

Council

Date: **Monday 23 March 2009**

Time: **10.00am**

Venue: **Council Chamber, County Hall, Norwich**

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

Prayers

To Call the Roll

AGENDA

1. Minutes

**To confirm the minutes of the meeting of the Council held (Page)
on 16 February 2009**

2. To receive any announcements from the Chairman

3. Members to Declare any Interests

Please indicate whether the interest is a personal one only or one which is prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the Member may speak and vote on the matter. Please note that if you are exempt from declaring a personal interest because it arises solely from your position on a body to which you were nominated by the County Council or a body exercising functions of a public nature (e.g another local authority), you need only declare your interest if and when you intend to speak on a matter.

If a prejudicial interest is declared, the member should withdraw from the room whilst the matter is discussed unless members of the public are allowed to make representations, give evidence or answer questions about the matter, in which case you may attend the meeting for that purpose. You must immediately leave the room when you have finished or the meeting decides you have finished, if earlier.

4. **Cabinet Recommendations**
Meeting held on 2 March 2009 (Page)
5. **Reports**

Cabinet
Meeting held on 26 January 2009 (Page)
Meeting held on 16 February 2009 (Page)
Meeting held on 2 March 2009 (Page)

Cabinet Scrutiny Committee
Meeting held on 20 January 2009 (Page)
Meeting held on 10 February 2009 (Page)

Norfolk Health Overview and Scrutiny Committee
Meeting held on 29 January 2009 (Page)
Meeting held on 5 March 2009 (Page)

Audit Committee
Meeting held on 22 January 2009 (Page)

Planning (Regulatory) Committee
Meeting held on 13 February 2009 (Page)

Joint Committees
 - Norwich Highways Agency Joint Committee meeting held on 22 January 2009 (Page)
 - Joint Museums Committee meeting held on 16 January 2009 (Page)
 - Norfolk Records Committee meeting held on 16 January 2009 (Page)
Review Panels
Items considered by Review Panels (for information only) (Page)
6. **Appointments to Committees etc (Standing Item)**

a) To note any appointments made by the Chief Executive under delegated powers:-

b) To consider any proposals from Group Leaders for changes to committee membership etc
7. **To answer Questions under Rule 8.2 of the Council Procedure Rules**

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

Date Agenda Published: 12 March 2009

**For further details and general enquiries about this Agenda
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Norfolk County Council
Minutes of the Meeting Held on 16 February 2009

Present: Mr W Northam in the Chair

Mr A Adams	Mr J Joyce
Mr C Armes	Mrs B Lashley
Mr J Baskerville	Mr C Lloyd Owen
Mr D Baxter	Ms I Macdonald
Mr S Bett	Mr I Mackie
Mr R Blower	Mrs S Matthews
Mrs H Bolt	Ms M McKay
Dr A Boswell	Mrs R Monbiot
Mrs J Brown	Mr I Monson
Mr A Byrne	Mr P Moore
Mr D Callaby	Mr B Morrey
Mr M Carttiss	Mr P Morse
Mrs J Chamberlin	Mr C Mowle
Mr B Collins	Mr S Murphy
Miss E Collishaw	Mr G Nobbs
Mr J Collop	Mrs T Paines
Mr D Cox	Mrs H Panting
Mr S Dunn	Mr J Perry-Warnes
Mrs J Eells	Mr J Pitt-Pladdy
Mrs I Floering-Blackman	Mr A Pond
Mr R Goreham	Mr R Rockcliffe
Mr J Gretton	Mr J Rogers
Mr A Gunson	Mr D Rye
Mrs S Gurney	Mr M Scutter
Mr P Hacon	Mr N Shaw
Mr B Hannah	Mr J Shrimplin
Mrs G Harris	Mr B Spratt
Mr D Harrison	Mr M Taylor
Mr P Harwood	Mr A Tomkinson
Mr G Hemming	Miss J Virgo
Mr J Holmes	Mr T Wainwright
Mr C How	Mr B Walker
Mrs J Howe	Mrs C Walker
Mr C Hull	Mrs C Ward
Mr H Humphrey	Ms S Whitaker
Mrs S Hutson	Mr A White
Mr B Iles	Mr A Williams
Mr C Jordan	Mr A Wright
Mr C Joyce	Mr M Wright

Total present: 79

Apologies:

Apologies for absence were received from Dr B Connell, Mr S Dorrington, Mr T East, Mrs B Hacker and Mrs S Rice.

1. Minutes of previous meetings

The minutes of the meeting held on 19 January 2009 were confirmed as a correct record and signed by the Chairman, subject to the following amendment which was proposed by Dr Boswell, seconded by Mr Scutter and then carried:-

Item 9, Public Question, paragraph 1.2, amend first, second and third sentences of first paragraph to read: "Dr Boswell expressed his disappointment concerning table 5.4 of the Northern Distributor Road (NDR) Business Case Report as he said the table was misleading: he said there were either errors in the spreadsheet or the figures had been calculated in a non-intuitive way. Further, he had evidence from an independent traffic consultant that the benefit cost ratio calculated for the project could not be relied upon. Following a draft letter that Dr Boswell had obtained from GO-East under the Freedom of Information Act, it appeared that Go-East's view was that much greater priority was needed on carbon reduction and complementary sustainable transport measures in the LTP."

2. Chairman's Announcements

Cabinet meeting

The Chairman reminded members that there would be a special Cabinet meeting in the Council Chamber on the rise of Council.

Chairman's Events

On 26th January 2009 the Chairman hosted the sixth Norfolk Waste Partnership Awards ceremony. Around 70 people attended the event which was held in the Archive Centre and was enjoyed and appreciated by all those who attended.

On 27th January at Flitcham Primary School the Chairman was presented to Her Majesty The Queen.

On 3rd February the Chairman opened the Student Careers Convention at the John Innes Centre. It was a very successful event with a keen interest being showed by the many students.

On 12th February, pupils from Sprowston High School visited County Hall for a School Council meeting in the Council Chamber after which the pupils and the teachers joined the Chairman for lunch.

Chairman's 80th Birthday

On behalf of the whole Council, Mr Cox, Chairman of the Cabinet, wished the Chairman a Happy 80th Birthday for today.

3. Declarations of Interest

The following declarations of interest in Item 4 'Budget Proposals 2009/10' were noted:

Mrs J Brown declared an interest in the Children's Services Budget as a Trustee of West Norfolk Carers.

Mr P Hacon declared an interest in both the Fire Service and Adult Social Services Budgets as his sons are employed by the Fire Service and Adult Social Services.

Mr P Harwood declared an interest in the Children's Services Budget as a local member for the Milecross Primary School and as a Governor of Sewell Park College.

Mr J Holmes declared an interest in the Children's Services Budget as he is Chairman of Great Yarmouth & District Homestart.

4. Budget Proposals 2009/10 – recommendations from Cabinet

The annexed report setting out the budget proposals was received.

4.1 The budget recommendations from Cabinet to County Council are set out below. The Leader, Mr Cox, made his budget speech and recommended that the proposed budget be approved. This was seconded by Mr Humphrey.

4.2 During his budget speech Mr Cox also proposed the following to be funded using an additional £627,000 that the County Council expects to receive in the current year from its share of the Local Authority Business Growth Incentive Scheme (LABGI). This money would be used immediately to help Norfolk businesses and citizens through the recession:

- An additional £280,000 to be spent on small building maintenance schemes with work provided by Norfolk based companies. Consideration will also be given to where the authority can accelerate spending on building maintenance in the main programme.
- £200,000 for a two-year programme of support and training for individuals who are made redundant, but who are ineligible for other government support projects. Norfolk Guidance Service will deliver this.
- An extra £125,000 for the Citizens Advice Bureau for additional debt advisors, which is addition to the £350,000 of support already provided by Norfolk County Council.
- £20,000 to help further promote and signpost the wide range of services and advice available in Norfolk to help Norfolk businesses.

OVERALL BUDGET

1. An overall County Council Revenue Budget of £559.936m for 2009-10, including additional costs of £54.949m and budget savings of £31.791m as set out below. (The detailed proposed changes were attached at Appendix A of the report):

2009-10 Revenue Budget	2009-10 Base Budget £m	Additional Costs £m	Savings £m	Base Adjustments £m	Cost Neutral Changes £m	2009-10 Recommended Budget £m
Children's Services	160.734	10.179	-5.135	-0.370	1.039	166.447
Adult Social Services	208.198	25.387	-18.728		-2.107	212.750

Planning and Transportation	64.358	4.029	-2.199		1.137	67.325
Environment and Waste Management	32.210	2.786	-0.300		-0.374	34.322
Economic Development	1.840	0.035	-0.004		-0.151	1.720
Fire Service	30.864	1.417	-0.457		-0.206	31.618
Trading Standards	3.204	0.100	-0.020		0.065	3.349
Other Consumer Services	0.998	0.050			-0.001	1.047
Libraries and Information	13.409	0.484	-0.187		-0.772	12.934
Recreation and Grants	0.725	0.028	-0.010		-0.010	0.733
Norfolk Joint Museums	5.416	0.293	-0.190		-1.266	4.253
Norfolk Records Service	1.596	0.129	-0.061		-0.131	1.533
Adult Education	0.375	0.089	-0.083		-0.111	0.270
Norfolk Guidance Service	0.000	0.004	-0.004			0.000
Chief Executive	33.259	2.000	-1.042		0.035	34.252
Property Services	2.859	0.067				2.926
Office Accommodation	0.198				-0.171	0.027
County Farms	0.019	0.006			0.112	0.137
Property Management	0.414	0.143	-0.150		-0.075	0.332
Finance General	-23.528	7.723	-3.221		2.987	-16.039
TOTAL	£537.148m	£54.949m	-£31.791m	-£0.370m	£0.000m	£559.936m

To approve:

- An increase in Band "D" Council Tax for 2009-10 of 2.95%, which means a Band "D" Council Tax of £1,123.74.
- An initial Capital Programme for 2009-10 of £167.664m, subject to subsequent adjustment if additional external funds for capital purposes become available, (as attached at Appendix B of the report).
- The recommendation of the Head of Finance, of a minimum level of General Balances of £14m be held in 2009-10.
- The creation of an Organisational Change Reserve:

It is proposed that the remaining funding of £2.891m is used to create a new 'Organisational Change Reserve.' The purpose of this reserve is to provide one-off funding to support and invest in the transformational change e.g. shared services, which the Council faces from 2010 onwards. Such change will be necessary to meet the expected very tight squeeze on our finances irrespective of whether or not Local Government Review happens.

- The Minimum Revenue Provision Statement:

The statement sets out the Council's policy for the calculation of the annual MRP charge and the following policy is proposed for 2009-10:

- For capital expenditure incurred before 1 April 2008, and all expenditure since that date which is supported by Revenue Support Grant, the MRP policy will be to continue previous practice by providing for repayment of debt at 4% each year.
 - For expenditure since 1 April 2008 the MRP policy for all unsupported borrowing will be to base the provision on the estimated life of the assets in accordance with the new regulations.
7. The Prudential Indicators (as attached at Appendix C of the report).
8. The approach outlined below on Council Tax Discount on Second Homes:
- The Local Government Act 2003 required that additional monies from reducing the Council Tax discount on second homes should be shared by the District Councils with the precepting Councils i.e. the County Council and the Police Authority.
- A review of this policy was undertaken in 2004 and following discussion by the Norfolk LGA, a revised approach for 2005-06 was implemented. It is recommended that this approach to the sharing of second homes income is followed for 2009-10. The approach is that:
- 50% of the additional monies from second homes to go to Local Strategic Partnerships (pro rata to district collection) as now, to be spent on LSP priorities, including affordable housing where appropriate.
 - 50% to be retained at County level, of which:
 - half ring-fenced for the County Council to spend on affordable housing projects (pro rata to number of second homes in a district), in consultation with the relevant District Council; and,
 - half committed to strategic initiatives identified by the County Strategic Partnership. It is not proposed that there will be a bidding process.
9. The Council Tax calculations set out below and the precept to be collected from the District Councils:

Council Tax/Precept in 2009-10:

	£m	£m
Council 2009-10 Budget Requirement		559.936
Less: Revenue Support Grant	42.438	
National Non-Domestic Rate Income	183.862	
Estimated Surplus on District Council Collection Funds etc.	3.516	229.816
Precept Charge on District Councils		£330.120m
Council Tax for an average Band "D" Property in 2009-10		£1,123.74 (+2.95%)
Council Tax for an average Band "B" Property in 2009-10		£874.02 (+2.95%)

Total payments to be collected from District Councils' in 2009-10:

	Precept	Collection Fund Surplus	TOTAL Payments Due
	(a)	(b)	
	£	£	£
Breckland District Council	47,254,042	342,305	47,596,347
Broadland District Council	50,490,762	16,000	50,506,762
Kings Lynn & West Norfolk Borough Council	55,884,714	1,627,189	57,511,903
Norwich City Council	44,946,229	959,387	45,905,616
Great Yarmouth Borough Council	35,157,330	(27,845)	35,129,485
North Norfolk District Council	46,072,216	225,512	46,297,728
South Norfolk District Council	50,314,335	374,000	50,688,335
Total Precept to be Collected	330,119,628	3,516,548	333,636,176

Council Tax Collection

The precept (column (a) above) for 2009-10 will be collected in 12 instalments from the District Council Collection Funds, as follows:-

Payment	Date		%
1	22 April	2009	8
2	21 May		9
3	18 June		9
4	20 July		9
5	19 August		9
6	21 September		9
7	19 October		9
8	19 November		9
9	21 December		9
10	21 January	2010	9
11	22 February		3
12	22 March		8

Where a surplus on collection of 2008-09 Council Tax (column (b) above) has been estimated the District Council concerned will pay to the County Council its proportion of the sum by ten equal instalments, as an addition to the May 2009 to February 2010 precept payments.

