

Business and Property Committee

Date: **Monday, 20 November 2017**

Time: **10:00**

Venue: **Edwards Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr K Kiddie (Chairman)

Mr S Aquarone

Ms C Bowes

Mr R Brame

Mr D Douglas

Mr F Eagle

Mr B Iles (Vice-Chairman)

Mr A Jamieson

Mr M Kiddle-Morris

Mr C Smith

Mr J Timewell

Mrs K Vincent

Mrs C Walker

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Hollie Adams on 01603 223029
or email committees@norfolk.gov.uk

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A g e n d a

1. To receive apologies and details of any substitute members attending

2. Minutes

Page 5

To confirm the minutes of the meeting held on 18 October 2017

3. Declarations of Interest

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.

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

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

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

4. Any items of business the Chairman decides should be considered as a matter of urgency

5. Public QuestionTime

Fifteen minutes for questions from members of the public of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm Wednesday 15 November 2017**. For guidance on submitting public question, please visit www.norfolk.gov.uk/what-we-do-and-how-we-work/councillors-meetings-decisions-and-elections/committees-agendas-and-recent-decisions/ask-a-question-to-a-committee

Or view the Constitution at www.norfolk.gov.uk

6. Local Member Issues/ Member Questions

Fifteen minutes for local member to raise issues of concern of which due notice has been given.

Please note that all questions must be received by the Committee Team (committees@norfolk.gov.uk) by **5pm on Wednesday 15 November 2017**

7. Update from Members of the Committee regarding any internal and external bodies that they sit on.

8. Appointment to Outside Organisation - Rural Strategy Steering Group

The Council has been invited to appoint a Member to represent the Council on the Rural Strategy Steering Group. This body oversees the delivery of the Norfolk Rural Strategy 2020 which has been funded by the County Council. Partners are key to delivering the priorities and a Steering Group has been established to bring partners (e.g. Anglian Water) together to make things happen to meet our growth needs. The Steering Group is led by the private sector.

The Committee is **recommended** to appoint a Member of the Council to serve on the Steering Group.

9. Forward Plan and delegated decisions

Page 19

A report by the Executive Director of Finance and Commercial Services

10. Finance Monitoring

Page 31

A report by the Executive Director of Community and Environmental Services and the Executive Director of Finance and Commercial Services

11. Exclusion of the Public

Page

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involves the likely disclosure of exempt information as defined by Paragraphs 1, 3 and 3.5 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The committee will be presented with the conclusions of the public interest test carried out

by the report author and is recommended to confirm the exclusions.

12. County Farms Estate Update

Page

A report by the Executive Director of Finance and Commercial Services

13. Repton Property Developments Ltd – Outline business case

Page

A report by the Executive Director of Finance and Commercial Services

14. Exempt Minutes

Page

To agree the exempt minutes of the 18 October 2017

Group Meetings

Conservative	9:00am	Leader's Office, Ground Floor
Labour	9:00am	Labour Group Room, Ground Floor
Liberal Democrats	9:00am	Liberal Democrats Group Room, Ground Floor

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 10 November 2017



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Business and Property Committee

**Minutes of the Meeting held on Wednesday, 18 October 2017
at 9.15am in the Cranworth room County Hall**

Present:

Mr K Kiddie (Chairman)

Mr S Aquarone

Mr R Brame

Mr D Douglas

Mr B Iles (Vice-Chairman)

Mr A Jamieson

Mr M Kiddle-Morris

Mr V Thomson

Mr J Timewell

Mrs K Vincent

Mrs C Walker

1. Welcome and Announcements

The Chairman thanked members who attended the recent visit to farms on the County Farms Estate and the Officers who organised the event. He thanked members of the public and staff for attending the Committee meeting.

2. Apologies and Substitutions

- 2.1 Apologies were received from Ms C Bowes, Mr F Eagle (Nigel Dixon substituting) and Mr C Smith (Mr V Thomson substituting).

3. Minutes

- 3.1 The minutes of the meeting held on 08 September 2017 were agreed as an accurate record and signed by the Chairman.
- 3.2.1 Matters Arising from the Minutes:
- 3.2.2 In reference to paragraph 7.4 Mrs Walker advised that a meeting of the Great Yarmouth Area Board was now arranged for the 7 November 2017.
- 3.2.3 The Head Of Property updated the Committee that the land at Pound Lane, Thorpe St. Andrew, ref. paragraph 8.4 of the minutes, had been sold as agricultural land with covenants attached.
- 3.2.4 The Head Of Property confirmed that proposals 9 and 10 were being discussed with agents including looking into leasehold disposal to identify whether joint disposal would add greater value, as well as freehold interest.

4. Members to Declare any Interests

- 4.1 The following interests were declared:
- The Executive Director of Finance and Commercial Services declared an interest as a non-executive director of Equinox Enterprises.

- Mr Timewell declared an interest as a family member rented properties at Scottow Enterprise Park.
- Mr Jamieson declared an interest as a non-executive director of Norse.
- Ms Vincent declared an interest as a Norse shareholder representative.

5. Urgent Business

5.1 No urgent business was discussed.

6. Public Questions

6.1 No public questions were received.

7. Member Questions

7.1 No member questions were received.

8. Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on.

- 8.1 The Chairman updated members on:
- His attendance at a meeting of the Armed Services Covenant Board on the County Council's involvement in the Covenant to be brought to a future meeting;
 - His visit to Bank House farm a 440 acre acquisition near Downham Market.
- 8.2 Mr Brame had attended a meeting of the Greater Thetford Development Partnership where effectiveness of the Partnership and their use of Officer time was reviewed. A further meeting was due to be held to set a new terms of reference and elect new members; he would bring a further update to the Committee.

9. Forward Plan and delegated decisions

- 9.1 The Committee reviewed the forward plan and delegated decisions taken by Officers.
- 9.2 Ms Vincent requested a copy of the response mentioned in paragraph 1.21 of the report; the Executive Director of Finance and Commercial Services **agreed** to provide her with this.
- 9.3 The Committee:
1. **REVIEWED** the Forward Plan at Appendix A;
 2. **NOTED** the delegated decisions.

10. Apprenticeships update

- 10.1.1 The Committee received the report giving an update on Apprenticeships in Norfolk.
- 10.1.2 The Employment and Skills Manager circulated additional data; see appendix A. A larger reduction had been seen in intermediate and advanced apprenticeships in

Norfolk than nationally or regionally; higher level apprenticeships had increased.

