

# Forward Plan for Communities Committee

## Appendix C

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
<b>Meeting Wednesday 8 March 2017</b>			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Progress made in Norfolk Community Learning Services	None anticipated	To discuss progress with the Service and its improvement plan and to agree any recommendations	Head of Adult Education Service (Ilgun Yusuf)
Trading Standards Service Plan including Food & Feed Law Enforcement Plan (FFLEP) and Enforcement of Age Restricted Sales Plan (EARSP)	Follows on to full Council as service plan is part of NCC policy framework	To recommend the adoption of the Service Plan to Full Council – including the Food and Feed Law Enforcement Plan and the Enforcement of Age Restricted Sales Plan.	Head of Trading Standards (Sophie Leney)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Public Health – Sexual Health Service	No	To consider recommendations for improving sexual health outcomes	Director of Public Health (Dr Louise Smith)
<b>Meeting Wednesday 31 May 2017</b>			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Risk management	No – each Committee receives a report on risk management	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)
Performance monitoring	Some performance measures also reported to P&R Committee	To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Appointments to internal and external Bodies	None	To agree appointments to internal and external bodies	Head of Democratic Services (Chris Walton)
<b>Meeting Wednesday 5 July 2017</b>			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Risk management	No – each Committee receives a report on risk management	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)
Performance monitoring	Some performance measures also reported to P&R Committee	To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
<b>Meeting Wednesday 6 September 2017</b>			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)

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Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Risk management	No – each Committee receives a report on risk management	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)
Performance monitoring	Some performance measures also reported to P&R Committee	To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
<b>Meeting Wednesday 11 October 2017</b>			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
<b>Meeting Wednesday 15 November 2017</b>			
Update on key service issues and activities (including decisions taken under delegated authority)	No	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Business Support & Dev. Manager (Sarah Rhoden)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)

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Risk management	No – each Committee receives a report on risk management	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)
Performance monitoring	Some performance measures also reported to P&R Committee	To comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Update on key service issues and activities (including 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.	Business Support & Dev. Manager (Sarah Rhoden)
Performance management	Four meetings each year – May, July, September and November	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – May, July, September and November	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)
Progress made in Norfolk Community Learning Services	Updates to November 2016 and March 2017 meetings.	To discuss progress with the Service and its improvement plan and to agree any recommendations	Head of Adult Education Service (Ilgun Yusuf)