Where a deficit on collection of 2008-09 Council Tax (column (b) above) has been estimated the District Council concerned will receive from the County Council its proportion of the sum by ten equal instalments, as a reduction to the May 2009 to February 2010 precept payments.

2009-10 Council Tax Bands - In accordance with Section 40 of the Local Government Finance Act 1992, the County Council amount of the Council Tax for each valuation band be as follows:

Band	£
A	£749.16
B	£874.02
C	£998.88
D	£1,123.74
E	£1,373.46
F	£1,623.18
G	£1,872.90
H	£2,247.48

10. That the Head of Finance be authorised to transfer from the County Fund to the Salaries and General Accounts all sums necessary in respect of revenue and capital expenditure provided in the 2009-10 Budget, to make payments, to raise and repay loans and to invest funds.

- 4.3 Ms Whitaker, Leader of the Labour Group, made her budget speech and moved the following amendment to the budget, seconded by Mr Wainwright:

That additional spend on services in the Budget

Increasing Children's Service by 2.550m

Early intervention and support	1.000m
Restoration of cut in social deprivation funding	1.550m

Increasing Adult Social Services by 4.198m

Extending Preventative Services	0.500m
6 weeks Reablement service free of charge	0.500m
Offset savings in Learning Difficulties & Purchase of Care	3.198m

Increasing Planning & Transportation by 1.827m

To establish a Youth Travel Card	1.827
TOTAL	8.575m

The above will be paid for by -

Remove from proposed Budget	
-0.900	Early Intervention and Support and Restorative approaches
-0.500	Non –Learning Difficulties
-0.300	Re-instate Highways Maintenance saving
-0.055	Remove Community Safety proposal
-0.901	Remove recurring revenue budget for Strategic Ambitions
-0.956	Reduce General Balance to minimum recommended by Head of Finance
-2.891	Administration proposal to create Organisational Development Reserve
-1.445	Strategic Ambitions Reserve
-0.627	Additional LABGI funding announced Feb 4 th
-£8.575 m	Total

To set a ZERO council tax increase would require £9.465m this to be paid for by –

Use of Reserves

-0.300	Adult Education
-2.500	Capital Funding Reserve
-1.475	Highways maintenance
-1.721	IT reserve
-1.710	MRS strategic reserve
-0.104	Museums Inc Reserves
-0.260	P&T ops
-0.115	P&T park n ride reserve
-0.795	P&T street lighting
-0.283	Repairs and Renewals Fund
-0.202	Waste Management Partnership Fund
-£ 9.465 m	Total

This will leave £14 million in Balances and £85.218 million in Provisions & Reserves.

Labour Budget Proposal

	Administration Proposal	Reductions	Notes	Additions	Notes	Labour Proposal
	£m	£m		£m		£m
Children's Services	166.447	-0.900	1	2.550	6	168.097
Adult Social Services	212.750	-0.500	2	4.198	7	216.448
Planning & Transportation	67.325	-0.355	3	1.827	8	68.797
Environment and Waste Management	34.322					34.322
Economic Development	1.720					1.720
Fire Service	31.618					31.618
Trading Standards	3.349					3.349
Other Consumer Services	1.047					1.047
Libraries and Information	12.934					12.934
Recreation and Grants	0.733					0.733
Norfolk Joint Museums	4.253					4.253
Norfolk Records Service	1.533					1.533
Adult Education	0.270					0.270
Norfolk Guidance Service	0.000					0.000
Chief Executive	34.252					34.252
Property Services	2.926					2.926
Office Accommodation	0.027					0.027
County Farms	0.137					0.137
Property Management	0.332					0.332
Finance General	-16.039	-16.285	4 5			-32.324
	559.936	-18.040		8.575		550.471

Proposal is for 0% Council Tax increase. To achieve this we need £9.465m.

0% Council Tax increase is Band D at £1,091.52 and a budget of £550.471m

Notes

1	Remove Administration proposals for Early Intervention and Restorative approaches	-0.900
2	Reinstate ASS Panel proposal for demand management saving	-0.500
3	Reinstate P&T Panel Highways Maintenance saving	-0.300
3	Remove Administration proposal for Community Safety	-0.055
4	Remove recurring revenue budget for Strategic Ambitions	-0.901
4	Reduce General Balances to level recommended by Head of Finance	-0.956
4	Use Administration proposal to create an Organisational Development Reserve to reduce tax	-2.891
4	Strategic Ambitions Reserve from January Corporate Affairs report	-1.445
4	Additional LABGI Funding announced 4 February	-0.627
	Sub total	-8.575m

Use of Reserves

5	Adult Education income	-0.300
5	Capital Funding	-2.500
5	Highways Maintenance	-1.475
5	IT	-1.721
5	MRS Strategy	-1.710
5	Museums Income	-0.104
5	P&T Operations Appropriation	-0.260
5	P&T Park & Ride	-0.115
5	P&T Street Lighting Sinking Fund	-0.795
5	Repairs and Renewals Fund	-0.283
5	Waste Management Partnership Fund	-0.202

Sub total	-9.465
Total savings	<u>-18.040m</u>

Additional Spend

6 Children's Services , Early intervention and support	1.000
6 Children's Services , Restoration of cut in social deprivation funding	1.550
7 Adult Social Services Extending Preventive Service	0.500
7 Adult Social Services , 6 weeks Reablement service free of charge	0.500
7 Adult Social Services , Offset savings in Learning Difficulties and Purchase of Care	3.198
8 Planning & Transportation To establish a Youth Travel Card	1.827
Total	8.575m

This will leave £14 million in Balances and £85.218 million in Provisions and Reserves

Vote: The proposed amendment set out above was then put to the vote. With 21 in favour, 53 against and 3 abstentions, this motion was **LOST**.

- 4.4 Mr Morse, Leader of the Liberal Democrat Group, made his budget speech and moved the following amendment to the budget, seconded by Mrs Howe:

The Liberal Democrat Group has examined the additional costs and savings recommended by the Chairman of the Cabinet to be included in the Council's budget for 2009/10. We accept the proposals subject to the following amendments:

Service	Costs and savings	2009/10 £m	2010/11 £m
Planning and Transportation	Young person's travelcard for Norfolk to offer a half fare to all young people aged 5 -18.	0.771	1.112
Economic Development	Funding for ten independent financial advisers for Norfolk people	0.262	0.263
	Funding for a 2 year 'Rural Revival Fund	1.000	1.000
Finance General	10% efficiency savings on council staff travel costs	-0.600	-0.600
	Redirect £0.699m of organisational change reserve to identified Liberal Democrat priorities	-0.392	-0.307
	Redirect £0.870m of strategic ambitions reserve to identified Liberal Democrat priorities	-0.870	
	Reduction of general balances		-0.956
	Redirect £0.683m of strategic ambition revenue funding to identified Liberal Democrat priorities	-0.171	-0.512

Total 2009/10 budget

£559.936m

The overall budget for 2009/10 is shown in the table below:

Service	2009/10 Proposed final budget £m
Children's Services	166.447
Adult Social Services	212.750
Planning and Transportation	68.096
Environment and Waste Management	34.322
Economic Development	2.982

Fire Service	31.618
Trading Standards	3.349
Other Consumer Services	1.047
Libraries and information	12.934
Recreation and Grants	0.733
Norfolk Joint Museums	4.253
Norfolk Records Service	1.533
Adult Education	0.270
Norfolk Guidance Service	0
Chief Executives	34.252
Property Services	2.926
Office Accommodation	0.027
County Farms	0.137
Property Management	0.332
Finance General	-18.072
Total	£559.936

Proposed council tax in 2009/10

The Liberal Democrat budget requires a council tax increase of 2.95%. This will mean a band D contribution of £1,123.74 in 2009/10.

Vote: The proposed amendment set out above was then put to the vote. With 12 in favour and 61 against, this motion was **LOST**.

At 1pm, the Council adjourned for lunch.

The meeting reconvened at 1.45pm.

- 4.5 Mr Hull, Convenor of the Green Group, made his budget speech and moved the following amendment to the budget, seconded by Dr Boswell:

The Green Party Group has scrutinised the budget recommended by the Chairman of the Cabinet for the 2009/2010 budget. We accept the additional costs and savings proposals subject to the following amendments:

Proposal	Dept	Cost/Saving	£m
Learning Difficulties	ASS	Reduction of 'Priority Based Budgeting exercise in Learning Difficulties' (page 22, - £6.856m -> - £5.856m)	1.000
Special Education Needs	CS	Re-investment of savings in 'Special Education Needs transport expenditure' (page 19) back into SEN service to meet demographic trends	0.340
Restorative Justice	CS	Double the planned investment under Cabinet's 'Proposed Service Improvements'	0.150
Flexibus and Rural Transport	PTEW	Extend the 'Dial-a-bus' service	0.100

Review of NATS / LTP implementation project	PTEW	Review of NATS/LTP project teams deployment. Prioritisation of Norwich Public Transport scheme (rated 2 nd out of 72 schemes recently evaluated within Eastern Region) maximise future RFA funding opportunities. <i>No revenue budget implications.</i>	0.000
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Resilience Task Force	AS & CS & Fire/Comm prot.	Establish cross-departmental 'Community Resilience' team to implement Active Citizenship / Community Empowerment / Neighbourhood Protection agendas through Children's Services, Adult Social Services and Community Protection departments (allocated to 'Finance General')	0.100
	CARP	Establish 'Credit Crunch Crisis' team to spread the network of credit unions within Norfolk and establish a Norfolk Bank to help struggling businesses get credit.	0.100
	ECONDEV	Establish a 'Green New Deal' team to help create and grow the Green job sector in Norfolk's renewable energy and home insulation industries.	0.100
	PTEW	Additional investment in the Climate Change Programme (Cabinet, April 2008). £50k additional to each of Schools Capital Incentives Fund and carbon reduction 'Invest-to-Save' fund.	0.100
Resilience Task Force sub-total			£0.400

Green Party additional public services			£1.990
Organisational Change Reserve	FIN GEN	Spread administration's budget (£2.891m) over three years: £1m:£1m:£0.891m	-1.891
Highway Maintenance	PTEW	Highway's maintenance savings elevated to £1.230	-0.133
Reserves	FIN GEN	Car Lease Scheme surplus – Transfer £200k	-0.200
	FIN GEN	General Balances – Transfer £400k	-0.400
Green Party Savings			-£2.624

Council Tax differential	The Green Party propose Council Tax increase at 2.75% lower than the administration's 2.95%. <i>Band D Tax £1,121.58. Budget of £559.302</i>
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Green Party recommended budget	£559.302
Administration's recommended budget	£559.936

**The Green Party Revenue Budget Proposals – Norfolk County Council
2009/2010 by department**

	Recomm. <u>Budget</u>	GP addit <u>services</u>	<u>GP budget</u>
Children's Services	166.447	0.490	166.937
Adult Social Services	212.750	1.000	213.750
Planning and Transportation	67.325	-0.033	67.292
Environment and Waste Management	34.322	0.100	34.422
Economic Development	1.720	0.100	1.820
Fire Service	31.618		31.618
Trading Standards	3.349		3.349
Other Consumer Services	1.047		1.047
Libraries and Information	12.934		12.934
Recreation and Grants	0.733		0.733
Norfolk Joint Museums	4.253		4.253
Norfolk Records Service	1.533		1.533
Adult Education	0.270		0.270
Norfolk Guidance Service	0.000		0.000
Chief Executive	34.252	0.100	34.352
Property Services	2.926		2.926
Office Accommodation	0.027		0.027
County Farms	0.137		0.137
Property Management	0.332		0.332
Finance General	-16.039	-2.391	-18.430
TOTAL	559.936m	-0.634m	559.302m

The Green Party then made an amendment to their budget to incorporate a Youth Travel Card scheme. This would be funded by taking £0.271m from Capital Funding, £0.25m from Highways Maintenance Reserve and £0.25m from the IT Reserve making a total of £0.771m income for the Youth Travel Card scheme.

The result of these adjustments would mean that the line item figure at 'Green Party additional public services' would change from £1.990m to £2.761m.

Vote: The proposed amendment set out above was then put to the vote. With 4 in favour, 59 against and 5 abstentions, this motion was **LOST**.

- 4.6 Mr Cox considered the proposed budget to be the best for the people of Norfolk and recommended that it be approved.

Mrs Brown requested that it be minuted that she would not support this budget proposal because £50,000 had been withdrawn from the young carers budget, funding that she said was desperately needed to support young carers, and therefore she would not take part in the vote.

The motion, encompassing as a whole the recommendations relating to the 2009/10 Budget as set out earlier in these papers was then voted upon.