- 10.2.1 Cllr Clancy, Member Apprenticeships Champion, reported on a pilot project for apprenticeships for young people with special needs. He discussed the impact on small and medium enterprises (SMEs) by the change in employer levy and the support Norfolk County Council could provide. Cllr Clancy reported there would be focus on apprenticeships in employment areas with shortages such as construction.
- 10.2.2 Mr Rivens, an Apprentice with the NHS IT department, updated the Committee on his apprenticeship. He discussed what influenced his decision to apply and the structure of the apprenticeship, starting at level 3, now with plans to move on to a degree level apprenticeship. He felt apprenticeships were a fantastic alternative to college or university for young people and that more could be done to make young people aware of them. Mr Rivens' manager reported that the NHS were a levy payer to new apprentices and existing staff to develop skills particularly in the nursing sector.
- 10.2.3 Mr Rivens felt there was still a stigma to getting an apprenticeship instead of going to college or university among young people.
- 10.2.4 The Employment and Skills Manager clarified that apprenticeship advisors supported SMEs through direct support and through employer promotion events and work with District Councils' Business Forums.
- 10.2.5 The Employment and Skills Manager clarified that Officers were working with Easton and Notley college regarding lack of construction sector apprenticeships but had no information about possible closure of CITB (Construction Industry Training Board).
- 10.2.6 The closure of Norfolk Training Services was raised. Officers helped learners to move to a new provider when providers closed in partnership with the Education and Skills funding agency, who were the lead on this. The Employment and Skills Manager was due to meet with them for further discussion.
- 10.2.7 The Employment and Skills Manager clarified that all young people in receipt of benefits, including those with learning disabilities, were supported to work with the DWP to see whether taking up an apprenticeship would affect their benefits.
- 10.3 The Committee **DULY AGREED** to:
 - 1. Work with Apprenticeships Norfolk Network partners to support take-up of apprentices aged 16 to 24 years to address the expected imbalance created by Government reforms;
 - 2. Seek funding from the Norwich Opportunity Area for a trial to support 16 year old transition from school to Apprenticeship;
 - 3. Seek funding from the Network for East Anglian Collaborative Outreach to support a trial for 17 and 18 year olds into Advanced and Higher Apprenticeships

11. Trial Apprenticeship Training Agency (ATA) project

- 11.1.1 The Committee received the report outlining a proposal to support the development of an Apprenticeships Training Agency (ATA) in Norfolk.
- 11.1.2 The existing construction ATA TrAC, (Training and Apprenticeships in Construction), had agreed to run a trial for Norfolk County Council.

- 11.1.3 The Apprenticeships Strategy Manager and the Employment and Skills Manager were confident that adequate funding would be received for the project.
- 11.2.1 Members discussed YTS (Youth Training Scheme) and its benefits, and suggested Officers look into this when planning the project. The Apprenticeships Strategy Manager **agreed** to look into this and how to adapt it to changes in the job market and economy.
- 11.2.2 The impact of the levy on small businesses was questioned; the Apprenticeships Strategy Manager clarified that the levy had had a negative effect on SMEs who felt there was more focus on large companies.
- 11.2.3 Work was underway with the training provider “Construction Training Specialists” to ensure they were effective, reliable and financially durable.
- 11.2.4 A report was **requested** providing a full picture on apprenticeships across Norfolk. The Apprenticeships Strategy Manager **agreed** to bring a report to a future meeting.
- 11.2.5 The Vice-Chairman felt more evidence was needed that funding would be available to provide assurance that money from Norfolk County Council’s budget would not be used. The Assistant Director of Planning and Economy confirmed that the scheme would not proceed without external funding; the Director had also signed a letter indicating this. The Committee **AGREED** that, if needed, any further agreements could be made by the Chairman and Vice-Chairman.
- 11.3 The Committee **AGREED**:
1. To support the development of a trial ATA, working with an existing organisation, subject to securing external funding;
 2. That Officers would bring back a report detailing the outcomes of the trial before upscaling the model to a wider cohort of young people.

12. Integrated Health and Employment Service (IHES)

- 12.1.1 The Committee received the report outlining the proposal for development of an Integrated Health and Employment Service.
- 12.1.2 Norfolk County Council were proposed as the lead body for the funding bid process.
- 12.2.1 The Vice-Chairman queried the outlined agreement of use of £350,000 from “existing resources. The Executive Director of Finance and Commercial Services confirmed this was from accumulated money from previous bids.
- 12.2.2 The Skills Policy Manager clarified that the impact of the project for Norfolk County Council would be evaluated by the University of East Anglia.
- 12.3 The Committee considered the proposal and:
1. **SUPPORTED** the development of the Integrated Health and Employment service;
 2. **APPROVED** the submission of the stage 1 European Social Fund bid.

13. Strategic and Financial Planning 2018-19 to 2021-22

- 13.1.1 The Committee received the report providing an update on the Committee's detailed planning to feed into the Council's budget process for 2018-19.
- 13.1.2 The Executive Director of Finance and Commercial Services highlighted 5 savings for the Committee to consider, shown in the table on page 49 of the report.
- further centralisation of the property budget across the Council;
 - reducing fees paid to Norfolk Property Services;
 - reducing facilities management costs;
 - return from Repton Property Developments;
 - working more closely with New Anglia Local Enterprise Partnership (LEP) to reduce money paid to them.
- 13.2.1 The proposed tax increase indicated in the report was queried. The Executive Director of Finance and Commercial Services reported that in order to address the budget gap, a tax increase would be required.
- 13.2.2 The importance of promoting business development in Norfolk to further support the budget was raised. The Executive Director of Finance and Commercial Services acknowledged this and noted that benefits brought about by work of the Economic Development Team to track new businesses would accrue elsewhere in the budget.
- 13.2.3 The Executive Director of Finance and Commercial Services clarified that most investment in the Economic Development Team was externally funded; the capital programme could be used for investment where needed.
- 13.2.4 Mr Kiddle-Morris queried the figures in the table on page 47. The Executive Director of Finance and Commercial Services clarified that the 0% Council Tax increase indicated a 0% assumed change to the council tax model presented to full council in that year; he agreed to discuss in more detail with Mr Kiddle-Morris after the meeting.
- 13.2.5 Mr Timewell suggested that the Committee review the role of the Economic Development department.
- 13.2.6 The Executive Director of Finance and Commercial Services confirmed most Norfolk County Council debt was fixed rate; there would be modest increase in debts over the coming years.
- 13.2.7 It was queried when Repton Property Developments would make a financial return to Norfolk County Council. The Executive Director of Finance and Commercial Services was unable to give a definite position on this. A draft business plan was due to be brought to a future Committee meeting including a draft financial forecast.
- 13.2.8 The Executive Director of Finance and Commercial Services confirmed that low council tax collection rates in some areas was factored into the budget
- 13.2.9 Figures broken showing detail of funding streams was **requested** in the report about Repton Property Developments.
- 13.3 The Committee **DULY**:
- 1) **NOTED** that the Council's current budget planning includes an assumed increase in council tax of 3.0% for the Adult Social Care precept, and an

- inflationary increase of 1.9% in 2018-19;
- 2) **CONSIDERED** and **AGREED** the service-specific budgeting issues for 2018-19 as set out in section 3;
- 3) In order to help close the forecast 2018-19 budget gap as set out in section 2 of this report:
 - a. **CONSIDERED** the 5 savings identified for 2019-20 which had the capacity to be brought forward to 2018-19;
 - b. **AGREED** the proposed new savings for 2018-19 (Table 4) for recommendation to Policy and Resources Committee;
 - c. **AGREED to RECOMMEND** to Policy and Resources Committee the proposed new savings for 2018-19 which require consultation as set out in section 3.

