

Norfolk County Council

Date: **Tuesday 26 March 2024**

Time: **10am**

Venue: **Council Chamber, County Hall, Martineau Lane,
Norwich NR1 2DH**

To: All members of the Council. You are hereby summoned to attend a meeting of the Council for the purpose of transacting the business set out in this agenda.

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and members of the public may watch remotely by clicking on the following link: [Norfolk County Council YouTube](#)

We also welcome attendance in person, but public seating is limited, so if you wish to attend please indicate in advance by emailing committees@norfolk.gov.uk.

Current practice for respiratory infections requests that we still ask everyone attending to maintain good hand and respiratory hygiene and, at times of high prevalence and in busy areas, please consider wearing a face covering.

Please stay at home if you are unwell, have tested positive for COVID 19, have symptoms of a respiratory infection or if you are a close contact of a positive COVID 19 case. This will help make the event safe for attendees and limit the transmission of respiratory infections including COVID-19

Prayers

Agenda

1. Apologies

2. Minutes

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To confirm the minutes of the meeting held on 20 February 2024

3. To receive any announcements from the Chair, Leader or Chief Executive (maximum of 15 minutes)

4. Members to declare any interests

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter. It is recommended that you declare that interest but it is not a legal requirement. If you have a Disclosable Pecuniary Interest in a matter to be considered at

the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects to a greater extent than others in your division:

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body –
 1. Exercising functions of a public nature.
 2. Directed to charitable purposes; or
 3. One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);
 4. of which you are in a position of general control or management.

If that is the case then you must declare such an interest but can speak and vote on the matter.

5. Petitions presented to Council: None

6. Business (if any) remaining from the last Council meeting: None

7. Member questions to the Leader (a maximum of 15 minutes will be allowed for this item)

Procedure Note attached

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8. Recommendations from Cabinet

Meeting held on 29 January 2024

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9. Cabinet Reports and questions to Cabinet Members

Procedure Note attached

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9.1 Report from the meetings held on 29 January 2024 and 4 March 2024

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- 10. Recommendations from the Scrutiny Committee and Norfolk Health Overview and Scrutiny Committee**
- No recommendations from Scrutiny Committee or Norfolk Health Overview and Scrutiny Committee.
- 11. Recommendations from Committees**
- No recommendations from Committees.
- 12. Report from the Scrutiny Committee meetings held on 25 January 2024 and 14 February 2024** **Page 41**
- 13. Reports from other Committees**
- 13.1 Audit and Governance Committee**
- Report from the meeting held on 15 February 2024 **Page 43**
- 13.2 Health and Wellbeing Board**
- Report from the meeting held on 6 March 2024 **Page 46**
- 13.3 Pensions Committee**
- Report from the meeting held on 12 March 2024 **Page 49**
- 13.4 Planning (Regulatory) Committee**
- Report from the meeting held on 26 January 2024 **Page 52**
- 14. Reports from Select Committees**
- 14.1 Corporate Select Committee**
- Report from the meeting held on 11 March 2024 **Page 54**
- 14.2 Infrastructure and Development Select Committee**
- Report from the meetings held on 23 February 2024 and 13 March 2024 **Page 56**
- 14.3 People and Communities Select Committee**
- Report from the meeting held on 15 March 2024 **Page 60**

- 15. Reports about the business of joint arrangements and external organisations**
 - 15.1 Norfolk Joint Museums Committee**
Report from the meeting held on 2 February 2024 **Page 61**
 - 15.2 Norfolk Records Committee**
Report from the meeting held on 2 February 2024 **Page 63**
- 16. Specific Business Items**
 - 16.1 Pay Policy Statement 2024-25** **Page 65**
 - 16.2 Climate Change Strategy** **Page 75**
- 17. Notice of Motions** **Page 93**
- 18. Questions on notice under Rule 9.3**
- 19. Appointments to Committees, Sub-Committees and Joint Committees: None**



Tom McCabe
Chief Executive
County Hall
Martineau Lane
NORWICH
NR1 2DH

Agenda Published: Monday 18 March 2024

**Norfolk County Council
Minutes of the Meeting Held at 10am on
Tuesday 20 February 2024**

Present:

ADAMS Tim	LONG Brian
ADAMS Tony	MACKIE Ian
ANNISON Carl	MASON BILLIG Kay
AQUARONE Steffan	MAXFIELD Ed
ASKEW Stephen	MORPHEW Steve
BAMBRIDGE Lesley	NEALE Paul
BENSLY James	NUNN William
BILLS David	OSBORN Jamie
BLUNDELL Sharon	PECK Greg
BORRETT Bill	PENFOLD Saul
BOWES Claire	PLANT Graham
CARPENTER Graham	PRICE Ben
CARPENTER Penny	PROCTOR Andrew
CHENERY OF HORSBRUGH Michael	REILLY Matt
COLWELL Rob	RICHMOND Will
CONNOLLY Ed	RILEY Steve
CORLETT Emma	ROPER Dan
CROFTS John	RUMSBY Chrissie
DARK Stuart	SANDS Mike
DEWSBURY Margaret	SAVAGE Robert
DIXON Nigel	SAYERS David
DUIGAN Phillip	SHIRES Lucy
EAGLE Fabian	SMITH Carl
ELMER Daniel	STONE Barry
FISHER John	STOREY Martin
FITZPATRICK Tom	THOMAS Alison
GURNEY Shelagh	THOMSON Vic
HEMPSALL Lana	VARDY Eric
JAMES Jane	WALKER Colleen
JAMIESON Andrew	WARD John
JERMY Terry	WATKINS Brian
JONES Brenda	WEBB Maxine
KEMP Alexandra	WHITE Tony
KIDDIE Keith	WHYMARK Fran
KIRK Julian	WILBY Martin

Present: 70

1. Apologies

- 1.1. Apologies for absence were received from Cllr Catherine Rowett, Cllr Jim Moriarty, Cllr Stuart Clancy, Cllr Chris Dawson, Cllr Judy Oliver, Cllr Rhodri Oliver, Cllr Richard Price, Cllr Mike Smith-Clare, Cllr Alison Birmingham, Cllr Mark Kiddle-Morris, Cllr Karen Vincent, Cllr Julie Brociek-Coulton, Cllr Michael Dalby and Cllr Andy Grant.
- 1.2 The Chair reminded Councillors that meetings of the Council would not normally extend beyond 3 hours unless this was extended in accordance with rule 11. 1 (n) of the Council Procedure Rules, however, as this was the annual Budget meeting, it was his intention to extend the meeting beyond 3 hours should this become necessary to allow time for all the budget amendments to be debated.
- 1.3 The Chair also stated he intended to adjourn the meeting after about 2 hours for a short comfort break, after which he would ask Councillors to confirm whether they wished for the meeting to extend beyond 3 hours, should it become necessary.

2. Minutes

- 2.1 The minutes of the Council meeting held on the 30 January 2024 were confirmed as an accurate record of proceedings and signed by the Chair.

3. Announcements from the Chair and Leader of the Council

- 3.1 The Chair stated that details of the events he had recently been involved with could be found on the Norfolk County Council website.
- 3.2 The Leader welcomed Cllr Andrew Proctor back to Council following a long period of ill health.
- 3.3 The Leader confirmed the Secretary of State for Environment, Food and Rural Affairs had now received a letter regarding coastal erosion and flooding in Norfolk. A meeting had been held between the Leader and six local MPs at Portcullis House in Westminster to discuss flooding and coastal erosion. Parts of the county had been subject to further flooding over the weekend, which was discussed between the Leader, George Freeman MP and Henry Cator OBE, the Chair of the Norfolk Strategic Flood Alliance, at a meeting held the day prior to Full Council. It was hoped that a summit between all agencies could be organised later in 2024, and a 10-Minute Bill on the subject introduced in the House of Commons.

4. Declarations of Interest

- 4.1 Cllr Lesley Bambridge declared a pecuniary interest relating to item 5.29, as she was a current trustee of West Norfolk Carers.
- 4.2 Cllr Maxine Webb declared an “other” interest, as she was a carer of a SEND child.

5. Norfolk County Council Revenue and Capital Budget 2024-25 to 2027-28.

- 5.1 Members received the annexed reports, setting out the budget proposals for Norfolk County Council.

5.2 Cllr Kay Mason Billig, the Leader of the Council, moved the budget recommendations from Cabinet as set out below:

5.3 **In respect of the Norfolk County Council Revenue Budget 2024-25 and Medium Term Financial Strategy 2024-28 report (Annexe 1):**

(All references in the recommendations relate to the annexed reports)

Cabinet **RESOLVED:**

- 1) To agree to recommend to County Council:
 - a) The level of risk and budget assumptions set out in the Robustness of Estimates report (Appendix 4), which underpin the revenue and capital budget decisions and planning for 2024-28.
 - b) The general principle of seeking to increase general fund balances as part of closing the 2023-24 accounts and that in 2024-25 any further additional resources which become available during the year should be added to the general fund balance wherever possible.
 - c) The findings of public consultation (Appendix 5), which should be considered when agreeing the 2024-25 Budget (Appendix 1).
 - d) To note the advice of the Director of Strategic Finance (Section 151 Officer), in Section 5 of Appendix 1, on the financial impact of an increase in council tax and the sustainability of the Council's medium term position.
 - e) That the Council's 2024-25 Budget will include a general council tax increase of 2.99% and a 2.00% increase in the Adult Social Care precept, an overall increase of 4.99% (shown in Section 5 of Appendix 1), as recommended by the Director of Strategic Finance, and resulting in an increased overall County Council Net Revenue Budget of £527.748m for 2024-25, including budget increases of £116.024m [£122.033m as updated following Final Settlement], budget savings of £45.022m [£41.532m as updated following Final Settlement], and funding changes of £36.961m [£46.460m as updated following Final Settlement] as set out in Table 15 of Appendix 1 [Updated figures shown in Table 5 of this covering report], and the actions required to deliver the proposed savings, subject to any changes required in line with recommendation 1 above to enable a balanced budget to be proposed. This would result in a budget gap of £42.927m2 [£44.722m as updated following Final Settlement] to be addressed for 2025-26, and £132.428m [£135.908m as updated following Final Settlement] over the life of the Medium Term Financial Strategy.
 - f) The budget proposals set out for 2025-26 to 2027-28, including authorising Executive Directors to take the action required to deliver budget savings for 2025-26 to 2027-28 as appropriate.

- g) With regard to the future years, that further plans to meet the remaining budget shortfalls in the period 2025-26 to 2027-28 are developed and brought back to Cabinet during 2024-25 as soon as possible and in line with the proposed timetable.
- h) Noting Government's assumptions that local authorities will raise the maximum council tax available to them, and that the final level of council tax for future years is subject to Member decisions annually (informed by any referendum principles defined by the Government), to confirm, or otherwise, the assumptions set out in the Medium Term Financial Strategy (MTFS Table 2 in Appendix 2) that the Council's budget planning for 2024-25 will include for planning purposes:
- general council tax increases of 1.99% from 2025-26;
 - Adult Social Care precept increases of 1.00% 2025-26 and 0.00% from 2026-27); and
 - that if the referendum threshold were increased in the period 2025-26 to 2027-28, or any further discretion were offered to increase the Adult Social Care precept (or similar), the Section 151 Officer would recommend the Council take full advantage of any flexibility in view of the overall financial position.
- i) That the Director of Strategic Finance be authorised to transfer from the County Fund to the Salaries and General Accounts all sums necessary in respect of revenue and capital expenditure provided in the 2024-25 Budget, to make payments, to raise and repay loans, and to invest funds.
- j) To agree the Medium Term Financial Strategy 2024-28 as set out in Appendix 2, including the two policy objectives to be achieved:
- Revenue: To identify further funding or savings for 2025-26 to 2027 28 to produce a balanced budget in all years 2024-28 in accordance with the timetable set out in the Revenue Budget report (Section 4 of Appendix 1).
 - Capital: To continue to provide a framework for identifying and prioritising capital requirements and proposals to ensure that all capital investment is targeted at meeting the Council's priorities.
- k) The mitigating actions proposed in the equality impact assessments (Appendix 6).
- l) Note the planned reduction in non-schools earmarked and general reserves of 36.72% over five years, from £175.232m (March 2023) to £110.880m (March 2028) (Section 6 of Appendix 3);
- m) Note the policy on reserves and provisions in Section 3 of Appendix 3;

- n) Agree, based on current planning assumptions and risk forecasts set out in Section 5 of Appendix 3:
- for 2024-25, a minimum level of general balances of £26.660m, and
 - a forecast minimum level for planning purposes of
 - 1) 2025-26, £27.910m;
 - 2) 2026-27, £29.160m; and
 - 3) 2027-28, £30.410m.
 - as part of the consideration of the budget plans for 2024-28 and supporting these budget recommendations;
- o) Agree the use of non-school Earmarked Reserves, as set out in Section 6 of Appendix 3.

5.4 In respect of the Capital Strategy and Programme 2023-24 report (Annexe 2):

Cabinet **RESOLVED:**

- 2). To agree to recommend the programme [of £1,134.982m, subject to the planned slippage of £253.0m and additional amounts for schemes yet to be re-profiled from 2023-24] to the County Council for approval, including the new and extended capital schemes outlined in Appendix D;
- 3). To agree to recommend to County Council the Council's Flexible Use of Capital Receipts Strategy for 2024-25 as set out in Section 5.

5.5 In respect of the Annual Investment and Treasury Strategy 2024-25 report (Annexe 3):

Cabinet **RESOLVED:**

- 4). To recommend to County Council the Annual Investment and Treasury Strategy for 2024-25 as set out in Annex 1, including:
 - The Capital Prudential Indicators included in the body of the report.
 - The Minimum Revenue Provision Statement 2024-25 in Appendix 1
 - The list of approved counterparties at Appendix 4
 - The Treasury Management Prudential I

5.6 The Cabinet Member for Finance, Cllr Andrew Jamieson, seconded the Conservative budget motion.

5.7 The Chair invited the Leader of the Liberal Democrat Group to move their budget amendments. Cllr Brian Watkins, seconded by Cllr Steffan Aquarone, moved the following amendments to the Budget recommendations.

5.8

Liberal Democrat Group Budget Amendment Proposals **Amendment 1**
2024/25

REVENUE

Ref	Proposal	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Remove saving proposal to reduce the Minimum Income Guarantee.	0.600	0.600	0.000	0.000
2	Employment of two additional EHCP Review Officers.	0.085	0.000	0.000	0.000
3	Employment of Flood Risk Officer	0.047	0.000	0.000	0.000
4	Cost of Giving Fund	0.200	0.000*	0.000*	0.000*
	Total	0.932	0.600	0.000	0.000

*To be reviewed in line with the 'background' information above.

Revenue proposals funded from the following areas:

1. Revenue proposals to be funded from additional funding announced at Final Settlement. In the event that this funding is one-off, 2025-26 pressure to be added to the budget gap and addressed as part of the budget process for that year.

Ref	Funding	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Social Care Funding Uplift	0.885	(0.885)	0.000	0.000
2	Rural Services Delivery Grant	0.047	(0.047)	0.000	0.000
	Total	0.932	(0.932)	0.000	0.000

CAPITAL AMENDMENTS / ADDITIONS

Ref	Capital Project / Proposal	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Pilot Rural Hub & Spoke Transport scheme	0.500	0.000	0.000	0.000
	Total	0.500	0.000	0.000	0.000

Revenue Implications of Capital Expenditure to be funded by:

2. If funded by Rural Services Delivery Grant (as revenue contribution to capital), there would be no borrowing requirement for 2024-25. Use of RSDG will allow some flexibility to meet either Revenue or Capital costs for this pilot scheme.

5.9 The details of the proposed amendments from the Lib Dem Group to the budget recommended by Cabinet on 29 January 2024, with officers' technical comments on the impact to the budget, could be found in Supplementary Agenda 3.

- 5.10 The Leader did not accept the amendment and a debate commenced.
- 5.11 During the debate, Cllr Eric Vardy made a point of information to confirm there were 6 flood risk officers currently employed by the Council.
- 5.12 Following a request from Cllr Watkins, the Liberal Democrat Group amendment regarding the Minimum Income Guarantee (MIG) was put to a vote separate from the rest of the budget amendments. With 25 votes for, 44 votes against and 0 abstentions, the amendment was **LOST** (Appendix A).
- 5.13 The remainder of the Liberal Democrat Group budget amendments were put to a vote. With 25 votes for, 40 votes against and 0 abstentions, the amendments were **LOST** (Appendix B).
- 5.14 The Chair invited the Leader of the Labour Group to move their budget amendments. Cllr Steve Morphew, seconded by Cllr Terry Jermy, moved the following amendments to the Budget recommendations:

5.15

Labour Group Budget Amendment Proposals 2024/25

Amendment 2

REVENUE

Ref	Proposal	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Capacity funding for review and development of a new organisational structure	0.100	(0.100)	0.000	0.000
2	Specialist accountancy advice to deliver key worker housing	0.200	(0.200)	0.000	0.000
3	Funding to commission a market strategy for CS / ASS social care	0.200	(0.200)	0.000	0.000
	Total	0.500	(0.500)	0.000	0.000

Revenue proposals funded from the following areas:

1. Revenue proposals to be funded from additional Rural Services Delivery Grant funding announced at Final Settlement.

Ref	Funding	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Additional Rural Services Delivery Grant at final settlement	(0.500)	0.500	0.000	0.000
	Total	(0.500)	0.500	0.000	0.000

To approve the revenue allocations as set out in the table amounting to £500 in order to enable the CEO to develop a robust and deliverable financial business case for each of the proposals to include a sustainable funding strategy for implementation from 2025-26, or earlier if possible.

The options to be considered to include (but not be limited to):

- Flexible use of capital receipts to fund transformation;
- Review of available reserves (business risk reserves or earmarked reserves where appropriate);
- Invest to save options within the revenue budget; and
- Any additional flexibilities or funding which may be offered by Government in future.

to

1. Create a unified care directorate responsible for all care services delivered directly, in partnership or commissioned from a third party including wholly owned companies, for all age groups and abilities.
2. Through Norse Care begin to buy out or takeover care providers looking to exit the market and bring them into Norse Care and repurpose any buildings.
3. Initiate a long-term programme of reprovion and expansion through wholly owned companies to ensure the supply of high-quality accommodation for all types of supported and residential care.
4. Create a Norfolk Care Workforce standard.
5. Create a key worker housing scheme for care staff in Norfolk.
6. Request the CEO to prepare a report on the feasibility of creating a Directorate of Prevention, Protection and Support taking account of resources, views of partners and potential timescale to bring to cabinet via select committees by autumn in time for budget preparation for 2025-26.
7. Create a Public Health and Community directorate on the principles outlined in 3.2 (Supplementary Agenda 3, page C15) with the configuration designed in conjunction with interest groups and partners.
8. Request the CEO to develop a business case for the expansion of the mobile library service to provide services to rural communities and those isolated by lack of access to services.
9. Create a new Lifelong Learning directorate to bring together those elements of children's services, adult education, apprenticeships, records, museums and other service including collaboration with the library services and involving partners to create a service that supports lifelong learning reflecting the demands and challenges of the future.
10. Establish a combined Directorate of Efficiency, Performance and Productivity.

5.16 The details of the proposed amendments from the Labour Group to the budget recommended by Cabinet on 29 January 2024, with officers' technical comments on the impact to the budget, could be found in Supplementary Agenda 3.

- 5.17 The Leader did not accept the amendments and a debate commenced.
- 5.18 During the debate, Cllr Morphew made a point of order to clarify the amendments did not oblige the Council to take over all residential care homes in Norfolk, in response to a statement made by Cllr Alison Thomas.
- 5.19 Following the Leader's concluding remarks, Cllr Morphew made a point of order to state that the amendments were not based on structures already adopted by Norwich City Council.
- 5.20 The Labour Group budget amendments were put to a vote. With 24 votes for, 45 votes against and 0 abstentions, the amendments were **LOST** (Appendix C).
- 5.21 Council took a break from 12:15 to 12:45.
- 5.22 The Chair invited the Deputy Leader of the Green Group to move their budget amendments. Cllr Jamie Osborn, seconded by Cllr Paul Neale, moved the following amendments to the Budget recommendations:

REVENUE

Ref	Proposal	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Breakfast clubs	1.000	0.000	0.000	0.000
2	On-demand bus services	0.500	0.500	0.000	0.000
3	Removal of proposed saving from changing Adult Social Care non-residential charging policy (including MIG)	0.600	0.600	0.000	0.000
	Total	2.100	1.100	0.000	0.000

Revenue proposals funded from the following areas:

- Additional funding at Final Settlement:** Social Care grant funding to be applied in 2024-25 to fund Breakfast clubs proposal and removal of proposal relating to ASC non-residential charging policy. Additional Rural Services Delivery Grant to fund expansion of on-demand bus services.