Vote: With 38 votes in favour, 26 against and 1 abstention, this motion was **CARRIED**.

RESOLVED Accordingly.

5. Annual Investment and Treasury Strategy 2009/10

Mr Cox moved the recommendation from Cabinet to approve the Annual Investment and Treasury Management Strategy for 2009-10 which was attached as Appendix D to the report.

RESOLVED: to approve the Annual Investment and Treasury Management Strategy for 2009-10, subject to amendment to increase the maximum investment exposure from 364 days to a period no greater than 2 years.

The meeting concluded at 2.20pm.

CHAIRMAN



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**RECOMMENDATIONS FROM THE CABINET MEETING
HELD ON 2 MARCH 2009**

- 1. Norfolk County Council Plan Annual update 2009/10 and extension to 2012**
- 1.1** The Cabinet has received a report on progress made towards updating the County Council Plan for 2009/10 and extending the current Plan to 2012 and:

Note by Head of Democratic Services

All members have previously received a copy of this report at item 9 of the Cabinet agenda papers for the meeting on 2 March 2009. Please bring this report with you to the meeting. In addition, members are invited to note a correction to bullet 2 under Council Objective 2 to read – Delivering a £1.5 million programme of local safety schemes.

- 1.2 RESOLVED TO RECOMMEND TO COUNCIL:-**

to approve the updated elements of the County Council Plan and to approve its extension 2012.

- 2.0 Appointments to Independent Remuneration Panel**

- 2.1 RESOLVED TO RECOMMEND TO COUNCIL:-**

that Mr. John Murfitt and Mr. Jonathan Barclay be re-appointed to the Independent Remuneration Panel for terms of office ending on 31 March, 2012.

**REPORT OF THE CABINET MEETING
HELD ON 26 JANUARY 2009**

1. Public Question

- 1.1 Ms J Parkhouse asked about stockpiling recyclates and if the Council redirected certain materials from recycling facilities to landfill. In reply, the Cabinet Member for Waste Management and the Environment reassured her that local authorities in Norfolk were neither stockpiling recyclate nor diverting it to landfill. Ms Parkhouse asked as a supplementary question of the Council, as the disposal authority, on what the latest tonnage was for recycled materials collected by the City Council and Norfolk Districts and the eventual waste streams used for their disposal. The Cabinet Member confirmed that he would write with the latest information.

2. Member Question

- 2.1 Local Member for Dersingham Division, Mrs J Eells asked, with regard to the Norfolk Minerals and Waste Development Framework Core Strategy and Development Control Plan Document - Publication of Proposed Submission Document, if Cabinet would consider replacing the following words, "we will avoid adverse impacts on protected and sensitive areas of the county", with "we will not permit any adverse impact on protected and sensitive areas of the county".
- 2.2 In reply, the Cabinet Member for Planning & Transportation reassured the local member that the assessment of all sites would be given very careful consideration to their potential impact, particularly to sites with statutory and local designations. He could not, however, say that there would never be any adverse impact. He advised that the current intention was that the list of preferred sites would be considered by Cabinet in the Spring, before a further round of consultation. He added that such further consultations were not required but he felt they should be undertaken and he hoped the Cabinet would support this approach at the relevant time.

3. Overview and Scrutiny Panel Issues

- Cabinet Member for Cultural Services updated members on actions regarding the recent libraries scrutiny.
- Cabinet Member for Adult Social Services advised that Wholefood Planet, Old Hall Road, Norwich had opened for business. This was a social firm, sponsored by the County Council and employing people with learning difficulties.

- Cabinet Member for Economic Development advised members of a special meeting of the Economic Development and Cultural Services Overview and Scrutiny Panel which would deal with issues for Norfolk arising from the current economic situation.
- Cabinet Member for Children's Services advised on discussions, at the recent Overview and Scrutiny Panel, regarding transportation issues for young people (14-19 years) attending diploma courses.
- Cabinet Member for Planning & Transportation advised of a special meeting of the Planning, Transportation, the Environment and Waste Overview and Scrutiny Panel on 27 January dealing with the Northern Distributor Route, followed by a report to the Cabinet on 16 February.

4. 2008-2009 Finance Monitoring Report

- 4.1 Cabinet has received its regular finance monitoring report. It has approved the creation of a Road Safety Reserve, as recommended by the Planning, Transportation, Environment and Waste Overview and Scrutiny Panel and approved the write-off of one debt totalling £7,230.30.

5. State of the Economy

The Cabinet has noted the contents of a Cabinet report outlining the emerging effects of the economic downturn on the Norfolk economy. Members invited Chief Officers investigate further the actions identified in the report and noted that a progress report would be presented to Cabinet in April 2009.

6. Delivering Joined-Up Health and Social Care Services

- 6.1 The Cabinet has noted progress and agreed to proposals to establish up to 6 pilot schemes in which a "virtual" team comprising GPs, Adult Social Care staff, and Community Health staff will be established. The teams will be able to draw upon the resources of each partner organisation and the range of multi-professional skills available to improve the quality, responsiveness and personalisation of care to individuals living in the locality. The selected pilot areas will be as follows:

- Kings Lynn
- Swaffham and Downham Market
- Mid Norfolk (Dereham, North Elmham, Watton & Mattishall)
- Norwich
- Fakenham, Wells and Holt
- Thetford.

7. Procuring the Adult Substance Misuse Treatment System in Norfolk

- 7.1 The Norfolk Drug and Alcohol Action Team (DAAT) is one of 149 across the country. Drug Action Teams are strategic bodies set up under the UK Government's strategy for England, 'Tackling Drugs Together' (updated in 2008). DAATs coordinate the drug-related elements of the service plans of the main public sector delivery agencies at a local level.
- 7.2 The Cabinet has agreed that existing contracts for adult substance misuse services be extended – in line with commissioning strategy intentions – for three years only to October 2012. Procurement of all adult substance misuse services will be undertaken by October 2012, in accordance with Contract Standing Orders.

8. Norfolk Minerals and Waste Development Framework Core Strategy and Development Control Development Plan Document - Publication of proposed Submission Document

- 8.1 Under the Planning and Compulsory Purchase Act 2004, the County Council is required to produce a Minerals and Waste Development Framework. The main part of the framework is the Minerals and Waste Development Plan, which sets out the policies and allocated sites to meet the County's minerals and waste management needs for a 15 year period from adoption to 2024.
- 8.2 The Cabinet has approved the publication of the Core Strategy and Development Control proposed submission document and has agreed to the publication of the document for representations to be made by statutory bodies and members of the public, over a 12 week period, in accordance with the relevant Town and Country Planning Regulations.
- 8.3 Consent was also given to ensuring that any representations received being shown to the Cabinet Member for Planning & Transportation before submission of the development plan document to the Secretary of State.

9. Regional Spatial Strategy Review: EERA Request for Strategic Advice on Policies for Key Centres for Development and Change

- 9.1 Cabinet has agreed the report content as the initial Section 5 (5) response to be submitted to the East of England Regional Assembly by 6 February 2009, recognising that this would be subject to further changes as the Regional Spatial Strategy Review progressed and subject to sign off by all District/Borough Councils in Norfolk during February 2009.
- 9.2 The Cabinet Member for Planning & Transportation noted that the report suggested that Attleborough be included as a Key Centre for

Development and Change, adding that this was a recommendation by Breckland District Council. This point was confirmed by the Director, who added that, given Attleborough's proposed significant housing growth, Breckland District Council was of the view that this market town be formally recognised as a key centre.

10. The Open Academy, Norwich

- 10.1. Cabinet has agreed to delegate approval for the signature of the Design and Build contract and the Development Agreement, to the Cabinet Member for Children's Services, once approval for the Final Business Case was received from Partnerships for Schools. The Cabinet Member for Children's Services confirmed that there was precedent to her having these delegated powers. She went on to assure the Cabinet that this Service had demonstrated a sound record for managing large scale projects in the past, such as the £200 million Reorganisation of Norfolk's Schools.

11. Phase 3 Sure Start Children's Centres Services

- 11.1 Cabinet has agreed the overall strategic approach for Phase 3 developments. This final stage has provided an opportunity to review all phases of children's centres so that the whole 'portfolio' of centres is capable of meeting local community needs and resources can be deployed to best effect. Every child in Norfolk aged 5 and under will have access to children's centre services by 31 March 2010.
- 11.2 It has also agreed that the Capital Priorities Group will monitor the capital implications of the programme and approves adjustments to the roll-out programme, if required, to maintain the capital costs within the budget prior to a further report to Cabinet with a full, costed programme.

12. Fair Funding: Outcome of Consultation

- 12.1 Cabinet has endorsed the recommended proposals for changes to school funding arrangements, as set out in the Cabinet report. In particular, the 14-19 Practical Learning Options Funding recommendations, and the Children with Special Educational Needs - Pupil Specific Funding recommendation, received majority support from schools. None of the proposals in respect of Significant In-Year Pupil Increase received majority support and the recommendation was thus the retention of the status quo. Finally, the Schools Forum supported the 14-19 Practical Learning Options Funding recommendations and the recommendation to retain the status quo for Significant In-Year Pupil Increase. However, the Schools Forum was unable to form a view on the alternative Special Educational Needs - Pupil Specific Funding proposals and thus made no recommendation was made.

- 13. **Statements of Purpose of Norfolk's Adoption and Fostering Services – Annual Consideration by Cabinet**
- 13.1 Cabinet has approved the Adoption and Fostering Statements of Purpose and the accompanying adoption Policy Document. These documents give a clear statement of the aims and objectives of Norfolk's adoption and fostering services and of what facilities and services they provide.
- 14. **Property at Fifers Lane, Norwich: Transfer to NCS Ltd**
- 14.1 The Cabinet has received the exempt report by the Managing Director of NPS Property Consultants Ltd and the Head of Finance and approved the recommendations contained therein.

Full details of the discussion on this or any other item can be found in the minutes for this meeting.

**CHAIRMAN
DANIEL COX**

**REPORT OF THE CABINET MEETING
HELD ON 16 FEBRUARY 2009**

1. Public Question

- 1.1 Mr R Bearman asked about the proposed Norwich Northern Distributor Route and key elements, together with 'complementary measures' and details of measures to help cycling. The Cabinet Member for Planning and Transportation advised of the significant progress on Norwich Area Transportation Strategy (NATS) projects, with the main elements being the new bus station, the award-winning park and ride service, improvements to the Bus/Rail interchange and a wide range of smaller pedestrian and cycling schemes. He commented that the County Council currently had a project team engaged in producing a further NATS implementation package which would identify all the transport projects to be delivered in the Greater Norwich area over the next 10 to 20 years. Finally, he listed details of 21 individual schemes which provided benefit for cyclists such as new parking facilities, on-carriageway cycle lanes, advanced cycle stop lines and shared use facilities; and a total of 20 further cycling schemes were programmed amounting to over £1.2m of expenditure.

2. Member Question

Dr Boswell asked what monitoring and scrutiny of the moral and human rights records, relating to companies and their country of origin, was undertaken when the Council engaged in corporate procurement. In addition, he asked if there were procurement rules and practice that applied and could be extended to monitor ethical and human rights considerations. In reply, the Cabinet Member for Human Resources, Finance, Property and Corporate Affairs explained that the Council's procurement activity was governed by a need to comply with EU Procurement Regulations. Under these Regulations, the Council could include ethical requirements within procurements only where they were core to the subject of the contract and if they also reflected the Council's policies and objectives.

3. Overview and Scrutiny Panel Issues

- Cabinet Member for Children's Services commented on the number of Norfolk's primary schools in special measures or with notice to improve which had improved significantly for the better. She would be reporting later in the month with fuller details.

- Cabinet Member for Fire and Community Protection advised that there was shortly to be a meeting of MPs discussing the issue of flood sirens.
-

4. **Norwich Northern Distributor Road (NDR) – Appointment of Contractor**

- 14.1 The Cabinet has received the exempt report by the Director of Environment, Transport and Development and approved the recommendation contained therein.

Full details of the discussion on this or any other item can be found in the minutes for this meeting.

**CHAIRMAN
DANIEL COX**

**REPORT OF THE CABINET MEETING
HELD ON 2 MARCH 2009**

Urgent Business - Statement by the Cabinet Member for Adult Social Services

The Cabinet Member for Adult Social Services made a statement regarding Careforce, contractors providing home care services to the elderly on behalf of the County Council and of the inadequate standard of delivery by Careforce. He sought to reassure members that he was keeping a very close eye on matters to make sure that things improved quickly.

1. Public Questions

- 1.1 Mr Murrell asked about the County Farms policy relating to approved tenants on a termed tenancy and the offer of a 65 retirement tenancy. In reply, the Cabinet Member for Human Resources, Finance, Property and Corporate Affairs confirmed that successful tenants would be considered for a further fixed term tenancy (retirement tenancies had not been available since the law changed in 1995) but this could not be guaranteed because the land might be required for another purpose.
- 1.2 Mr Hardy asked about an award to Norwich City Council of £900,000 for pedestrian and cycle links from the city centre and Thorpe Hamlet to Whitlingham Country Park. He sought assurances that this project would proceed. In reply, the Waste Management and the Environment confirmed that the City Council was the lead authority for this project but that the County Council was willing to continue to offer officer support.