14. Finance Monitoring

- 14.1 The Committee received the report providing information on the budget position for services reporting to Business & Property Committee for 2017-18.
- 14.2.1 The Assistant Director of Planning and Economy clarified that Scottow Enterprise Park had over-performed; the revenue amount of £200,000 was the remaining figure after surplus had been used to offset savings elsewhere in the service.
- 14.2.2 In order for Committee Members to gain a clear understanding of Norfolk County Council's enterprises, sight of profit and loss accounts was requested. The Executive Director of Finance and Commercial Services **agreed** that financial information related to Norfolk County Council enterprises such as Scottow Enterprise Park and County Farms be brought to future meetings of the Committee.
- 14.3 The Committee **NOTED**:
 - a) The forecast out-turn position for the Business and Property Committee;
 - b) The capital programme for this Committee;
 - c) The current planned use of the reserves and the forecast balance of reserves as at the end of March 2018.

15. Disposal, acquisition and exploitation of Properties

- 15.1 The Committee received the report outlining disposals, acquisitions and exploitation of properties.
- 15.2.1 The Head Of Property noted that the operational fire centre at Hethersett would remain in use; the disposal was related to facilities being shared with Wymondham.
- 15.2.2 Mr Dixon raised a query about the Officers' Mess sites adjoining the site on Scottow Estate highlighted for disposal. This was tabled for discussion item 16.
- 15.2.3 The Head Of Property confirmed due diligence had been carried out with regard to the battery storage sites at Scottow Enterprise Park; they would be containerised facilities.
- 15.3 The Committee **DULY AGREED** to:
 - (i) Formally **DECLARE** the land at Vicarage Road, Deopham **surplus to County Council requirements** and instruct the Head of Property to dispose of the property.

In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of Business and Property Committee was authorised to accept the most advantageous bid and report the fact at a subsequent Business and Property Committee meeting.

(ii) Formally **DECLARE** parts of the former Hethersett fire service headquarters site and edged red on the plan (area A to the north east and area B south west of the retained operational fire station) **surplus to County Council requirements** and instruct the Head of Property to dispose of both areas. In the event of disposal receipts exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of Business and Property Committee was authorised to accept the most advantageous offers and report the fact at a subsequent Business And Property Committee meeting. For the avoidance of doubt an operational fire station would remain in Hethersett.

(iii) Formally **DECLARE** the land at Norwich Road, Kirstead **surplus to County Council requirements** and instruct the Head of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of Business and Property Committee was authorised to accept the most advantageous bid and report the fact at a subsequent Business and Property Committee meeting.

(iv) Formally **DECLARE** the land at School Road, Necton **surplus to County Council requirements** and instruct the Head of Property to dispose of the property either on the open market or to Repton Property Developments Ltd. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of Business and Property Committee was authorised to accept the most advantageous bid and report the fact at a subsequent Business and Property Committee meeting.

(v) Formally **DECLARE** the former Lakenham First School site, Hospital Lane site **surplus to Norfolk County Council use** and authorise the Head of Property in consultation with Director of Finance and Commercial services to agree a sub-lease on the best terms possible and report the fact at a subsequent Business and Property Committee meeting.

(vi) **AUTHORISE** the Head of Property to **implement the disposal** of 2 sites by way of lease on Scottow Enterprise Park for use as battery storage facilities on terms to be agreed. In the event of the disposal values exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of Business and Property Committee was authorised to accept the proposal and report the fact at a subsequent Business and Property committee meeting.

(vii) Formally **DECLARE** the Former Landfill Tip (Burlingham Estate), South Walsham **surplus to County Council requirements** and authorise the Head of Property to negotiate with the adjoining owner to dispose of the property at market value. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of Business and Property Committee was authorised to accept the most advantageous bid and report the fact at a subsequent Business and Property Committee meeting.

16. Risk Management

- 6.1 The Committee received the report providing the latest departmental level property risks as at September 2017 following the latest review conducted at the end of August 2017.
- 16.2 The loan to Repton Property Developments was included in a general risk line; it would be included in future reports to the Committee for information.
- 16.3 The Committee:
- a) **CONSIDERED** the risks judged as exceptions (in paragraph 2.2 and Appendix A), and the other departmental risks relating to Property (in Appendix E);
 - b) **AGREED** that the recommended mitigating actions identified in Appendix A were appropriate;
 - c) **CONSIDERED** the definitions of risk appetite and tolerance in Appendix D.

17. Performance Management

- 17.1 The Committee considered the second performance management report to this Committee based upon the revised Performance Management System.
- 17.2 Mr Dixon's question tabled at paragraph 15.2.2 was answered. The Head Of Property clarified that a meeting had been held to prepare for a report to Committee about Scottow Enterprise Park,. More information would be included in a report in January 2018. The Leader was keen to see a master plan for the whole site and the report would consider the site on this basis.
- 17.3 The Committee:
- **NOTED** that none of the 5 vital signs that fall within the remit of this Committee had met the exception reporting criteria;

18. Norwich Airport Industrial Estate

- 18.1 The Committee received the report outlining plans to look into investment and improvements in the Norwich Airport Industrial Site.
- 18.2 Mrs Vincent raised concerns over road access for local housing in line with expansion of the Airport Industrial Estate; she queried whether the East West Link Road would be delivered to mitigate impact on residents. The Assistant Director of Planning and Economy clarified that delivery of additional infrastructure had been factored into plans and discussions were being held with the City Council regarding mitigations for the estate. Negotiation was underway with developers regarding the East West Link Road but no details were available at that time regarding timescale of delivery.
- 18.3 The Committee **AGREED** to:
- 1. Acknowledge that the Norwich Airport Industrial Estate required substantial investment to realise increased asset value, growth in nondomestic rates, increased rental income and employment growth;
 - 2. The commission of the existing consultant to procure a partnership vehicle that would balance risk with the desired benefits, the details of the procurement brief and approach would be presented to a future B&P Committee meeting;

3. The details of the proposed type of joint venture would be presented to a future B&P Committee meeting;
4. The commencement of the residential element in the “Southern Development Zone” through Norwich City Council’s development company;
5. Acknowledge that “mirror” recommendations would be presented to Norwich City Council Cabinet.

19. County Farms Update

- 19.1 The Committee considered the update of activity on the County Farms Estate since the last Committee meeting.
- 19.2.1 The Committee were invited to attend the annual tenants meeting on the 16 November 2017.
- 19.2.2 Business planning of land purchases was queried; the Head Of Property clarified that independent assessments of land were undertaken by an agricultural consultancy prior to purchase. Norfolk County Council had recently undertaken rent reviews and a number of increases had been made.
- 19.2.3 The future plans for County Farms were queried. The Head Of Property confirmed a number of disposals were planned, ranging in size, regarding which discussions were underway. Information would be brought in a future report to Committee.
- 19.3 The Committee:
 1. **NOTED** the recent management activity and Tenant’s successes on the County Farms Estate.
 2. **AGREED** the emerging strategies and specific proposals for the Stow & Marshland Estate and Welney Estate.

20. County Farms objective and policies, tenant selection process and acquisition criteria

- 20.1 The Committee received the report for periodic review by Members of the County Farms’ objectives and policies.
- 20.2.1 The Head Of Property pointed out that this report would go to Policy and Resources Committee as part of their remit to approve changes to policy.
- 20.2.2 Mr Timewell suggested adding into appendix 3, criteria considerations to be given for future sale in the right areas.
- 20.3 The Committee **RECOMMENDED** to Policy and Resources Committee that they formally:
 - (i) **ADOPT** the County Farms Estate objectives and policies as detailed in appendix 1 of the report;
 - (ii) **ADOPT** the tenant selection process as detailed in appendix 2 of the report;
 - (iii) **ADOPT** the acquisition criteria as detailed in appendix 3 of the report.

