

# Communities Committee

Item No.

<b>Report title:</b>	<b>Committee Forward Plan and update on decisions taken under delegated authority</b>
<b>Date of meeting:</b>	<b>17 January 2018</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe – Executive Director, Community and Environmental Services</b>
<b>Strategic impact</b> Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

## Executive summary

This report sets out the Forward Plan for Communities 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 communities issues in Norfolk. Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee (as at 29 December) is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the Executive Director (or his team), within the Terms of Reference of this Committee. There are four relevant delegated decisions to report to this meeting.

### Recommendations:

- 1. To review the Forward Plan at Appendix A and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.**
- 2. To note the delegated decision detailed in section 1.2.**

## 1. Proposal

### 1.1. Forward Plan

- 1.1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to communities issues in Norfolk.
- 1.1.2. The current version of the Forward Plan (as at 29 December) is attached at Appendix A.
- 1.1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ

slightly from the version published on the website. If any further changes are made to the programme in advance of this meeting they will be reported verbally to the Committee.

## 1.2. **Delegated decisions**

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

**Subject:** **Alcohol and drug behaviour change service - contract award**

**Decision:** To award the contract to Change, Grow, Live (CGL). CGL will work closely with a number of partners across Norfolk – working in mental health, community safety, children's provision, the criminal justice system, learning disability, social care, dementia, the NHS and the voluntary sector – to help those affected by substance misuse to lead rewarding lives. The new service will bring significant benefits to Norfolk residents in terms of increased quality of life and better health. There will be a greater focus on alcohol and opportunities to intervene at the earliest point to prevent problems from developing.

**Taken by:** Dr Louise Smith – Director of Public Health

**Taken on:** 6 November 2017

**Contact for further information:** Diane Steiner – Deputy Director of Public Health  
Email [diane.steiner@norfolk.gov.uk](mailto:diane.steiner@norfolk.gov.uk)  
Phone 0344 800 8020

**Subject:** **Reducing smoking prevalence in under 18s in the greater Norwich area**

**Decision:** Public Health to make a contribution of £50,000 from the existing stop smoking budget to the Norfolk Youth Advisory Boards, under a Memorandum of Understanding with a request to commission a service to reduce smoking prevalence in under 18s in the greater Norwich area.

**Taken by:** Dr Louise Smith – Director of Public Health

**Taken on:** 13 November 2017

**Contact for further information:** Angela Fletton, Public Health Commissioning Manager  
Email [angela.fletton@norfolk.gov.uk](mailto:angela.fletton@norfolk.gov.uk)  
Phone 0344 800 8020

**Subject:** **Youth Offending Team - specialist drug & alcohol workers**

**Decision:** Public Health to continue to provide £43,000 in 2017-18 to the Youth Offending Team to fund a specialist social worker.

**Taken by:** Dr Louise Smith – Director of Public Health

Taken on: 11 December 2017

Contact for further information: Sally Hughes, Public Health Commissioning Manager  
Email sally.hughes@norfolk.gov.uk  
Phone 0344 800 8020

**Subject: Norfolk Fire and Rescue Service Pension scheme support**

Decision: To appoint North Yorkshire Fire and Rescue Service as the pension support provider for the Norfolk Fire and Rescue Service Pension scheme. This includes providing support to the Norfolk Scheme Manager, Pension Board and scheme Members.

Taken by: David Ashworth, Chief Fire Officer, in consultation with the Chair of Communities Committee and the Norfolk Pensions Committee

Taken on: 11 December 2017

Contact for further information: David Ashworth, Chief Fire Officer  
Email david.ashworth@fire.norfolk.gov.uk  
Phone 0344 800 8020