2. Overview and Scrutiny Panel Issues

- Cabinet Member for Cultural Services reported on the County's Adult Education Service and an OFSTED inspection final report which now confirmed a provisional grading of good for the Service – up from a grading of satisfactory in 2005.
- Cabinet Member for Waste Management and the Environment reported on the Norfolk Outline Business Case for Phase 2 of the Residual Waste Treatment Project and confirmed it had received Ministerial approval, allowing the DEFRA PFI process to proceed.

- Cabinet Member for Children's Services reported that of 380 primary schools in Norfolk just 1.5% were still in special measures. There were no primary schools under notice to improve. She added that this success was a clear demonstration of the hard work put in by parents, governors, teachers, officers and all the support teams involved. She advised that a Special Needs Strategy would be presented to the forthcoming Children's Services Overview & Scrutiny Panel. She also reported that the Deputy Director for Vulnerable Children had recently published a paper on safeguarding children. This paper was being held up as the best in the region and was now regarded as a national exemplar on good practice in safeguarding children.
- Cabinet Member for Fire and Community Protection reported that an Avian Flu outbreak had been recently reported in Norfolk and Trading Standards officers were managing the situation.

3. Integrated Performance and Finance Monitoring Report - 3rd Quarter 08-09

- 3.1 Cabinet has received its regular integrated performance and financial monitoring report. The Cabinet has noted the report and invited all Overview and Scrutiny Panels to continue to monitor all Performance Indicators in the Corporate Improvement Plan.

4. Norfolk County Council Plan Annual update 2009/10 and extension to 2012

- 4.1 The Cabinet has been advised of progress made towards updating the County Council Plan for 2009/10 and extending the current Plan to 2012. It has agreed to endorse the draft, updated and extended elements of the County Council Plan, including key actions and targeted investments.

5. Motion to Council on 19 January 2009 – Consideration Of Climate Change Issues In Decision Making

- 5.1 The Cabinet has received a report setting out details of the motion put to Council on 19 January 2009 and proposed by Councillors Barbara Lashley and James Joyce in relation to the consideration of climate change issues in decision making. Mrs Lashley addressed the Cabinet to present the motion. She explained the reasoning for this motion, adding that climate change considerations should be a feature of the design of the Council's services and how they were planned and that this should provide a prompt for thinking, embedding climate change into all Council actions. Mr J Joyce addressed the Cabinet to express his view that this motion was a simple but effective way of confirming that climate implications had been looked at.

- 5.2 The Cabinet Member for Waste Management and the Environment noted that this proposal would have no impact on the majority of reports coming to Cabinet and committees and he preferred to ensure that climate change considerations were taken into account wherever possible, but without the need to include a specific paragraph on all reports as this diluted their effect. Having considered their views, the Cabinet agreed that the motion be rejected.
6. **Children and Young People's Partnership Trust Joint Area Review Action Plan 2008**
- 6.1 The Joint Area Review (JAR) is an inspection of all of the publicly funded services for children and young people in Norfolk. It involved both the county council and its partners and included a judgement of how well services worked together to deliver outcomes for children and young people. The JAR was led by OFSTED, and included an inspection of the Youth Offending Team.
- 6.2 The Cabinet has noted the JAR action plan, progress to date and the monitoring arrangements for reporting improvements.
7. **Report to Request the Continuation of Norfolk Learning Difficulties Service**
- 7.1 Norfolk Learning Difficulty Service, which includes Norfolk Learning Difficulty Integrated Health and Social Care Community Teams is responsible for assessing and providing a range of services for approximately 2,400 adults with learning difficulties in Norfolk and the current legal agreement expires on 31 March 2009.
- 7.2 A review commenced in January 2009 and is due to report in April making recommendations on the future employment arrangements of NHS Norfolk staff. The review will be based on the needs of adults with learning difficulties in Norfolk, benchmarking with other authorities and looking at relevant guidance, legislation and best practice. Decisions about the future of these health staff will be made once this review has been completed.
- 7.3 The Cabinet has received an update on the progress of the Norfolk Learning Difficulty Service and has agreed that the current legal agreement be extended for a further period of 12 months until the 31 March 2010.
8. **Appointment of Domiciliary Care Contract**
- 8.1 The Cabinet has noted a decision to terminate an eastern locality based contract for the provision of domiciliary care to approximately 90 older and disabled service users. An alternative supplier would provide the services on an interim basis until the next round of competitive tendering had been completed. This was expected to be in the

summer of 2010. The Cabinet heard that there had been long standing issues with this contractor, mainly due to administrative difficulties with invoicing and with missed visits. The company had been issued with a breach of contract notice and officers had continued to work closely with the company to seek to resolve their problems, but the improvement in service had not been sufficient nor acceptable.

9. Update and proposed way forward for the Norfolk Minerals and Waste Development Framework

- 9.1 The Cabinet has endorsed a commitment to a three stage consultation process on Minerals and Waste Site Allocations Documents. The Cabinet Member for Planning & Transportation has confirmed that the Council's commitment to this 3 stage consultation was in support of community engagement in the planning process, adding that communities would now be able to comment on the Preferred Options Stage. Cabinet has also agreed to delegate to officers the authority to make any such amendments to the current Local Development scheme with GO East.

10. Refresh of the Norfolk Local Area Agreement

- 10.1 Since signing the Norfolk Local Area Agreement (LAA) in June 2008, the Norfolk County Strategic Partnership has made good progress in implementing the agreement and achieving better outcomes for local people. The Cabinet has heard that there was an annual opportunity to 'refresh' the targets and that this was the first refresh. The Cabinet has approved the refreshed LAA targets for submission to the Secretary of State.

11. Norfolk County Strategic Partnership (NCSP) Member Reference Group

- 11.1 Ms Whitaker, Chairman of the Cabinet Scrutiny Committee, presented a report on the scrutiny of this Member Reference Group. She drew particular attention to the fact that the County Council was the accountable body and yet Councillors lacked sufficient knowledge of the scale and significance of this organisation.
- 11.2 The Cabinet has accepted the recommendations of this scrutiny and agreed that:
1. Members representing the County Council on thematic partnerships be required to report back annually to the appropriate Overview and Scrutiny Panel.
 2. Information on the NCSP and District LSPs be included in the Member induction arrangements.

3. The 'Team of Three' supporting each district LSP (a County Councillor, Chief Officer and Area LSP Officer) be required to ensure that County Councillors for that Area are kept informed about progress and activity of the LSP and are given an opportunity to influence that activity.
4. County Councillors appointed to sit on an LSP Board be required to communicate the views of County Councillors in that area to the LSP and feed back decisions made, particularly where they might affect a particular Division.
5. Elected Members be kept informed about the NCSP allocation of second homes monies, including the decision-making process.
6. A response be published to the Cabinet Scrutiny Committee within two months, indicating what action it will take in relation to each of the resolutions above.

12. **County Farms Policy**

- 12.1 Ms Whitaker, Chairman of the Cabinet Scrutiny Committee, Mr Spratt, Chairman of the County Farms Policy Working Group and Mr Baskerville addressed Cabinet on the scrutiny of the county farms policy.
- 12.2 Cabinet had considered the report of the Scrutiny Working Group on 10 November and had resolved to refer the report back to the Cabinet Scrutiny Committee inviting it to look again at the report, to review the recommendations and to reconsider the conclusions. The Cabinet Scrutiny Committee agreed that this item should be scheduled for further discussion by the Committee on 16 December and that written reports be requested from NPS and the Cabinet Member for Human Resources, Finance, Property and Corporate Affairs. At that meeting the Committee looked again at the recommendations, considered all the reports on this issue and having made some minor adjustments, to two recommendations, referred the scrutiny report back to the Cabinet for consideration.
- 12.3 The Cabinet, having considered all the information before them, has agreed all the recommendations (attached at Appendix 1) of the Cabinet Scrutiny Working Group on County Farms Policy, including the following amendments presented at the meeting:

Recommendation 24

There should be a Steering Group comprising **members**, key internal and external partners (e.g. Planning and Transportation, Economic Development Unit, Children's Services, Adult Education, Norfolk Rural Business Advice Service, Norfolk Smallholders Training Group, Easton College, tenants with relevant experience) **to oversee the**

implementation of new Norfolk County Council policies and with the remit to keep the policies up to date and to report to the Corporate Affairs Overview and Scrutiny Panel on a regular basis.

Recommendation 33

Once the policy for the future of the Estate is agreed, the County Council should put the management contract out to tender. **This recommendation to be considered by the above-mentioned Steering Group as to the best means by which the tendering process should proceed and with particular reference to:**

- 1. Whether NPS Ltd can be involved in the preparation of tender documents (is there as conflict of interest)**
- 2. time and cost of the tender process**
- 3. interim arrangements and final reporting mechanisms**
- 4. the OJEU procedure**
- 5. TUPE rights**
- 6. the Local Government Review**
- 7. consultation with tenants and stakeholders**

13. King's Lynn – Proposed Lease of Priory House – Corporate Accommodation Strategy Efficiency Project

- 13.1 The Cabinet has agreed to take a lease of Priory House, King's Lynn for a term of ten years, with a tenant's option to break after five years, at a rent of £110,000 per annum and to dispose of the existing three properties (St Margaret's House, Greyfriars House and Ferry Road) when market conditions improve. All the services currently operating from the above-named obsolete freehold premises, apart from the Registrar's Office, will be co-located at Priory House. In addition, the net capital receipt from the sale of the three properties will be used to help fund the refurbishment of Priory House.

14. Notification of an Urgent Decision: Phase Two of the Residual Waste Treatment Project – Revised Affordability Assessment

- 14.1 The Cabinet has noted the need for an urgent and key decision by the Leader of the Council. It also noted that, because this decision had been made, a Defra Minister had subsequently been able to approve proceeding with the Outline Business Case for PFI credits as required.

Full details of the discussion on this or any other item can be found in the minutes for this meeting.

**CHAIRMAN
DANIEL COX**

List of recommendations – County Farms Policy

Recommendation 1

The Estate should become an exemplar of innovation, investment and partnership working in the interests of tenants, local communities and present and future generations of Norfolk people

Recommendation 2

Optimising capital receipts should no longer be the principal priority for the management of the Estate

Recommendation 3

Future priorities should be aimed at maximising the use of the Estate in meeting those objectives which are other than the purely financial one of land disposal for cash. Some of these have already been identified whilst others may be agreed in the future

Recommendation 4

Long-term objectives should show a clear commitment to new entrants, career progression for tenants and leadership within the industry

Recommendation 5

Management of the Estate should reflect a positive regard for the interests and views of its tenants, as well as to “the general interests of agriculture and of good estate management” (Agriculture Act 1970)

Recommendation 6

Whilst consolidation of some farms into larger units may be necessary to ensure their future viability, the general aim should be to maximise the number and diversity of smallholdings. Diversification and other initiatives to support incomes should be supported

Recommendation 7

Detailed Management Strategy Plans for each part of the Estate should cover the next ten years and beyond. They should reflect the new vision and priorities for the Estate, and be reviewed every five years

Recommendation 8

The development of the Management Strategy Plans should be regarded as a priority for delivering the new vision for the Estate and should be outsourced to provide a detached view from the day-to-day management of the Estate

Recommendation 9

The Management Strategy Plans should be based on detailed assessments of location, soil quality, condition and suitability of infrastructure for each part of the Estate, and should include targets, a monitoring process and investment plans

Recommendation 10

Disposals in future should only be considered in terms of selling to invest back into the Estate, or further rationalisation, and should be neutral in terms of the total land assets of the Estate

Recommendation 11

The retained Estate should remain at an absolute minimum of 16,000 acres, subject to the provision in recommendation 13 regarding affordable housing

Recommendation 12

There should be a moratorium on further land disposals until the proposed Management Strategy Plans are available

Recommendation 13

Any future disposals should be restricted to property that has been identified as being surplus in the Management Strategy Plans or where a price markedly above market value can be obtained. In either case, the proceeds should be shared, with 25% of capital and revenue receipts being re-invested in the Estate, including the purchase of additional land to maintain or increase the overall size of the Estate. The only exception to this should be the use of land for affordable housing, in which case a net disposal of land (as opposed to effective exchange) should be considered

Recommendation 14

There should be an assumption that sitting tenants should always have first refusal and reasonable preferential treatment in such disposals

Recommendation 15

Tenants should be adequately compensated if part of their land is sold

Recommendation 16

There should be a programme of investment to ensure that infrastructure (including drainage systems where needed) is fit for purpose and properly maintained

Recommendation 17

There should also be a programme of funding to support meeting the objectives of the Estate, including financial incentives and training for tenants to enable them to participate in new ways of working (as recommended in the Best Value Review 2001)

Recommendation 18

In order to give tenants more security and incentive to invest in their businesses, tenancies for twenty years should be the norm, with an absolute minimum of ten years

Recommendation 19

There should be clear criteria for allocating and renewing tenancies, including those on additional land. These criteria should include a

willingness and ability to embrace new initiatives which support the wider objectives of the Estate

Recommendation 20

When tenants retire, first consideration should be given to succession by one or more of their children, where requested, on the condition that they have been directly involved in the business and are successfully assessed against the agreed criteria for new entrants

Recommendation 21

Where farms are jointly worked by couples, this should be reflected in their holding a joint tenancy

Recommendation 22

There should be lower rents for new tenants in the early years to help with start-up costs. The exact level should reflect the quality of the infrastructure

Recommendation 23

Rent should be reduced to compensate for obstacles to productivity such as drainage problems or inadequate storage facilities

Recommendation 25

The land agents for the Estate need to have an understanding of tenants' individual circumstances. Each smallholding should be visited by a member of the land agents' team at least once a year, as well as holding regular tenants' meetings to which the local Member should be invited to attend

Recommendation 26

If a suitable tenancy becomes available, the request from Norfolk Smallholders Training Group for "ten acres of land in central Norfolk for setting up a model smallholding" should be met

Recommendation 27

The possibility of using part of the Estate to pilot care farming for particular groups of vulnerable people should be explored

Recommendation 28

Allegations of tenants subletting their land should be properly investigated and appropriate action taken to put a stop to such practice

Recommendation 29

The proposal in the report to Cabinet in October to provide social housing for older tenants on lifetime tenancies who cannot make provision for themselves should be acted on as a matter of urgency

Recommendation 30

A separate 'County Farms Panel' should be established to take over the current remit of the Property Advisory Panel with regard to the

Estate. This new Panel should have Executive powers, if legally possible, and include tenant farmer representatives

Recommendation 31

The new 'County Farms Panel' should be consulted on all matters concerning the allocation, renewal or termination of tenancies, disposal of assets or tenant grievances and complaints. It should also keep under review the management of the contract between the County Council and its land agents and monitor progress in implementing the working group's recommendations. The panel should report progress and any concerns that may warrant further scrutiny to the Corporate Affairs Review Panel.