21. Exclusion of the public

- 21.1 The Committee were asked to agree to exclude the public during discussion of the exempt minutes and item 23, Norfolk One Public Estate Partnership Update.
- 21.2 The Chairman read out the reasons for the exclusions to the Committee.
- 21.3 The Committee **AGREED** to exclude the public during discussion of items 22 (exempt minutes) and 23 (Norfolk One Public Estate Partnership Update).

22. Exempt Minutes

- 22.1 The Exempt minutes of the meeting held on the 8 September 2017 were agreed as an accurate record and signed by the Chairman.

23. Norfolk One Public Estate Partnership Update

- 23.1 The Committee considered the report by the Executive Director of Finance and Commercial Services.
- 23.2 The Committee **AGREED** the recommendations in the report.

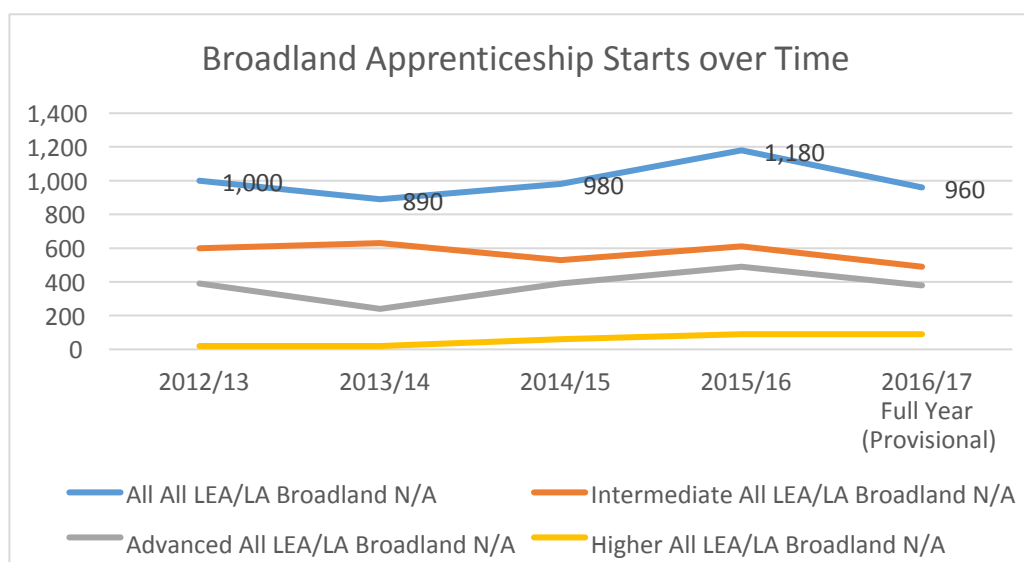
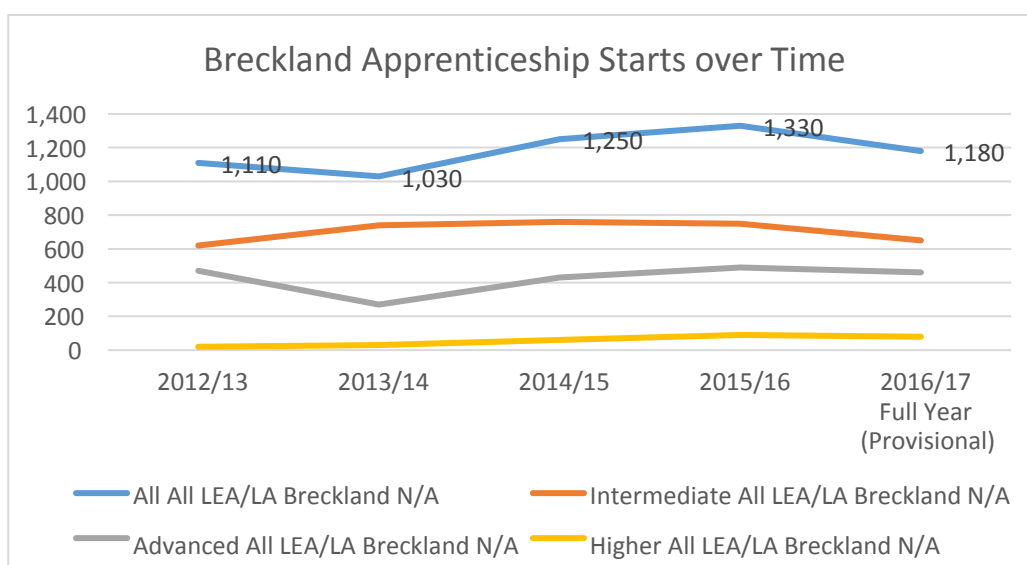
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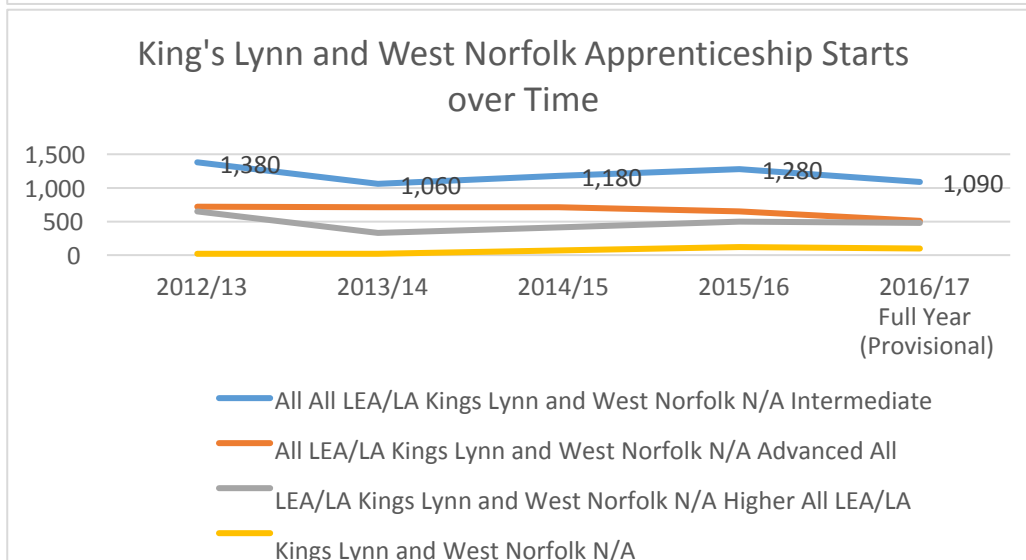
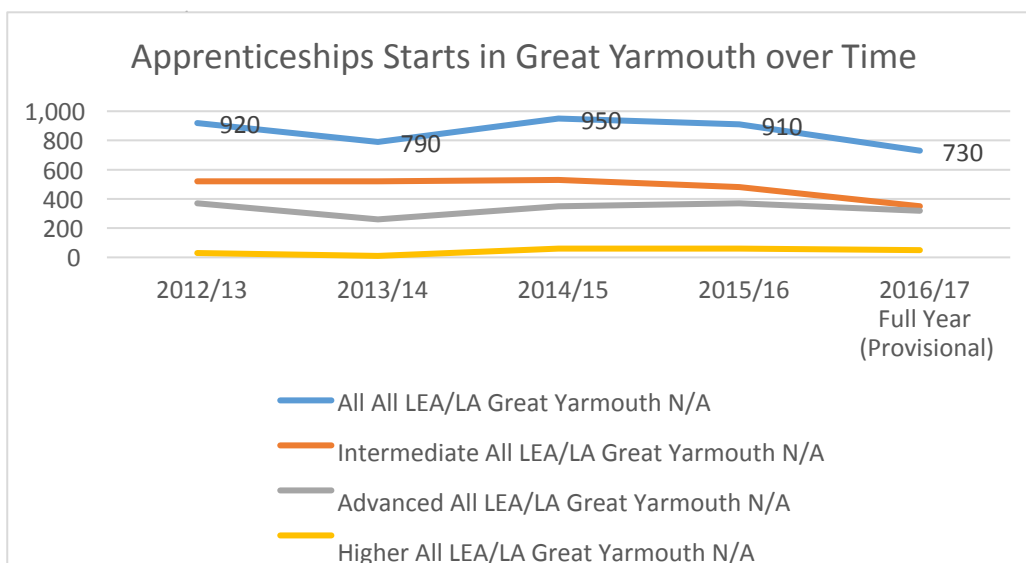
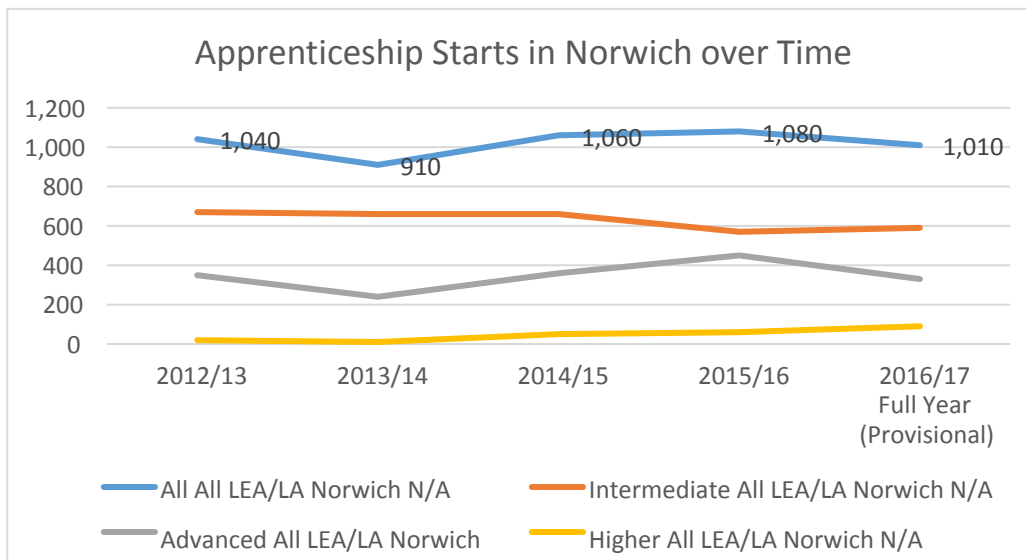
**Mr Keith Kiddie, Chairman,
Business and Property Committee**

