinson-Hare

Mr M Sands

Mr N Shaw

Mr P Smyth

Mr J Ward

1. Apologies and substitutions

- 1.1 Apologies were received from Mr C Aldred and Mr J Childs (substituted by Mr R Parkinson-Hare and Mr R Bird respectively), Ms A Bradnock and Mr J Law.

2. To agree the minutes of the meeting held on 16 March 2016.

- 2.1 The minutes of the meeting held on 16 March 2016 were agreed as an accurate record by the Committee and signed by the Chair.

3. Declarations of Interest

- 3.1 There were no declarations of interest.

4. Urgent business

- 4.1 There were no items of urgent business raised.

5. Public Question Time

- 5.1 There were no public questions raised.

6. Local Member Issues / Members Questions

6.1 There were no local members issues or questions.

7. Update on Key Service Issues and Activities

7.1 The Committee received the annexed report (7) from the Executive Director of Communities and Environmental Services which provided the Committee with fortnightly updates on key issues and activities. The report also set out other relevant decisions taken under delegated powers by the Executive Director within the Terms of Reference of the Committee since the last meeting of which there had been none.

7.2 The Committee **RESOLVED** to:

- Review the latest service update at Appendices A to D and identify any areas where the Committee would like to see further information or update.

8. Finance Monitoring Report

8.1 The Committee received the annexed report (8) from the Executive Director of Communities and Environmental Services which provided the Committee with information on the budget position for the Committee for 2016-2017. It provided information on any forecast over and underspends and the use of forecast reserves.

8.2 The Committee, after discussing the report, **RESOLVED** to;

- Note the revenue budget for 2016-17.
- Note the capital budget for the 2016-17 capital programme.
- Note the balance of reserves as shown in section 4 of this report.

9. Appointment to Internal and External Bodies

9.1 The Committee received the annexed report (9) from the Executive Director of Resources which listed the outside and internal appointments relevant to the Committee together with the current membership.

9.2 The Committee **RESOLVED** to **AGREE** to make appointments to external bodies, internal bodies and member champions as set out in Appendix A to these minutes changes.

10. Norfolk Community Learning Services: Update on progress

10.1 The Committee received the annexed report (10) from the Executive Director of Communities and Environmental Services which provided the Committee with the latest information on service improvements.

10.2 The service were currently working through the detail of the full costs of the service which would be confirmed once the restructure was complete.

10.3 An area-led review was taking place which included post-16 training and it was felt

there was a need for NCLS to be involved in the discussions as they were the largest post 19 trainer receiving the largest grants.

10.4 The Committee were reassured that a model was being developed to extend the service out to the whole of the County not just Norwich. This would be achieved by working in conjunction with community partners.

10.5 The Committee **RESOLVED** to

- **APPROVE** the further improvement and development of NCLS as Norfolk's 'second chance' learning provider through;
 - Completing all post Ofsted actions as set out in the service's current Quality Improvement Plan
 - Fully implementing the new structure and operating model for the service
 - On-going monitoring of achievement of targets including increasing numbers of learners from disadvantaged communities, achieving income targets for full cost ('Leisurestream') provision and increasing the number and quality of apprenticeships across Norfolk.

11. Norfolk Library and Information Service – report on Self Service Access Pilot

11.1 The Committee received the annexed report (11) from the Executive Director of Communities and Environmental Services which considered the impact of the pilot of self service at Acle Library and proposes extensions to self-service access to increase access to libraries for customers.

11.2 It was clarified that the self-service access provided an opportunity for libraries to deliver extended opening hours without reducing the staffing. Acle library hadn't reduced staff but had extended the opening hours of the library by 14 hours per week. There were no plans to reduce the staffing of the libraries in the current year.

11.3 Some libraries were not suitable for self-service and the proposed sites for installation of the next round of self-service equipment were libraries of a small to medium size.

11.4 The implementation of self-service included CCTV and access was only given by enabling customers' library cards following a conversation with a member of staff. Currently children and young people up to 16 were not being granted self-service access on their library cards.

11.5 The Committee **RESOLVED** to;

- Note the installation of further self-service access technology at further libraries.

12. Performance Management Report

12.1 The Committee received the annexed report (12) from the Executive Director of

Communities and Environmental Services which was based upon the revised Performance Management System having been implemented as of 1 April 2016, and the committee's 27 vital signs indicators.

- 12.2 Health assessments were now being carried out by a new provider and early reports suggested that 100% were now meeting all of the conditions.
- 12.3 The Committee asked if further analysis was able to be carried out for the figures of early diagnosis of HIV. It was suggested that stigma relating to HIV and people moving into Norfolk could contribute to these figures. People were encouraged to be tested early.
- 12.4 The Committee asked if there was an update on the unplanned rate of teenage pregnancies. This data relied on national data which was causing the delay.
- 12.5 The Committee **RESOLVED** to;
- Agree that the 'Apprenticeships Funding Utilisation' vital sign identified in section 2.2 can be removed from the list for this committee.
 - Note the performance data, information and analysis presented in the vital sign report cards.

13. Risk Management Report

- 13.1 The Committee received the annexed report (13) from the Executive Director of Communities and Environmental Services which provided the Committee with the second performance management report to the committee that was based upon the revised Performance Management System, which was implemented as of 1 April 2016 and the committee's vital signs indicators.
- 13.2 The Committee were reassured that there had been a recent national drive to recruit for retained firefighters and locally it had been included in the Eastern daily Press newspaper and on radio Norfolk.
- 13.3 The Committee **RESOLVED** to;
- Note the progress with risk management since the last Communities Committee.
 - Note the changes to the exceptions risks as outlined in Appendix A and B of the report, and the progress with mitigating those risks.

The meeting closed at 11.30pm

Chairman



If you need this document in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.