2025-26 pressures to be funded by additional income from the following sources:

- ANPR cameras:** These could bring in revenue via additional enforcement of traffic violations.
- Workplace parking levy:** This could be applied in the greater Norwich area and bring in approximately £1m to fund improved access via public transport. It would build on the success of the Workplace Parking Levy scheme in Nottingham, which has generated over £90m in revenue in 10 years, while improving air quality and reducing carbon emissions from transport.
- County farms rent:** Rent from the agricultural land purchased with a view to creating Long Stratton station and associated car park. Rent is calculated on the assumption that this land would be tenanted from 2025 for five years.

Ref	Funding	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Additional social care funding at final settlement	(1.600)	1.600	0.000	0.000
2	Additional Rural Services Delivery Grant at final settlement	(0.500)	0.500	0.000	0.000
3	ANPR cameras / workplace parking levy / County Farms rent	0.000	(1.100)	0.000	0.000
	Total	(2.100)	1.000	0.000	0.000

- 5.24 The details of the proposed amendments from the Green Group to the budget recommended by Cabinet on 29 January 2024, with officers' technical comments on the impact to the budget, could be found in Supplementary Agenda 3.

- 5.25 The Leader did not accept the amendments and a debate commenced.
- 5.26 The Green Group amendments were put to a vote. With 16 votes for, 42 votes against and 8 abstentions, the amendments were **LOST** (Appendix D).
- 5.27 The Chair said that the substantive motion was now open to all Members to debate and to propose further amendments, provided they met the following requirements:
- The required notice period was given.
 - They delivered a balanced budget.
 - Any legal requirements for consultation were satisfied.
- 5.28 The Chair invited Cllr Ed Maxfield, Leader of the Independent Group, to speak to the motion proposed by the Leader.
- 5.29 Cllr Ed Maxfield stated that the Council had taken a cautious approach to setting its budget but he would listen to all amendments before making his decision to vote.
- 5.30 The Chair proposed that the meeting be extended for a maximum of one hour beyond the three hours allocated to adequately debate and vote on all remaining amendments and recommendations This was unanimously **AGREED** by Members on a show of hands.
- 5.31 The Chair invited the non-aligned Member, Cllr Alexandra Kemp, to move her own budget amendment for which the required notice was given. The amendment was seconded by Cllr Rob Colwell.

5.32

Cllr Kemp Budget Amendment Proposals 2024/25

Amendment 4

REVENUE

Ref	Proposal	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Funding for Carers' Services in West Norfolk	0.100	0.000	0.000	0.000
	Total	0.100	0.000	0.000	0.000

Revenue proposals funded from the following areas:

1. Revenue proposal to be funded from additional social care grant funding announced at Final Settlement. In the event that this funding is one-off, 2025-26 pressure to be added to the budget gap and addressed as part of the budget process for that year.

Ref	Funding	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Additional social care funding announced at final settlement	(0.100)	0.100	0.000	0.000
	Total	(0.100)	0.100	0.000	0.000

- 5.33 The details of the proposed amendment from Cllr Alexandra Kemp to the budget recommended by Cabinet on 29 January 2024, with officers' technical comments on the impact to the budget, could be found in Supplementary Agenda 3.
- 5.34 The Leader did not accept the amendment and a debate commenced.
- 5.35 Cllr Kemp's amendment was put to a vote. With 20 votes for, 41 votes against and 2 abstentions, the amendment was **LOST** (Appendix E).
- 5.36 The Chair invited the non-aligned Member, Cllr Maxine Webb, to move her own budget amendment for which the required notice was given. The amendment was seconded by Cllr Emma Corlett.

REVENUE

Ref	Proposal	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1a	MIG: Remove requirement for MIG saving proposal	0.600	0.600	0.000	0.000
1b	MIG: Increase by £10 p/w (working age adults).	0.760	0.000	0.000	0.000
2	Community short breaks (8% increase Y1, 5% Y2)	0.230	0.150	0.000	0.000
3	Children's Services advocacy – Legal costs	0.360	(0.180)	(0.180)	0.000
4	Support for working carers within the NCC workforce (assume 5% of workforce)	0.490	0.000	0.000	0.000
5	Exam entry fees for home educated pupils	0.160	0.000	(0.160)	0.000
6	Investment in Sustainable Housing Partnership Service	1.000	0.000	0.000	0.000
	Total	3.600	0.570	(0.340)	0.000

Revenue proposals funded from the following areas:

- Revenue proposal to be funded from additional social care grant funding announced at Final Settlement. Total of £7.770m funding to be used over the two financial years 2024-25 and 2025-26. In the event that this funding is one-off, residual 2026-27 pressures arising (estimated as £3.830m) to be added to the budget gap and addressed as part of the budget process for that year.

Ref	Funding	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	Additional social care funding at final settlement applied over two years	(3.600)	(0.570)	4.170	0.000
	Total	(3.600)	(0.570)	4.170	0.000

CAPITAL AMENDMENTS / ADDITIONS

School streets: Provide capital funding to roll out a pilot School Streets programme to 10 schools in Norfolk.

Ref	Capital Project / Proposal	2024-25 £m	2025-26 £m	2026-27 £m	2027-28 £m
1	School Streets	0.700	0.000	0.000	0.000
	Total	0.700	0.000	0.000	0.000

- 5.38 The details of the proposed amendment from Cllr Maxine Webb to the budget recommended by Cabinet on 29 January 2024, with officers' technical comments on the impact to the budget, could be found in Supplementary Agenda 3.
- 5.39 The Leader did not accept the amendment and a debate commenced.
- 5.40 Cllr Webb's amendment was put to a vote. With 22 votes for, 43 votes against and 0 abstentions, the amendment was **LOST** (Appendix F).
- 5.41 With all amendments dealt with, Council commenced a debate on the budget recommendations from Cabinet, previously recorded at items 5.3, 5.4 and 5.5 in this set of minutes.
- 5.42 The recommendations from Cabinet were put to a vote. With 42 votes for, 20 votes against and 2 abstentions, the recommendations were **CARRIED** (Appendix G).
- 5.43 Council **RESOLVED** to **AGREE** the following:

In respect of the Norfolk County Council Revenue Budget 2024-25 and Medium Term Financial Strategy 2024-28 report (Annexe 1):

(All references in the recommendations relate to the annexed reports)

- a) **The level of risk and budget assumptions set out in the Robustness of Estimates report (Appendix 4), which underpin the revenue and capital budget decisions and planning for 2024-28.**
- b) **The general principle of seeking to increase general fund balances as part of closing the 2023-24 accounts and that in 2024-25 any further additional resources which become available during the year should be added to the general fund balance wherever possible.**
- c) **The findings of public consultation (Appendix 5), which should be considered when agreeing the 2024-25 Budget (Appendix 1).**
- d) **To note the advice of the Director of Strategic Finance (Section 151 Officer), in Section 5 of Appendix 1, on the financial impact of an increase in council tax and the sustainability of the Council's medium term position.**
- e) **That the Council's 2024-25 Budget will include a general council tax increase of 2.99% and a 2.00% increase in the Adult Social Care precept, an overall increase of 4.99% (shown in Section 5 of Appendix 1), as recommended by the Director of Strategic Finance, and resulting in an increased overall County Council Net Revenue Budget of £527.748m for 2024-25, including budget increases of £116.024m [£122.033m as updated following Final Settlement], budget savings of £45.022m [£41.532m as updated following Final Settlement], and funding changes of £36.961m [£46.460m as updated following Final Settlement] as set out in Table 15 of Appendix 1 [Updated figures shown in Table 5 of this covering report], and the actions required to deliver the proposed savings, subject to any changes required in line with recommendation 1 above to enable a**

balanced budget to be proposed. This would result in a budget gap of £42.927m2 [£44.722m as updated following Final Settlement] to be addressed for 2025-26, and £132.428m [£135.908m as updated following Final Settlement] over the life of the Medium Term Financial Strategy.

- f) The budget proposals set out for 2025-26 to 2027-28, including authorising Executive Directors to take the action required to deliver budget savings for 2025-26 to 2027-28 as appropriate.
- g) With regard to the future years, that further plans to meet the remaining budget shortfalls in the period 2025-26 to 2027-28 are developed and brought back to Cabinet during 2024-25 as soon as possible and in line with the proposed timetable.
- h) Noting Government's assumptions that local authorities will raise the maximum council tax available to them, and that the final level of council tax for future years is subject to Member decisions annually (informed by any referendum principles defined by the Government), to confirm, or otherwise, the assumptions set out in the Medium Term Financial Strategy (MTFS Table 2 in Appendix 2) that the Council's budget planning for 2024-25 will include for planning purposes:
 - general council tax increases of 1.99% from 2025-26;
 - Adult Social Care precept increases of 1.00% 2025-26 and 0.00% from 2026-27); and
 - that if the referendum threshold were increased in the period 2025-26 to 2027-28, or any further discretion were offered to increase the Adult Social Care precept (or similar), the Section 151 Officer would recommend the Council take full advantage of any flexibility in view of the overall financial position.
- i) That the Director of Strategic Finance be authorised to transfer from the County Fund to the Salaries and General Accounts all sums necessary in respect of revenue and capital expenditure provided in the 2024-25 Budget, to make payments, to raise and repay loans, and to invest funds.
- j) To agree the Medium Term Financial Strategy 2024-28 as set out in Appendix 2, including the two policy objectives to be achieved:
 - Revenue: To identify further funding or savings for 2025-26 to 2027 28 to produce a balanced budget in all years 2024-28 in accordance with the timetable set out in the Revenue Budget report (Section 4 of Appendix 1).
 - Capital: To continue to provide a framework for identifying and prioritising capital requirements and proposals to ensure that all capital investment is targeted at meeting the Council's priorities.

- k) The mitigating actions proposed in the equality impact assessments (Appendix 6).
- l) Note the planned reduction in non-schools earmarked and general reserves of 36.72% over five years, from £175.232m (March 2023) to £110.880m (March 2028) (Section 6 of Appendix 3);
- m) Note the policy on reserves and provisions in Section 3 of Appendix 3;
- n) Agree, based on current planning assumptions and risk forecasts set out in Section 5 of Appendix 3:
 - for 2024-25, a minimum level of general balances of £26.660m, and
 - a forecast minimum level for planning purposes of
 - 1) 2025-26, £27.910m
 - 2) 2026-27, £29.160m; and
 - 3) 2027-28, £30.410m.
 - as part of the consideration of the budget plans for 2024-28 and supporting these budget recommendations;
- o) Agree the use of non-school Earmarked Reserves, as set out in Section 6 of Appendix 3.

5.44 Council **RESOLVED** to **AGREE** the following:

In respect of the Capital Strategy and Programme 2023-24 report (Annexe 2):

- To agree to recommend the programme [of £1,134.982m, subject to the planned slippage of £253.0m and additional amounts for schemes yet to be re-profiled from 2023-24] to the County Council for approval, including the new and extended capital schemes outlined in Appendix D;
- To agree to recommend to County Council the Council's Flexible Use of Capital Receipts Strategy for 2024-25 as set out in Section 5.

5.45 Council **RESOLVED** to **AGREE** the following:

In respect of the Annual Investment and Treasury Strategy 2024-25 report (Annexe 3):

- the Annual Investment and Treasury Strategy for 2024-25 as set out in Annex 1, including:

- **The Capital Prudential Indicators included in the body of the report.**
- **The Minimum Revenue Provision Statement 2024-25 in Appendix 1**
- **The list of approved counterparties at Appendix 4**
- **The Treasury Management Prudential I**

6. Questions on notice under rule 9.3

6.1 There were no questions received under rule 9.3

The meeting concluded at 14:37

**Cllr Barry Stone
Chair, Norfolk County Council**



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Norfolk County Council - Date: 20 February 2024

RECORDED VOTE – ITEM NUMBER: 5.12 – Lib Dem Group Budget Amendment (MIG)

FOR		AGST	ABST	FOR		AGST	ABST
X	ADAMS Tim				LONG	X	
	ADAMS Tony	X			MACKIE	X	
	ANNISON	X			MASON BILLIG	X	
X	AQUARONE			X	MAXFIELD		
	ASKEW	X			MORIARTY		
	BAMBRIDGE	X		X	MORPHEW		
	BENSLY	X		X	NEALE		
	BILLS	X			NUNN	X	
	BIRMINGHAM				OLIVER J		
X	BLUNDELL				OLIVER R		
	BORRETT	X		X	OSBORN		
	BOWES	X			PECK	X	
	BROCKIE-COULTON			X	PENFOLD		
	CARPENTER G	X			PLANT	X	
	CARPENTER P	X		X	PRICE B		
	CHENERY OF HORSBRUGH	X			PRICE R		
	CLANCY				PROCTOR	X	
X	COLWELL			X	REILLY		
	CONNOLLY	X			RICHMOND	X	
X	CORLETT			X	RILEY		
X	CROFTS			X	ROPER		
	DALBY				ROWETT		
	DARK	X		X	RUMSBY		
	DAWSON			X	SANDS		
	DEWSBURY	X			SAVAGE	X	
	DIXON			X	SAYERS		
	DUIGAN	X		X	SHIRES		
	EAGLE	X			SMITH	X	
	ELMER	X			SMITH-CLARE		
	FISHER	X			STONE	X	
	FITZPATRICK	X			STOREY	X	
	GRANT				THOMAS	X	
	GURNEY	X			THOMSON	X	
	HEMPSALL	X			VARDY	X	
	JAMES	X			VINCENT		
	JAMIESON	X		X	WALKER		
X	JERMY				WARD	X	
X	JONES			X	WATKINS		
X	KEMP			X	WEBB		
	KIDDIE	X			WHITE	X	
	KIDDLE-MORRIS				WHYMARK	X	
	KIRK	X			WILBY	X	

Sub-Total			
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For	
Against	
Abstentions	

25
44
0

Norfolk County Council - Date: 20 February 2024

RECORDED VOTE – ITEM NUMBER: 5.13 – Lib Dem Group Budget Amendments

FOR		AGST	ABST	FOR		AGST	ABST
X	ADAMS Tim				LONG	X	
	ADAMS Tony	X			MACKIE	X	
	ANNISON	X			MASON BILLIG	X	
X	AQUARONE			X	MAXFIELD		
	ASKEW	X			MORIARTY		
	BAMBRIDGE	X		X	MORPHEW		
	BENSLY	X		X	NEALE		
	BILLS	X			NUNN	X	
	BIRMINGHAM				OLIVER J		
X	BLUNDELL				OLIVER R		
	BORRETT	X		X	OSBORN		
	BOWES	X			PECK	X	
	BRODIEK-COULTON			X	PENFOLD		
	CARPENTER G	X			PLANT	X	
	CARPENTER P	X		X	PRICE B		
	CHENERY OF HORSBRUGH	X			PRICE R		
	CLANCY				PROCTOR	X	
X	COLWELL			X	REILLY		
	CONNOLLY	X			RICHMOND	X	
X	CORLETT			X	RILEY		
X	CROFTS			X	ROPER		
	DALBY				ROWETT		
	DARK	X		X	RUMSBY		
	DAWSON			X	SANDS		
	DEWSBURY	X			SAVAGE	X	
	DIXON			X	SAYERS		
	DUIGAN	X		X	SHIRES		
	EAGLE	X			SMITH	X	
	ELMER	X			SMITH-CLARE		
	FISHER				STONE	X	
	FITZPATRICK	X			STOREY		
	GRANT				THOMAS	X	
	GURNEY	X			THOMSON	X	
	HEMPSALL	X			VARDY	X	
	JAMES	X			VINCENT		
	JAMIESON			X	WALKER		
X	JERMY				WARD	X	
X	JONES			X	WATKINS		
X	KEMP			X	WEBB		
	KIDDIE	X			WHITE	X	
	KIDDLE-MORRIS				WHYMARK	X	
	KIRK				WILBY	X	

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For	
Against	
Abstentions	

25
40
0

Norfolk County Council - Date: 20 February 2024

RECORDED VOTE – ITEM NUMBER: 5.20 – Labour Group Budget Amendments

FOR		AGST	ABST	FOR		AGST	ABST
X	ADAMS Tim				LONG	X	
	ADAMS Tony	X			MACKIE	X	
	ANNISON	X			MASON BILLIG	X	
X	AQUARONE				MAXFIELD	X	
	ASKEW	X			MORIARTY		
	BAMBRIDGE	X		X	MORPHEW		
	BENSLY	X		X	NEALE		
	BILLS	X			NUNN	X	
	BIRMINGHAM				OLIVER J		
X	BLUNDELL				OLIVER R		
	BORRETT	X		X	OSBORN		
	BOWES	X			PECK	X	
	BROCIK-COULTON			X	PENFOLD		
	CARPENTER G	X			PLANT	X	
	CARPENTER P	X		X	PRICE B		
	CHENERY OF HORSBRUGH	X			PRICE R		
	CLANCY				PROCTOR	X	
X	COLWELL			X	REILLY		
	CONNOLLY	X			RICHMOND	X	
X	CORLETT			X	RILEY		
X	CROFTS			X	ROPER		
	DALBY				ROWETT		
	DARK	X		X	RUMSBY		
	DAWSON			X	SANDS		
	DEWSBURY	X			SAVAGE	X	
	DIXON			X	SAYERS		
	DUIGAN	X		X	SHIRES		
	EAGLE	X			SMITH	X	
	ELMER	X			SMITH-CLARE		
	FISHER	X			STONE	X	
	FITZPATRICK	X			STOREY	X	
	GRANT				THOMAS	X	
	GURNEY	X			THOMSON	X	
	HEMPSALL	X			VARDY	X	
	JAMES	X			VINCENT		
	JAMIESON	X		X	WALKER		
X	JERMY				WARD	X	
X	JONES			X	WATKINS		
X	KEMP			X	WEBB		
	KIDDIE	X			WHITE	X	
	KIDDLE-MORRIS				WHYMARK	X	
	KIRK	X			WILBY	X	

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For	
Against	
Abstentions	

24
45
0

Norfolk County Council - Date: 20 February 2024

RECORDED VOTE – ITEM NUMBER: 5.26 – Green Group Budget Amendments

FOR		AGST	ABST	FOR		AGST	ABST
X	ADAMS Tim				LONG	X	
	ADAMS Tony	X			MACKIE	X	
	ANNISON	X			MASON BILLIG	X	
	AQUARONE				MAXFIELD		X
	ASKEW	X			MORIARTY		
	BAMBRIDGE	X			MORPHEW		X
	BENSLY	X		X	NEALE		
	BILLS	X			NUNN	X	
	BIRMINGHAM				OLIVER J		
X	BLUNDELL				OLIVER R		
	BORRETT	X		X	OSBORN		
	BOWES	X			PECK	X	
	BROCIK-COULTON			X	PENFOLD		
	CARPENTER G	X			PLANT	X	
	CARPENTER P	X		X	PRICE B		
	CHENERY OF HORSBRUGH	X			PRICE R		
	CLANCY				PROCTOR	X	
X	COLWELL				REILLY		X
	CONNOLLY	X			RICHMOND	X	
X	CORLETT			X	RILEY		
X	CROFTS			X	ROPER		
	DALBY				ROWETT		
	DARK	X			RUMSBY		X
	DAWSON				SANDS		X
	DEWSBURY	X			SAVAGE	X	
	DIXON			X	SAYERS		
	DUIGAN	X		X	SHIRES		
	EAGLE	X			SMITH	X	
	ELMER	X			SMITH-CLARE		
	FISHER	X			STONE	X	
	FITZPATRICK	X			STOREY		
	GRANT				THOMAS	X	
	GURNEY	X			THOMSON	X	
	HEMPSALL				VARDY	X	
	JAMES	X			VINCENT		
	JAMIESON	X			WALKER		X
	JERMY		X		WARD	X	
	JONES		X	X	WATKINS		
X	KEMP			X	WEBB		
	KIDDIE	X			WHITE	X	
	KIDDLE-MORRIS				WHYMARK	X	
	KIRK	X			WILBY	X	