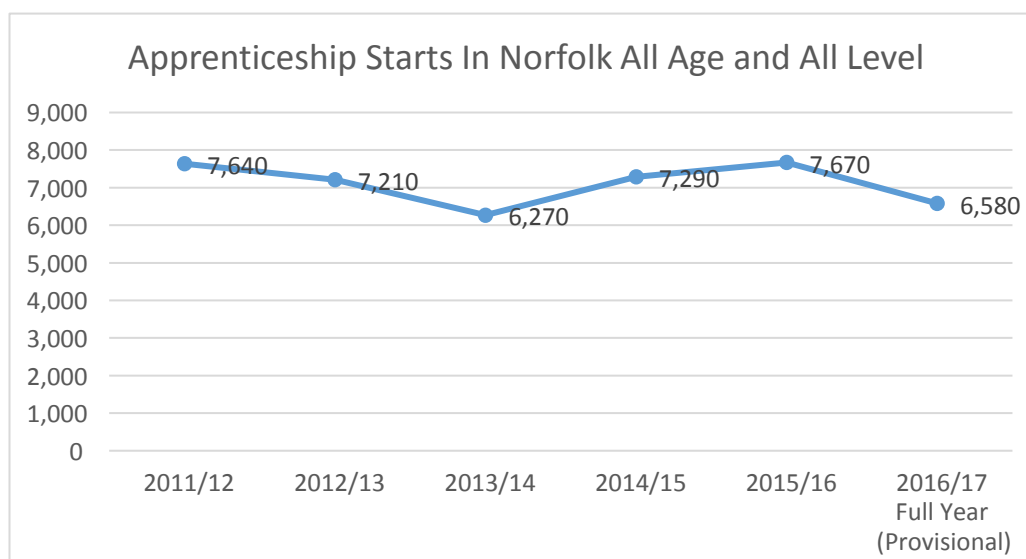
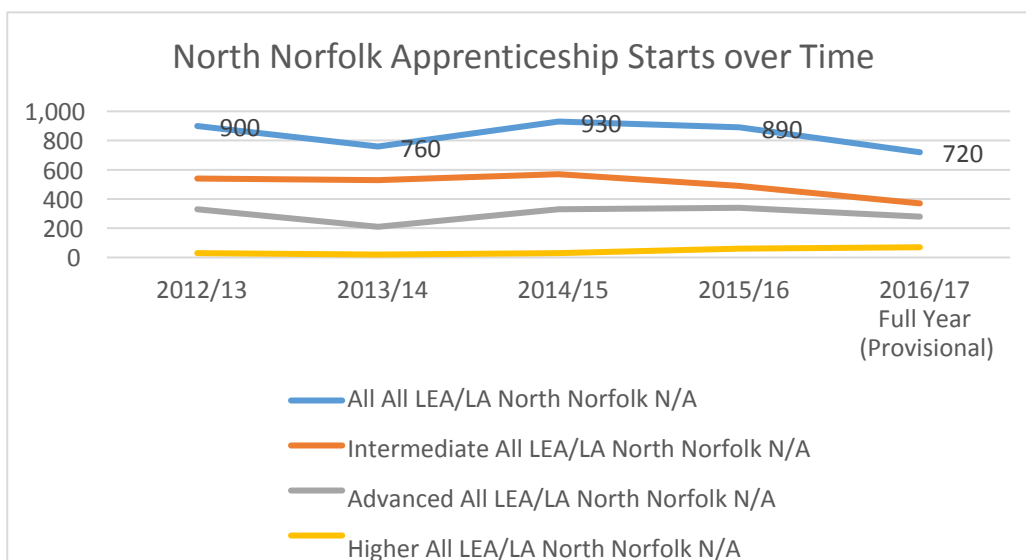
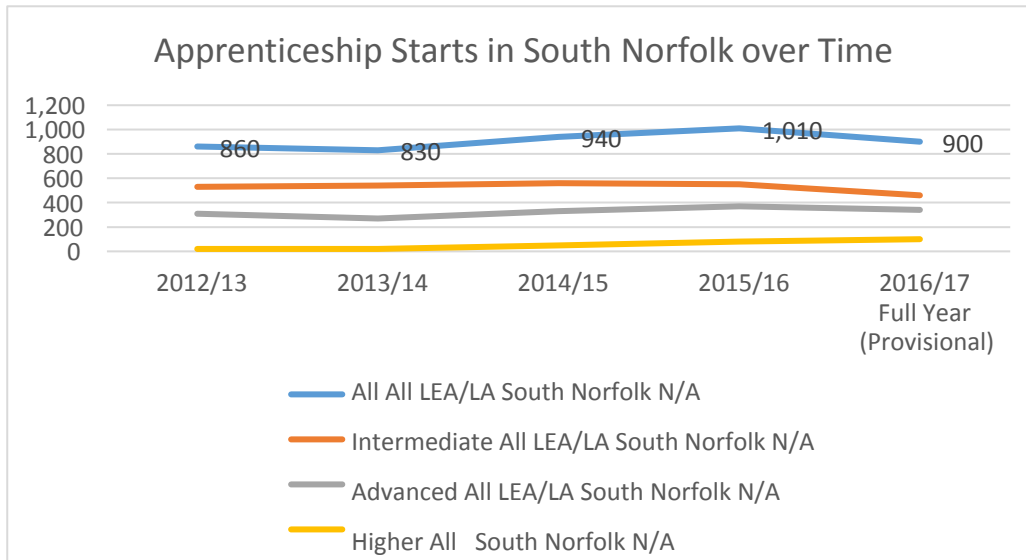


