

Communities Committee

Item No.

Report title:	Committee Forward Plan and update on decisions taken under delegated authority
Date of meeting:	15 November 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

Executive summary

This report sets out the Forward Plan for 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 20 October) is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the Executive Director (or his team), within the Terms of Reference of this Committee. There are 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 20 October) is attached at Appendix A.
- 1.1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ

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

1.2. **Delegated decisions**

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

Subject: Domestic Abuse Champion Co-ordinators

Decision: To contribute £65,000 from public health funding to match fund contributions from the Home Office and the Office of the Police and Crime Commissioner Norfolk (OPCCN) to fund the second phase of the Domestic Abuse Champions programme.

Phase one of the programme included Children's Services and the OPCCN jointly funding three Domestic Abuse Change Co-ordinators working across Norfolk. The second phase will have a more targeted focus on the health (GP practices in particular) and education settings in Norfolk.

Taken by: Director of Public Health

Taken on: 17 October 2017

Contact for further information: Kelly Semper, Advanced Public Health Officer - Community Safety
Email kelly.semper@norfolk.gov.uk
Phone 0344 800 8020

Subject: Norfolk Infant attachment project

Decision: To contribute £650,000, from reserves, as a one-off payment for 2017/18 to the Norfolk Infant Attachment Project. The Project, provided by Norfolk and Suffolk Foundation Trust, provides a perinatal infant mental health service.

Taken by: Director of Public Health

Taken on: 18 October 2017

Contact for further information: Chris Butwright, Head of Public Health Performance and Delivery
Email christopher.butwright@norfolk.gov.uk
Phone 0344 800 8020

Subject: Social Prescribing

Decision: To contribute a total of £200,000 across the next two financial years, to jointly fund (with Adult Social Care), to enable the delivery of the social prescribing plans for Norfolk and Waveney, which have received support from all levels of the Sustainable Transformation Plan (STP).

Taken by: Director of Public Health

Taken on: 18 October 2017
Contact for further information: Suzanne Meredith – Deputy Director of Public Health
Email suzanne.meredith@norfolk.gov.uk
Phone 0344 800 8020

Subject: Voluntary and Community Sector Engagement Contract

Decision: To award the contract jointly to Momentum, CAN and Voluntary Norfolk; total contract value is £172,000.

As previously discussed at Committee (including the report in January 2017), this new arrangement is intended to help the Council and voluntary sector work more effectively together, and replaces previous arrangements which saw a number of contracts with various providers which were operated and managed individually. The ethos of the new arrangement is working collectively to get the best possible outcomes, in a cohesive way.

Taken by: Assistant Director Community, Information and Learning, in consultation with the Committee Chair and Vice Chair

Taken on: October 2017

Contact for further information: Ceri Sumner – Assistant Director
Email ceri.sumner@norfolk.gov.uk
Phone 0344 800 8020

2. Evidence

2.1. As set out in the report and appendices.

3. Financial Implications

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

4. Issues, risks and innovation

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

5. Background

5.1. N/A

Officer Contact

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

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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
Meeting Wednesday 17 January 2018			
Norfolk Fire and Rescue annual statement of assurance	None	Note and agree Norfolk Fire and Rescue Service annual statement of assurance.	Chief Fire Officer (David Ashworth)
Suicide Prevention Strategy Review 2017	None	To review progress on the Suicide Prevention Strategy	Director of Public Health (Dr. Louise Smith)
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 (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)
Drug and Alcohol Contract	None	To review progress on the mobilisation of the new drug and alcohol contract.	Deputy Director of Public Health (Diane Steiner)
Regulation of Investigatory Powers Act 2000	None	Noting NCC use of RIPA Approval of revised Policy and Guidance	Chief Legal Officer (Victoria McNeill) and Executive Director, CES (Tom McCabe)
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)
Strategic and Financial Planning 2018-2019 to 2021-22	None	To consider final budget savings proposals.	Executive Director of CES (Tom McCabe)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting Wednesday 7 March 2018			
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)
Norfolk Road Casualty Action Plan	Link to EDT Committee	To review progress against the current road casualty reduction plan (including KSIs)	Public Health Commissioning Manager (Nadia Jones) and Road Safety Team Manager (Iain Temperton)
Tobacco Control action plan	None	To review progress on the Tobacco Control Strategy and Action Plan for Norfolk.	Senior Public Health Officer (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)
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	Chief Internal Auditor

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		information and consider any areas of risk that require a more in-depth analysis	(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)
Meeting Monday 21 May 2018			
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)
Resilience and Emergency Planning	None	Presentation of Norfolk's resilience and emergency plans	Head of Resilience (Jan Davis)
Meeting Wednesday 4 July 2018			
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)
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)
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital	Finance Business Partner (Andrew Skiggs)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		programme and level of reserves.	
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)
Meeting Wednesday 5 September 2018			
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)
Meeting Wednesday 10 October 2018			
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)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
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)
Meeting Wednesday 7 November 2018			
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)

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 –	Comment on performance and consider	Business Intelligence and

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Regular items	Frequency	Requested committee action (if known)	Lead officer
	January, March, June/July, October	areas for further scrutiny.	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)
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)