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For	
Against	
Abstentions	

16
42
8

Norfolk County Council - Date: 20 February 2024

RECORDED VOTE – ITEM NUMBER: 5.35 – Cllr Alexandra Kemp Budget Amendment

FOR		AGST	ABST	FOR		AGST	ABST
	ADAMS Tim				LONG	X	
	ADAMS Tony	X			MACKIE	X	
	ANNISON	X			MASON BILLIG	X	
	AQUARONE				MAXFIELD		X
	ASKEW	X			MORIARTY		
	BAMBRIDGE		X		MORPHEW		
	BENSLY	X		X	NEALE		
	BILLS	X			NUNN	X	
	BIRMINGHAM				OLIVER J		
X	BLUNDELL				OLIVER R		
	BORRETT	X		X	OSBORN		
	BOWES	X			PECK	X	
	BRODIEK-COULTON			X	PENFOLD		
	CARPENTER G	X			PLANT	X	
	CARPENTER P	X		X	PRICE B		
	CHENERY OF HORSBRUGH	X			PRICE R		
	CLANCY				PROCTOR	X	
X	COLWELL			X	REILLY		
	CONNOLLY	X			RICHMOND	X	
X	CORLETT			X	RILEY		
X	CROFTS			X	ROPER		
	DALBY				ROWETT		
	DARK	X		X	RUMSBY		
	DAWSON			X	SANDS		
	DEWSBURY	X			SAVAGE	X	
	DIXON			X	SAYERS		
	DUIGAN	X			SHIRES		
	EAGLE	X			SMITH	X	
	ELMER	X			SMITH-CLARE		
	FISHER	X			STONE	X	
	FITZPATRICK	X			STOREY		
	GRANT				THOMAS	X	
	GURNEY	X			THOMSON	X	
	HEMPSALL				VARDY	X	
	JAMES	X			VINCENT		
	JAMIESON	X		X	WALKER		
X	JERMY				WARD	X	
X	JONES			X	WATKINS		
X	KEMP			X	WEBB		
	KIDDIE	X			WHITE	X	
	KIDDLE-MORRIS				WHYMARK	X	
	KIRK	X			WILBY	X	

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For	
Against	
Abstentions	

20
41
2

Norfolk County Council - Date: 20 February 2024

RECORDED VOTE – ITEM NUMBER: 5.40 – Cllr Maxine Webb Budget Amendment

FOR		AGST	ABST	FOR		AGST	ABST
	ADAMS Tim				LONG	X	
	ADAMS Tony	X			MACKIE	X	
	ANNISON	X			MASON BILLIG	X	
	AQUARONE			X	MAXFIELD		
	ASKEW	X			MORIARTY		
	BAMBRIDGE	X		X	MORPHEW		
	BENSLY	X		X	NEALE		
	BILLS	X			NUNN	X	
	BIRMINGHAM				OLIVER J		
X	BLUNDELL				OLIVER R		
	BORRETT	X		X	OSBORN		
	BOWES	X			PECK	X	
	BROCIK-COULTON			X	PENFOLD		
	CARPENTER G	X			PLANT	X	
	CARPENTER P	X		X	PRICE B		
	CHENERY OF HORSBRUGH	X			PRICE R		
	CLANCY				PROCTOR	X	
X	COLWELL			X	REILLY		
	CONNOLLY	X			RICHMOND	X	
X	CORLETT			X	RILEY		
X	CROFTS			X	ROPER		
	DALBY				ROWETT		
	DARK	X		X	RUMSBY		
	DAWSON			X	SANDS		
	DEWSBURY	X			SAVAGE	X	
	DIXON	X		X	SAYERS		
	DUIGAN	X			SHIRES		
	EAGLE	X			SMITH	X	
	ELMER	X			SMITH-CLARE		
	FISHER	X			STONE	X	
	FITZPATRICK	X			STOREY		
	GRANT				THOMAS	X	
	GURNEY	X			THOMSON	X	
	HEMPSALL				VARDY	X	
	JAMES	X			VINCENT		
	JAMIESON	X		X	WALKER		
X	JERMY				WARD	X	
X	JONES			X	WATKINS		
X	KEMP			X	WEBB		
	KIDDIE	X			WHITE	X	
	KIDDLE-MORRIS				WHYMARK	X	
	KIRK	X			WILBY	X	

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For	
Against	
Abstentions	

22
43
0

Norfolk County Council - Date: 20 February 2024

RECORDED VOTE – ITEM NUMBER: 5.42 – Cabinet Budget Recommendations

FOR		AGST	ABST	FOR		AGST	ABST
	ADAMS Tim			X	LONG		
X	ADAMS Tony			X	MACKIE		
X	ANNISON			X	MASON BILLIG		
	AQUARONE				MAXFIELD		X
X	ASKEW				MORIARTY		
X	BAMBRIDGE				MORPHEW	X	
X	BENSLY				NEALE	X	
X	BILLS			X	NUNN		
	BIRMINGHAM				OLIVER J		
	BLUNDELL	X			OLIVER R		
X	BORRETT				OSBORN	X	
X	BOWES			X	PECK		
	BROCIK-COULTON				PENFOLD	X	
X	CARPENTER G			X	PLANT		
X	CARPENTER P				PRICE B	X	
X	CHENERY OF HORSBRUGH				PRICE R		
	CLANCY			X	PROCTOR		
	COLWELL	X			REILLY	X	
X	CONNOLLY			X	RICHMOND		
	CORLETT	X			RILEY	X	
	CROFTS	X			ROPER	X	
	DALBY				ROWETT		
X	DARK				RUMSBY	X	
	DAWSON				SANDS	X	
	DEWSBURY			X	SAVAGE		
X	DIXON				SAYERS	X	
X	DUIGAN				SHIRES		
X	EAGLE			X	SMITH		
X	ELMER				SMITH-CLARE		
X	FISHER			X	STONE		
X	FITZPATRICK				STOREY		
	GRANT			X	THOMAS		
X	GURNEY			X	THOMSON		
	HEMPSALL			X	VARDY		
X	JAMES				VINCENT		
X	JAMIESON				WALKER		X
	JERMY	X		X	WARD		
	JONES	X			WATKINS	X	
	KEMP	X			WEBB	X	
X	KIDDIE			X	WHITE		
	KIDDLE-MORRIS			X	WHYMARK		
X	KIRK			X	WILBY		

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For	
Against	
Abstentions	

42
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2

Procedure for Leader's Question Time

In order to give as many people as possible the opportunity to put a question to the Leader, questions should be asked succinctly and in a business-like manner. They should not be preceded by lengthy preambles. Similarly, answers should be given succinctly, to make sure there is sufficient time for a reasonable number of questions to be dealt with. The Chair will be prepared to intervene if they consider this principle is not being adhered to.

Agenda Item 7 – Questions to the Leader of the Council

Questions to the Leader will be a 15-minute session for questions relating only to the role of Leader.

1. Questions to the Leader must be relevant to matters for which the Council has powers or duties. Members do not need to give prior notice of what they plan to ask and the Chair's ruling as to relevance of questions will be final. If the Leader cannot give an immediate answer or feels that a written answer would be more helpful or appropriate, then the questioner will receive a written reply and this will be published to all members and to the public via the minutes. The Leader may ask Cabinet Members to answer questions where appropriate.
2. The Chair will begin Leader's Question Time by inviting the Leader of the Liberal Democrat Group to ask the first question. All Group Leaders may delegate the asking of their question to another member of their Group. There is no right to ask a supplementary question.
3. After the first question has been answered, the Chair will invite the Leader of the Labour Group to ask a question.
4. When the second question has been answered the Chair will invite the Leader of the Green Group to ask a question.
5. When the third question has been answered, the Chair will invite and select a member of the Independent Group to ask a question.
6. When the fourth question has been answered, the Chair will invite a Non-aligned Member to ask a question.
7. When the fifth question has been answered, the Chair will invite a member of the Conservative Group to ask a question.
8. If the 15 minutes has not expired, the Chair will then invite questions from Group Members in the following order:

Liberal Democrat Group
Labour Group
Green Group
Independent Group

A Non-Aligned Member
Conservative Group

Following round:

Labour Group
Liberal Democrat Group
Green Group
A Non-Aligned Member
Conservative Group

9. The session will be timed by Democratic Services officers. If a question is being asked at the point time is up, the Chair will allow the question to be completed and the answer to be given.

Recommendations from the Cabinet Meetings held on 29 January 2024

1 Finance Monitoring Report 2023-24 P8: November 2023

1.1 Cabinet received the report providing a summary of the forecast financial position for the 2023-24 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2024, together with related financial information.

1.2 Cabinet **RESOLVED:**

1. To agree and to recommend to the Council the increase of £6.259m to the capital programme to address capital funding requirements funded mostly from various external sources as set out in detail in capital Appendix 3, paragraph 1.4 and 4.2 of the report as follows:

- £0.189m increase in External Funding for various Highways schemes
- £0.26m allocation of NCC Capital Receipts to support the compulsory purchase of land for County Farms
- (£0.160m) reduction in External funding for various Children's Services Schools schemes to reflect actual expenditure in projects nearing completion
- £1.579m grant funding for 24-25 received from the Department of Education for the expansion of Childcare provision in the County
- £0.330m external funding the Corporate Property scheme at Chapel Road
- £0.074m for the Norfolk Fire and Rescue Services (NFRS) Vehicle Replacement Programme
- £0.053m for the LMS Schools Based capital maintenance programme
- £0.460m additional S106 developer contribution to Dereham, Docking, Hopton and Holt
- £0.105m additional external funding from Department of Transport and S106 for various Highways maintenance schemes
- £0.260m additional DfT grant allocated to the Long Stratton Bypass
- £0.195m additional contribution from Revenue and Reserves for the Hethel Improvement Commission
- £2.821m funding received from the National Lottery Heritage Fund to offset the inflationary cost pressures on the Castle Keep Museum project
- £0.018m contribution from Revenue and Reserves to fund the purchase of a new car for the ASC Road Safety Scheme
- (£0.075m) other minor adjustments to capital schemes.

2. To agree and to recommend to Council the approval the following amendments to the P10 Capital Programme for the following schemes as set out in Capital Appendix 3 paragraph 4.2 of the report as follows:
 - £4.51m additional funding from the Department of Transport from the Road Resurfacing Fund for local highways maintenance in 2023-24 and again in 2024-25 alongside additional funding for the next 10 years as set out in Appendix 3 paragraph 4.2 of the report.

[Please click here to view the reports considered by Cabinet at its meeting on 29 January 2024](#)

**Cllr Kay Mason Billig
Chair, Cabinet**

Procedure for Questions to Cabinet Members

Questions to the Cabinet Members for:

- Strategy & Governance
- Finance
- Public Health and Wellbeing
- Children's Services
- Communities and Partnerships
- Economic Growth
- Corporate Services and Innovation
- Highways, Infrastructure and Transport
- Adult Social Care
- Environment and Waste

A maximum overall period of 30 minutes shall be allowed for questions to Cabinet Members, with a maximum of 5 minutes for questions to an individual Cabinet Member, both periods to be extendable at the discretion of the Chair. Questions to Cabinet Members can relate to anything within the remit of the Cabinet Member's portfolio and are not limited to items in the Cabinet reports.

1. The Chair will begin Questions by inviting members to indicate if they wish to ask a question.
2. The Chair will select a member to ask their question and all other members wait until the Chair next invites questions. Questions will not be taken in a prescribed portfolio order and can be to any Cabinet Member.
3. For the first round, the Chair will follow the principle of selecting the first questioner from the Liberal Democrat Group, followed by the Labour Group, the Green Group, the Independent Group, a Non-aligned Member and then the Conservative Group. For the second round, the Chair will then revert to the Liberal Democrat Group, the Labour Group, the Green Group, the Independent Group, a Non-Aligned Member then Conservative Group. For the third round, the Chair will revert to the Liberal Democrat Group, the Labour Group, the Green Group, a Non-Aligned Member and then the Conservative Group, etc. For the fourth round, the Chair will revert to the Liberal Democrat, the Labour Group, the Green Group and then the Conservative Group.
4. The session will be timed by Democratic Services officers, who will notify the Chair if questions to an individual Cabinet Member has in total exceeded 5 minutes or that the overall time is up. If a question is being asked at the point at which time is up, the Chair will allow the question to be completed and the answer to be given.
5. Questions should be asked succinctly and in a business-like manner. They should not be preceded by lengthy preambles. Similarly, answers should be given succinctly, so that there is sufficient time for a reasonable number of questions to be dealt with. The Chair of the Council will be prepared to intervene if they consider this principle is not being adhered to.

**Report from the Cabinet
meetings held on 29 January and 4 March 2024**

A: Meeting held on 29 January 2024

1. Update from the Chair/Cabinet Members

1.1 The Cabinet Member for Adult Social Care gave an update:

- The Cabinet Member for Adult Social Care stated that no Cabinet Member or Councillors wanted to have to make such challenging financial decisions which would impact residents, however, would have to make decisions requiring savings to be made, falling against the backdrop of rising demand and falling government settlements.
- Some of the budgets in Adult Social Services would be worrying for residents.
- Cabinet would be asked to consider and recommend the budget for 2024-25 to Full Council. One proposal included a request to start a consultation on changes to the Adult Social Services charging policy, including a reduction in the Minimum Income Guarantee. This would generate recurrent savings because the funding from Government was falling but costs were increasing.
- A meaningful consultation would be undertaking on changes to the Minimum Income Guarantee, which would start on the 19 February 2024 and run for 12 weeks. This would give time for people to respond, and to give support to those who would be impacted, and work with the charging reference group.
- After the consultation period, responses would be analysed, and an Equality Impact Assessment would be completed. After this, Cabinet would consider proposals in light of this and other factors to decide whether to proceed with the proposal or seek savings elsewhere in Adult Social Services.
- • Recent Government funding announcement was welcome but was for one year only. The conditions and fine details would not be clear until the final Government settlement was announced. Cabinet would not consider lowering Minimum Income Guarantee below the national statutory minimum which was £171.75 per week for people aged 25-65 and £150.25 per week for people aged 18-25.

2. Fee Levels for Adult Social Services providers

2.1 Cabinet received the report setting proposals for the fee levels provided to Adult Social Services providers by Norfolk County Council for 2024-25.

2.2 Cabinet **RESOLVED** to:

1. Agree to award a £23.2m fee uplift, as set out in section 3 of the report.
2. Note the risks presented in this paper due to the need to balance financial pressures for the market alongside affordability to the County Council.
3. Note mitigating actions as part of wider County Council budget setting decisions including the need to lobby Government for fair funding for Norfolk.

4. Agree the implementation of the fee uplift exercise described in section 3 of the report.

3. Dedicated Schools Grant (DSG) Funding

- 3.1 Cabinet received the report setting out changes to the distribution for the Dedicated Schools Grant from April 2024 in line with the Department of Education's (DfE) National Funding Formula arrangements.
- 3.2 Cabinet **RESOLVED** to agree:
 1. the Dedicated Schools Grant funding including
 - a. the changes to the schools funding formula;
 - b. the changes to the early years funding entitlements formula;
 - c. agreeing the high needs block budget, noting that it has been assessed to meet our statutory duties and it adds to the Dedicated Schools Grant cumulative;
 2. to delegate decision making powers to the Executive Director of Children's Services, in conjunction with the Lead Member for Children's Services, to agree the final unit values, whilst still mirroring the National Funding Formula, once the final Dedicated Schools Grant calculations of individual school allocations are known and in line with the principles of Cabinet's decision.

4. Annual Investment and Treasury Strategy 2024-25

- 4.1 *This item was included in the Council agenda of 20 February 2024.*

5. Capital Strategy and Programme 2024-25

- 5.1 *This item was included in the Council agenda of 20 February 2024.*

6. Finance Monitoring Report 2023-24 P8: November 2023

- 6.1 Cabinet received the report providing a summary of the forecast financial position for the 2023-24 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2024, together with related financial information.
- 6.2 Cabinet **RESOLVED**:

For recommendations 1 and 2, please refer to "recommendations from Cabinet" report.

 3. To note the revised current and future 2023-28 capital programme as set out in Appendix 3 of the report including the significant reprofiling undertaken to date.
 4. To delegate to the Director of Procurement and the Director of Property to undertake the necessary procurement and tender processes to deliver this revised capital programme in accordance with the delegated authority awarded on 6 March 2023 in the Authority to enact Capital Programme paper - [Document.ashx \(cmis.uk.com\)](#).
 5. To agree the period 8 general fund revenue forecast of a balanced budget, noting also that Executive Directors will take measures to reduce or eliminate potential over-spends where these occur within services;

6. To agree the period 8 forecast of 97% savings delivery in 2023-24, noting also that Executive Directors will continue to take measures to mitigate potential savings shortfalls through alternative savings or underspends;
7. To note the forecast General Balances at 31 March 2024 of £25.410m.

7. **2024-25 Revenue Budget and Medium Term Financial Strategy 2024-28**

7.1 *This item was included in the Council agenda of 20 February 2024.*

B: Meeting held on 4 March 2024

1. **Matters referred to Cabinet by the Scrutiny Committee, Select Committees or by full Council.**

- 1.1 The Chair informed Cabinet that a recommendation had been referred to Cabinet from the People and Communities Select Committee.
- 1.2 In January, the Select Committee received a report on Norfolk's Approach to Vaping and following the general discussion Members agreed to ask Cabinet to put pressure on Government to bring about the proposed legislation designed to prevent children and young people from starting vaping.
- 1.3 Having considered the recommendation, Cabinet **agreed** to take forward this recommendation and **agreed** to write to the Government accordingly.

2. **Update from the Chair/Cabinet Members**

- 2.1 The Cabinet Member for Environment and Waste gave an update to Cabinet:
 - Thanks to the work of officers, Norfolk County Council had been successful in receiving £150,000 for flood management in Attleborough using natural flood management.
 - Department for Environment Food and Rural Affairs (DEFRA) had provided funding to allow Norfolk County Council to work with local landowners and communities to reduce flood risk in this area.
 - It was important for Norfolk County Council to take flooding as a serious matter and the Council was working hard to support communities that needed help.
- 2.2 The Chair added that the Council was working with MPs to bring a bill to parliament on this issue and with Henry Cator and the Norfolk Flood Alliance. Flooding affected many areas in Norfolk and the Council would work to move the agenda forward.

3. **Director of Public Health Annual Report for Norfolk 2023: Smoking, tobacco control and vaping**

- 3.1 Cabinet received the report setting out the Director of Public Health's independent annual report for 2023 which focussed on smoking, tobacco control and vaping in Norfolk.
- 3.2 Cabinet **RESOLVED** to
 1. Note the 2023 Annual Report of the Director of Public Health

2. Agree to publish the report.

4. Adult Learning Annual Plan

4.1 Cabinet received the report setting out how the Adult Learning Service's proposed strategic and operational activities contributed to Norfolk's priorities.

4.2 Cabinet **RESOLVED**

1. To commend the Adult Learning service for its exceptional performance and contribution to Norfolk priorities.
2. To approve the Adult Learning Annual Plan for 2024/25

5. Climate Policy for Norfolk County Council

5.1 Cabinet received the report introducing the Climate Policy reflecting the main elements of the Climate Strategy in a more concise policy format.

5.2 Cabinet **RESOLVED** to

1. Note the proposed Climate Policy, including the new statement of the council's county-wide net zero commitment.
2. Endorse the Climate Policy's progression for Full Council's consideration via Scrutiny Committee in accordance with part 11b of Council's Constitution.
3. Agree that a related amendment to the Environment Policy also be put to Full Council to align its wording on our overarching climate commitments with the Climate Policy.
4. Endorse bringing an annual report to Select Committee and Cabinet on progress of the Climate Policy.

6. Climate Action Plans - Tranche 2

6.1 Cabinet received the report setting out the second tranche of actions for Cabinet's review and covering the Council's initiatives relating to energy, the green economy, and waste and the circular economy.

6.2 Cabinet **RESOLVED** to approve the second tranche of actions as set out in this report.

7. Highways Capital Programme 2024/25/26/27 and Transport Asset Management Plan (TAMP)

7.1 Cabinet received the report setting out the Highways Capital Programme for 2024-26 and the Transport Asset Management Plan.

7.2 Cabinet **RESOLVED** to

1. Approve the Highways Capital Programme including the proposed draft allocations and programme for 2024/25 and indicative allocations for 2025/26/27 (as set out in Appendices A, B and C of the report).
2. Approve the proposals for the £10m Highway Maintenance Fund (as set out in Appendix D of the report).
3. Approve the proposals for the £4.51m Road Resurfacing Fund 2024/25 (as set out in Appendix E of the report).
4. Approve the proposals for the Road Safety Community Fund (as set out in Appendices F and G of the report).

5. Delegate approval of the minor updates to the Transport Asset Management Plan (TAMP) for 2024/25 to 2028/29 to the Interim Executive Director for Community & Environmental Services.