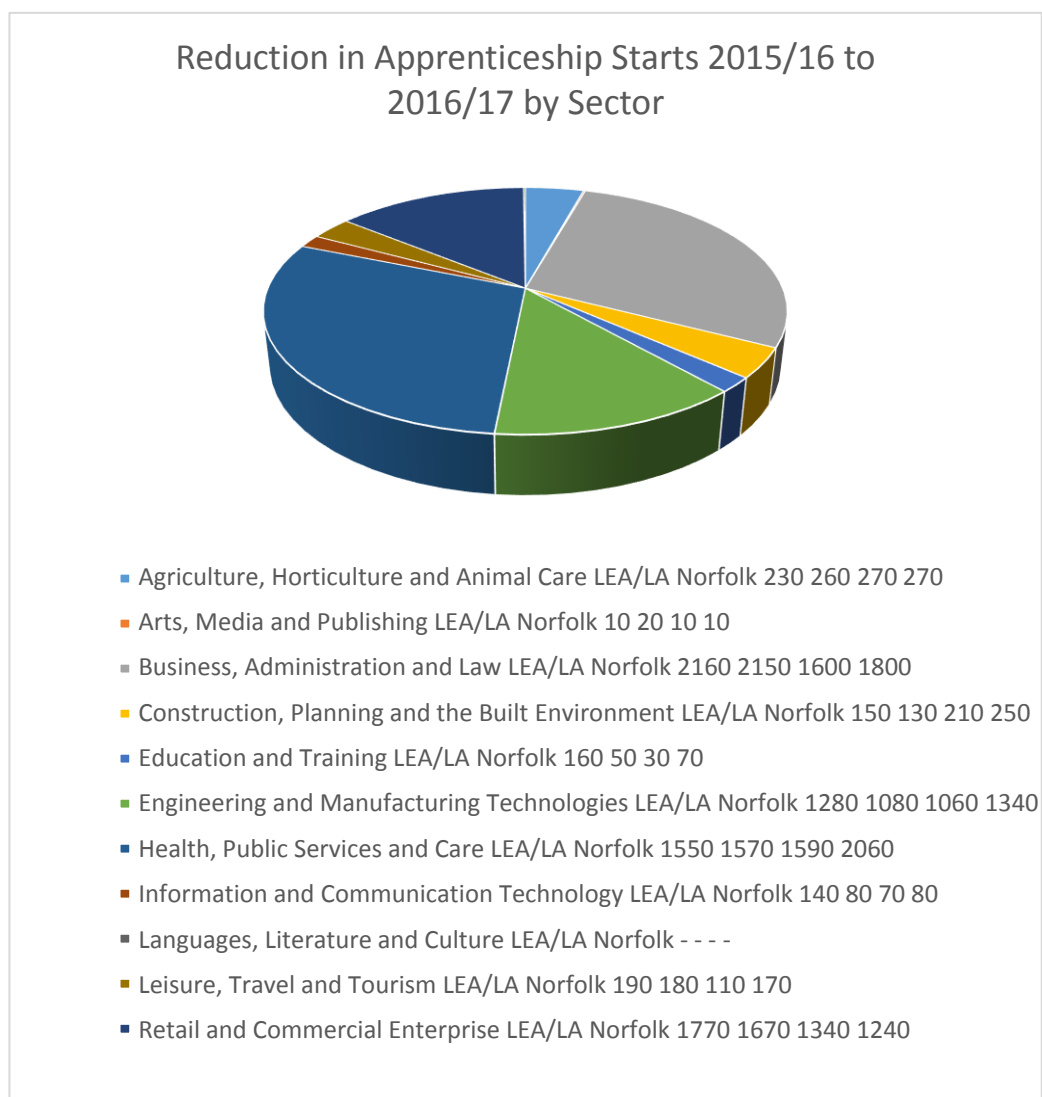
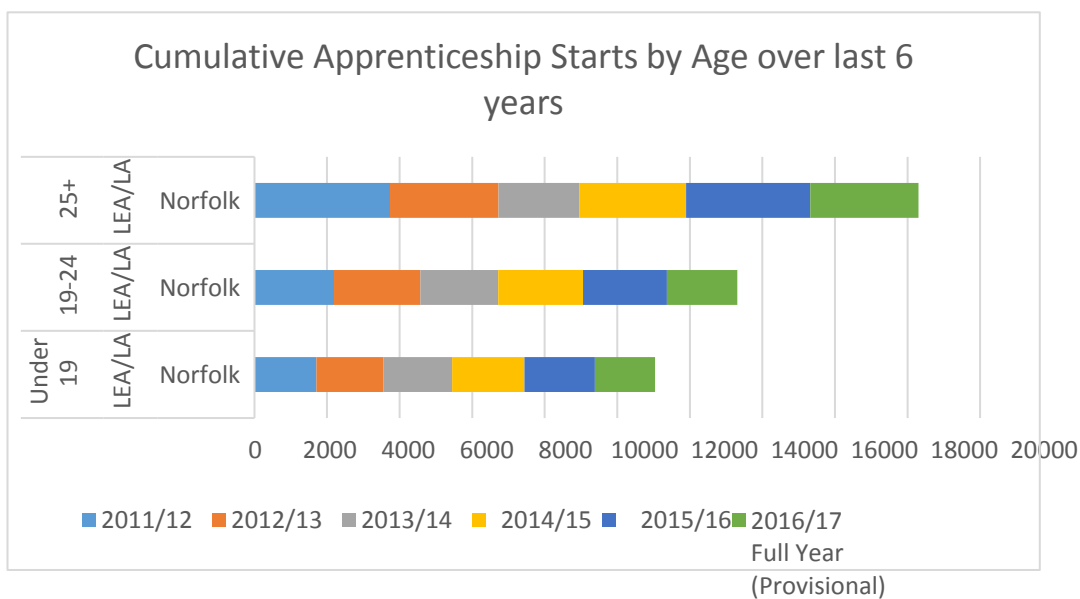
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Apprenticeship - Starts								
Region	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17 Full Year (Provisional)	Difference	% +/-
Norfolk	7,640	7,210	6,270	7,290	7,670	6,580	-1,090	-14.2
East of Eng	45,820	46,220	40,430	45,790	46,650	44,390	-2,260	-4.8
England	515,000	504,200	434,600	494,200	503,900	485,500	-18,400	-3.7









Business and Property Committee

Item No.....