Recommendation 32

There should be a clear procedure, including Member involvement, for dealing with any grievances or complaints from tenants

**Report of the Cabinet Scrutiny Committee meeting held on
20 January 2009**

- 1. Items of urgent business which the Chairman decides should be considered as a matter of urgency**
 - 1.1 Members noted that the Cabinet meeting of 5 January had received a report from an Economic Development and Cultural Services Overview & Scrutiny Panel (EDCSO&SP) Working Group entitled 'Making Libraries a Safer and Welcoming Place'. Further, Members noted that a question had been raised at the Council meeting of 19 January concerning the outcome of this scrutiny and that the EDCSO&SP of 15 January had agreed to receive a six-month update report.
 - 1.2 Following discussion the Committee agreed that the Chair should liaise with the Chairman of the EDCSO&SP to confirm receipt of the update report and, if required, the Chair would request a report to be received by the 28 July Cabinet Scrutiny Committee meeting.
- 2. The contribution that adult education makes to the well being of older people**
 - 2.1 The Committee received the suggested approach by the Scrutiny Support Manager, together with a report from the Director of Adult Social Services and the Head of Adult Education.
 - 2.2 The Committee were encouraged by the breadth of adult learning taking place. The Chair thanked the Director of ASS and the Head of AE and said that the Committee was very impressed by the range and innovation of the work being undertaken in this area.
 - 2.3 The Committee agreed that a report should be received at a future meeting of the Cabinet Scrutiny Committee once information had been made available concerning the new agency and future funding arrangements. In the meantime copies of the following information should be circulated:
 - Links to studies showing the relationship between learning and physical well-being;
 - Numbers of adults learning English;
 - Breakdown of ages of adult learners.
- 3. Flood Review – Pitt Report**
 - 3.1 The Committee received and considered the suggested approach by the Scrutiny Support Manager, together with a report from the Head of Emergency Planning. Members noted the work that Norfolk County Council and the Norfolk Resilience

Forum had already undertaken to ensure the Pitt Report recommendations are implemented.

- 3.2 Members agreed that a full report should be brought to the Cabinet Scrutiny Committee meeting on 19 May.

4. Supporting people in difficult economic times

The Chair gave an update on progress since the last Cabinet Scrutiny Committee meeting on 16 December 2008 and members also received a tabled report.

5. Cabinet Scrutiny Working Groups: Update

- 5.1 Mr Morrey, the Chair of the Norfolk County Strategic Partnership (NSCP) Member Reference Group, gave a verbal update and a report was tabled.
- 5.2 It was noted that a training session had been held for members to explain the Local Strategic Partnerships but that few members had attended. The next training session would take place on 10 February.
- 5.3 Mr Jordan, Chairman of the Corporate Affairs Overview & Scrutiny Panel (CAO&SP), confirmed that Scrutiny of LSPs had been referred to the CAO&SP and a report on the Breckland LSP would be received at its meeting on 21 January. Members of the CAO&SP would decide how to take this forward.

6. Forward Work Programme

- 6.1 The Committee received and noted the Forward Work Programme.
- 6.2 The Chair noted that at the November meeting it had been agreed to undertake a pre-scrutiny of the Norse accounts and it was agreed that this item should be added to the Forward Work Programme for June or July 2009.

Details of the full discussion can be found in the minutes of the meeting.

Ms Sue Whitaker
Chair, Cabinet Scrutiny Committee

**Report of the Cabinet Scrutiny Committee meeting held on
10 February 2009**

1. Norfolk County Strategic Partnership (NCSP) Member Reference Group

- 1.1 Members received a progress update report by Mr B Morrey, the Chairman of the NCSP Member Reference Group.
- 1.2 Following discussion, members noted the work undertaken by the NCSP Member Reference Group to date and agreed:
- That the NCSP Member Reference Group was meeting its Terms of Reference.
 - To recommend to the Chair of the Norwich Area Committee and the Chairman of the Great Yarmouth Area Committee that they should request an update on LSP activity as a regular agenda item.
 - That the following recommendations should be made to Cabinet:
 - a) That members representing the County Council on thematic partnerships should be required to report back annually to the appropriate Overview & Scrutiny Panel.
 - b) That information on the NCSP and District LSP should be included in the Member induction arrangements.
 - c) That the 'Team of Three' supporting each district LSP (a County Councillor, Chief Officer and Area LSP Officer) should be required to ensure that County Councillors for that Area are kept informed about progress and activity of the LSP and are given an opportunity to influence that activity.
 - d) That County Councillors appointed to sit on an LSP Board should be required to communicate the views of County Councillors in that area to the LSP and feed back decisions made, particularly where they might affect a particular Division.
 - e) That elected Members should be kept informed about the NCSP allocation of second homes monies, including the decision-making process.

2. Economic Slowdown and the associated risks for NCC related infrastructure and regeneration projects

- 2.1 The Committee received the suggested approach by the Scrutiny Support Manager, together with a report from the Director of Environment, Transport and Development which explained:
- How the slowdown was affecting current regeneration development, major transport infrastructure projects and growth point activities.

- Financial risks the economic slowdown poses for the County Council in terms of Developer Contributions and an update on proposals to introduce a Standard Transport Charge (STC).
- How the County Council was managing identified risks and additional proactive work being undertaken to help mitigate some of these risks to protect the Council tax payer.

- 2.2 Mr A Gunson, Cabinet Member for Planning and Transportation, Mr R Rockcliffe, Cabinet Member for Fire & Community Protection, Mr M Jackson, Director of Environment, Transport and Development, Mr I Parkes, Principal Transport Planner and Mr S Faulkner, Principal Planner, attended the meeting to provide information to the Committee.
- 2.3 Following the discussion, the Chair said that Members should consider whether they wish to pursue this topic further or whether recommendations from the discussion should be put to Cabinet. The Committee already receives regular updates on Supporting People in Difficult Economic Times. The Chair voiced concern that everyone wished to look at this topic and she suggested that this issue needed to be considered more strategically.
- 2.4 The Committee agreed that all the risks were currently being managed and requested an update report in six months time (July) to ensure that this continued.

3. Supporting people in difficult economic times

- 3.1 Members received a briefing note on progress since the last Cabinet Scrutiny Committee meeting on 20 January 2009.
- 3.2 The Chair said that a report on the state of the economy had been considered at the 26 January Cabinet meeting and the Economic Development and Cultural Services Overview & Scrutiny Panel (EDCSO&SP) had held an additional meeting to consider the same topic. Members of the EDCSO&SP advised that they had considered this topic from a business viewpoint and had invited representatives from Job Centre Plus, Norwich Airport, Clydesdale Bank and Shaping Norfolk's Future to attend to provide information.
- 3.3 Members noted that the capacity of Adult Social Services and Children's Services could be affected by the slowdown. The committee again discussed the need for consideration of this topic to be better co-ordinated to prevent duplication of work.
- 3.4 Concerns were raised that findings from the Committee's initial examination of the economic slowdown (seconding County Hall staff to Citizens' Advice Bureau (CAB) and bringing forward elements of the capital programme to support local businesses) did not appear to have been considered by Cabinet at its January meeting.
- 3.5 Members were particularly keen to hear whether any progress had been made on the suggestion to second Council staff to the CAB to work as advisers. The Cabinet Member for Fire and Community Protection said that he had recently attended a Norwich CAB Board meeting and he advised that seconding staff to the CAB was not straightforward and that lengthy training was required. However, he suggested that additional support could be provided, for example Council information technology experts providing help to upgrade the CAB IT systems.
- 3.6 Members suggested that in these unprecedented times, the Council should be proactive in creating initiatives to support small businesses and some felt that bringing forward elements of the Capital Programme should be progressed. Members acknowledged that the opportunity already existed for individuals to

request early payment of invoices but were concerned that there had been no feedback following the November meeting on progressing the Capital Programme and small works or instigating a shorter payment period for invoices.

- 3.7 It was suggested that there were positive areas to be highlighted in the present economic downturn, such as the introduction of credit unions. The Cabinet Member for Fire and Community Protection advised that Trading Standards would be advertising this, linked to loan share information, in the very near future.
- 3.8 The Committee was concerned that Cabinet did not appear to have considered its earlier suggestions. It asked the Cabinet Member for Fire and Community Protection to report that concern to Cabinet.

4. Cabinet Scrutiny Working Groups: Update

Members noted that the Child Poverty Working Group had been cancelled due to the fact that the EDCSO&SP had agreed to hold an additional meeting at the same time.

5. Forward Work Programme

- 5.1 The Committee received and noted the Forward Work Programme.
- 5.2 Members agreed:
- That it would be more appropriate for the Planning, Transportation, the Environment and Waste Overview & Scrutiny Panel (PTEWO&SP) to pursue 'Coastal protection and the Broads/Fens'. The Committee recommended that the Panel should include consideration of the link between dredging and coastal erosion.
 - That the topic 'Operating the flood siren system' was already being adequately scrutinised and that the Fire & Community Protection Overview & Scrutiny Panel should continue to take the lead.
 - To examine the Norfolk Community Cohesion Strategy at the 24 March meeting. The County Council representative on Norfolk's Community Cohesion Strategy Group (Ms S Massey, the Head of Youth Justice Services), Mr H Humphrey, the Co-ordinating Cabinet Member for building vibrant, confident and cohesive communities, and Ms C Bailey, Norfolk's lead officer on Community Cohesion (based at North Norfolk District Council), would be invited to attend.
 - That a select committee style meeting be held to consider 'proactively reducing youth crime'. A date would be agreed following consultation with key officers.
 - That the agenda for the 25 August meeting should be kept clear, with a view to cancelling the meeting if there are no call-ins to be dealt with.
 - That a half day session should be arranged at the beginning of September for Members of the Committee to develop the forward work programme.

Details of the full discussion can be found in the minutes of the meeting.

Ms Sue Whitaker
Chair, Cabinet Scrutiny Committee

**Report of the Meeting of the
Norfolk Health Overview and Scrutiny Committee
Held on 29 January 2009**

1 Delayed Discharge in Norfolk

1.1 The Committee received an update from the Norfolk and Norwich University Hospital (NNUH), NHS Norfolk and Adult Social Services on the effectiveness of measures to reduce delayed discharge from hospital.

1.2 The following key points came out of the discussion:

- Members of a Working Group of Norfolk LINK set up to look at delayed discharge from hospital had visited the Queen Elizabeth Hospital (QEH), the James Paget University Hospital (JPUH) and NNUH. At the time of the visit by Members of the Working Group to the QEH staff identified a need to reduce inappropriate referrals by GPs and care homes for patients who needed rehabilitative care rather than acute care. The lack of palliative care beds in the Great Yarmouth area also had an effect on delays to discharge or inappropriate referrals. At the NNUH the number of delays had been almost halved from the previous year (from 70s to 36 on visit day) although the hospital was on a black alert. It was pointed out that the JPUH and NNUH were looking to introduce a single patient discharge assessment process.
- It was pointed out that there had been significant pressures on admissions to the NNUH in the Christmas period and the hospital had to declare a black alert on a couple of occasions. However, over a 12 month period up to the first week of December 2008 there had been significant and sustainable progress in reducing the number of delayed transfers from the NNUH.
- The comment was made that where appropriate, families and carers should be included in discussions about hospital discharge. The QEH regularly held such meetings.
- At no time had social care hospital discharge staff been temporarily transferred from the QEH to the NNUH to deal with staff shortages.
- A discharge lounge was available at the QEH for patients who were waiting to return home following a stay on one of the hospital wards. The NNUH was planning to open a discharge lounge in a few months time. The JPUH was planning to open a hospital discharge lounge in March 2009.
- Members expressed some concern about hospital staff at the NNUH not always receiving full and accurate status reports on bed availability.