8 Highway Parish Partnership Schemes 2024-25

8.1 Cabinet received the report setting out details of the 2024-25 Highway Parish Partnership Programme and schemes.

8.2 Cabinet **RESOLVED**

1. To approve the 97 local schemes listed in Appendix B for inclusion in the Parish Partnership Programme for 2024/25.
2. To approve the 21 vehicle activated sign schemes listed in Appendix C of the report for inclusion in the Parish Partnership Programme for 2024/25, subject to securing funding from the Safety Camera Partnership

9 Progress on Equality, Diversity and Inclusion (EDI) Plan and Objectives 2023-2026

9.1 Cabinet received the report setting out the Equality, Diversity and Inclusion Plan and Objectives for 2023-2026.

9.2 Cabinet **RESOLVED** to

1. Agree the direction of travel for Years 2 and 3 of the Action Plan (2024 to 2026) set out in Appendix 1 of the report.
2. Acknowledge the feedback from employees that they are affected by racism at work and the actions being delivered to address this, as set out in section 2 of this report.
3. Note the progress to date set out in Appendix 1 of the report.

10 Finance Monitoring Report 2023-24 P10: January 2024

10.1 Cabinet received the report giving a summary of the forecast financial position for the 2023-24 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2024, together with related financial information.

10.2 Cabinet **RESOLVED**

1. To note the increase of £8.3m to the capital programme to address capital funding requirements previously approved by full Council as set out in detail in capital Appendix 3, paragraph 1.4 and 4.1 of the report as follows:
 - £8.3m increase in NCC Borrowing to fund the Norse Project One Loan
2. To note the revised current and future 2023-28 capital programme as set out in Appendix 3 of the report including the significant reprofiling undertaken to date.
3. To delegate to the Director of Procurement and the Director of Property to undertake the necessary procurement and tender processes to deliver this revised capital programme in accordance with the delegated authority awarded on 6 March 2023 in the Authority to enact Capital Programme paper.
4. To agree the period 10 general fund revenue forecast of a balanced budget, noting also that Executive Directors will take measures to reduce or eliminate potential over-spends where these occur within services;
5. To agree the period 10 forecast of 97% savings delivery in 2023-24, noting also that Executive Directors will continue to take measures to mitigate potential savings shortfalls through alternative savings or underspends;

6. To note the forecast General Balances at 31 March 2024 of £25.410m.
7. To approve the write-off eight debts over £10,000 totalling £122,025.21 due to the exhaustion of estate and legal options where there is no further possibility of recovery, as set out in Appendix 2 paragraph 3.11 of the report;
8. To approve the appointment of directors to Norfolk County Council owned companies and joint ventures as set out in section 2.3 of the report, as required by the Council's Financial Regulations

11 Norfolk County Council Companies Business Plans

- 11.1 Cabinet received the report seeking Cabinet approval for each of the four main County Council companies to operate within their 2024-25 Business Plan as approved by their respective Boards.
- 11.2 Cabinet **RESOLVED** to
1. Approve the Hethel Innovation Ltd 2024-25 Business Plan in Appendix A of the report.
 2. Approve the Independence Matters C.I.C 2024-25 Business Plan in Appendix B of the report.
 3. Approve the Norse Group Limited 2024-25 Business Plan in Appendix C of the report subject to Norse Management regularly reporting to the Deputy Leader and Cabinet Member for Finance and the Deputy Cabinet Member for Finance on the delivery against the approved business plan including detailed reports on individual divisional progress within the Care Consulting and Commercial Division
 4. Approve the Repton Property Developments Limited 2024-25 Business Plan in Appendix D of the report.
 5. Delegate to the Director of Strategic Finance to review and extend the term of the Repton Property Developments Limited loan facility currently in place with the County Council

12 Disposal, acquisition and exploitation of property

- 12.1 Cabinet received the report setting out proposals aimed at supporting Norfolk County Council priorities by exploiting properties surplus to operational requirements, pro-actively releasing property assets with latent value where the operational needs can be met from elsewhere, and strategically acquiring property to drive economic growth and wellbeing in the County.
- 12.2 Cabinet **RESOLVED**:
1.
 - a. To delegate authority to the Director of Property, to enter into a lease with Hethel Innovation Ltd to operate and develop Scottow Enterprise Park (1084/013) from 1 April 2024 on the basis set out in this report and in confidential appendix A of the report.
 - b. To approve the grant of a 125-year lease of surplus land and building at the former Fakenham High & Sixth Form site (1029/028A) to SEND Academy Trust (SENDAT) and instruct the Director of Property to oversee the completion of the lease on the agreed terms.
 2.
 - a. To formally declare The Meadow, Cromer (1022/024) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of

Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

b. To formally declare Land at Baldock Drive, King's Lynn (2045/014) surplus to Council requirements and:

(i) Instruct the Director of Property to dispose of the property to Broadland Housing, or

(ii) In the event of no satisfactory agreement instruct the Director of Property to dispose of the property on the open market.

In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

c. To formally declare Norman House, Great Yarmouth (6009/025) surplus to requirements and:

(i) Instruct the Director of Property to dispose of the property to an Independent Living housing provider, or

(ii) In the event of no satisfactory agreement being reached within 18 months of the date of this Cabinet Meeting, instruct the Director of Property to dispose of the property on the open market.

In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Executive Director of Finance and Commercial Services and Cabinet Member for Commercial Services and Asset Management is authorised to accept the most advantageous offer.

d. To formally declare Additional Land at St Peter's Farm, Marshland St James (2049/108) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

e. To formally declare the Bungalow at Low Farm, Brundall (5013/100) (edged red on the plan) surplus to requirements and instruct the Director of Property to dispose of the property on the open market. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

**Cllr Kay Mason Billig
Chair, Cabinet**

Report of the Scrutiny Committee meetings held on 25 January 2024 and 14 February 2024

A Meeting held on 25 January 2024

1. Access to Norfolk Museums

- 1.1 The Scrutiny Committee received a report which provided an update regarding current access to the Norfolk Museums Service. The Service aimed to encourage all residents and especially young people and children of all ages to take an interest in museum activities. Free admission options were available to schools and a number of different groups to ensure equality of opportunity
- 1.2 Having considered the information presented in the report, The Scrutiny Committee **RESOLVED** the following:
1. **CONSIDERED** potential opportunities for NMS to work with other partners to help mitigate barriers to access.
 2. **SUGGESTED** ideas and connections to ensure maximum benefit arose from the Norwich Castle: Royal Palace Reborn project.
 3. **AFFIRMED** support for the Time and Tide new development project 'Changing Tides - Shaping Our Great Yarmouth'.

2. Norwich Western Link Update

- 2.1 The Scrutiny Committee received a report which was produced in response to the Committee's request for continued scrutiny of the Norwich Western Link (NWL).
- 2.2 Having considered the update to Cabinet on the 4 December, the Scrutiny Committee **RESOLVED** the following:
1. **PROVIDED** scrutiny around the development of the Western Link project and associated environmental and financial risks.
 2. **DISCUSSED** the potential for further scrutiny at future meetings of the committee, and specific areas where additional scrutiny would be valuable.

3. Update on Provisional Local Government Settlement 2024-25

- 3.1 The Scrutiny Committee received a report which was produced to support the Committee's role in scrutinising the annual budget setting process for the Council.
- 3.2 The Scrutiny Committee **RESOLVED** to **CONSIDER** the update provided by officers on the provisional local government finance settlement and the impact on the annual budget setting process.

4. Scrutiny Committee Forward Work Programme

- 4.1 The Scrutiny Committee received a report setting out the current forward work plan for the Committee.
- 4.2 The Scrutiny Committee **RESOLVED** to **NOTE** the current forward work programme.

B Meeting held on 14 February 2024

1. Norfolk County Council Budget 2024-25

- 1.1 The Scrutiny Committee received a report which was produced to support the Committee in its duty to provide oversight and challenge to the council's process for developing the 2024-25 budget.
- 1.2 The Scrutiny Committee **RESOLVED** to **CONSIDER** and **COMMENT** on the suite of 2024-25 budget reports presented to Cabinet on the 29 January 2024, with particular focus on the Cabinet recommendations to County Council in relation to:
- The Norfolk County Council Revenue Budget 2024-25 and Medium Term Financial Strategy 2024-28
 - The Capital Strategy and Programme 2024-25

2. Annual Investment and Treasury Strategy

- 2.2 The Scrutiny Committee received a report providing an overview of the Annual Investment and Treasury Strategy 2024-25 and associated Cabinet papers. The plans formed part of Norfolk County Council's Policy Framework.
- 2.3 Having considered the proposed Annual Investment and Treasury Strategy 2024-25, the Scrutiny Committee **RESOLVED** the following:
1. **PROVIDED** comments and recommendations where appropriate.
 2. **ASKED** officers to produce a report to the Leader and Cabinet Member on behalf of the committee in accordance with section 11b of the Norfolk County Council Constitution (Budget and Policy Framework Procedure Rules), providing feedback and recommendations where appropriate.

3. Scrutiny Committee Forward Work Programme

- 3.1 The Scrutiny Committee received a report setting out the current forward work plan for the Committee.
- 3.2 The Scrutiny Committee **RESOLVED** to **NOTE** the current forward work programme.

**Cllr Steve Morphew
Chair, Scrutiny Committee**

Report of the Audit and Governance Committee Meeting held on 15 February 2024

1. Norfolk Audit Services' Terms of References (Charter) and Code of Ethics

- 1.1 The committee received the report which presented the Terms of Reference for NAS (the Charter) and the Code of Ethics following review, in accordance with the model of the Chartered Institute of Internal Auditors (CIIA).
- 1.2 1. Having considered the NAS Terms of Reference (the Charter) as set out in Appendix A, and the Code of Ethics as set out in Appendix B, the Committee **AGREED** the report.

2. Norfolk Audit Service Quarterly Report ended 31 December 2024

- 2.1 The Committee received the report which introduced the results of the work that the internal audit team had completed in the period. The report enabled the Committee to fulfil their role, as those charged with governance, in accordance with their terms of reference.
- 2.2 **The Committee AGREED:**
- The opinion on the overall adequacy and effectiveness of the County Council's framework of risk management, governance and control, for the quarter ending 30 September 2023, was 'Acceptable'.
 - The Audit Plan for the Audit Year 2023-24 (Appendix C), and that this work would deliver sufficient scope for the required assurances.
 - The audit service provided by NAS continued to conform with the International Standards for the Professional Practice of Internal Auditing (Public Sector Internal Auditing Standards (PSIAS)) as verified via an external Quality Assurance Assessment during late 2022 and complied with the Accounts and Audit Regulations 2015 (as amended).
 - That the Committee continued to review information on the effectiveness of the management processes and corporate control functions (legal, financial, information, health and safety and human resources services performed) as provided by internal audits, self-assessment, customer feedback and any existing external performance reviews.

3. Risk Management Report

- 3.1 This quarterly report references Norfolk County Council's corporate risk register as it stands in February 2024, using risk data that was presented within the risk management report to Cabinet on 10th January 2024. This report set out the key corporate risk management messages, agreed at the January 2024

Cabinet meeting following the review of corporate risks over the third quarter of 2023/24. Corporate risks continue to be monitored and treated appropriately in line with the Council's risk management framework and the Full Council-agreed strategy 'Better Together, For Norfolk'.

3.2 **Having considered the report, the Committee AGREED the:**

- a. key messages as per paragraphs 2.1 and 2.2 of this report
- b. key changes to the corporate risk register (**Appendix A**);
- c. corporate risk heat map (**Appendix B**);
- d. corporate risks as at January 2024 (**Appendix C**);
- e. information in the report was sufficient.
- f. Committee to explore in more detail at the next meeting; the Children's Services financial and demand forecasting and the governance of entities owned by Norfolk County Council, such as Norse.

Anti-Fraud, Bribery and Corruption Report (including Whistleblowing) for the period ending 31 December 2023

The Council's Anti-Fraud, Bribery and Corruption Policy continued to direct the proactive anti-fraud work undertaken by Council. This report provided an update in respect of the pro-active and reactive anti-fraud, bribery and corruption activity undertaken during the period ending 31 December 2023.

Having considered the report, the committee **AGREED** the key messages featured in part 3 of this report, that the work and assurance met their requirements and advise if further information was required.

Norfolk County Council Audit Results Report – Audit Committee Summary for the year ended 31 March 2022

This committee received the report which introduced the External Auditor's (Ernst & Young) Norfolk County Council Final Audit Results Reports for the year ended 31 March 2022. The report enabled the committee to formally consider matters raised by the Council's external auditors

Having considered the report, the committee

- **NOTED** the update to the audit scope for risk and materiality issued by Ernst & Young
- **NOTED** and **AGREED** matters raised in the Ernst & Young Norfolk County Council and Audit Results Reports before Ernst & Young issue their audit opinions.
- **NOTED** the previously acknowledged Ernst & Young Audit Results Reports for the Norfolk Pension Fund Audit 2021-22 received on 22 November 2022 before Ernst & Young issue their audit opinions

Forward Work Programme

The committee received the report which outlined the committee's work programme. The committee's work fulfilled its Terms of Reference as set out in the Council's Constitution and agreed by the Council. The terms of reference fulfilled the relevant regulatory requirements of the Council for Accounts and Audit matters, including risk management, internal control and good governance. Following constitutional changes agreed by Full Council on 19th of July 2022 the Audit and Standards Committee have merged.

Ian Mackie
Chairman, Audit & Governance Committee

Report of the Norfolk Health and Wellbeing Board Meeting held on 6 March 2024.

1. Chair's opening remarks

- 1.1 In the absence of the Chair the meeting was chaired by the Vice Chair, Patricia Hewitt.
- 1.2 She welcomed new members of the Health and Wellbeing Board (HWB), Cllr Claire Kidman from Norwich City Council, Cllr Liz Withington from North Norfolk District Council, Nicholas Clinch from Adult Social Services, Norfolk County Council, Andrew Palmer, from the Integrated Care Board, Prof Nicole Horwood, from the University of East Anglia, Tricia Fuller from Norfolk Suffolk Foundation Trust, Oliver Judges Place Board Chair – West, and Laura Clear from Norfolk Community Health and Care.
- 1.2 She reported that it would be Social Work week from 18 to 22 March 2024, its objective was to bring people together to learn, connect, and influence change. It was the fourth year of Social Work Week and work would build on discussions from previous years and celebrate all the amazing work social workers did each day across the system.
- 1.3 She also confirmed that NHS England had announced that NHS Norfolk and Waveney Integrated Care Board was no longer in NHS oversight framework segment 4 and had been removed from the Recovery Support Programme, formerly known as “special measures”. The Chair thanked members of the HWB for their partnership working which helped achieve this.

2. Director of Public Health Annual Report for Norfolk 2023: Smoking, tobacco control and vaping

- 2.1 The “Director of Public Health Annual Report for Norfolk 2023: Smoking, tobacco control, and vaping” was introduced to the HWB by Stuart Lines, Director of Public Health, Norfolk County Council. This was a statutory independent report. The focus was on smoking which was a key issue in parts of the Norfolk population and the biggest contributor to poorer health outcomes. It discussed the use of e-cigarettes as a gateway to tobacco use, particularly among young people and those who had never smoked and outlined the ambition of the country to become smoke-free.
- 2.2 Diane Steiner, Deputy Director of Public Health, Norfolk County Council, and Ciceley Scarborough, Consultant, Public Health, Norfolk County Council spoke to the report. They discussed that the statistics showed rates of smoking were reduced in the long term, however, smoking rates remained at 13% in Norfolk, thus, work was still needed to achieve the smoke-free generation target of 5% by 2030. Smoking contributed to diseases such as cancer, respiratory disease, and cardiovascular disease and tobacco use was the third largest risk factor for diseases such as stroke and dementia. This leads to a greater demand for services. There were higher rates of smoking in Great Yarmouth, in men, in people aged 25-60 years old, in areas of greater deprivation, among those in routine and manual jobs and among people with mental health issues, and in poorer health. Rates of smoking in pregnancy in Norfolk are gradually coming down but were above the national average. Interventions were in place to help people stop smoking and vaping could be used as a tool for this aim, however, more research was needed over the long-term impact. Data suggests

there are likely to be a significant amount of people in Norfolk who vape but have never smoked including young people. The Norfolk Tobacco Control and Vaping Alliance are implementing an action plan on vaping including a toolkit for schools. It would take partner collaboration to tackle the issues in Norfolk.

The Health and Wellbeing Board **RESOLVED to:**

- a.) Approve the publication of the Director of Public Health's Annual Report 2023 on the Joint Strategic Needs Assessment (JSNA) website.
- b.) Support the recommended actions for individuals and organisations as set out in the Director of Public Health's Annual Report 2023.
- c.) Share the Director of Public Health's Annual Report 2023 with relevant partners.

3. Better Care Fund Quarterly reports

- 3.1 The Better Care Fund (BCF) Quarterly Report was introduced by Nick Clinch, Director of Communities Prevention and Partnerships, Adult Social Care, Norfolk County Council. It was part of the HWB's statutory responsibility to oversee the Better Care Fund, in which there was a requirement to submit quarterly reports to NHS England. The BCF funds the services that support the Health and Wellbeing of Norfolk residents and was a key driver for diving integration between key partners on the HWB. The HWB was made aware that there was a second stage review of the core BCF in progress. This report summarises the Q2 and Q3 BCF reports and the review progress to date. At the next meeting HWB in June, the strategic direction for the core BCF in Norfolk would be discussed.
- 3.2 Edward Fraser, Interim Assistant Director Communities & Integration, Adult Social Services, Norfolk County Council spoke to the report. It was outlined that this was a key piece of integrated activity with NHS partners that was broadly a positive story, additionally, spending was in line with expected profiles. All four of the national conditions were being met and the delivery of the schemes, apart from the rate of admissions to residential care homes, were on track to meet metrics. Work was underway to look at the data and the schemes in place to better understand why those metrics were underperforming and the impact of this. The Community Step Down Flats, which makes use of Housing with Care Flats to support reablement following a hospital stay, and the Norfolk First Support Reablement service, which looks into how occupational therapy support would be integrated as part of the pathway to offer a holistic service. A joint review was being carried out around core funded schemes to ensure they aligned with national and local priorities, and how the BCF was being used across place to demonstrate the impact for local people. Members heard that the review had identified there was no clear process for onboarding and offboarding schemes funded through the BCF.

The Health and Wellbeing Board **RESOLVED to:**

- a) Agree and sign-off the BCF Q2 and Q3 reports.
- b) Endorse the work of the BCF review to date.
- c) Support a presentation of the end of year report and the result of the review at the next meeting of the Health and Wellbeing Board.

4. NHS Norfolk and Waveney Integrated Care Board Annual Report

- 4.1 The NHS Norfolk and Waveney Integrated Care Board Annual Report was introduced to the HWB by Andrew Palmer, Executive Director of Performance, Transformation and Strategy, NHS Norfolk and Waveney Integrated Care Board (ICB). In the annual report, ICBs must describe

how they have contributed to the delivery of the priorities set by the HWB in their Strategy and consult with the HWB regarding that. Members were asked to comment on the draft narrative of the NHS Norfolk and Waveney Integrated Care Board Annual Report for 2023/24 and propose any amendments. Members were asked to note that the ICB was working with all partners on their Joint Forward Plan, which provided an additional opportunity for the ICB to show how it is contributing to the four strategic priorities.

Concerning Driving Integration, the following examples were noted. The joint work on ambulance handovers, Right Care Now, Shared Care records, being an active partner in work across the Primary Care networks and Place Boards, and in the Health and Wellbeing Partnerships. Examples of prevention included the continuation of Protect NoW and the range of Population Health Management projects. A strategy was being developed for addressing Health Inequalities, in addition, there was a Patient and Communities Committee which remit included looking into how the ICB was reducing Health Inequalities and enabling resilient communities. The ICB remained committed to enabling people to live independent healthy lives in their communities for as long as possible.

4.2 The Members commented on the draft narrative of the NHS Norfolk and Waveney Integrated Care Board Annual Report.

The Health and Wellbeing Board **RESOLVED to:**

Note the information in the report and to Propose the following amendments:

- That case studies to be built into the initiatives.
- For areas of difficulty, how partners could provide further support to be investigated.
- That information on financial viability of voluntary sector partners to be taken into consideration.

The Health and Wellbeing Board meeting closed at 10:32 am.

BILL BORRETT

Chair of the Health and Wellbeing Board

Report of the Pensions Committee meeting held on 12 March 2024

1. Administration Report

1.1 The Committee received the report by the Director of Strategic Finance and the Director of the Norfolk Pension Fund. This report was the quarterly update for the Pensions Committee on operational and administration matters relating to the Fund. This followed the last full quarterly report to Pensions Committee in December 2023.