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	20 November 2017
Responsible Chief Officer:	Executive Director of Finance and Commercial Services
Strategic impact Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

Executive summary

This report sets out the Forward Plan for the Business and Property Committee. The Forward Plan is a key document for this committee to use to shape future meeting agendas and items for consideration, in relation to delivering business and property issues in Norfolk. Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee is included at Appendix A.

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

Recommendations:

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

- 1. To review the Forward Plan at Appendix A and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.**
- 2. To note the delegated decisions.**

1.0 Introduction

1.1 Forward Plan

1.1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to business and property issues in Norfolk.

1.1.2. The current version of the Forward Plan is attached at **Appendix A**.

1.1.3 The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the business planning for this Committee. As this is a key document in terms of planning for this

Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website. If any further changes are made to the programme in advance of this meeting they will be reported verbally to the Committee.

1.2 Delegated decisions

- 1.2.1 The report is also used to update on any delegated decisions within the Terms of Reference of this Committee that are reported by the Executive Directors as being of public interest, financially material or contentious.

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

Decision: Various, as listed at **Appendix B**.
Taken by: Relevant officers, as set out in the scheme of delegation.

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

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

2.0 Evidence

- 2.1 As set out in the report and appendices.

3.0 Financial Implications

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

4.0 Issues, risks and innovation

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

Officer Contact

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

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



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

\\Norfolk.gov.uk\ncd\dfs1\CorporateProperty\Team Admin\Meetings\Committees\Business and Property Committee\2017-2018\17.11.20\Final report\17.11.20 B&P report Forward Plan and decisions taken under delegated authority (rfiwb) FINAL 1.0.doc

Appendix A

Forward Plan for Business and Property Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting: 18 January 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Strategic and Financial Planning 2018-19 to 2021-22 and revenue budget 2018-19	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of Finance and Commercial Services (Simon George)
Scottow Enterprise Park – vision for future development	No	To consider options for future development of the site, in the context of a long term vision.	Executive Director of CES (Tom McCabe) and Head of Property (Simon Hughes)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson/Thomas Osborne)
Norwich Airport Industrial Estate	No	To consider proposed developers	Head of Property (Simon Hughes)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		brief.	
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting: 14 March 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson/Thomas Osborne)
Repton Property Developments Ltd, Articles of Association etc.	No	To adopt proposed Articles of Association	Head of Property (Simon Hughes)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire	Head of Property (Simon Hughes)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		properties	
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting: 15 May 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Appointments to internal and external Bodies	No	To agree appointments to internal and external bodies.	Head of Democratic Services (Chris Walton)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting: 3 July 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated	No	To review the Committee's	Executive Director of Finance and

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
decisions		forward plan and agree any amendments/additions.	Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson/Thomas Osborne)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting: 4 September 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and	Finance Business Partner (Andrew Skiggs)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		level of reserves.	
Strategic and Financial Planning	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of Finance and Commercial Services (Simon George)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting: 9 October 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Strategic and Financial Planning	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of Finance and Commercial Services (Simon George)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	No	Review and comment on the risk information and consider any	Chief Internal Auditor (Adrian Thompson/Thomas Osborne)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		areas of risk that require a more in-depth analysis	
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting: 6 November 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Strategic and Financial Planning	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of Finance and Commercial Services (Simon George)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting: 15 January 2019			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Strategic and Financial Planning 2019-20 to 202-23 and revenue budget 2019-20	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of Finance and Commercial Services (Simon George)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson/Thomas Osborne)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting: 5 March 2019			
Member briefings and site visits	No	To update members and view	Executive Director of Finance and

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		property assets.	Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson/Thomas Osborne)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)

Appendix B

Property decisions taken under delegated authority

Property	Transaction	Cost	Benefit	Date of decision
Scole Lot 2	Sale to the Parish Council	-	£20,000	20/07/2016
Scole Lot 4	Sale to the Parish Council	-	£10,000	20/07/2016
Sculthorpe Primary School	Sale of amenity land	-	£7,500	02/11/2015
Downham Market 33a Lynn Road	Rent Review	-	£563/year rent increase	14/09/2017
Attleborough Community & Enterprise Centre	Licence for access and party wall work	-	-	18/01/2017

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

Business & Property Committee

Item No.

Report title:	Finance Monitoring
Date of meeting:	20th November 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services, Simon George – Executive Director, Finance and Commercial Services
Strategic impact <p>This report provides the Committee with information on the budget position for services reporting to Business & Property Committee for 2017-18. It provides information on the revenue budget including any forecast over or underspends and any identified budget risks. It also provides an update on the forecast use of reserves and details of the capital programme.</p>	

Executive summary

The services reporting to this Committee are mainly delivered by Community and Environmental Services and Finance and Commercial Services.

The 2017-18 net revenue budget for this committee is £8.931m and this report reflects the risks and forecast outturn position as at period 6, September 2017-18.

The total capital programme, relating to this committee is £23.705m currently profiled for delivery within 2017-18. Details of the capital programme are shown in Section 3 of this report.

The balance of Business and Property reserves as of 1 April 2017 was £5.273m, and the forecast balance at 31 March 2018 is £2.650m.

Recommendations:

Members are recommended to note:

- a) **The forecast out-turn position for the Business and Property Committee**
- b) **The capital programme for this Committee.**
- c) **The current planned use of the reserves and the forecast balance of reserves as at the end of March 2018.**

1. Proposal

- 1.1. Members have a key role in overseeing the financial position for the services under the direction of this committee, including reviewing the revenue and capital position and reserves held by the service. Although budgets are set and monitored on an annual

basis it is important that the ongoing position is understood and the previous year's position, current and future plans and performance are considered.

1.2. This report reflects the budgets and forecast out-turn position as at the end of Period 6, September 2017.

2. Evidence

Revenue budget 2017-18

2.1. The services reporting to this Committee are mainly delivered by the Community and Environmental Services department and Finance and Commercial Services.

2.2. This report reflects the forecast outturn position for the Services that are relevant to this committee, which are:

- Economic Development
- Economic Programmes
- Economic Strategy & Commissioning
- Employment and Skills
- Scottow Enterprise Park
- Hethel Engineering Centre – operated as Hethel Innovation Ltd
- Client Property Management

2.3. The 2017-18 net revenue budget for this committee is £8.931m, we are currently forecasting a balanced budget.

Table 1: Business and Property: Net revenue Budget Forecast Out-turn 2017-18

	2017-18 Budget £m	Forecast Out-turn £m	Forecast Variance £m
Client Property Management			
Corporate Offices	4.630	4.970	0.340
Estates Management	0.852	0.847	(0.005)
Corporate Building Maintenance	2.007	2.067	0.060
County Farms	(0.476)	(0.614)	(0.138)
Corporate Property Team	0.913	0.656	(0.257)
Economic Development			
Economic Programmes	(0.085)	(0.085)	0.000
Economic Strategy & Commissioning	0.809	0.809	0.000
Economic Development	0.118	0.118	0.000
Employment and Skills	0.363	0.363	0.000

Scottow Enterprise Park	(0.200)	(0.200)	0.000
Total for Committee	8.931	8.931	0.000

2.4. We are currently forecasting a balanced revenue budget for the services that are accounted for through NCC, and a pre tax profit in Hethel Innovation Ltd.