- It was important for those who were due to enter hospital to be made more aware of hospital discharge procedures.

1.3 Members agreed that Norfolk LINK should bring a report to the Committee on the outcome of the Discharge Working Group, with a view to both organisations supporting the recommendations. Following consideration of the LINK report, NHOSC could go on to look at specific cases of bed shortages in the county's acute hospitals and other related issues.

2 Speech and Language Therapy

2.1 The Committee received an update from NHS Norfolk, NHS Great Yarmouth and Waveney and Children's Services on the provision of speech and language therapy in Norfolk.

2.2 The following key points came out of the discussion:

- During autumn 2008 NHS Norfolk had made a significant additional investment in speech and language therapy. Since that time the number of cases of children waiting for a first appointment to see a Speech and Language Therapist in the NHS Norfolk area had dropped to about 3,700; a reduction of 200 cases. There were, however, 60 cases of children having to wait more than seven weeks for an appointment. There were approximately 130 cases for each full time Speech and Language Therapist. The service employed approximately 60 staff and 42 of these were full time Speech and Language Therapists. These staffing figures compared favourably with those for comparable NHS areas elsewhere in the country.
- There were early signs of a year on year reduction in the number of complaints about speech and language therapy in the NHS Norfolk area.
- In the NHS Great Yarmouth and Waveney area the average waiting time for a first appointment to see a Speech and Language Therapist was 12 weeks and the longest wait was 25 weeks. There were 400 cases of children in mainstream schools on the waiting list.
- For comparative purposes, in Cambridgeshire the average waiting time for a first appointment was between eight and 12 weeks. It was possible to wait between one and two years for a second appointment, considerably longer than in Norfolk.

2.3 The Committee agreed to receive an update report from NHS Great Yarmouth and Waveney and NHS Norfolk in 12 months time, ie how many people were on the waiting list; what is the average waiting time in the two areas, and what is the trend in the number of complaints.

3 Urgent Care – Professor Sir George Alberti's Recommendations

3.1 The Committee received a suggested approach from Maureen Orr, Scrutiny Support Manager, concerning Professor Sir George Alberti's recommendations about urgent care and an update from Dr Bryan Heap, Co-Chairman of the Urgent Care Programme Board.

3.2 The following key points came out of the discussion:

- New specialist centres were being created for stroke patients.
- In reply to questions, Dr Heap said that NHS Norfolk intended to implement thrombolysis “pilots” (a word used in NHS Board reports that Dr Heap would want to change) in central and west Norfolk from January 2009 and to move to 24/7 thrombolysis provision in Norwich and King’s Lynn from April 2009.
- The Urgent Care Programme Board was concerned to ensure that NHS Norfolk commissioned services that reduced hospital waiting times and patient travel times and resulted in a speedy turnaround time for ambulances at acute hospitals.
- Dr Heap said that he would welcome an opportunity to report back to the Committee in 12 months time.

3.3 The Committee noted the information contained in the Scrutiny Support Manager’s report and in the progress report from the Urgent Care Programme Board.

4 Midwifery and Maternity Services

4.1 The Committee received a report about the current and future pressures on midwifery and maternity services in the county and information about forthcoming proposals to restructure services for new born babies in the region.

4.2 The following key points came out of discussion:

- Some midwives were qualified nurses who had chosen to change career direction and undertake the exam study necessary to become a midwife. Typical agenda for change pay bands were nurse (Band 5) and midwife entry level (Band 5) rising to Band 6.
- The JPUH was currently looking to recruit ten midwives.
- There was an agreement with the Specialised Commissioning Group that the designation of the JPUH and the QEH for neonatal care must be the same.
- It was not uncommon for babies to be transferred from hospital separately from their parents.
- There were established contingency plans for when ambulances were unable to take expectant mothers to hospital.
- For some more complex cases of birth hospitals made use of single bed rooms, attached to hospital wards.
- In some areas of the county there were difficulties in recruiting midwives.
- The NNUH was currently looking to fill eight vacancies for midwives and required at least 40 more midwives to meet new standards on midwife

staffing levels.

- Norfolk as a whole was 65 midwives short of meeting the new standard.
- Mr Stonehouse, Deputy Chief Executive, NHS Norfolk, said that NHS Norfolk was looking to provide additional funding for midwifery services over the next two years.

4.3 The Committee agreed to participate in a Joint Health Overview and Scrutiny Committee with Suffolk County Council, Cambridgeshire County Council and Peterborough Unitary Council in the event of a formal consultation on neonatal services in these areas. Furthermore, the Committee agreed to receive a report back on progress with the Specialised Commissioning Group's proposals on neonatal care. The Committee also agreed to receive a further report on the funding of additional midwives required to meet the standards set by the Strategic Health Authority in "Towards the Best, Together" and success in recruiting the additional workforce.

5 Forward Work Programme

The Committee made a number of detailed changes to their Forward Work Programme.

6 Diabetes Working Group

The Committee agreed the terms of reference for the Diabetes Working Group subject to a member of Norfolk LINK being invited to join the Group.

7 Annual Health Check Commentary

7.1 Each year the Healthcare Commission require all NHS Trusts to conduct a self-assessment against core performance standards, known as the Annual Health Check.

7.2 During discussion, the following points were made:

- Norfolk Community Health Care had pointed out that it had created one speech and language therapy team and provided improved access to sub-specialities, such as cleft palate, in the west of the county by using provision previously only enjoyed in central Norfolk.
- The Committee agreed the commentary to each of the NHS Trusts, subject to a number of detailed comments.

8 Service Commissioning for People with Eating Disorders

8.1 The Committee received a briefing from Mark Weston (Assistant Director for Mental Health and Learning Difficulties, NHS Norfolk) on the steps to improve commissioning of services for people with eating disorders. The Chairman explained that this briefing was required after the inquest into the tragic death of 18-year-old Charlotte Robinson in Norfolk.

8.2 In response to the briefing, the following key points were raised:

- Early detection was seen as key to improving treatment however barriers to achieving this included the ability to convince patients that they needed treatment.
- The Assistant Director said that his team was mostly made up of specialist nurses but also included a support worker, a family therapist, a dietician, a consultant psychiatrist, and administrative support. He explained that they were looking to grow capacity for these specialist services and this was crucial to improving the overall service.
- The Assistant Director said that NHS Norfolk took the view that there were at least 150 individuals in Norfolk today suffering from anorexia or bulimia. He cautioned Members by saying that he actually believed this number was the minimum and these were the numbers on which NHS Norfolk's service planning was based.

8.3 The Committee noted the briefing that had been given by Mr Weston.

9 Acle Medical Partnership – Response to NHS Norfolk

The Committee received a report that asked Members to endorse a response to NHS Norfolk regarding Acle Medical Partnership's application to close outlying consultation facilities at Stokesby and Halvergate. The Committee endorsed the response to NHS Norfolk and asked for it to report back on the outcome of the application. The Committee asked to receive a report on the outcome of the new arrangements, if the closure of the outlying facilities went ahead.

10 East of England Joint Health Overview and Scrutiny Committee

The Committee received and noted a report from Janice Eells (Chairman of the Committee) which outlined the future of the East of England Joint Health Overview and Scrutiny Committee.

Mrs Janice Eells
CHAIRMAN

**Report of the Meeting of the
Norfolk Health Overview and Scrutiny Committee
Held on 5 March 2009**

1. Urgent Business

The Chairman had received a letter, dated 13 February 2009, from NHS Norfolk on the development of out of hospital care and the future of NHS Norfolk's provider services, which was subsequently copied to all members of the Committee. The Committee welcomed integration of care for people across organisational boundaries and wished Norfolk Community Health Care well in its journey towards becoming a Community Foundation Trust.

2. Orthopaedic waiting time

The Committee received a suggested approach from the Scrutiny Support Manager (Health) and a report which presented information to enable the Committee to examine how the local NHS was performing against the 18 week referral to treatment time target.

Members agreed that:

The Committee agreed that NHS Norfolk and NHS Great Yarmouth and Waveney should bring a follow-up report to the Committee when first results of the new Patient Recorded Outcome Measures (PROM) are published (the new measures start in April 2009). NHS Great Yarmouth and Waveney's report should include how the Norfolk Local Involvement Network is being involved in planned and unplanned Care Commissioning Boards. Both PCT reports should cover PROMS and information on waiting times for follow up appointments in orthopaedics and rheumatology.

3. Learning Disabilities Service – progress report

The Committee received a report from the Scrutiny Support Manager and an update from Adult Social Services and NHS Norfolk on:

- (a) the progress with Hertfordshire Partnership Foundation Trust providing learning disability assessment and treatment and forensic services Norfolk
- (b) the activity of the West Norfolk Acute Support Team.

The Committee noted the information contained in the report by the Scrutiny Support Manager (Health), the progress with Hertfordshire Partnership Foundation Trust and the activity of the West Norfolk Acute Support Team.

4. Respite Services

The Committee received a suggested approach from the Scrutiny Support Manager (Health) together with a report that provided some background information to enable the Committee to undertake an examination of the kind of respite care that is available, how much is available and where, and the extent of any unmet need.

Members agreed that:

Adult Social Services, NHS Norfolk and NHS Great Yarmouth and Waveney report back to the Committee in six month's time (15 October 2009) on:

- Progress on joint commissioning of respite care.
- Progress towards implementing a carers strategy.
- Detailed information on the financing of health and social care respite from the point of view of commissioners, providers and individual service users. To include implications of Personal Health Budgets in addition to Individual Budgets for Social Care. Also to include details of the financial information/advice given to social care clients and health care patients.

5. Changes to Intermediate Care in Central Norfolk

The Committee received a report from the Scrutiny Support Manager (Health) and an update on the implementation of changes to intermediate care in NHS Norfolk's area, including the latest information on provision of stroke services and progress at the St Michael's hospital site by Aylsham Care Trust.

The Committee agreed to note the report.

6. LINK Protocol

The Committee were requested to support a protocol for referrals to scrutiny from Norfolk Local Involvement Network.

The Chairman agreed to raise concerns that Norfolk LINK was not represented on the NHS Great Yarmouth & Waveney Board with the Chief Executive of the PCT at her next meeting with him.

Members agreed to support the protocol with the following amendment:

- Item 10.a.III – delete the word 'appoint' and replace with 'invite'.

7. Forward Work Programme

The Committee received a report from the Scrutiny Support Manager (Health) which asked Members to suggest issues for the forward work programme that they would like to bring to the Committee's attention.

The Pooled Fund Commissioners for Learning Difficulties services (led by ASS) have indicated that there would be proposals for changes to NHS provided respite care at Mill Close, Aylsham and Park View, King's Lynn. The Committee agreed that the proposals should be received at the 21 May 2009 meeting.

NHS Great Yarmouth and Waveney Health Trainers – the Committee agreed to receive a presentation about the work of the Health Trainers and Mobile Food Store later in 2009.

Provision of Psychological Therapies in Norfolk – the briefing from NHS Norfolk and NHS Great Yarmouth and Waveney which is due at the 21 May meeting should include reference to the special arrangements for provision of the service in the Thetford area (where both Norfolk and Suffolk providers are involved).

Following the above comments, the Committee agreed the report.

Details of the full discussion can be found in the minutes of the meeting.

Mrs Janice Eells
CHAIRMAN

**Report of the Audit Committee Meeting
Held on 22 January 2009**

1. Risk Management

- 1.1 Members received the report by the Head of Finance which updated the Committee on the approach being undertaken to manage risk across the Council.
- 1.2 A question was raised concerning possible risks caused by the deteriorating economic situation including the possible increased risk of fraud against the organisation. There was also a possibility of the economic downturn impacting on partnerships such as charitable trusts. Members were advised that if the economic situation worsened, there was flexibility for the risk register to be reviewed more frequently.
- 1.3 Members asked whether the new risk caused by the deterioration of the economic situation would lead to an increase in debt to the County. The Head of Finance advised that at the end of December the Council was owed some £30m. Most of this was short term debt and was subject to effective credit control procedures. A report is received by Cabinet on a monthly basis. The write-off trend was now reducing because of the enforced enhancement of credit control function.

2. Audit Committee Terms of Reference

- 2.1 The Committee received a report from the Chairman which proposed that the Terms of Reference, agreed at the Audit Committee meeting of 20 September 2007, should be considered as part of a regular formal review and then presented to full Council.

2.2 RESOLVED TO RECOMMEND TO COUNCIL:

The following amendments to the Audit Committee Terms of Reference:

Bullet 3 – “Review annual and quarterly summary internal audit reports including an opinion on the adequacy and effectiveness of the Council’s risk management and internal controls and any corporately significant issues arising, and receive assurance that action has been taken where necessary.”

Final Bullet - “Review the committee’s own terms of reference annually to ensure they are current.”