1.2 **RESOLVED**

The Committee is asked to consider and note the content of this report including:

- Pensions Committee is invited to consider and agree the main activities and projects outlined in the Service Plan
- Pensions Committee are asked to consider the 2024-27 Medium Term Internal Audit Plan
- Pensions Committee is asked to approve the cash management strategies for the management of the Fund's cash balances and dynamic currency programme (items 9 and 10).

The three Admission Agreements to note in respect of:

- Aspens Services (Broad Horizons Education Trust)
- Churchill Services (Notre Dame High School)
- Caterlink (Colman Infant & Junior Federation)

2. Update from the Pensions Oversight Board

2.1 The Committee received the report by the Director of Strategic Finance and the Director of the Norfolk Pension Fund. The report updated the Pensions Committee on the work of the Pensions Oversight Board (POB) which last reported to the Committee on 5 December 2023.

2.2 **RESOLVED**

To note the report.

3. Pension Fund Budget 2024-2025

3.1 The Committee received the report by the Director of Strategic Finance and the Director of the Norfolk Pensions Fund. The report explained that the Norfolk Pension Fund budget was set separately from Norfolk County Council's budget and was built upon the Fund's Service Plan. The budget took account of statutory responsibilities and legislative changes, as well as significant operational changes that may impact upon the Pension Fund during the year. The report explained the proposed budget for 2024-2025.

3.2 **RESOLVED**

To approve the Pension Fund 2024-2025 budget.

4. Corporate Governance and Shareholder Engagement Report (including summary climate risk monitoring report)

4.1 The Committee received the report by the Director of Strategic Finance and the Director of the Norfolk Pension Fund which provided the six-monthly update for the Pensions Committee on corporate governance and shareholder engagement matters relating to the Fund including Environmental Social Governance matters relating to the ACCESS Pool. The report covers the period 1 July 2023 to 31 December 2023.

4.2 RESOLVED

To note the contents of this report and approve the updated Statement on Divestment / Exclusion & ESG (Environmental, Social & Governance) Aspects of Investment Strategy.

5. ACCESS Update Unrestricted Items

5.1 The Committee received a report by the Director of Strategic Finance and the Director of the Norfolk Pension Fund that provided an update to the Pensions Committee on the work of the ACCESS Pool in so far as unrestricted items were concerned.

5.2 RESOLVED

That the Committee noted the contents of the report.

6. ACCESS Update - restricted items

6.1 The Committee received a report (containing exempt information) by the Director of Strategic Finance and the Director of Norfolk Pension Fund that updated Members on the work of the Access Pool.

6.2 RESOLVED

That the Committee noted the contents of the report.

7. Hymans Quarterly Performance Report

7.1 The Committee received a detailed presentation on investment performance (containing exempt information) by Hymans Robertson.

7.2 RESOLVED

That the Committee note the contents of the report and the presentation to the Committee by Hymans Robertson.

8. Protection Asset Review

8.1 The Committee received a report which informed the Committee of the outcomes of a review of the protection portfolio.

- 8.2 **RESOLVED** to:
1. Maintain aggregate Fund Protection target allocation of 5% (and existing strategy-specific targets).
 2. Consolidate the Protection portfolio within the Janus Henderson mandate, following the removal of the gilts-based collateral pool held within the Insight mandate.
 3. Explore with Janus Henderson introducing a duration parameter more closely aligned with the Fund's liabilities.
 4. Engage with ACCESS to encourage the development of a pure Protection focussed fund that meets the requirements of Norfolk and other ACCESS Partner Funds

9. Investment Update

9.1 The Committee received a report (containing exempt information) by the Director of Strategic Finance and the Director of the Norfolk Pension Fund that dealt with the investment strategy and assets of the Fund.

9.2 RESOLVED

That the Committee noted the content of the report including the updated Investment Strategy Statement.

10. Investment Manager

10.1 The Committee received a presentation from Insight Investment which had been circulated to the Committee with the agenda. The presentation summarised the fund performance and provided some case studies of their portfolio.

10.2 The Chair thanked the representatives for producing the detailed information and for the comprehensive presentation.

11. Exempt Minutes of the meeting held on 5 December 2023

11.1 The exempt minutes of the meeting held on 5 December 2023 were confirmed by the Committee and signed by the Chair.

**Cllr Judy Oliver
Chair**

Report of the Planning (Regulatory) Committee Meeting held on 26 January 2024

A: Meeting held on 26 January 2024

1. **FUL/2022/0021: Land south of Rawhall Lane, Beetley, Dereham, Norfolk, NR20 4HJ**
 - 1.1 The Committee received the report setting out a planning application for the development of a new sand and gravel quarry on agricultural land south of Rawhall Lane, approximately 1.1 km to the north-west of Beetley, near Dereham.
 - 1.2 With 7 votes for and 1 vote against, the Committee **agreed** that the Executive Director of Community and Environmental Services be authorised to:
 1. Grant planning permission subject to the conditions outlined in Section 11 the amended conditions, set out in appendix B to these minutes, and the proposal agreed by the Committee for the site to close at 6pm to align with the closing time of Middleton Aggregates (agreed at paragraph 6.4 of these minutes)
 2. Discharge conditions where those detailed above require the submission and implementation of a scheme, or further details, either before development commences, or within a specified date of planning permission being granted;
 3. Delegate powers to officers to deal with any non-material amendments to the application that may be submitted.
2. **FUL/2023/0019: Land adjacent to the Barn, Heron Farm, Bunwell Road, Besthorpe, Attleborough, Norfolk, NR17 2LN**
 - 2.1 The Committee received the report setting out a planning application for a change to the use of an area of land from open air storage (plant, materials and aggregates) to an aggregate and soil recovery facility (part retrospective). The application sought to recycle / recover up to 60,000 tonnes per annum of aggregates and soils from imported construction, demolition and excavation waste linked to the adjacent Newall civil engineering business.
 - 2.2 Cllr Tony White **proposed** to approve the application, seconded by Cllr Chris Dawson, due to there not being a clear adverse impact on local amenity and landscape. The Chair clarified that if approved, conditions would need to be put in place. In usual circumstances when this occurred, conditions were delegated to officers in consultation with the Chair and Vice-Chair. In the absence of the Vice-Chair the Chair suggested that instead this was in consultation with the Chair and Cllr Tony White, as the proposer of the motion.

- 2.3 With 7 votes for, and 2 votes against the Committee **AGREED** to **approve** the planning application, with conditions to be agreed by officers in consultation with the Chair of the Committee and Cllr Tony White.
- 3. FUL/2023/0033: Carter Concrete Ltd, Britons Lane, Beeston Regis, NR26 8TP**
- 3.1 The Committee received the report setting out a planning application under Section 73 of the Planning Act 1990 for variation of conditions of permission reference FUL/2019/0002 to regularise changes to the approved restoration scheme for the original quarry.
- 3.2 The Committee unanimously agreed that the Interim Executive Director of Community and Environmental Services be authorised to:
1. Grant planning permission subject to the conditions outlined in section 11, and subject to continued obligations of the existing legal agreement; and
 2. Discharge conditions where those detailed above require the submission and implementation of a scheme, or further details, either before development commences, or within a specified date of planning permission being granted;
 3. Delegate powers to officers to deal with any non-material amendments to the application that may be submitted.

Brian Long
Chair, Planning (Regulatory) Committee

Report of the Corporate Select Committee meeting held On 11 March 2024

1. **Norfolk's Digital Inclusion Strategy and "Tech Skills for Life" Pilot in West Norfolk next steps**

1.1 The Select Committee received and was introduced to Norfolk's Digital Inclusion Strategy and "Tech Skills for Life" Pilot in West Norfolk by Cllr Jane James, Cabinet Member for Innovation, Transformation & Performance. She highlighted that the "Tech Skills for Life" pilot was a placed based approach that worked alongside partners and residents to aid the access and use of technology. The report noted the pilot specifically, the ambition to extend this work following a successful bid for funding and the overall Digital Inclusion Strategy. The committee was encouraged to read pages 20 to 22 which included examples of individual impact of the work occurring in West Norfolk.

1.2 Gail Harvey, Digital Inclusion Strategy Programme Manager, presented the appended presentation the committee which provided an overview of Norfolk County Council's (NCC) Digital Inclusion Stagey and additional details of the Tech Skills for Life pilot carried out in West Norfolk. In addition, members received a project update video of the pilot in West Norfolk.

1.3 Having considered and commented on Norfolk's Digital Inclusion Strategy and "Tech Skills for Life" Pilot in West Norfolk next steps, the Select Committee **resolved** to **NOTE** the information.

2. **Continuous Improvement Update**

2.1 The committee received and was introduced to, the Continuous Improvement Update report by Cllr Jane James, Cabinet Member for Innovation, Transformation & Performance. The report provided an update to committee on 3 deliverables: the implementation of our Continuous Improvement Function, a review of our Hybrid Working Policy, and "Offices for Good" Programme.

2.2 The Corporate Select Committee was asked to note the change from Smarter Working to Continuous Improvement, in line with recommendations from the 2023 consultation process, and provide steer on important areas of focus over the next 6 months.

2.3 Having reviewed and commented on Continuous Improvement Update report, the Select Committee **resolved** to **NOTE** the information.

3. Forward Work Plan 2024

3.1 The committee resolved to **agree** the forward work programme.

Cllr Rhodri Oliver
Chair, Corporate Select Committee

Report of the Infrastructure and Development Select Committee meetings held on 23 February 2024 and 13 March 2024

A. Meeting held on 23 February 2024

1. Adult Learning Annual Plan

- 1.1 The Committee received the report from the Interim Executive Director of Community and Environmental Services. The report set out how the service's proposed strategic and operational activities contributed to Norfolk's priorities.
- 1.2 Having considered the report, the Committee:
1. **NOTED** the Adult Learning Annual Plan for 2024-25, in advance of a Cabinet decision on 4th March 2024.
 2. **NOTED** the Adult Learning service's exceptional performance and contribution to Norfolk priorities.

2. Coastal Erosion and Flooding

- 2.1 The Committee received the report from the Interim Executive Director of Community and Environmental Services, which formed an update to the 22 November 2023 Scrutiny report on Coastal Matters, where it was agreed that the issue of coastal erosion and flooding should be considered in further detail by this Select Committee.
- 2.2 Having reviewed the report, the Committee:
1. **NOTED** the risk of coastal erosion and flooding to the County of Norfolk.
 2. **SUPPORTED** the commitment that all tiers of government in Norfolk, including the County Council Cabinet, should continue to lobby central government for more funding for coastal erosion and flood prevention schemes.
 3. Continued to **SUPPORT** the appointment of a Minister for the Coast, so that coastal communities have a champion sitting within government to focus on coastal erosion and flooding issues.

3 Waste Services Review

- 3.1 The Committee received the report from the Interim Executive Director of Community and Environmental Services which took back at the achievements of the Waste Service and looked ahead to some of the challenges in a landscape of emerging new policies that would increase demands on Councils to deliver better environmental performance and a wider range of waste services. The report also highlighted how the County Council continued to support residents in reducing the amount of waste they create, improve the opportunities for recycling and composting and drive down the amount of waste being sent to landfill. This report also provided an overview and update on the services delivered by the County Council in its role as the Waste Disposal Authority for Norfolk. This role includes the provision of recycling centres, the disposal of residual waste, and making payments to the District, City and Borough Councils to help support the costs of the recycling

services that they deliver.

- 3.2 Having reviewed the report, the Committee:
1. **NOTED** on the review including the County Council's current waste policies and emerging challenges in emerging national waste policy.
 2. **NOTED** the arrangements outside Norfolk for the 'incineration of waste or fuel derived from waste' set out in sections 2.3.3 and 6.6.2 of this report, in accordance with the County Council's second Waste Policy.

4. Supporting Active and Sustainable Travel to School, including School Streets

- 4.1 The Committee received the report from the Interim Executive Director of Community and Environmental Services.
- 4.2 Having reviewed the report, the committee
1. NOTED that alternative options for enforcing the Robert Kett School Street are being reviewed, which will help inform the delivery of School Streets elsewhere in Norfolk, subject to external funding being secured.
 2. NOTED the wide range of existing interventions available to schools, including those which are low or zero cost options, and that awareness raising of these will be undertaken.

5. Forward Work Programme

- 5.1 The committee received the report by the Interim Executive Director of Community and Environmental Services, which set out the Forward Work Programme for the committee to enable the Committee to review and shape.
- 5.2 The Select Committee **agreed** the Forward Work Programme for the Select Committee, as set out in Appendix A.

B. Meeting held on 13 March 2024

1. Integration of the New Anglia Local Enterprise Partnership Function (LEP) into Norfolk County Council.

- 1.1 The Committee received the report which informed the Committee of the progress of the integration of the LEP functions into Norfolk County Council.
- 1.2 Having considered the information in the report on the work being done to implement the Norfolk integration plan, the Committee **ENDORSED** the integration of the LEP functions into the County Council with effect from 1 April 2024

2. Economic Strategy

- 2.1 The Committee received the report which outlined the process being undertaken to develop a new economic strategy for Norfolk.

- 2.2 Having considered the approach being taken to develop a new economic strategy for Norfolk, the Committee **AGREED** to receive the draft economic strategy for comment and endorsement later in the year.

3. Climate Action Plans Tranche 3

- 3.1 The Committee received the report which covered tranche three of the Climate Strategy. These actions covered council initiatives relating to commercial and industrial sectors, climate adaptation, transport, our companies and our staff.
- 3.2 Having reviewed the third tranche of actions, the Committee **ENDORSED** the actions to progress to Cabinet.

4. Trading Standards Service Plan 2024/25

- 4.1 The Committee received the which report described the Trading Standards Service Plan and associated sub-plans (as annexed to the main plan) that set out the service priorities for 2024/25, taking account of the service budget set in February 2024
- 4.2 Having reviewed the report, the Committee **NOTED**;
- the Trading Standards Service Plan 2024/25 (Appendix 1) including:
 - Annex I: Enforcement of Age Restricted Sales and Illegal Tobacco and Nicotine Inhalation Products Plan 2024/25 (Appendix 2 to this report)
 - Annex II: Food & Feed Law Enforcement Plan 2024/25 (Appendix 3 to this report), and
 - Annex III: Delivery of Animal Health & Welfare Framework 2024/25 (Appendix 4 to this report) prior to consideration by Cabinet.

5. Highways and Infrastructure Services Reprocurement

- 5.1 The Committee received the report which outlined the process and programme for the reprocurement in three elements; Highway Term Maintenance Works, Professional Services and Traffic Signals, Digital Innovation and Electrical Services contracts, for 1 April 2026.
- 5.2 Having reviewed the report, the Committee
1. Noted the continued use of the mixed economy delivery model of the highway service.
 2. Noted the process and programme for the reprocurement in three elements; Highway Term Maintenance Works, Professional Services and Traffic Signals, Digital Innovation and Electrical Services contracts, for 1 April 2026.
 3. Noted the intention to renegotiate the Norse Highways SLA extension beyond 1 October 2024.

6. Countywide Local Cycling and Walking Infrastructure Plan

6.1 The Committee received the report which summarised the Countywide Local Cycling and Walking Infrastructure Plan (LCWIP), which builds on LCWIPs already adopted for King's Lynn, Greater Norwich and Great Yarmouth (April 2022).

6.2 RESOLVED

1. Consider the Countywide Local Cycling and Walking Infrastructure Plan before it is finalised and considered for adoption by Cabinet in April 2024.

2. Recommend that Cabinet adopt the Countywide Local Cycling and Walking Infrastructure Plan or agree any changes that the Committee would want to recommend that Cabinet adopt.

7. Norfolk Walking, Wheeling and Cycling Strategy 2024

7.1 The Committee received the report which summarised the outcome of the recent consultation on the draft Norfolk Walking, Wheeling and Cycling Strategy. The draft Strategy came to Select Committee in September 2023 to receive comments before consultation. Results of the consultation can be viewed in Appendix A of the report.

7.2 RESOLVED

1. To **NOTE** the public consultation results.

2. To **NOTE** the proposed amendments to the draft Norfolk Walking, Wheeling and Cycling Strategy before adoption.

8. Forward Work Programme

8.1 The Committee received the report which set out the Forward Work Programme for the Select Committee, to enable the Select Committee to review and shape it.

8.2 Having reviewed the Forward Work Programme for the Select Committee, as set out in Appendix A of the report, it was **AGREED**.

**Cllr James Bensly, Chair
Infrastructure and Development Select Committee**

Report of the People and Communities Select Committee meeting held on 15 March 2024

1. Home to School Transport

- 1.1 The Committee received the report setting out an overview of the arrangements for delivery of home to school travel, highlighting the pressures on the system and actions and initiatives that the council was taking to improve outcomes, manage demand, reduce costs, and ensure compliance with statutory duties and best practice.
- 1.2 The Select Committee:
1. Noted the content of the report on Norfolk's Home to School Travel (HTST)
 2. Provided feedback and commented on the HTST programme of transformation and improvement.
 3. Identify any areas for further scrutiny or investigation:
 - a report to a future meeting on TITAN (Travel Independence Training Across Norfolk).

2. Fostering Transformation Update

- 2.1 The Committee received the report giving a summary of the transformation work, including the work to date to improve the recruitment and retention of foster carers for children in Norfolk who come into care, and in line with Children's Services aim that all children should experience family-based care.
- 2.2 The Select Committee:
1. Reviewed and provided feedback on the current work that Norfolk County Council is undertaking with regards to improving the offer to our foster carers and increase the net numbers of those who want to foster, and stay fostering, for our in-house service, Norfolk Fostering Service (NFS).
 2. Noted the vital role members could play in promoting and supporting the drive to increase the pool of in-house foster carers. A briefing will be provided for Councillors to share at Annual Meetings of Parish and Town Councils.

3. Forward Work Programme

- 3.1 The Committee considered the forward plan for the People and Communities Select Committee and discussed possible items for addition.
- 3.2 The Select Committee **AGREED** the forward plan.

Cllr Fran Whymark, Chair
People and Communities Select Committee

Report of the Norfolk Joint Museums Committee Meeting held on 2 February 2024

1. Area Museums Committees/Working Groups

- 1.1 The Joint Museums Committee received updates about Museums activities in Breckland, Great Yarmouth, Norwich, and King's Lynn and West Norfolk
- 1.2 The Joint Museums Committee **RESOLVED** to **NOTE** the minutes from each district.

2. Informal Discussion from 27 October 2023

- 2.1 The Joint Museums Committee received a report which gave an overview of the informal, untelevised discussion held by Committee Members on Friday 27 October 2023 as the Committee meeting was declared inquorate.
- 2.2 The Joint Museums Committee **RESOLVED** to **NOTE** the report.

3. Norfolk Museums Service – Finance Monitoring Report for 2023/24

- 3.1 The Joint Museums Committee received a report covering the Norfolk Museums Service forecast budget out-turn for 2023/24, while detailing the latest monitoring position of the revenue budget, capital programme, reserves, and provisions.
- 3.2 The Joint Museums Committee **RESOLVED** to **CONSIDER** and **COMMENT** on the latest monitoring position of the revenue budget, capital programme, reserves and provisions and forecast outturn for 2023/24.

4. Norfolk Museums Service – Risk Management Report

- 4.1 The Joint Museums Committee received a report giving an insight into the key risks that were managed by the Norfolk Museums Service.
- 4.2 Having considered the contents of the report, the Joint Museums Committee **RESOLVED** the following:
 1. **AGREED** the proposed changes to risks as set out in item 2.1 in the report.
 2. **NOTED** the active and dormant risks as per appendices A and B of the report.

5. Norfolk Museums Service – Performance and Strategic Update Report

- 5.1 The Joint Museums Committee received a report providing an update on the performance of the Norfolk Museums Service over the 2023/24 financial year plus an update on major projects.

5.2 Having received an update on the 2023/24 Service position to date, the Joint Museums Committee **RESOLVED** to **NOTE** the following:

1. Progress regarding development of the Norwich Castle: Gateway to Medieval England project.
2. Progress in terms of the Museums Service's key Arts Council England and National Lottery Heritage Fund programmes for 2022/23 and the Service's delivery of its Arts Council England National Portfolio Organisation programme for 2023-26.

6. **Norwich Castle: Royal Palace Reborn Project Update February 2024**

6.1 Hannah Jackson, Project Manager of the Norwich Castle: Royal Palace Reborn project, gave a presentation to the Joint Museums Committee illustrating the latest updates to the Royal Palace Reborn Project.

**Cllr John Ward, Chair,
Norfolk Joint Museums Committee**

Report of the Norfolk Records Committee Meeting held on 2 February 2024

1. Fees and Charges

- 1.1 The Norfolk Records Committee received a report giving an overview of increases being made to the fees and charges for services provided by the Norfolk Record Office (NRO), as these had last been reviewed in 2020.
- 1.2 The Norfolk Records Committee **RESOLVED** to **SUPPORT** the new charges as outlined in the appendix of the report.