2.5. Client Property Management (CPM)

The CPM budget was reduced by £1.667m in 2017 – 18 to reflect planned savings to be met principally by reduced costs of property maintenance, including fewer properties to maintain via property disposals. The CPM planned to smooth the impact of this significant reduction by a reduced spend in 2016 – 17 allowing an increase in reserves to be released in 2017 – 18.

A balanced budget is thus achieved by the planned use of reserves as shown in Table 2 later in this report. A review of outstanding maintenance commitments has allowed a reduction in the use of reserves since the last report.

Economic Development

2.6. The main element of spend within Economic Development is staff related expenditure, there are currently no risks of forecast variances identified. A number of staff are engaged in the delivery of externally funded projects where the spend profile does not always match a financial year, where this is the case project funding will be carried forward in reserves as an unspent grant.

2.7. Scottow Enterprise Park (SEP) is currently forecasting to generate £1.349m of income in 2017 – 18, comprising £0.902m buildings rental, and £0.447m of rental income from the land occupied by the solar farm on site. In 2017 / 18 revenues will exceed direct costs. SEP is not accounted for as a separate legal entity.

2.8. Hethel Engineering Centre is accounted for via the separate legal entity of Hethel Innovation Limited. Revenues for 2017 – 18 are forecast to be £1.297m comprising £1.009m from buildings rental and conferencing, £0.138m from external Consultancy and the Innovation New Anglia programme, and £0.150m from other funded programmes. The company operates on a profitable basis, forecasting to achieve a pre tax profit of £0.091m.

2018-19 to 2021-22 Budget planning update

This Committee discussed and recommended budget saving proposals for 2018-22 in October. Policy and Resources Committee then considered the latest budget planning position for 2018-19 at its meeting on 30 October. This included the summary of all proposed savings from Service Committees, and a revised forecast of the remaining budget gap for 2018-19, which is now £7.806m. Over the four year planning period, a gap of £63.351m remains to be closed. Officers continue to work following Policy and Resources Committee to develop the 2018-19 Budget and close the gap for next year, this will include consideration of the implications of the

Autumn Budget (due 22 November) and the Local Government Finance Settlement. Service Committees are not being asked to identify further savings, however in view of the remaining gap position for 2018-19, any change to planned savings or removal of proposals will require alternative savings to be identified.

Consultation has begun on £3.580m of savings for 2018-19, and the level of council tax for the year. Committees will receive feedback on the outcomes of the consultation in January to inform their budget setting decisions. In addition, Committees will need to consider the financial risks for their services that could affect the 2018-19 budget plans, and any changes in the overall planning context for the Council.

3. Capital Programme

- 3.1. The capital programme for the services reported to this Committee currently profiled to be delivered in 2017-18 is £23.705m, detailed as below.

2017 – 18 Capital Programme £m	
Scottow	6.062
Corporate Property	12.794
County Farms	<u>4.849</u>
Total for Committee	<u>23.705</u>

- 3.2. The total available capital funding for redevelopment of SEP is £9.600m, currently NCC funded. The breakdown of the potential spend is as follows –

- £5.838m for essential infrastructure work to the site, £3.900m for water supply facilities, the balance principally relates to asbestos removal, security fencing, fire alarms, heating systems and utility metering to facilitate recharges back to tenants
- £3.762m is earmarked for specific buildings to be brought into a lettable condition, Hangars 1, 2 and 3 are estimated to cost £2.600m of this sum. It should be noted that expenditure is only made against a business case from specific enquiries leading to lettings income

SEP has secured grant funding of £0.098m from the Pooled Business Rates Scheme, with a further £0.098m bid pending. A bid for grant from Heritage Enterprise Lottery is also in progress, estimated at £2.000m. Work is also being done to secure Enterprise Zone funding which could support up to £3.700m of capital funding.

- 3.3. The Corporate Property funding is in support of further refurbishment to allow rationalisation and facilitate cost reductions within the corporate property portfolio, in

addition to routine general maintenance and minor works funded via capital. The principal identifiable expenditure relates to the Space 2019 programme, £8.924m, and £1.515m for asbestos surveys and removals.

- 3.4. The County Farms funding represents the agreed refurbishment programme, including land drainage schemes, which maintains the value of the Farms estate. Additional funding of £3.146m has been added for the agreed purchase of Bank House Farm.

4. Reserves 2017-18

- 4.1. The Council holds both provisions and reserves.
- 4.2. Provisions are made for liabilities or losses that are likely or certain to be incurred, but where it is uncertain as to the amounts or the dates which they will arise. The Council complies with the definition of provisions contained within CIPFA's Accounting Code of Practice.
- 4.3. Reserves (or Earmarked Reserves) are held in one of three main categories:
- 4.4. Reserves for special purposes or to fund expenditure that has been delayed, and in many cases relate to external Grants and Contributions - reserves can be held for a specific purpose, for example where money is set aside to replace equipment or undertake repairs on a rolling cycle, which can help smooth the impact of funding.
- 4.5. Local Management of Schools (LMS) reserves that are held on behalf of schools – the LMS reserve is only for schools and reflects balances held by individual schools. The balances are not available to support other County Council expenditure.
- 4.6. General Balances – reserves that are not earmarked for a specific purpose. The General Balances reserve is held to enable the County Council to manage unplanned or unforeseen events. The Executive Director of Finance is required to form a judgement on the level of the reserve and to advise Policy and Resources Committee accordingly.
- 4.7. The reserves falling under this Committee would fall into the first category. Additionally, balances may relate specific grant income where we have received the income but are yet to incur the expenditure, or the grant was planned to be used over a period of time, not related to a specific financial year.
- 4.8. We will continue to review the reserve balances to ensure that their original objectives are still valid and would identify any reserves that could be considered available for re-allocation.
- 4.9. The committees' unspent grants, reserves and provisions as at 1st April 2017 stood at £5.273m.
- 4.10. The table below shows balance of reserves and the current planned usage for 2017-18.

Reserves & Provisions 2017-18	Balance at 1 April 2017	Forecast Balance at 31 March 2018	Planned Change
	£m	£m	£m
Corporate Property Management	2.633	1.233	1.400
Economic Development	2.640	1.390	1.250
Committee Total	5.273	2.623	2.650

The balance of Economic development reserves relates to a number of projects and specific grant funding, including significant projects such as France Chanel England. The forecast use of reserves reflects the funding required to deliver those projects.

5.1. There are no decisions arising from this report. The financial position for Communities Committee services is set out within the paper and appendices.

6.1. This report provides financial performance information on a wide range of services responsible to the committee.

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

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graham.jermy@norfolk.gov.uk