## **2. Evidence**

2.1. As set out in the report and Appendix A.

## **3. Financial Implications**

3.1. There are no financial implications arising from this report.

## **4. Issues, risks and innovation**

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

## **5. Background**

5.1. N/A

### **Officer Contact**

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

**Officer name :** Sarah Rhoden

**Tel No. :** 01603 222867

**Email address :** sarah.rhoden@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.

# Forward Plan for Communities Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
<b>Meeting : Wednesday 7 March 2018</b>			
Annual report of the Norfolk Armed Forces Community Covenant	None	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Armed Forces Community Covenant Senior Officer (Merry Halliday)
Trading Standards Service Plan including Food & Feed Law Enforcement Plan (FFLEP) and Enforcement of Age Restricted Sales & Illegal Tobacco Plan (EARSITP)	None	To review and approve the Service Plan – including the Food and Feed Law Enforcement Plan and the Enforcement of Age Restricted Sales Plan.	Head of Trading Standards (Sophie Leney)
Tobacco Control action plan	None	To review progress on the Tobacco Control Strategy and Action Plan for Norfolk.	Public Health Commissioning Manager (Angela Fletton)
Suicide Prevention Plan		To review progress on the suicide prevention strategy	Commissioning Manager – Vulnerable People (Sally Hughes)
Norfolk Fire and Rescue - annual statement of assurance and service plan	None	To note and agree the Norfolk Fire and Rescue Service annual statement of assurance, and agree the annual service plan	Chief Fire Officer (David Ashworth)
Finance monitoring	None	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

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			(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)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
<b>Meeting : Monday 21 May 2018</b>			
Resilience and Emergency Planning	None	Presentation of Norfolk's resilience and emergency plans	Head of Resilience (Jan Davis)
Children and Young People Health and Wellbeing Survey 2017	None	To consider recommendations stemming from the results of the survey.	Specialist Advanced Public Health Officer (Carolyn Watts)
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
<b>Meeting : Wednesday 4 July 2018</b>			
Norfolk Armed Forces Community Covenant Strategy and Action Plan	None	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Armed Forces Community Covenant Senior Officer (Merry Halliday)

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Update on the Business and Intellectual Property Centre	None	To receive an update on the Centre, based in Norfolk and Norwich Millennium Library, which launched in October 2017	Head of Libraries and Information (Jan Holden)
Workplace health	None	To consider progress made by the workplace health provider.	Public Health Commissioning Manager (Interim) (Angela Fletton)
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	None	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)
<b>Meeting : Wednesday 5 September 2018</b>			
Road Safety Strategy 2018	None	To review approaches to reduce those killed and seriously injured on our roads.	Public Health Commissioning Manager (Nadia Jones)
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions	None	To review service updates on key issues	Head of Support &

# Forward Plan for Communities Committee

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
taken under delegated authority		and activities and identify any areas where the Committee would like to receive further information.	Development (Sarah Rhoden)
<b>Meeting : Wednesday 10 October 2018</b>			
Annual review of the Enforcement Policy	None	To approve the Enforcement Policy and its appendices, and to agree to the ongoing review of the Policy on an annual basis.	Head of Trading Standards (Sophie Leney)
Finance Monitoring	None	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	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	None	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)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
<b>Meeting : Wednesday 7 November 2018</b>			
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated	None	To review service updates on key issues and activities and identify any areas	Head of Support & Development (Sarah

# Forward Plan for Communities Committee

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authority		where the Committee would like to receive further information.	Rhoden)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Forward Plan and decisions taken under delegated authority	Every meeting	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
Performance management	Four meetings each year – January, March, June/July, October	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – January, March, June/July, October	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Finance Monitoring	Every meeting	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Annual report of the Norfolk Armed Forces Community Covenant	Annual Report – March each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Senior Planning and Partnerships Officer (Merry Halliday) /
Norfolk Armed Forces Community Covenant Strategy and Action Plan	Annually – July each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Armed Forces Community Covenant Senior Officer (Merry Halliday)



## Forward Plan for Communities Committee

Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
Annual review of the Enforcement Policy	Next meeting October/November 2018? Also to be reviewed by the EDT Committee as policy covers Highways, planning services and Trading Standards enforcement activities.	To approve the Enforcement Policy and its appendices, and to agree to the ongoing review of the Policy on an annual basis.	Head of Trading Standards (Sophie Leney)