2. Finance and Risk

- 2.1 The Norfolk Records Committee received a report which covered the NRO revenue budget for 2023/24, capital programme, reserves, and provisions. An update on the service risk register was also included. A balanced budget was predicted by the end of the current financial year.
- 2.2 Cllr Ben Price proposed that the County Archivist approach finance officers at the Council to investigate whether any funding from the additional local government settlement announced on the 24 January could be allocated to the NRO to mitigate proposed reductions to its services. This was seconded by Cllr Saul Penfold. After a short debate, this was unanimously **APPROVED** by Committee Members on a show of hands.
- 2.3 Cllr Ben Price stated he had written to the Monitoring Officers at both Norfolk County Council and Norwich City Council suggesting that recordings of committee and panel meeting be stored digitally, as they could be of historical use in the future. The County Archivist confirmed that the NRO would accept digital deposits, however additional resources would need to be allocated. If district councils were in agreement, the NRO could store their recordings. The Vice-Chair, Cllr Robert Kybird, suggested that the Committee write to district councils and ask what their long-term plans for digital record storage were. The Committee **AGREED** that the Chair would write a letter to each district council to gauge interest in this proposal.
- 2.4 Having considered and commented on the report, the Norfolk Records Committee **RESOLVED** the following:
 1. **NOTED** the forecast position of the revenue budget, reserves, and provisions.
 2. **NOTED** the management of risk for 2023/24.
 3. **PROPOSED** that the County Archivist consult with financial officers to see if any funding from the additional Local Government Settlement announced on the 24 January 2024 could be allocated to the NRO to mitigate proposed savings in its 2024/25 budget.
 4. **AGREED** that the Chair write a letter to district councils to explore what their digital record storage policies were and whether they would consider the NRO storing their digital recordings of committee meetings.

3. Norfolk Archives and Heritage Development Foundation (NorAH)

3.1 The Norfolk Records Committee received a report providing an overview of the work of the Norfolk Archives and Heritage Development Foundation (NorAH).

3.2 Having considered and commented accordingly, the Norfolk Records Committee **RESOLVED** to **NOTE** the report.

**Cllr Michael Chenery of Horsburgh, Chair,
Norfolk Records Committee**

Full Council

Report Title: Pay Policy Statement 2024-25

Date of Meeting: 26 March 2024

Responsible Cabinet Member: Cllr Kay Mason Billig, Leader and Cabinet Member for Strategy & Governance

Responsible Director: Tom McCabe, Chief Executive

Is this a Key Decision? No

If this is a Key Decision, date added to the Forward Plan of Key Decisions: N/A

Executive Summary / Introduction from Cabinet Member

The council is legally required to publish a Pay Policy Statement at the beginning of each financial year. The 2024-25 version is submitted for Council's approval.

Recommendations:

- 1. That council approves the 2024-25 draft Pay Policy Statement.**

1. Background and Purpose

- 1.1** Under the Localism Act 2011 each Local Authority is required to publish a Pay Policy Statement at the beginning of each financial year. The present statement was approved by Council in March 2023. A draft 2024-25 version is now submitted for approval (see appendix A).

2. Proposal

- 2.1** There are no substantive amendments this year but smaller changes have been made as follows:

- a) Section 1.5 Scope- added clarification that employees covered by nationally set terms and conditions can, in addition, be covered by the locally set overall Pay and Reward principles, policies, schemes and benefits where national terms and conditions permit this.
- b) Section 7.4 Recognition payment for an exceptional “one off” contribution or a substantially increased workload - removed the current maximum £1000 permitted for a Recognition payment and replaced with “up to a maximum amount agreed by the Employment Committee”. The amount is published in the Recognition Payments policy and may be subject to review by the Employment Committee.
- c) Removed "The County Council does not operate a performance pay or bonus scheme outside the incremental grading structure that determines basic pay" to avoid confusion, as the definition of a 'bonus' under Gender Pay Gap reporting regulations is wider than a traditional bonus scheme and includes our Recognition Payments as set out in section 7.3 and potentially some types of market pay supplement. The report already explains how people progress and how pay is reviewed under sections 6.5 - 6.11.
- d) Section 10.2 Open data – added a reference to the annually published Gender Pay Gap report for transparency.

2.2 Other amendments to the Statement include updated dates, figures and terminology.

3. Impact of the Proposal

3.1 The proposed amendments bring the Statement up to date and ensures it accurately reflects the pay arrangements used across the organisation.

4. Alternative Options

5.1 None.

5. Financial Implications

6.1 None. The Statement reflects current pay policy provisions.

6. Other Implications

8.1 Legal Implications:

The statement is in line with current reporting regulations.

7. Recommendations

1. That council approves the 2024-25 draft Pay Policy Statement.

8. Background Papers

None

Officer Contact

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

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Email: sally.albrow@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 – Draft Pay policy statement 2024-25

Norfolk County Council

Pay Policy Statement 2024 to 2025

Approved by County Council on 26 March 2024

1. Introduction and Scope

1.1. Norfolk County Council is committed to accountability, transparency, equity and fairness in pay, reward, and remuneration. This Pay Policy Statement outlines the Council's pay and reward policies for 2024-2025. These ensure that pay and reward policies are appropriate for the Council's aims, are appropriate to attract and retain key skills, and are consistently and equitably applied.

1.2. The Pay Policy Statement fulfils the Council's statutory requirements under Chapter 8 of the Localism Act 2011 and will be updated annually.

1.3. The policies referred to in this Statement are relevant to Council employees generally, including Chief Officers. However, the scope of this Statement does not include all pay policies relating to certain categories of employees whose pay arrangements are determined nationally, including:

1.3.1. Firefighters (covered by the National Conditions for Local Authorities' Fire Brigades), except where additional terms and conditions have been set locally, as permitted under the national frameworks.

1.3.2. Teachers (covered by statutory School Teachers' Pay and Conditions).

1.3.3. Employees paid on national pay rates determined by the Soulbury Committee covering Education Improvement Professionals and Educational Psychologists.

1.3.4. Employees in Public Health on NHS conditions of employment.

1.4. Maintained schools are not covered by this policy but are separately required to produce an annual pay policy setting out the terms on which the remuneration of their workforce is based.

1.5 Employees covered by nationally set pay arrangements will have access to locally set relevant policies, schemes and benefits where the national terms and conditions permit this. The overall pay and reward strategy principles will also apply.

2. Definitions

2.1. The Council defines the total employment package as consisting of both tangible and intangible elements. The pay policy statement focuses on the tangible pay and reward and recognition elements, including salary, allowances, benefits in kind, pension enhancement and payments relating to the ceasing of employment.

2.2. The Council defines “lowest paid employees” as those paid on the first salary point of the County Council’s pay grades for National Joint Council (NJC) for Local Government Services, as this is the lowest pay rate generally applied to NCC roles.

2.3. Apprentices are generally paid according to the rate for the job as described in section 6.1, but the Council may in exceptional circumstances employ some apprentices under the national Apprenticeship framework, and people on similar learning programmes who are paid at less than the Council's minimum salary point, in line with the National Minimum Wage (NMW). For instance, if stepping in to host an apprentice when the host business closes until a new provider is located, we would continue the existing rate of pay which could be NMW, or for schemes designed to give people work experience and funded at NMW rate. The rates from April 2024 are from £6.40 to £11.44 per hour depending on age, (equivalent to £12,347 to £22,071 per annum for a 37 hour week).

3. The Council's Pay and Rewards Strategy

3.1. The Council's overall approach to pay and reward is set out in its Pay and Rewards Strategy. The objectives set out in that document are to:

- Attract and retain people with the skills and talent the County Council needs to deliver excellent services in Norfolk.
- Encourage and reward high levels of contribution, flexibility, innovative ways of working, and relevant skills acquisition through experience and development, by employees at all levels.
- Provide a fair system of reward and recognition for employees.
- Enable the organisation to quickly adapt to changes in priority and deploy resources where they are most needed.

3.2. The Council's pay policies are designed to achieve those objectives within the Principles and Core Standards set out in the strategy. Pay policies, and strategy, are kept under review and updated from time to time as necessary.

4. Governance Arrangements

4.1. The Pay Policy is approved by council and the Officer Employment Procedure Rules provides the delivery mechanism.

4.2. The Officer Employment Procedure Rules of the Council's Constitution provide for designated Senior Officers to take certain delegated decisions in relation to employment matters, within the policy framework approved by Council.

5. Publication of and access to information relating to pay

5.1. The Council publishes information about pay in accordance with statutory requirements, and the guidance of the Information Commissioner's Office and the Department for Levelling Up, Housing and Communities. Information is published on the Council's website and in the Council’s Statement of Accounts.

6. Basic Pay Determination

6.1. Pay levels for all employees are determined by the following:

6.2. The Council uses the Korn Ferry Job Evaluation Scheme to establish the relative “sizes” of jobs within the organisation. The job evaluation (‘JE’) process is applied to all jobs in the Council unless the salary rates are determined nationally (e.g., firefighters, teachers and Soulbury Officers). An evaluation results in an overall job evaluation score, which is used to rank jobs within the organisation. The overall job evaluation score for a job is used to allocate that job to the appropriate pay grade of the Council's grade structure.

6.3. The design and standardisation of job descriptions by a “professional” group supports consistency across professions and the organisation. For new or changed roles which would attract Grade P or above, external evaluation specialists may be commissioned to independently review and validate the job evaluation rationale, and this will be signed off by the Director for People and aligned to the organisational design across senior posts of the Council. Roles which are defined in Part 10 – Officers Norfolk County Council Constitution are also subject to general oversight by the Employment Committee.

Appointment

6.4. The incremental point an individual will be appointed to within the grade will normally be the minimum of the scale. However, an appointment may be at a higher point within the scale where necessary to appoint the best candidate. In the case of the defined Chief Officers listed within the Constitution, views of Members of the Appointments Panel will inform the decision.

Pay awards and progression

6.5. The chief executive post is paid a spot salary. The Council applies the pay award agreed by the Joint Negotiating Committee for Chief Executives – national Salary Framework and Conditions of Service Handbook.

6.6. For employees covered by national Fire, Teacher (Centrally Employed), Soulbury and NHS terms and conditions, pay awards and pay progression is based on national standards or terms and conditions.

Decisions taken locally are detailed below:

6.7. Employees paid on Norfolk grades are eligible to receive annual incremental increases within the grade structure until they reach the top increment of the grade. There is no further base pay progression once the employee reaches the maximum salary point, or maximum of the grade range, for the role. Incremental progression may be withheld from an individual who has an action plan under the Council's policy for dealing with unsatisfactory performance. New starters must complete a satisfactory 6-month period before becoming eligible for incremental increases.

6.8. The Council's pay scale values are subject to annual review. For Norfolk grades from Scale A to Scale S, the Council applies the annual pay award agreed by the National Joint Council for Local Government Services (Green Book).

6.9. For Scales P and above, (deemed Senior Officers) the Council may exceptionally, in addition, review pay levels locally from time to time, having regard to national settlements covering local government and local affordability.

6.10. Under National terms, Brigade Manager roles are subject to a two-track approach for determining levels of pay. In addition to nationally determined pay awards, the Council's Employment Committee will undertake a further review of salary where this is deemed necessary in order to maintain adequate differentials between Brigade Manager pay and the pay of other Fire and Rescue Service roles, and/or to make sure the County Council can attract to and retain people in senior fire roles. The Employment Committee review will also include a review of the Director of Fire (Chief Fire Officer) pay level.

6.11. General Review Pay levels are set with reference to a number of internal and external factors and market forces. Where a need is identified to review the levels of basic pay at all or some pay grades (for example in the light of sustained recruitment and retention difficulties), the Council will commission research into market levels. Any decision on changes as a result of this research would be considered by the Employment Committee, taking account of affordability.

7. Additional Pay Determination

7.1. In addition to basic pay, the Council's reward package may include additional pay elements.

7.2. The Council will consider the payment of salary supplements in the event of external market pressures for recruitment and retention. Payments must be based on genuine objective grounds and driven by business requirements and not individual circumstances. Payments must be applied consistently based on sound, recognised and robust pay data in accordance with Equal Pay legislation and the Equalities in Employment Policy. Market supplements are applied, reviewed, and withdrawn in accordance with the Council's Market Pay Supplement policy.

7.3. There will be occasions where, due to the service needs, employees will temporarily be required to undertake work or perform beyond the normal remit of their substantive role (for example, working to a higher-level role or undertaking additional responsibilities). Payment for these extra duties will be made in accordance with the Recognition Payments Policy. All payments are regularly monitored and reviewed as outlined in the policy.

7.4. The County Council's recognition payment scheme, which allows a flat rate payment up to a maximum amount agreed by the Employment Committee,⁴) in recognition of an exceptional "one-off" contribution or a substantially increased workload, or up to two accelerated increments where the exceptional contribution is sustained, applies to all employees. The decision to award a recognition payment to a Senior Manager paid at Scale P or above would be taken by the Chief Executive in consultation with the Director for People or designated deputy. Employees on nationally set terms and conditions of employment are not covered by this

recognition payment scheme but are covered by any national scheme that form part of their terms and conditions.

7.5. Employees that are redeployed, due to redundancy or disability, to a post at a lower grade may be eligible for a redeployment compensation payment in accordance with the Redeployment Policy.

7.6. The Council employs the use of a number of additional allowances and enhancements to reflect and recompense for additional responsibilities, duties and working patterns. The eligibility to these enhancements varies depending upon the nature of the allowance or enhancement. The applicable principles, scope, eligibility, process and rates are detailed in the respective policy documents. These are kept under review and changes, or additional policies would be approved by the Chief Executive and Director for People.

7.7. The Council operates a range of salary sacrifice schemes including an ultra-low emission vehicle car lease scheme.

8. Termination of Employment

8.1. The Council's policy on redundancy is contained within the Staffing Adjustment Policy, which details the conditions under which redundancy payments can be made. Where an employee is made redundant, severance benefits will be based on the number of weeks in the statutory Redundancy Pay Table based on actual weekly earnings. Where full time weekly earnings are less than the statutory cap, employees will receive a rate equivalent to the statutory cap per week, pro rata for part time workers.

8.2. Membership of a pension scheme is determined by the relevant conditions of service and is subject to the rules of the specific scheme. The Council operates the Local Government Pension Scheme (LGPS) for most employees within the scope of this statement. Some employees may be members of other schemes where national terms and conditions deem them eligible.

8.3. The Council's practice for early termination of Local Government Pension Scheme members' employment arrangements (for reasons other than redundancy) are detailed in the Retirement policy and procedure; and any additional discretions under the pensions regulations for the LGPS are detailed in the "Local Government Pension Scheme - NCC's discretion policy".

8.4. Only in very exceptional circumstances and where the business case supports it might the Council agree to any arrangements in relation to termination of employment outside those referred to above, to avoid or settle a legal claim and reduce risk of costs. In these exceptional circumstances, the Director of Legal Services (Monitoring Officer), Director of Strategic Finance and Director for People will sign off any arrangements. The Chief Executive will also be advised.

8.5. The Council's policy on the re-employment of former employees retired on redundancy grounds from Norfolk County Council, or on ill-health or efficiency grounds from any local authority employment, is that any such case must show clear organisational and financial benefits to the Authority. Each case must be considered

by the Director for People in accordance with the policy. The remuneration on employment would be determined in the same way as for any other appointment.

8.6 Decisions on discretionary elements of the FPS are made by the Scheme Manager (Director of Norfolk Fire and Rescue), including those relating to initiated early retirement.

8.7. Where severance payments costing the County Council £100,000 or more are due, (including pension strain costs) these will be approved by the Chief Executive in consultation with the Leader and the Employment Committee will be advised. In addition, any statutory requirements for additional levels of authorisation will be followed.

9. Remuneration of people on a Contract for Services

9.1. In common with any large organisation in the public or private sector, from time to time and on a temporary basis the Council needs to use interim workers who are not directly employed. In such cases, the Council would not incur the costs of pension contributions, annual leave or sick pay.

9.2. This happens where we have a short-term need for particular skills or where we are experiencing recruitment and retention difficulties. When we use interim workers, they are usually sourced through specialist agencies.

9.3. In line with the Agency Workers Directive, the Council will aim to pay people on a Contract for Services at a rate consistent with the pay and reward of the Council's directly employed workforce performing a role of comparable responsibility. However, as with the employed workforce, the Council retains the discretion to consider market factors in determining the appropriate pay level, whilst demonstrating value for money for the remuneration offered.

9.4. The Council's guidance on temporary and agency workers outlines the actions required when there is a requirement for interims or consultants. This confirms the threshold at which a business case will need to be submitted for Chief Officer approval and Member endorsement, prior to any contractual commitment.

9.5. Workers employed directly by the Council will be assessed to establish whether they fall within scope of the IR35 legislation using the HMRC employment status tool. Workers that fall within scope will have Income Tax and National Insurance contributions deducted and paid over to HMRC.

10. Fairness in pay

10.1. As already stated, the Council recognises the importance of fairness in pay and utilises the following approaches to maintain this:

10.1.1. the Council's pay and reward policies are applied equally to all employees, except where there are good reasons reflecting genuine factors which apply only to certain employee categories.

10.1.2. the Council's Employment Committee is responsible for setting any locally determined pay and conditions policies of all employees within the scope of this statement.

10.1.3. the Council involves the workforce and recognised trades unions in any proposals to change pay and rewards policies and practices. Regular consultation and negotiation take place on all employment matters, including pay and reward; Local collective agreements are in place which set out locally determined arrangements which differ to the nationally negotiated National Joint Council for Local Government Services “Green Book,” or other nationally negotiated arrangements.

10.1.4. all categories of employees are covered by recognised trade unions.

10.1.5. the Council's approach to publishing information on pay is set out in paragraph 5.1 to ensure that pay policies are open to scrutiny.

10.2. The council publishes information on ratios between its highest paid Officer's pay and the pay of other officers in the organisation as set out in paragraph 5.1. The council's gender pay gap is also published on its website annually.

11. Review

The Pay Policy Statement this year is reviewed by the Chief Executive (Head of Paid Service) and is recommended to Full Council for approval. The statement for 2024-2025 was submitted to Full Council for approval in March 2024.

Policies and procedures referred to in this document are available on request. For queries contact hrstrategy@norfolk.gov.uk.

Full Council

Report Title: Climate Policy for Norfolk County Council

Date of Meeting: 26th March 2024

Responsible Cabinet Member: Cllr Eric Vardy (Cabinet Member for Environment & Waste)

Responsible Director: Grahame Bygrave (Interim Executive Director for Community and Environmental Services)

Executive Summary

In June 2023, Norfolk County Council launched its Climate Strategy. The strategy sets out how the council can address its own carbon footprint as well as its role in supporting Norfolk's low carbon development and green growth. The strategy received widespread support for its detailed coverage of how the council can help shape Norfolk's response to climate change in line with the local context and priorities. Moreover, the council's approach to climate was independently ranked second among the UK's county councils in the 2023 Council Climate Action Scorecards.

This paper introduces a Climate Policy that reflects the main elements of the Climate Strategy in a more concise policy format. It also uses the Climate Policy as an opportunity to restate the council's countywide commitment, seeking better alignment with the UK's 2050 net zero target and the ambitious trajectory set out in the national carbon budgets. Finally, it proposes a timeline for the Climate Policy to progress to Full Council for consideration in March 2024.

Recommendations

The County Council is asked to:

1. Review and comment on the proposed Climate Policy, including the new statement of the council's county-wide net zero commitment.
2. Endorse the Climate Policy to be integrated in Norfolk County Council's Policy Framework.
3. Agree a related amendment to the Environment Policy to align its wording on our overarching climate commitments with the Climate Policy.

1 Background and purpose

- 1.1 Norfolk County Council's policy relating to climate change has to date been stated within its Environmental Policy. Published in 2019, this policy articulated the council's ambition to reach net zero for its estate by 2030 and to work with partners towards carbon neutrality county-wide.
- 1.2 Given the scale and complexity of this issue, the council launched a detailed Climate Strategy in June 2023. The strategy sets out seven focus areas that guide how the council could best apply its powers and influence towards addressing climate change:
 - Reducing our estate emissions
 - Reducing our indirect emissions
 - Addressing Norfolk's county-wide emissions
 - Promoting a green economy for Norfolk
 - Climate adaptation
 - Ensure nature has space to recover and grow
 - Engage and collaborate.
- 1.3 The council's ambition and comprehensive approach to climate change has been recognised in the 2023 Council Climate Action Scorecards, where Norfolk County Council was independently ranked second among the UK's county councils for its climate action approach and initiatives.
- 1.4 Having this clear strategic vision alongside our reputation as a reliable delivery partner helps to set apart Norfolk County Council as a good investment when government makes funding decisions for low carbon initiatives. This is demonstrated through the council's recent success in securing funding to bring seventy zero emissions buses to Norwich in 2024 and nearly £6.5m earmarked for expanding electric vehicle chargepoint infrastructure through 2024 and 2025.

