

Digital Innovation and Efficiency Committee

Item No.

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	14th November 2018
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services, Simon George – Executive Director, Finance and Commercial Services
Strategic impact Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

Executive summary

This report sets out the Forward Plan for the Digital Innovation and Efficiency Committee. The Forward Plan is a key document for this committee to use to shape future meeting agendas and items for consideration, in relation to delivering communities issues in Norfolk. Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee (as at 3rd September) is included at Appendix A.

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

Recommendations:

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

2. To note any delegated decision detailed in section 2.1.

1. Proposal (or options)

1.1. Forward Plan

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

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

- 1.4. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website. If any further changes are made to the programme in advance of this meeting they will be reported verbally to the Committee.

2. Delegated Decisions

- 2.1. There are no relevant delegated decisions to report to this meeting.

3. Financial Implications

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

4. Issues, risks and innovation

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

5. Background

- 5.1. N/A

Officer Contact

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

Officer name : Geoff Connell

Tel No. : 01603222700

Email address : Geoff.connell@norfolk.gov.uk



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Forward Plan for Digital Innovation & Efficiency Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting: Wednesday 14th November 2018			
Forward Plan and Delegated Actions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring Report	No	To review the service's financial position in relation to revenue budget, capital programme and the level of reserves.	Executive Director of Finance and Commercial Services (Simon George)
Committee Performance Indicators	Yes Policy & Resources	To review performance and consider areas for further scrutiny.	Head of Information Management and Technology (Geoff Connell)
LoRaWAN conference & Hackathon Update	No	To update the committee about the recent event in Norwich including the Hackathon.	Head of Information Management and Technology (Geoff Connell)
Innovative use of Technology for Highways	Yes	To update the committee on a key initiative in using innovative Technology for Highway maintenance and monitoring to drive further efficiencies.	Executive Director of ETD (Tom McCabe)
Better Broadband for Norfolk Programme Update	No	To review performance and receive an update on plans to further extend coverage.	Better Broadband for Norfolk Programme manager (Karen O'Kane)
Counter Fraud Hub	No	To review options to develop a Norfolk wide Counter Fraud Hub.	Head of Information Management and Technology (Geoff Connell)
Local Full Fibre Network Bid	No	To update the committee on progress with	Head of Information

		the LFFN bid into the Department of Digital Culture Media and Sport.	Management and Technology (Geoff Connell)
Use of Technology by Education	No	To review how the council's Education service can further develop its use of technology to increase efficiency and improve outcomes.	Head of Information Management and Technology (Geoff Connell)
Meeting: Wednesday 23rd January 2019			
Forward Plan and Delegated Actions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring Report	No	To review the service's financial position in relation to revenue budget, capital programme and the level of reserves.	Executive Director of Finance and Commercial Services (Simon George)
Strategic & Financial Planning	No	The report sets out how actions are being taken by the Digital Innovation & Efficiency Committee to support the whole Council to set a balanced budget for 2019-20 and provides Members with an overview of the approach to developing savings for 2019-20 ahead of the detailed proposals being presented in October.	Executive Director of Finance and Commercial Services (Graham Jermy)
Committee Performance Indicators	Yes Policy & Resources	To review performance and consider areas for further scrutiny.	Head of Information Management and Technology (Geoff Connell)
Digital skills for business	No	To review current digital skills levels for business and plans for improvement.	Employment and Skills Manager (Jan Feeney)
Digital economy development proposals	No	To consider proposals to develop the digital economy across the county	Economic Development Manager (David Dukes)
Agritech	No	To receive a briefing on the use of technology in Norfolk's agricultural economy and consider options to promote uptake.	Head of Information Management and Technology (Geoff Connell)
Electric and autonomous	No	To receive a briefing on the anticipated	Head of Information

vehicles		increase in the use of electric and autonomous vehicles and consider the role the council should play in supporting adoption across the County.	Management and Technology (Geoff Connell)
Cyber Security update	No	To review the Council's Cyber Security capabilities.	Head of Information Management and Technology (Geoff Connell)
Assistive Technology	No	To receive an update on planned actions to increase exploitation of assistive technology.	Assistant Director Early Help and Prevention (Janice Dane)
Use of mobile working technology across council services	No	To review efficiency opportunities through further use of mobile working technologies across NCC.	Head of Information Management and Technology (Geoff Connell)