3. A Half Yearly Update of the Audit Committee

- 3.1 The Committee received and considered a report from the Chairman which summarised the work of the Audit Committee in the half year ended September 2008, confirmed that its function was consistent with best practice and demonstrated the impact of its work.
- 3.2 Members noted that the Audit Committee:
 - Is independent of the executive function;
 - Has terms of reference that are consistent with CIPFA’s guidance and best practice;

- Provides effective challenge across the Council and independent assurance on the risk management framework and associated internal control environment to members and the public;
- Can demonstrate the impact of its work.

4. Norfolk Audit Services Quarterly Report for the Quarter ended 30 September 2008

- 4.1 The Committee received and considered the report and attached appendices by the Head of Finance which summarised the results of recent work by Norfolk Audit Services (NAS), gave an overall opinion on the adequacy and effectiveness of risk management and internal control within the County Council and gave reassurance that, where improvements were required, remedial action had been taken by the Chief Officers. The overall opinion given was that the adequacy and effectiveness of risk management and internal control within the Council is 'Acceptable'.
- 4.2 Members noted the overall opinion on the adequacy and effectiveness of risk management and internal control for the quarter.

5. Security of Physical Records

- 5.1 The Committee received and considered the report by the County Archivist and the Chief Internal Auditor which outlined the options for the introduction of a Protective Marking Scheme for records and numbering of items within a file record.
- 5.2 Members voiced concern that there was no tradition of numbering files in this authority and the question was asked how the authority monitors files in transit. The County Archivist said that if systems worked properly then case files should not go out of the areas concerned. The Chief Internal Auditor said that both Children's Services and Adult Social Services have strict Confidentiality Codes of Conduct which help to ensure that they meet the NHS & Social Care 'Caldicott' Audit standards. Members asked that the application of the 'Caldicott' principals be included in the planning for next year's audit plan.
- 5.3 It was agreed that because the outcome of the Local Government Review was imminent, rather than imposing a Council-wide change, encouragement should be given to numbering file contents on a voluntary basis and guidance for this should be drafted and promulgated and that the Corporate Freedom of Information (FOI) Officer and Records Manager should be charged to take this work forward. It was further agreed to revisit this item at the 24 September meeting.

6. Corporate Assessment 2008, Children's Services Annual Performance Assessment 2007/08, Joint Area Review 2008 and Audit Commission Use of Resources 2008/09

- 6.1 The Committee received and considered the report by the Head of Finance which introduced four communications from the Audit Commission and Ofsted. The Committee also received the Audit Commission 'Use of Resources 2008/09' publication which offers guidance and sets out the framework for use of resources.
- 6.2 Members noted:

- The Governance comments in the Audit Commission Corporate Assessment and Joint Area Review, and that these would feature in the Annual Governance Statement at the year end.
- Matters raised in the Use of Resources 2008/09 Overall Approach and Key Lines of Enquiry.
- That work continues to maintain and strengthen the use of resources for the Council.

7. Review of Effectiveness of the Systems of Internal Audit

- 7.1 The Committee received the report which considered the options for the review of the systems of internal audit for 2008-09 and explained the options and recommends a course of action for the Committee's consideration.
- 7.2 It was suggested that Option 3 – 'the Audit Committee reviewing information from an external peer review undertaken by another local authority' be considered at some point in the future.
- 7.3 Members agreed that Option 1 be continued to review the 2008-09 effectiveness of the systems of internal audit, and that further reviews be informed once good practice has been identified.

8. Norfolk Audit Services Review of the Internal Audit Terms of Reference, Code of Ethics and Strategy

- 8.1 The Committee received and considered the report which reviewed the Internal Audit Terms of Reference, the Code of Ethics for Internal Audit and a Strategy in accordance with the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom 2006.
- 8.2 Members agreed to endorse the Internal Audit Terms of Reference, the Internal Audit Code of Ethics and the amended Internal Audit Strategy and the appropriate changes to the Financial Regulations.

9. Production of the Statement of Accounts

- 9.1 The Committee received and considered the report which reported on the production of the Statement of Accounts, the timescale and the level of resources.
- 9.2 Members noted the content of the report.

10. Audit Committee Work Programme

- 10.1 The committee received and noted the report by the Head of Finance.
- 10.2 Members agreed to add the 'Statement of Accounts' and 'Security of Physical Records' to the 24 September Work Programme.

Mr D A Baxter
CHAIRMAN

**REPORT OF THE PLANNING (REGULATORY) COMMITTEE MEETING
HELD ON 13 FEBRUARY 2009**

1. **C/5/2008/5012: Marsham: Wood Farm: Green and Kitchen/Food Waste Composting Operation up to 45,000 Tonnes Per Year: Crane & Sons (Farms) Ltd**
 - 1.1 It was agreed to hold a visit the site on 17 February 2009 before any decision on the application could be made. The report was not presented.
2. **C/5/2008/5002: Rackheath: Wendover Road: Erection of building for shredding of wood and green waste to produce wood chipping and compost, an outside area for short term storage of wood and green waste to be recycled and standing of skips for outside storage of metal and cardboard: Parker's Recycling Limited**
 - 2.1 The Director was authorised to issue a decision notice granting planning permission subject to conditions to include the signing of the Section 106 Routing Agreement and conditions to include: noise, hours of working, a limit on the area and height of stockpiles, details of lighting, colour of materials, retention of the northern tree belt.

**Derek Baxter
Chairman
Planning (Regulatory) Committee**

**Report of the Norwich Highways Agency Committee
Meeting Held on 22 January 2009**

1. Hobart Square – Request for Disabled Parking Bay

- 1.1 The following question on behalf of the Councillor for Lakenham Ward:-

‘Would it be possible for a disabled person, a tenant of the council living in Hobart Square, to secure a disabled parking bay on a piece of highway (not housing land) which is currently used for permit parking?’

- 1.2 It was noted that the Council received around 30 similar requests for disabled parking bays within controlled parking zones and that if each of these were advertised to change the order there would be a substantial cost implication to the Council. It would not be possible to mark the bays without changing the order because unless the traffic regulation order described exactly what was on the ground the all restrictions in the street would be enforceable. Members were advised that Blue Badge holders were permitted to park within zones without a permit and were provided with a free visitor's permit.
- 1.3 It was **RESOLVED** to ask the Head of Transportation and Landscape, Norwich City Council, to investigate the feasibility of providing disabled parking bays within controlled parking zones and report back to a future meeting.

2. Results Of The Consultation Carried Out For The Three Pilot 20mph Limits In Norwich

- 2.1 It was pointed out that a pilot scheme would not be the same as widespread introduction of 20mph across all residential areas of the city. It was suggested that enforcement was maximised by working with the Safer Neighbourhood Area Panels and that road marking, that fell short of full scale traffic calming, was implemented. The implementation of 20mph would support sustainable transport strategies and decrease traffic accidents. Evaluation after six months might not obtain a realistic outcome because it could take longer to implement a change in culture and people's behaviour. The introduction of the pilot schemes was welcomed as a positive move for the city.
- 2.2 It was **RESOLVED** to:-

- a. Agree to the introduction of a 20mph speed limit in the following areas: Borrowdale Drive, Marl Pit Lane and Vauxhall Street/Newmarket Street.
- b. Ask the Head of Transportation and Landscape to carry out extensive evaluation of the three pilot areas and report back to the September 2009 meeting with the results of that evaluation.

3. **Norwich Area Transportation Strategy Implementation – Newmarket Road Bus Lane Extension**

- 3.1 A detailed plan of the scheme was displayed at the meeting. Members welcomed the proposal for extending the existing bus lane and improvements to the junction at Unthank Road which would include a refuge for cyclists. Members were advised that widening the bus lane near the mast would reduce visibility from Unthank Road towards Bluebell Road.
- 3.2 It was proposed and seconded that the speed limit on Newmarket Road should be changed to 30 mph.
- 3.3 It was **RESOLVED** to:-
 - i. approve for consultation the proposal to extend the existing bus lane from the City boundary to Unthank Road.
 - ii. agree to local community and stakeholder's consultation on the detailed proposals;
 - iii. ask the Head of Transportation and Landscape and Head of Legal and Democratic Services to progress the necessary statutory procedures associated with advertising:
 - a. the proposed change of use of the nearside inbound lane of Newmarket Road from the City boundary to Unthank Road for use by Buses, Taxis and Pedal Cycles, operating 24 hours a day, 7 days a week;
 - b. the proposed change of operational time of the existing bus lane on Newmarket Road from Unthank Road to St. Stephens Roundabout to 24 hours a day, 7 days a week;
 - c. change the speed limit on Newmarket Road to 30 mph;
 - d. delegate authority to the Director of Planning and Transportation and the Head of Transportation and Landscape, in consultation with the Chair and Vice-Chair, to determine the exact location of the change of speed limit;
 - e. ask the Head of Transportation and Landscape and Head of Legal and Democratic Services (Norwich City Council) to progress the necessary statutory procedures associated with advertising the proposed change of speed limit on Newmarket Road.

4. Bus Stop Clearways

4.1 It was RESOLVED to:-

- a. note that marked bus stops no longer require a traffic regulation order to make them legally enforceable;
- b. agree that all existing marked bus stops are upgraded to include a clearway line and a no stopping except buses sign;
- c. agree that in future bus stop cages, clearways and no stopping signs should be provided in locations where parking is likely to obstruct the bus stop.

5. On Street Pay And Display Bays And Parking Permits – Level Of Charges

5.1 It was RESOLVED to:-

- a. ask the Head of Transportation and Landscape to review the level of charges for on street pay and display bays and parking permits on an annual basis, reporting to this committee each January;
- b. agree that at the current time there should be no increase in the level of charges for both on street pay and display bays and parking permits.

6. On Street Parking Enforcement Monitoring Report

6.1 It was RESOLVED to receive the available performance results and note that income and the issuing of Penalty Charge Notices are above budget.

7. Highway Performance Monitoring Of The Highways Agency Agreement

7.1 It was RESOLVED to receive the available performance results and note that, generally, recent performance results for the 2008/2009 financial year compare reasonably well against targets.

8. Major Roadworks – Regular Monitoring

8.1 It was RESOLVED to note the report.

Tony Adams
Chairman
Norwich Highways Agency Committee

**Report of the Meeting of the
Norfolk Joint Museums and Archaeology Committee
held on 16 January 2009**

1 The Bridewell Museum, Norwich

- 1.1 The Joint Committee received a public question from Mr Philip Tolley, Chair of the Norfolk Industrial Archaeology Society, regarding development proposals for the Bridewell Museum. In reply, Mr John Gretton, Chairman of the Joint Committee, said that a series of discussion groups with stakeholders has identified that people want the museum to focus on things specific or special to Norwich, and particularly people's experiences of working in the various trades and industries. The collaboration in 2007 with the Costume & Textiles Association undertaking interviews with shoe industry workers, resulting in a very popular exhibition at the Assembly House, is a pilot for how displays at the Bridewell can be augmented.
- 1.2 A Public Engagement Plan has been prepared for approval by the Heritage Lottery Fund by 31 March 2009 and this will mark the start of the consultation process thereafter. In terms of overall schedule, it is hoped to have the building design team in place by Easter, museums collections packed up and relocated by September, and building works commencing around October 2009. The museum is due to re-open at Easter 2011.

2 Time and Tide Museum, Great Yarmouth

- 2.1 Time and Tide Museum has been offered a Mantis submersible, subject to a renewable five year agreement. It is hoped that the Mantis will be installed before the summer in order to help attract new audiences, particularly young people, to the Museum.

3 King's Lynn Museums

- 3.1 Due to concern over the current standard of signage for King's Lynn, the NMAS has been working with the Department of Planning and Transportation regarding the siting and wording of signs. It is hoped that three entry signs into King's Lynn will shortly be replaced. In order to develop existing ties between King's Lynn and Scandinavia the Highways Authority and the Highways Agency have been asked to replace the existing signage for King's Lynn with the words "Welcome to the Hanseatic Town of King's Lynn".
- 3.2 It is hoped that other area museums will look at the matter of signage in their areas and get old signs replaced. It has, however, been noted that brown signs are intended to manage traffic and are not primarily to publicise museums.

4 Service and Budget Planning 2009-2012

- 4.1 The Joint Committee received an update on proposals for service planning for 2009/10 to 2011/12.

5 Review of Collections in the King's Lynn Museums

- 5.1 The Joint Committee agreed to de-accession a group of large social history items that are in poor condition and outside the current NMAS Acquisition and Disposal Policy. It is noted that items are disposed of by liaison with other Accredited museums and adverts are also placed in the Museums' Journal. If any items cannot be housed with another museum they are offered to other suitable organisations, private enthusiasts, or placed in public auction. A register of donors is kept and they are contacted in the first instance to see if they want their item back.

6 Museum Acquisitions in 2008

- 6.1 The Joint Committee received a summary of acquisitions within NMAS during 2008. It was noted that the NMAS recorded over 20,000 archaeological finds a year by the public. This large number is due to the fact that Norfolk was a very prominent area in pre-Roman times and remains very rich in artefacts. Subject specialists are employed who are able to advise on suitable acquisitions to fill gaps that exist in collections. The NMAS make a number of loans to museums outside of the service each year for temporary exhibitions.
- 6.2 The NMAS does not accept all materials that it is offered in order to prevent duplication of collections.