- 1.5 When Cabinet endorsed the strategy in May 2023, it approved a further recommendation to develop a policy that would reflect the strategy within the council's policy framework. A Climate Policy for Norfolk County Council is now presented in this paper to fulfil this commitment.

2 Proposal

Policy structure

- 2.1 The full Climate Policy being proposed is attached as Appendix A to this paper for review. An overview of the policy's structure is as follows:
1. A brief introduction setting out the background to the policy and its overarching ambitions relating to our estate and the county.
 2. A subsequent section for each of the seven focus areas set out in the Climate Strategy, with a brief introduction followed by their respective strategic priorities.
 3. References to where the climate policy aligns with a primary policy for that theme (for example the Local Transport Plan).
- 2.2 By following this structure, the policy seeks to offer a concise summary of the key aspects of the Climate Strategy so that close alignment is maintained between them.

County wide commitment

- 2.3 The council's approach to addressing climate change looks beyond simply its own estate to also encompass how it can support low carbon development across Norfolk.
- 2.4 In its Environment Policy, the council commits to working towards carbon neutrality for Norfolk by 2030. This statement set a clear tone of ambition when it was drafted in 2019 to anchor focus on the need for action across the county.
- 2.5 With more clarity on area-wide emissions trajectories now available, it is apparent that working towards 2030 climate neutrality is not a practical ambition (for Norfolk or any other part of the country). Furthermore, the term 'carbon neutrality' that was used does not match with the UK's legal commitment to net zero, which can be a source of confusion.
- 2.6 This paper proposes that the Climate Policy includes an update to this county wide statement, using the following wording:

“Norfolk County Council commits to using its powers, influence and partnerships towards supporting the county’s low carbon development in line with the UK-wide target to reach net zero by 2050. We will look to keep Norfolk in step with the ambitious trajectory set out in the national carbon budgets of a 78% reduction in emissions by 2035 relative to 1990 levels, whilst recognising the vital role of Norfolk’s agricultural sector in UK food security and the implications for its land use emissions in the national context.”

- 2.7 This updated statement aligns to both the target and the language of the UK as a whole. Moreover, it recognises the need for an ambitious but practical trajectory towards net zero that maintains a focus on acting now - which is what the carbon budgets set by the government represent by setting a path towards a 78% reduction in emissions by 2035 relative to 1990 levels.
- 2.8 The wording also gives reference to Norfolk as key food-producing part of the country to properly recognise how its contribution to land use emissions is also a reflection of its important role in UK food security.
- 2.9 If this restatement is agreed, a related amendment of the council’s existing Environmental Policy wording will be required – with agreement from Full Council – so that it aligns with the new wording for the county-wide climate ambition set out in the Climate Policy. This is included as Appendix B.

Timeline

- 2.10 As set out in recommendation 2, the Climate Policy is to be included as part of the NCC Policy Framework. Adoption of the strategy will therefore require Full Council approval, and a pre-scrutiny process is being held on Wednesday 20th March in accordance with the procedures and guidance set out in part 11b of the NCC constitution.

<i>Date</i>	<i>Meeting</i>
<i>Monday 15th January</i>	Corporate Select Committee – endorsed the proposed Climate Policy for onward consideration by Cabinet.
<i>Monday 4th March</i>	Cabinet – endorsed the proposed Climate Policy, and referred it to Full Council via the Scrutiny Committee.
<i>Wednesday 20th March</i>	Scrutiny Committee – scrutiny of proposed Climate Policy.
<i>Tuesday 26th March</i>	Full Council – the Climate Policy to be put to Full Council for debate and approval. Full Council will also receive a report from the Scrutiny Committee detailing discussions and associated recommendations.

Progress reporting

- 2.11 Corporate Select Committee reviewed the Climate Policy at its January 2024 meeting, and in endorsing the policy carried a motion for an annual report on the policy's progress. Cabinet subsequently endorsed this approach of annual progress reporting, which can be linked with the annual review cycle that has been agreed for the council's Climate Action Plans.

3 Impact of the proposals

- 3.1 The proposed policy ensures that the council's approach to climate change, as comprehensively set out in its Climate Strategy, is formally reflected in the policy framework.

4 Evidence and Reasons for Decision

- 4.1 The Climate Policy fulfils a commitment made in May 2023 by Cabinet to reflect the Climate Strategy in the council's policy framework. This ensures it is effectively integrated as a policy governing how the council is run.

5 Alternative Options

- 5.1 The council could choose not to pursue a Climate Policy. This would leave a gap in the council's governance around this issue and mean not fulfilling the public commitment made by Cabinet in May 2023 to reflect the Climate Strategy in the policy framework.
- 5.2 In relation to its county-wide commitment, the council could choose to stick with its current wording in the Environment Policy. This would maintain the strong tone of ambition in working towards 2030 carbon neutrality for Norfolk, but it will not reflect a practical emissions reduction pathway for the county.

6 Financial Implications

- 6.1 The proposed Climate Policy does not introduce new financial implications for the council as it substantively reflects the existing Climate Strategy as a policy document. The financial viability of specific initiatives that are introduced towards meeting the policy goals will have to be reviewed on a case-by-case basis to ensure they can be budgeted for and are financially sustainable. Key to successful delivery of initiatives related to the policy will be ongoing success in securing government grants. However, it will also require exploring wider channels of funding including leveraging in private sector investment and enabling community investments in local priorities.

7 Resource Implications

- 7.1 **Staff** – no new implications beyond what has been recognised through the Climate Strategy. Delivery of the initiatives that relate to the Climate Policy will be through existing staff resource or additional resource secured from partnerships or external funding sources. Furthermore, staff engagement is currently underway to build awareness of the council’s Climate Strategy and seek direct input on ways the council can become more sustainable.
- 7.2 **Property** – no new implications. An initial £22.5 million capital budget has been agreed by Cabinet for investing in a ‘future ready’ programme of building improvement works on the council’s freehold building estate.
- 7.3 **IT** – no new implications

8 Other implications

- 8.1 **Legal implications** – introducing a Climate Policy into the policy framework will mean it that it is integrated one of the policies that governs how the council should be run.
- 8.2 **Human rights implications** – no new implications resulting from the Climate Policy
- 8.3 **Equality Impact Assessment (EqIA)** – no new implications beyond the existing Climate Strategy. For example, residents and visitors who are older, disabled, pregnant or have young children are likely to be especially affected by the impacts of climate change – particularly extreme heat, flooding and increased occurrence of disruptive events. There may also be opportunities to reduce inequalities through climate action, for example with more accessible and modern public transport and better designed infrastructure to encourage active travel including for those with mobility aids such as wheelchairs. The effect will need to be considered on a scheme-by-scheme basis.
- 8.4 **Data Protection Impact Assessment (DPIA)**: no impact identified.
- 8.5 **Health and Safety implications**: No new implications of the policy. Climate change increases risks from flooding, heat-related health impacts and other causes. Playing our part in mitigating it reduces these risks. More directly, investing in buildings which are better-adapted to the changing climate – through being better insulated, having properly maintained fabric, and where appropriate other adaptations – and adapting services to changed conditions mitigates health and safety risks.
- 8.5.1 **Sustainability implications** – the Climate Policy directly contributes to strengthening the governance around the council’s climate action.
- 8.6 **Any other implications** – no new implications

9 Risk Implications/Assessment

10 Select Committee Comments

- 10.1 The Climate Policy was reviewed by Corporate Select Committee on 15 January 2024.
- 10.2 Cllr Price proposed that there was an annual report to a Select Committee that would note the progress of the Climate Policy. The proposal was seconded by Cllr White and following a vote, the recommendation was carried.
- 10.3 The Select Committee endorsed the Climate Policy's progression for Cabinet's consideration.
- 10.4 Scrutiny Committee is due to review the report on Wednesday 20th March and its comments will be incorporated accordingly.

11 Recommendations

- 11.1 County Council is asked to:
 - 1. Review and comment on the proposed Climate Policy, including the new statement of the council's county-wide net zero commitment.**
 - 2. Endorse the Climate Policy to be integrated in Norfolk County Council's Policy Framework.**

3. **Agree a related amendment to the Environment Policy to align its wording on our overarching climate commitments with the Climate Policy.**

12 Background papers

- 12.1 [Cabinet Report \(10 May 2023\) 'Norfolk County Council Climate Strategy'](#)
- 12.2 [Climate strategy - Norfolk County Council](#)
- 12.3 [Environmental policy - Norfolk County Council](#)

Officer contact

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

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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.

Norfolk County Council's Climate Policy 2024

Introduction

It is beyond any reasonable doubt that climate change is taking place and its effects are beginning to be felt. This includes here in Norfolk, where our unique geography makes the county a special place to live but also one of the most vulnerable parts of the UK to a changing climate. What we do today can make a huge difference to protect our communities and natural places from the impacts of climate change, but also enable us to seize the real opportunities arising from the green economy.

As the upper-tier local authority, Norfolk County Council has a key role in shaping the local response to climate change in a way that reflects the specific characteristics and priorities of the county. The Council made a commitment to help address climate change in its Environmental Policy in 2019, and in June 2023 launched a comprehensive Climate Strategy. The strategy outlines how the Council will use its powers and influence to address climate change across seven focus areas. This Climate Policy:

- makes two overarching commitments; and
- brings out the key strategic priorities set out in the Climate Strategy for each focus area.

Overarching commitments

- 1) Norfolk County Council will lead by example through making its own estate net zero by 2030. Estate emissions include those generated from the council's buildings, streetlights and vehicle fleet.
- 2) In 2019, the UK became the first major economy to enshrine a commitment to reaching net zero by 2050 into law. Norfolk County Council commits to using its powers, influence and partnerships towards supporting the county's low carbon development in line with the UK-wide target to reach net zero by 2050. We will look to keep Norfolk in step with the ambitious trajectory set out in the national carbon budgets of a 78% reduction in emissions by 2035 compared to 1990 levels, whilst recognising Norfolk's agriculture sector's vital role in food security and the implications for its land use emissions in the national context.

Focus area 1: Reduce our estate emissions

The council's focus here is on reducing its carbon footprint rather than relying heavily on offsetting to achieve net zero. To this end, the council has set interim targets for its (gross)

estate emissions relative to its emissions in the 2016/17 baseline year as stepping stones towards reaching this target:

- 66% reduction by 2024/25
- 85% reduction by 2028/29
- 90% reduction by 2030/31 with suitable certified offsets for remaining 10%.

Achieving net zero by 2030 on the council's estate will be pursued through the following strategic priorities:

- Decarbonise and improve the energy efficiency of our council-owned buildings through a comprehensive retrofitting programme.
- Transition towards a low-carbon vehicle fleet and more sustainable modes of transport including e-cargo bikes.
- Upgrade the remainder of our streetlight stock to more energy efficient LEDs to reduce electricity consumption.

Focus area 2: Reduce our indirect emissions

Our indirect emissions (also known as 'scope 3' emissions) represent the council's wider carbon footprint that we have influence over but which is outside of our direct control. This includes the carbon resulting from our supply chain, the companies we own, and the buildings we lease, among other aspects. We will reduce our indirect emissions through pursuing the following strategic priorities:

- Work with our wholly owned companies to reduce their emissions.
- Improve data quality of supply chain carbon emissions.
- Create carbon reduction strategies for key procurement categories.
- Integrate emission metrics in our procurement activity.
- Use internal carbon pricing where appropriate to inform carbon reduction options appraisal.
- Work with other large public sector organisations to develop procurement standards where appropriate.

Focus area 3: Addressing Norfolk's county-wide emissions

This focus area steps back to address the bigger picture of how the council can support emissions reductions county-wide through its place-shaping activities and wider leadership role. The scale of potential influence here is much greater than with our estate and indirect emissions, but the degree of control we have over these wider emissions is also more limited.

The council seeks to take a pragmatic approach to supporting carbon reduction county-wide by prioritising the areas where we have the greatest opportunity to make positive change. This will be achieved across the sectoral themes set out below.

Transport

Our Local Transport Plan represents its overarching strategy in relation to transport infrastructure until 2036. This Climate Policy aligns with its goals but more specifically focuses on decarbonisation of transport through the following priorities:

- Working with transport providers, to continue to positively influence behaviour change and increase the range and number of sustainable travel options available to residents, visitors and businesses across Norfolk. This includes bus operators and building on the Enhanced Partnership relationship we already have in place with bus operators and implementing Norfolk's Bus Service Improvement Plan.
- To prioritise transport investment into more sustainable modes, such as public transport and active travel including micromobility options, to help support the journey to net zero. This is especially important in areas where there is poor air quality, and these will be prioritised.
- To prioritise investment into net zero initiatives, including implementation of our Electric Vehicle Strategy, as part of proactive transport network management, to help residents, visitors and businesses across Norfolk become more sustainable.
- To improve connectivity between rural areas and services in urban centres, with a focus on active travel and public transport.
- To focus on identifying the key risks from climate change and directing efforts to tackling these where they are likely to be most disruptive to journeys, especially on the most critical parts of the network.

The built environment

- Promote green skill development to support the domestic building retrofit agenda.
- Use our position to secure more resources, seek funding opportunities to support our partners in the retrofit agenda.
- With partners, help residents to understand and engage in retrofitting their homes by information provision and active promotion.
- Promote residential development that is sustainably located.

The commercial and industrial sector

- Support the Local Enterprise Partnership's (LEP) Clean Growth Taskforce (and equivalent activity under successor arrangements) to facilitate behaviour change in the industrial and commercial sectors and encourage the sharing of best practice.
- Support the decarbonisation of the local commercial sector through continued funding schemes such as Carbon Charter.
- Work with local networks such as the LEP to support SMEs (small and medium enterprises) on their journey to net zero.

Energy

- Work with the Norfolk Climate Change Partnership to evolve our energy approach for Norfolk.

- Develop an energy strategy for Norfolk County Council aligned with our net zero agenda.
- Support national decarbonisation of the Grid by expanding appropriate renewable energy generation across the county.
- Support an Offshore Transmission Network to minimise the need for any onshore infrastructure associated with offshore wind farms.
- Support the upgrading of onshore transmission infrastructure where this provides appropriate benefits to Norfolk's residents and businesses and helps in delivering clean energy for housing and employment growth in Norfolk.

Digital solutions and connectivity

- Ensure high speed digital connectivity is made available to every property across Norfolk.
- Work to improve mobile phone coverage across Norfolk.
- Develop and allow free, universal access to IoT network connectivity.

Waste and circular economy

- REDUCE: use targeted messages and work with the Norfolk Waste Partnership (NWP) to drive behaviour change to help reduce the amount of waste produced with a strong focus on reducing food waste.
- REUSE: provide reuse facilities and promote and support opportunities for reuse and repair.
- RECYCLE: use targeted messages to increase recycling rates and drive down levels of contamination by working with the NWP. Provide easy to use and convenient recycling centre services, keep home composting as a priority and support the District, City and Borough Councils in their recycling services.
- RECOVER: focus on treatment and disposal options for residual waste that are sustainable and consider emissions and recovery, and that are flexible enough to allow for waste reduction and composition change.
- POLICY: influence the development of national policy to support the move to the circular economy and a shift from weight based to carbon-based performance metrics.
- COSTS: promote a total system approach to reducing costs with the Norfolk Waste Partnership and assessing the implications of future funding changes on waste services and the possibility of an emissions trading scheme and the changes they will lead to.

Focus area 4: Promoting a green economy for Norfolk

Technology improvements and government policy will drive demand for low carbon goods and services over the coming years. A workforce will be needed to match this, so it is vital that Norfolk gets equipped with the skills to harness the opportunities of the green economy for jobs and business growth. Furthermore, promoting Norfolk as a sustainable tourism

destination can help bring year-round value to the local economy. The strategic priorities for this theme include:

- Promote green skill development to support the development and installation of clean technologies to support decarbonisation county-wide.
- Grow the sustainable tourism sector to support year-round, well-paid, skilled careers.
- Support Norfolk's tourism and hospitality businesses to achieve Green Tourism accreditation.
- Provide access to green finance and investments through the Norfolk Investment Framework.

Focus area 5: Climate adaptation

The impacts of climate change and the risks to Norfolk's communities and natural places are set to intensify over the coming decades. As a council, we must ensure that the vital local services that we provide are resilient in the face of climate hazards, and that we support the resilience of Norfolk's communities to the risks brought by coastal and inland flooding and extreme heat among others. Our strategic priorities to this end include:

- Work with the Tyndall Centre for Climate Change Research at the University of East Anglia to understand better the risks of climate change impacts on Norfolk and potential adaptation responses.
- Ensure new infrastructure is designed against appropriate assumptions on the future impacts of climate change.
- Learn lessons from the extreme heat experienced in summer 2022 and the implications for public services.
- Be the voice of Norfolk residents to government bodies like the Environment Agency on securing appropriate investment on adaptation across the county.

Focus area 6: Ensure nature has space to recover and grow

Norfolk is a county of diverse and unique landscapes, some of which are recognised as internationally important wildlife havens. The natural environment also provides invaluable services for people, including water and air purification, flood protection, recreation opportunities, and carbon storage in soil and vegetation. These 'ecosystem services' are a vital component of climate change mitigation and adaptation in the county. The Council's Environmental Policy represents the principal policy expression on this theme, but complementary strategic priorities relating to climate include the following:

- Produce a Local Nature Recovery Strategy for Norfolk that prioritises areas for action focusing on species, habitats, landscapes and land use of importance to Norfolk with potential for carbon capture.
- Embrace nature-based solutions for climate adaptation and mitigation.
- Ensure that our actions on land use and nature recovery reflect the interests of the farming community and public at large.

- In September 2024, we will put in place a new robust and resilient monitoring scheme for biodiversity.

Focus area 7: Engage and collaborate

Cutting across all the other focus areas is the need for engagement and collaboration. A key role for the council as the upper-tier authority in Norfolk is to use our position to bring together the businesses, academic, public and community and voluntary sectors towards delivering the right changes for the county. Our strategic priorities on this theme include the following:

- Work closely with the Norfolk Climate Change Partnership and the Integrated Care System to take forward mitigation and adaptation activities where collaboration can add maximum value.
- Create a carbon conscious culture at NCC by ensuring we engage with staff on the climate agenda.
- Develop and deliver a communications strategy to ensure that stakeholders are aware of the Climate Strategy, understand their role and know how to get involved.
- Facilitate a series of targeted engagement workshops with key stakeholders to refine specific aspects of the strategy and developing evidence-based action plans.

Appendix B

Norfolk County Council's Environmental Policy

Proposed Amendments

This is Norfolk County Council's new Environmental Policy. It takes as its starting point the Government's own 25-year Plan published in 2018 and is structured to reflect the key environmental concerns embodied in that plan. In addition, it is framed to reflect the increasing importance that climate change has on all aspects of the environment, whether the landscape itself, the species within it, or the rich cultural heritage that occupies it.

This policy reflects the areas that the Council sees as key to protecting and maintaining the health of Norfolk's distinctive environment and its occupants. The Policy itself signposts to overarching activity that spans a range of environmental interactions that the Council is involved with, including those where it already has its own statutory environmental responsibilities.

As reflected in our current six-year business plan – 'Together for Norfolk', we will put at the centre of our efforts, an approach that ensures that the development of Norfolk's economy is socially inclusive, while championing innovative and sustainable development. It will support investment in green jobs and infrastructure, while ensuring that we both protect and enhance the environment.

We will champion resource efficiency in how we conduct our own operations, setting stringent environmental targets, and we will work within the County at large to deliver against the targets set in our Climate Policy. ~~ensure it goes beyond the expectations of national government, as far as the national 'net zero' carbon target is concerned.~~ In this we will ~~align~~ cooperate with our partners in the region.

We will continue to ensure that the distinctive Norfolk environment is cared for, both for current and future generations, and that we will continue to explore new ways to make our countryside and coast as accessible as possible, whilst respecting the sensitivities around certain natural landscapes and sites. By continuing to operate a proactive and evidence-based approach, we will ensure that a net improvement ('net gain') to biodiversity and habitat creation is the norm.

From now on this Environmental Policy will guide all the Council's future decision-making.

