

Business and Property Committee

Item No.....

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	18 October 2017
Responsible Chief Officer:	Executive Director of Finance and Commercial Services Executive Director of Community and Environmental Services
Strategic impact 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 the Business and Property 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 business and property 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 is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the relevant Executive Director (or their team), within the scheme of delegation.

Recommendations:

Business and Property (B&P) Committee are asked:

- 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.**

1.0 Introduction

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 business and property issues in Norfolk.

1.1.2. The current version of the Forward Plan 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 Directors as being of public interest, financially material or contentious.

Subject: Consultation on Norwich Airport draft Masterplan

Decision: A response to the consultation was sent (a copy can be provided to Members). Key areas of comment included in the response related to:

- Vision and objectives.
- Phased growth.
- Sustainable transport:
 - Surface access strategy.
 - Joint Core Strategy and Norwich Area Transportation Strategy.
 - Public Transport Accessibility.
 - Travel Plan.
 - Parking Strategy.
 - Employee parking.
- Sustainability.

Taken by: Interim Team Leader (Transport Planning) in consultation with the Chair of Environment, Development and Transport Committee and the Chair of Business and Property Committee

Taken on: 15 September 2017

Contact for further information: David Cumming, Interim Team Leader (Transport Planning)
Email: david.cumming@norfolk.gov.uk
Phone: 0344 800 8020

Subject: Other property transactions (including sale, lease and acquisitions)

Decision: Various, as listed at **Appendix B**.

Taken by: Relevant officers, as set out in the scheme of delegation.

Taken on: Various, as listed at **Appendix B**.

Contact for further information: Simon Hughes, Head of Property
Email: simon.hughes@norfolk.gov.uk
Phone: 01603 222043

2.0 Evidence

2.1 As set out in the report and appendices.

3.0 Financial Implications

3.1 There are no direct financial implications flowing directly from members noting this report. However the delegated decisions themselves often have significant financial implications, for example capital receipts from the sale of land/property.

4.0 Issues, risks and innovation

4.1 There are no other relevant implications to be considered by Members.

Officer Contact

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

If you have any questions about matters contained in this paper please get in touch with:

Officer Name:	Tel No:	Email address:
Simon Hughes	01603 222043	simon.hughes@norfolk.gov.uk



If you need this report 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.

Appendix A

Forward Plan for Business and Property Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting : 18 October 2017			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Strategic and Financial Planning 2018-19 to 2021-22	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of Finance and Commercial Services (Simon George)
Apprenticeships update	None	Information only	Interim Head - Economic Development (Vince Muspratt (Paul Wright))
Trial Apprenticeship Training Agency (ATA)project	None	Support in principle the development of a trial ATA project	Interim Head - Economic Development (Vince Muspratt (Paul Wright))
Integrated Health & Employment Service (IHES)	None	Support in principle the development of an IHES	Interim Head - Economic Development (Vince Muspratt (Eve Cronin))
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
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)
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) and Senior Accountant (Graham Jermy)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
County Farms objectives & policies, tenant selection process and acquisition criteria	No	To consider adoption of objectives & policies, tenant selection process and acquisition criteria	Head of Property (Simon Hughes)
Norwich Airport Industrial Estate	No	To consider proposed strategy to exploit the estate.	Head of Property (Simon Hughes)
Norfolk One Public Estate Partnership - update	No	To review progress and consider ideas/proposals around the combined public sector property portfolio	Head of Property (Simon Hughes)
Meeting: 20 November 2017			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
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) and Senior Accountant (Graham Jermy)
Strategic and Financial Planning 2018-19 to 2021-22	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of Finance and Commercial Services (Simon George)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Repton Property Developments Ltd – Business plan	No	To consider draft 5 year business plan	Head of Property (Simon Hughes)
Meeting : 18 January 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Performance management	No	Comment on performance and consider areas for further	Business Intelligence and Performance Analyst (Austin

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		scrutiny.	Goreham)
Strategic and Financial Planning 2018-19 to 2021-22	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of Finance and Commercial Services (Simon George)
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)
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)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting : 14 March 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Performance management	No	Comment on performance and consider areas for further	Business Intelligence and Performance Analyst (Austin

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		scrutiny.	Goreham)
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)
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)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)

Appendix B

Property decisions taken under delegated authority

Property	Transaction	Cost	Benefit	Date of decision
Kings Lynn Reffley Community School	Academy lease	-	-	16/06/2017
Thurlton Primary School	Academy lease	-	-	16/06/2017
Surlingham Primary School	Academy lease	-	-	19/05/2017
Rockland St Mary Primary School	Academy lease	-	-	19/05/2017
Briston Astley School	Academy lease	-	-	27/05/2017
Burnham Market Primary School	Academy lease	-	-	26/05/2017
Bank House Farm	Acquisition	£2,965,000	-	28/03/2017

Note: A list of property acquisitions relating to the NDR scheme is held separately and can be made available for members, on request.