7 Amendment to the NMAS Acquisition and Disposal Policy

- 7.1 The Joint Committee agreed to a detailed amendment to the NMAS Acquisition and Disposal Policy required as part of the UK Museum Accreditation Scheme.

8 National Conference on Museums, Sustainability and Growth

- 8.1 In October 2008 the NMAS hosted a national Conference on Museums Sustainability and Growth that was attended by a series of distinguished speakers, including former Culture Secretary and Chair of the Environment Agency, Chris Smith, and the Deputy Director of the Museums Association, Maurice Davies. The NMAS hope that the Conference will be repeated to provide an update on progress.
- 8.2 In order to encourage energy conservation, Gressenhall offered reduced admission prices for those arriving at its Go Green event by public transport. This is something that may be repeated in the future.

9 A Good Year at Gressenhall – A Review of the Past Year's Events and Programme Outline for 2009

- 9.1 Alison Tebbitt, Events Co-ordinator at Gressenhall, gave a presentation to the Joint Committee of the events at Gressenhall during 2008 and outlined the programme for 2009.

- 9.2 Members can receive mailings by email on NMAS events and activities by joining the NMAS mailing list at www.museums.norfolk.gov.uk. It is free and those who join receive the NMAS new E-Newsletter and E-Postcards several times a year.

John Gretton
Chairman

Report of the Norfolk Records Committee Meeting held on 16 January 2009

1. Norfolk Record Office Financial Monitoring Report

- 1.1 The report updated the committee about progress on the Norfolk Record Office's (NRO) revenue budget, and reserves and provisions for 2008/09. The Finance and Business Support Manager explained that a break-even budget was expected with the budget shortfall being met by NRO savings, together with a transfer of funds from Cultural Services relating to support savings.
- 1.2 The Committee resolved to agree the report.

2. Service and Budget Planning, 2009-12

- 2.1 The Finance and Business Support Manager explained that the report updated the Norfolk Records Committee on proposals for service planning for 2009/10 to 2011/12. The report also included updated information on the Provisional Grant Settlement, revenue budget proposals and capital funding bids.
- 2.2 The Finance and Business Support Manager stated that the Department of Cultural Services was working with consultants generally to find ways of saving on energy costs and a survey of The Archive Centre had just been carried out. The Archive Centre's repository was designed with heavy insulation, but the need to maintain the constant atmospheric conditions necessary for archive preservation there requires high energy consumption.
- 2.3 In response to a question about advertising the services which the Record Office offers, the County Archivist responded by saying that work was underway to improve the appearance and hopefully the impact of the Record Office's website.
- 2.4 The Committee resolved to note the report and, specifically, to highlight to Cabinet that the Norfolk Record Office has a special need, due to extraordinary pressures caused by high energy costs impacting on a building which has to deliver constant atmospheric conditions for the preservation of archives. The Committee requested that Cabinet should consider this when outlining their budget for the next financial year.

3. Audit of the Statement of Accounts, 2006-07

- 3.1 The report provided the details of key issues identified during the audit of the 2006-07 Statement of Accounts by the Audit Commission.
- 3.2 The Finance and Business Support Manager briefly highlighted the two key issues. First, there was no signed formal agreement for the operation of the Norfolk Records Committee. Second, the committee needed to confirm that it agreed to abide by Norfolk County Council's governance arrangements. However, with the impending announcement on the Local Government Review

(LGR) it was proposed to wait until a final decision was known before drawing up a formal agreement. Members pointed out that, although there had not been a formal agreement for the operation of the Norfolk Records Committee, there were over thirty years of custom and practice. Moreover, in The National Archives' self-assessment programme, the NRO had scored 93% for governance.

3.3 The Committee resolved to note the report and comments in the 2006-07 Annual Governance Report and endorse the proposed actions.

4. The National Archives' Self-Assessment Programme For Local Authority Archive Services, 2008

4.1 The report provided gave information about The Norfolk Record Office's performance in The National Archives' (TNA) self-assessment of local authority archive services in 2008.

4.2 The County Archivist made the following points about the report:

- During the national pilot scheme for the self-assessment in 2006, the NRO came second nationally and in the following year, when the formal programme was in effect, the NRO came first nationally. This past year, the NRO has again performed very well, with an overall score of 86.5% and a four-star rating; however, the service did not yet know their official ranking.
- The scoring system was previously 0 to 3 stars. However, the National Archives have now changed this system to 0 to 4 stars to match the scoring system of local authorities and for ease of understanding.
- There were five main sections of the questionnaire, in which the NRO improved in all but one. At Section 3 (Access and Outreach Services) the NRO decreased from 75.5% in 2007 to 72% in 2008. The County Archivist conveyed his surprise that this figure had dropped and by this percentage, particularly because of increased user numbers, their new work with prisons and the very successful exhibition on the Abolition of the Slave Trade, for which the NRO received a national award.
- The County Archivist explained that he and the NRO staff would consider these changes and, with support from the committee, would question TNA as to how they had arrived at this score. However, he did not feel that it would be appropriate to enter into a formal appeals process.

4.3 The Committee resolved to congratulate the NRO staff on achieving four stars in TNA assessment, to ask the County Archivist to produce a press release about this achievement, and to support the County Archivist when informally challenging TNA over the results in Section 3 of the Self-Assessment Programme results.

Philip Duigan, Vice-Chairman



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Matters Considered by Overview & Scrutiny Panels

**Adult Social Services Overview & Scrutiny Panel
12 January 2009**

1. Cabinet Feedback on previous Overview & Scrutiny Panel Comments
2. Norfolk Community Equipment Service
3. Proposals for Management of the Scrutiny Process
4. Scrutiny Items Progress Report
5. 2008/09 Revenue Capital Budget Monitoring
6. Service and Financial Planning 2009-12
- 7, Adult Social Services Performance Report

**Adult Social Services Overview & Scrutiny Panel
9 March 2009**

1. Cabinet Member Feedback on Previous Overview & Scrutiny Panel Comments
2. Outcomes of the Visits by Members of the Quality Home Care Working Group
3. Review of Community Meals
4. Update Regarding Delayed Discharges
5. Scrutiny Items Progress Report
6. 2008-9 Revenue and Capital Budget Monitoring Report
7. Payment Levels For Independent Sector In 2009/10
8. Adult Social Services Performance Report
9. Service Planning Update
10. Norfolk Local Involvement Network

Children's Services Overview & Scrutiny Panel
14 January 2009

1. Cabinet Feedback on previous Overview & Scrutiny Panel Comments
2. Scrutiny Programme
3. Scrutiny Review of the Provision of Area Based Youth Services
4. Children's Services Financial Monitoring Report 2008/09 as at 30 November 2008
5. Annual Performance Assessment
6. Service and Financial Planning 2009/12
7. Fair Funding: Outcome of Consultation
8. School Budget 2009/10
9. Statement of Purpose of Norfolk's Adoption & Fostering Services – Annual Consideration by Overview and Scrutiny Panel
10. Developments in Thetford
11. Transport Provision for Young People in Education Aged 14-19

Children's Services Overview & Scrutiny Panel
11 March 2009

1. Scrutiny Programme
2. Children's Services Financial Monitoring Report 2008/09 as at 31 January 2009
3. Admission Arrangements for September 2010
4. Complex Needs School Capacity and Future Need – Part of the Strategy for Special Educational Needs
5. Safeguarding Children Quality Assurance
6. School Organisation Proposals
7. Update on the re-use of buildings and sites at former schools and Norwich PRU sites
8. Broadland, Norwich and South Norfolk Joint Core Strategy Consultation and Children's Services response to planned Eco-town in Rackheath
9. Review of the Primary Strategy for Change
10. Annual Approval of Statements of Purpose of Norfolk's Residential Children's Homes and a Summary Review of the Year
11. Norfolk Youth Offending Team Service Plan 2009/12
12. Norfolk Children and Young People's Plan 2009 onwards
13. Children and Young People's Partnership Trust: Joint Area Review, Action Plan 2008
14. Norfolk Local Involvement Network

**Corporate Affairs Overview & Scrutiny Panel
21 January 2009**

1. Effective Use of Buildings
2. Progress Report on the Review of Lone Working Management Systems
3. Planning, Performance and Resources Monitoring Report and
4. The 2008-09 Finance Monitoring Report
5. Breckland Local Strategic Partnership (LSP)
6. Forward Work Programme: Scrutiny
7. Service and Financial Planning 2009-12
8. Summary of Service and Financial Planning 2009-12
9. Strategic Ambitions Reserve – update report
10. Post-Election Induction Programme 2009

**Corporate Affairs Overview & Scrutiny Panel
18 March 2009**

1. Cabinet Member Feedback on Previous Overview & Scrutiny Panel Comments
2. Breckland Local Strategic Partnership
3. Norfolk People Feel They Can Influence things
4. Efficiency Savings Programme
5. Planning, Performance & Resource Monitoring Report
6. Forward Work Programme: Scrutiny
7. Corporate Property Asset Management Plan
8. Financial Management Improvement programme
9. Compliments and Complaints During 2008/09
10. Chief Executive's Department Service Plans 2009-12
11. Interim Report on Evaluation of Impact Leadership Programme

**Economic Development & Cultural Services
Overview & Scrutiny Panel – 15 January 2009**

1. Cabinet Member Feedback on Previous Overview & Scrutiny Panel Comments
2. Contribution of Cultural Services to Health and Well-being
3. King's Lynn Heritage and Cultural Asset Buildings Review
4. Cultural Services Budget Monitoring Report

5. Service and Budget Planning 2009 – 2012
6. Economic Development Budget Monitoring Report 2008/9
7. Outline Programme for Scrutiny
8. Norfolk County Council's Contribution to Tourism in Norfolk

**Economic Development & Cultural Services
Overview & Scrutiny Panel – 12 March 2009**

1. Cabinet Member Feedback on Previous Overview & Scrutiny Panel Comments
2. Business and Tourism Opportunities for Norfolk from the London 2012 Games
3. Norfolk Guidance Service – An Overview
4. Economic Development Service Planning 2009-12
5. Economic Development Performance, Risk and Budget Monitoring Report 2008/9
6. Cultural Services Performance and Budget Monitoring Report 2008/09
7. Cultural Services Department - Service Plans 2009/2012
8. Scrutiny Forward Work Programme

**Fire & Community Protection Overview & Scrutiny
Panel – 13 January 2009**

1. Public Question Time – Flood Sirens
2. Flood Sirens: 'The Way Forward'
3. Forward Work Programme
4. Report into the Response to the November 2007 East Coast Flood Incident
5. Review of Service Delivery in Rural Areas
6. Revenue Budget, Capital Programme and Performance Monitoring 2008/09
7. Service and Financial Planning 2009-12

**Fire & Community Protection Overview & Scrutiny
Panel – 10 March 2009**

1. Cabinet Member Feedback on Previous Overview & Scrutiny Panel Comments
2. Forward Work Programme
3. Norfolk Fire and Rescue Service Arson Reduction
4. Firework Sales
5. Revenue Budget, Capital Programme and Performance Monitoring 2008/09

6. Report on Business Continuity Management
7. Norfolk Fire and Rescue Authority Safety Plan 2009-12
8. Trading Standards Service – Service Plan 2009-12
9. Emergency Planning Unit – Service Plan 2009-12
10. Norfolk Youth Offending Team Service Plan 2009/12

<p>Planning, Transportation, the Environment & Overview & Scrutiny Review Panel - 7 January 2009</p>

1. Public Question Time – (A140/B1134 "Pulham Market" interchange)
2. Local Member Issues
3. Cabinet Member Feedback on Previous Overview & Scrutiny Panel Comments
4. Forward Work Programme: Scrutiny
5. Climate Related Decisions of Norfolk County Council
6. Update on Refresh of Drainage Protocol
7. Transport Provision for Young People in Education Aged 14-19
8. Street Lighting Policy
9. HGV Route Hierarchy
10. Partnership Working
11. Budget Monitoring 2008/09
12. Abandoned Vehicles Policy
13. Review of the Norfolk Protocol for the Consideration of Unauthorised Encampments
14. Local Transport Plan
15. Planning and Transportation Service and Financial Plan 2009/10

<p>Planning, Transportation, the Environment & Overview & Scrutiny Review Panel – 4 March 2009</p>

1. Cabinet Member Feedback on Previous Overview & Scrutiny Panel Comments
2. Forward Work Programme: Scrutiny
3. Waste Disposal and Recycling – Scoping Report
4. Landfill Sites Formerly Operated by NEWS - Update
5. Delays Occurring on County and Trunk Roads
6. Use of Civilian Traffic Marshals
7. Improving Local Leadership for Flood Risk Management – The Government's response to the Pitt Review

8. Partnership Working
9. Budget Monitoring 2008/09
10. Service Planning 2009-12
11. Update and Planning and Transportation's Service Plan Actions, Risk and Performance 2008/09
12. Progress Update on the Review of the Norfolk Coast Areas of Outstanding Natural Beauty (AONB) Management Plan
13. Kick Start Programme
14. Local Transport Plan Settlement and Highways Capital Programme 2009/10/11
15. Greater Norwich Development Partnership: Joint Core Strategy for Broadland, Norwich and south Norfolk – Public Consultation
16. Phase two of the Residual Waste Treatment Project – Bid Evaluation Methodology