Goals

We fully support the Goals the Government has stated for its Environmental Plan and have used them as the basis for framing this policy. These are:

- Clean air for the population
- Ensuring a clean and plentiful water supply
- Encouraging a thriving plant and wildlife community

- Reducing the risk of harm from environmental hazards such as flooding and drought
- Using resources from nature more sustainably and efficiently
- Enhancing beauty, heritage and engagement with the natural environment
- Mitigating and adapting to climate change
- Minimising waste
- Managing exposure to chemicals
- Enhancing biosecurity

Policy

- in enacting these goals, the supporting key policy aims are:

Using and managing land sustainably

- Creating and embedding in our strategic planning a more holistic approach to address climate change, particularly within the local planning frameworks
- Embedding an ‘environmental net gain’ principle for development, including housing and infrastructure
- Improving soil health
- Focusing on woodland to maximise its many benefits for the environment and our communities
- Working with key partners to ensure an adequate water supply, including exploring water harvesting initiatives
- Reducing risks from flooding and coastal erosion where possible
 - Expanding the use of natural flood management solutions
 - Putting in place more sustainable drainage systems
 - Working to make ‘at-risk’ properties more resilient to flooding

Recovering nature and enhancing the beauty of landscapes

- Protecting and recovering nature
 - Publishing a Norfolk 25-year Environmental Strategy for nature
 - Recognising that Norfolk is losing biodiversity, particularly insect populations. Therefore, a Pollinator Action Plan will be produced as a key element of our Environmental Strategy
- Conserving and enhancing natural beauty
 - Providing support for designated sites, including the Norfolk & Suffolk Broads, and the Norfolk Coast Area of Outstanding Natural Beauty, Natura 2000 sites and species, and County Wildlife Sites
- Respecting nature in how we use water
 - Working to incentivise greater water efficiency, with users, and supporting water companies

Connecting people with the environment to improve health and wellbeing

- Helping people improve their health and wellbeing by using green spaces ○ Promoting the opportunities to enhance health and wellbeing that are available through exposure to the natural environment
- Encouraging children to be close to nature, in and out of school
 - Working with schools to make the most of their green spaces
- Greening our towns and cities
 - Supporting the creation of green infrastructure in our key urban areas
- Planting more trees to improve biodiversity and as a potential mitigation measure for climate change in appropriate locations
- Working with County Farms tenants to move to higher level stewardship and greater biodiversity
- Supporting the community to make sustainable travel choices
 - Working to support alternatives to car travel including promoting sustainable public transport and initiatives that utilise the growing cycling and pedestrian improvements within the County
 - Encouraging sustainable travel on all new developments within the County, through the appropriate planning agreements
 - Helping to develop integrated transport hubs across the County and maximising the opportunities presented through schemes such as Transforming Cities

Increasing resource efficiency, and reducing pollution and waste

- Maximising resource efficiency and minimising environmental impacts at end of life
 - Achieving zero avoidable plastic waste in operations ○ Reducing the impact of waste generally in our operations through working with the supply chain regarding single use products
 - As part of our statutory function, continue to explore opportunities for improving the management of residual waste
 - Working with partners to maximise the opportunities for recycling waste
 - Addressing the impacts that our own use of energy has on the environment ~~by developing an Energy Strategy that takes account of all greenhouse gases produced, whilst exploring opportunities to generate energy on our own estate~~ in accordance with the council's Climate Strategy.
 - Working with our supply chain wherever possible to reduce the environmental footprint created
- Reducing pollution

- Supporting initiatives that lead to clean air, such as developing new proposals within the forthcoming Local Transport Plan and its supporting strategies

Securing clean, healthy, productive and biologically diverse seas and oceans

- Working with key agencies to ensure that our offshore areas and coastline contributes to the network of well-managed Marine Protected Areas (MPAs) ○ Focusing on delivering on the statutory duties with respect to the Wash, and North Norfolk European Marine Site

Protecting and improving our global environment

- Reflecting the significance of climate change and the need to both mitigate and adapt, the council has adopted in addition to this Environmental Policy a separate Climate Policy. Understanding that the consequences of the decisions we take can have global significances and developing a greater awareness of the complex network of inputs and outputs of our actions, all of which have a local, national and international consequences. In this area, our activity will focus on the following:
 - Working with those sectors of the community that have the greatest carbon footprint to help them mitigate their impact
 - Working with a wide range of partners including academia, the business community, local authorities within Norfolk and our neighbouring authorities where appropriate, as well as with the community themselves
 - Embedding the ethos and practice of supporting ‘clean growth’ within the economy, including investigating opportunities which help to develop the green/renewable energy sector
 - Ensuring that each project the Council undertakes is assessed for the contribution it will make towards achieving our environmental targets
 - Working, where possible, with our partners to plan, resource and implement measures that together achieve the overall targets for Norfolk, underpinned by a robust approach to monitoring, measuring and reporting on the outcomes

Striving to meet this collective global challenge, we will work with our neighbours within the region, specifically Suffolk County Council and the Broads Authority, to collectively achieve ‘net zero’ carbon emissions on our estates by 2030, but within our wider areas, work towards ‘carbon neutrality’ also by 2030.

Notice of Motions

Notice of the following motions has been given in accordance with the Council Procedure Rules:

<p>1.</p>	<p>Conservative Group Motion Parish Paths Information Pack fit for the future Proposer: TBA Seconder: TBA</p> <p>Walking and cycling are widely considered to be one of the most effective ways to promote regular physical activity, as set out in the County Council’s ambitious Walking, Wheeling and Cycling Strategy. Those who engage in healthy transport and activity choices can experience better health outcomes and companies who encourage employees to make these choices have lower staff turnover rates and reduced levels of absenteeism, whilst also seeing improved productivity and employee morale.</p> <p>As a result, this Council welcomes the £200m government fund to improve walking, wheeling and cycling routes, helping to reduce emissions, boost local economies and create jobs. Adding to the existing ambitious commitment of half of all journeys in towns and cities being cycled or walked by 2030, this is alongside the Council’s Local Cycling and Walking Infrastructure Plans (LCWIP) for many areas across our County.</p> <p>The way transport systems are built plays a vital role in how successful sustainable transport promotion can be through our villages and wider rural communities, but also in the more urban settings of Norfolk as well. This Council therefore welcomes the schemes totalling over £1m to be distributed across Norfolk to deliver the wants and needs of local parishes and residents as part of the Highway Parish Partnership, along with the work of our Norfolk MP’s, in particular Duncan Baker MP, in helping increase public access to footpaths, urban, rural and coastal.</p> <p>To maintain our work alongside Parish Councils and to ensure local applications for active travel routes and walking routes are successful, our Parish Paths Information Pack should be updated to make it more accessible and reflect the recent initiatives for sustainable transport and physical activity.</p> <p>This Council will ask the Cabinet Member for Highways, Infrastructure and Transport to engage with the Norfolk Association of Local Councils (NALC) to canvass its members on how to best meet this aim in relation to footpaths and public rights of way, undertaking and adopting best practices and producing a new Parish Paths Information Pack that is fit for the future.</p>
<p>2.</p>	<p>Liberal Democrat Group Motion Wisbech Incinerator Proposer: Rob Colwell Seconder: TBC</p>

	<p>This Council continues to recognise the concerns of residents in West Norfolk and neighbouring authorities relating to the Wisbech Incinerator which has now been granted planning permission by the Secretary of State.</p> <p>This Council, in line with its commitment in May 2022, where upon it voted in favour of stating its in-principle opposition against the incinerator, reaffirms its opposition to its construction.</p> <p>This Council commits to do everything in its power to minimise the negative impact this project will have on residents, agriculture, and the environment.</p> <p>This Council, in order to reassure residents of its May 2022 commitment, will ask Cabinet to consider what support we can provide in any future judicial review of the proposed development.</p>
3.	<p>Labour Group Motion Carer Parking Permits Proposer: Cllr Julie Brociek-Coulton Seconder: Cllr Colleen Walker</p> <p>Council recognises the vital role played by those visiting people’s homes to provide care. Keeping people independent in their homes is a shared vision for care and requires those receiving care to be able to receive timely, trusted and high-quality care. Council also recognises care staff are not highly paid for their skills and our stretched budget means we need to ensure every minute of their time is productively used.</p> <p>Council is concerned at reports carers may be arriving late for scheduled visits because of time spent looking for places to park. It regrets the potential for carers to become liable for parking fines where they choose to risk parking in restricted spaces such as those with permit parking or loading bays, with no recourse to appeal on the basis of carrying out caring duties under the Council’s current Civil Parking Enforcement Guidance Manual. Council further notes that other professions such as window cleaners and chimney sweeps are allowed to park in such areas whilst delivering a service in people’s homes.</p> <p>Council acknowledges that cross-party support for free carer parking was shown in debate secured in Parliament by Damien Moore MP in March 2023. During debate the Minister for Social Care, Helen Whately MP praised free carer parking schemes and encouraged ‘local authorities who are not already undertaking similar projects to look and learn from those areas that have implemented their own parking schemes.’</p> <p>Council believes there are multiple benefits to introducing a parking permit system for care workers based on the scheme currently operated by Dorset County Council to allow carers access limited to the time they are visiting people’s homes for care delivery, including:</p> <ul style="list-style-type: none"> • Allowing limited access in residential parking zones, loading bays and other places would support the delivery of high quality, timely care; • Alleviating care workers’ concerns about finding a parking space, facing parking fines and claiming parking charge reimbursements from employers would reduce stress, administration and contribute to a more attractive employment offer;

	<ul style="list-style-type: none"> Minimising the time spent trying to park will enhance the experience of those being cared for by making appointments easier to keep. <p>Council recognises that to consider introducing such a scheme to Norfolk requires full scoping of demand through engagement with carers and care providers, as well as consideration of any financial implications.</p> <p>Council therefore requests the Cabinet Member for Highways, Transport and Infrastructure to develop proposals for a Norfolk parking scheme for care workers for consideration by Cabinet via the Infrastructure and Development Select Committee.</p>
4.	<p>Green Group Motion Proper Funding for Childcare Proposer: Cllr Jamie Osborn Secunder: Cllr Maxine Webb</p> <p>Childcare providers including nurseries are in crisis due to years of severe underfunding from national and local government. Nationally, the Early Years Alliance estimates that the early years funding shortfall stands at £5 billion. This has driven unprecedented levels of closures of nurseries and childcare providers, including ten in Norfolk in 2019, and three late in Dereham, Diss and Downham Market last year.</p> <p>When the Chancellor announced the introduction of funded childcare for children from the age of two in 2023, he failed to address the funding gap that is leading to extreme pressure on childcare providers. In 2024, he announced that funding would rise in line with delivery costs, but the Government once again failed to bridge the existing £5 billion funding shortfall for early years education and childcare.</p> <p>This persistent underfunding means many childcare providers are having to increase their costs, cancelling out any benefits from the “free” childcare hours promised by the Government. Many are having to charge for nappies, food, and milk. Some are even introducing charges on parents for using the “free” childcare hours that the Government should be paying for.</p> <p>The strain on childcare staff, with many working long hours on the minimum wage, means many are leaving the sector. Childcare staff report being able to earn more with shorter hours stacking shelves in Asda. The difficulty in recruiting and retaining staff is exacerbated in many cases by a lack of career progression options.</p> <p>The staffing shortfall means that 68% of childcare providers are already at full capacity. This in turn means that the rise in demand that is expected when “free” childcare for two-year-olds kicks in from April 2024 will not be able to be met with existing capacity. Three quarters of childcare providers that are expecting an increase in demand from April are not planning to increase the places that they offer, due to short-staffing and underfunding, meaning that many parents will be unable to access “free” childcare hours. Nearly one in five childcare providers is planning to opt out of Government-funded schemes altogether by next year, due to the unacceptable pressure the schemes place on them with inadequate funding.</p> <p>Furthermore, evidence shows that children who receive early intervention and support for emerging and diagnosed Special Educational Needs and Disabilities (SEND) in the early years, are more likely to have positive educational experiences, relationships and</p>

employment opportunities, in the future. But, last year, only 18% of local authorities in England reported having sufficient childcare for children with disabilities.

Council believes:

1. The £5bn underinvestment and underfunding of childcare is a serious failing in the Government's approach to the crucial early years of a child's life.
2. Childcare workers deserve improved pay and career progression options in order to help recruit and retain staff.
3. Well-trained and adequately supported childcare workers offer immense value in the crucial first five years of a child's life, supporting their social, physical, linguistic, emotional and cognitive development, and enabling parents to work.
4. The closure of childcare providers and the shortage of provision for disabled children is of serious concern for Norfolk.

Council resolves to:

1. Ask the Leader to write to:
 - i. the Chancellor, Secretary of State for Education to call for them to urgently address the £5 billion shortfall in funding for early years provision;
 - ii. all Norfolk MPs to ask for their support on the above.
2. Ask the Cabinet to explore options to increase locally-contributed top-up funding for childcare providers to ensure that Norfolk childcare providers are not forced to close.
3. Ask the Cabinet to further examine and report on the sufficiency of provision for children with emerging and diagnosed SEND.

**5. Liberal Democrat Group Motion
Footpath Toolkit
Proposer: Cllr Steffan Aquarone
Seconder: TBA**

The Covid pandemic, although devastating for us all, highlighted the key importance of active travel for our residents' physical and mental health. This council has already committed to the aim of half of all journeys in towns and cities being cycled or walked by 2030, and the work already completed as part of the Local Cycling and Walking Infrastructure Plans is a welcome step to achieve this ambition.

This council recognises the important role played by Parish councils, other stakeholders and indeed residents in achieving active travel goals and it is the responsibility of this council to equip parties with accessible and easy-to-use tools to facilitate the application and eventual implementation of active travel routes and improved local access.

The County Council currently provides a Parish Paths information pack which, although a useful resource, can prove to be overwhelming and inaccessible. There are many examples of best practices demonstrated by Parish councils and residents which include the auditing of current paths/blockages, to legal agreements for permissive access. Indeed, there is a common desire between all stakeholders to continue this best practice in hope to explore further local access and increase walking routes.

This Council requests Cabinet to:

1. Consult with stakeholders and Parish Councils to understand the best practice for steps involved in local access.
2. Review its current Parish Paths information pack and to simplify the contents in line with lessons learned from consultation with stakeholders.
3. Develop and publish a comprehensive 'footpath toolkit' which includes a simplified information pack, tools for auditing, repairing/improving existing access, establishing new access, and publicising and promoting paths.

**6. Labour Group Motion
Malnutrition: Time to Act
Proposer: Cllr Mike Sands
Seconder: Cllr Mike Smith-Clare**

The World Health Organisation recognises malnutrition, in all its forms, including undernutrition (wasting, stunting, underweight), inadequate vitamins or minerals, overweight, obesity, and resulting diet-related noncommunicable diseases. The developmental, economic, social, and medical impacts of malnutrition are serious and lasting, for individuals and their families, for communities and for countries. The seriousness of this issue is reflected in Goal 2 of the UN's Sustainable Development Goals, 'End Hunger, Achieve Food Security and Improved Nutrition and Promote Sustainable Agriculture.'

Malnutrition is usually associated with low and middle income countries and would not be expected in prosperous countries like the UK and counties like Norfolk. Council is concerned to discover the level of malnutrition in the county as evidenced by a report published in October 2023 by Future Health, 'Tackling malnutrition as part of the prevention agenda,' and the impact reported in the media.

The impact on the lives of young people and the quality of life of older people cannot be ignored. Malnutrition will not only have significant social and economic impacts, but the health impacts also have a huge financial cost that is already apparent, as 20% of the Norfolk and Waveney ICB budget is being spent on the consequences of malnutrition according to the Future Health report.

Council recognises this is a complex issue exacerbated by austerity and the cost-of-living crisis. Whilst there needs to be a long-term policy to tackle malnutrition involving many agencies it is clear short term interventions are imperative and that the current assistance being made available is not enough to prevent malnutrition with a consequential knock on impact on health and social care.

Council therefore:

	<ol style="list-style-type: none"> 1. Requests Cabinet to recognise malnutrition as a serious public health issue and to bring to Council no later than July 2024 a policy for inclusion in the policy framework setting out how Council can, with partners and in support of the new public health policy 'Ready to Change, Ready to Act,' set and meet targets for the elimination of poverty related malnutrition. 2. Welcomes the People and Communities Select Committee's commitment to exploring malnutrition as part of their work programme to ensure there is a long term focus on sufficient and suitable nutrition for all Norfolk residents of all ages. 3. Welcomes HOSC's commitment to explore malnutrition in its forward work programme and acknowledges the comments from the ICB representative that this is a public health issue to which HOSC can positively contribute. 4. Requests the Cabinet agrees to increase support for the work done by community and voluntary organisations in providing short term support for those experiencing food and fuel poverty both as a social good and in order to prevent consequential higher costs. 5. Asks the Cabinet to request officers to identify and quantify potential safeguarding concerns that arise from malnutrition.
7.	<p>Liberal Democrat Group Motion Experiential Tourism Proposer: Brian Watkins Seconder: TBC</p> <p>Tourism is an essential component of Norfolk's economy; it supports approximately 54,000 jobs and adds £3bn to the local economy each year. This Council demonstrated its recognition of the importance of tourism in September last year where upon it was decided the industry would receive a £100,000 annual boost with the end goal to become an accredited Local Visitor Economy Partnership alongside Suffolk. Although welcome, more can be done, and a joint-up strategic approach to tourism in Norfolk is needed.</p> <p>Between September 2019 and June 2023, Norfolk County Council was the lead partner of a project funded by the European Regional Development Fund and the Interreg France (Channel) England Programme. EXPERIENCE was a project aimed to attract visitors in in the off-peak season through a new 'experiential tourism' approach. Such tourism, especially since the pandemic, has become increasingly popular as visitors prefer a more authentic and intimate form of tourism.</p> <p>This Council will ask Cabinet to:</p> <ol style="list-style-type: none"> 1. Publish a report on the lessons learned from the EXPERIENCE project. 2. Form a working party made up of local members from each district/borough, alongside partners, to begin discussions on what a Local Visitor Economy Partnership will look like for Norfolk and Suffolk.
8.	<p>Labour Group Motion Flooding Response Proposer: Cllr Coleen Walker Seconder: Cllr Chrissie Rumsby</p>

Despite the Council Leader delaying sending the letters to the Secretary of State for Environment, Food and Rural Affairs unanimously agreed by council on 26th September 2023 and 12th December 2023 until a meeting she had arranged with him and Norfolk MPs on 31 January 2024 so they could be delivered in person, the Secretary of State did not show up or send a junior minister.

The delegation to meet with MPs that the Secretary of State did not attend did not include the Norfolk County Council Cabinet Member with responsibility for flooding and coastal erosion of the Chair of Infrastructure and Development Committee who has got an interest as Chair of the relevant select committee and council member for an affected division.

The Secretary of State has not replied to the letter at the time this motion was submitted which will be two months by the date of council. That will be six months since the first decision of council and three and a half since the second decision to write to the Secretary of State.

There has been no action by Government to appoint a minister for coastal erosion.

There have been no announcements in the budget of funds for flood alleviation or coastal erosion.

This winter has brought a significant number of flooding events and substantial erosion affecting coastal communities and businesses that are still left without support for a solution.

Council resolves:

1. To request the Leader to write to the Secretary of State within the next seven days urging an early response to the points agreed by this Council.
2. To request the Leader to urge government to include responsibility and resources for flood alleviation and coastal erosion in the provisions on a level three county deal to ensure there is a clear focus and accountability through democratically elected representatives of affected communities.

**9. Labour Group Motion
Norwich Western Link
Proposer: Cllr Steve Morphew
Secunder: Cllr Terry Jermy**

Council notes the gap between the allocation of funds towards the OBC cost of the Norwich Western Link (NWL), the latest estimate of costs is £273.9m and that no additional funding was made available through the budget on 6th March 2024 In accordance with paragraph 3.3(c) of Part 11C: Financial Regulations of the Constitution, minimum requirements for preparation of budget proposals including option appraisal and use of whole life costing, comparing the relative costs of the options, over the life of the project.

Paragraph 3.2(a) of the same Part of the Constitution states that the Capital Budget should have regard to proper accounting standards and include a statement of the allocation of resources to different services and projects, how the programme is to be funded, and any impact on the revenue budget.

Council requests:

1. Cabinet to provide an updated options appraisal for the NWL including whole life costings and relative costs, taking account of updated costs and costs of borrowing since the initial options appraisal was undertaken.
2. Cabinet to provide full details of how those whole life costs will be funded and the impact on the revenue budget.
3. Cabinet to provide revised transport modelling using the National Road Traffic Projections 2022 and the latest release of the TEMPro software, which was used to rule out the Pullover flyover project in West Norfolk.
4. Cabinet to provide that information prior to submission of a planning application for the NWL.