

# 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>10 November 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 EDT 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 16 October) 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 two 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 set out in section 1.2 of the report.**

## 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 16 October) 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 are two relevant delegated decisions to report for this meeting.

**Subject: Breckland District Council Consultation on their Pre-Submission Publication Local Plan (Regulation 19)**

Decision: To send a series of detailed comments to Breckland District Council in respect of the County Council's statutory functions as: Minerals and Waste Planning Authority; Highways Authority; Lead Local Flood Authority. A copy of the response can be provided to Members.

Taken by: Executive Director (as an urgent business item) in consultation with the Committee Chair and Vice Chair

Taken on: 25 September 2017

Contact for further Information: Stephen Faulkner, Principal Planner  
Email [stephen.faulkner@norfolk.gov.uk](mailto:stephen.faulkner@norfolk.gov.uk)  
Phone 0344 800 8020

**Subject: East Midlands Rail Franchise Public Consultation**

Decision: To send a response to the consultation. A copy of the response can be provided to Members.

Taken by: Interim Team Leader Transport, in consultation with the Committee Chair and Vice Chair

Taken on: 10 October 2017

Contact for further Information: David Cumming, Interim Team Leader Transport  
Email [david.cumming@norfolk.gov.uk](mailto:david.cumming@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:

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## Forward Plan for EDT Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
<b>Meeting : Friday 19 January 2018</b>			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Strategic and Financial Planning 2018-19 to 2021-22.	No	To consider final budget savings proposals.	Executive Director of CES (Tom McCabe)
Forward Plan and decisions taken under delegated authority	No	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Finance monitoring	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)
Wensum River Strategy	No	To endorse the Wensum River Strategy.	Assistant Director Culture and Heritage (Steve Miller)
Highway capital programme and Transport Asset Management Plan (TAMP)	No	To approve the highways capital programme/funding, and some changes to the Transport Asset Management Plan.	Assistant Director Highways (Nick Tupper)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth	Chief Internal Auditor (Adrian Thompson)

## Forward Plan for EDT Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		analysis	
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Minerals and Waste Local Plan Consultation	No	To approve the draft document published for public consultation for a minimum period of 6 weeks.	Head of Planning (Nick Johnson)
Review of Norwich Highways Agency Agreement	None	To note feedback on the performance of the Norwich Highways Agency Agreement and agree whether to continue with the Agreement from 1 April 2019.	Executive Director of CES (Tom McCabe)
Update on strategic rail issues	No	To note progress on strategic rail issues relevant to the county, and consider and agree the Council's role and activities in influencing rail projects to benefit Norfolk.	Interim Team Leader Transport (David Cumming)
<b>Meeting: Friday 16 March 2018</b>			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	No	To receive feedback	Members
Highway parish partnership schemes 2018/19	No	To approve parish/town council bids for small highway improvements.	Assistant Director Highways (Nick Tupper)
Forward Plan and decisions taken under delegated	No	To review the Committee's forward plan and agree any	Head of Support and Development (Sarah

## Forward Plan for EDT Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
authority		amendments/additions and to note the decisions taken under delegated authority	Rhoden)
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)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance monitoring	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)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Forward Plan and decisions taken under delegated authority	Every meeting	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and 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 –	Review and comment on the risk	Chief Internal Auditor (Adrian

## Forward Plan for EDT Committee

Regular items	Frequency	Requested committee action (if known)	Lead officer
	January, March, June/July, October	information and consider any areas of risk that require a more in-depth analysis	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)
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	Every meeting	To receive feedback	Members