

Communities Committee

Item No.

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| Report title: | Forward Plan and update on decisions taken under delegated authority |
| Date of meeting: | 7 March 2018 |
| Responsible Chief Officer: | Tom McCabe – Executive Director, Community and Environmental Services |
| Strategic impact Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account. | |

Executive summary

This report sets out the Forward Plan for Communities Committee. The Forward Plan is a key document for this committee to use to shape future meeting agendas and items for consideration, in relation to delivering communities issues in Norfolk. Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee (as at 5 February) is included at Appendix A.

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

Recommendations:

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

1. Proposal

1.1. Forward Plan

- 1.1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to communities issues in Norfolk.
- 1.1.2. The current version of the Forward Plan (as at 5 February) is attached at Appendix A.
- 1.1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website. If any further changes are made to the programme in advance of this meeting they will be reported verbally

to the Committee.

1.2. Delegated decisions

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

Subject: Making Every Adult Matter Project

Decision: There has been a demonstrable risk in rough sleeping and poor outcomes for vulnerable people across Norwich. Public Health will be making a one-off contribution of £100,000 to the complex needs model element of the Making Every Adult Matter Project. The project, led by Norwich City Council, aims to improve policy and services for people facing multiple needs, with the potential to reduce overall costs associated with individuals who may have a high impact on services.

Taken by: Dr Louise Smith – Director of Public Health

Taken on: 7 February 2018

Contact for further information: Diane Steiner, Deputy Director of Public Health
Email diane.steiner@norfolk.gov.uk
Phone 0344 800 8020

2. Evidence

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

3. Financial Implications

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

4. Issues, risks and innovation

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

5. Background

- 5.1. N/A

Officer Contact

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

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If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Forward Plan for Communities Committee

Appendix A

| Issue/decision | Implications for other service committees? | Requested committee action (if known) | Lead officer |
|--|--|--|--|
| Meeting : Monday 21 May 2018 | | | |
| Resilience and Emergency Planning | None | Presentation of Norfolk's resilience and emergency plans | Head of Resilience (Jan Davis) |
| Children and Young People Health and Wellbeing Survey 2017 | None | To consider recommendations stemming from the results of the survey. | Specialist Advanced Public Health Officer (Carolyn Watts) |
| Finance Monitoring | None | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves. | Finance Business Partner (Andrew Skiggs) |
| Forward Plan and decisions taken under delegated authority | None | To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information. | Head of Support & Development (Sarah Rhoden) |
| Meeting : Wednesday 4 July 2018 | | | |
| Update on the Business and Intellectual Property Centre | None | To receive an update on the Centre, based in Norfolk and Norwich Millennium Library, which launched in October 2017 | Head of Libraries and Information (Jan Holden) |
| Workplace health | None | To consider progress made by the workplace health provider. | Public Health Commissioning Manager (Interim) (Angela Fletton) |
| Finance Monitoring | None | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves. | Finance Business Partner (Andrew Skiggs) |
| Forward Plan and decisions taken under delegated authority | None | To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information. | Head of Support & Development (Sarah Rhoden) |

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Appendix A

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|--|--|--|---|
| Performance management | None | Comment on performance and consider areas for further scrutiny. | Business Intelligence and Performance Analyst (Austin Goreham) |
| Risk management | None | Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis | Chief Internal Auditor (Adrian Thompson) / Risk Management Officer (Thomas Osborne) |
| Mobile Library Service | None | To consider the outcomes of the work to develop a new service delivery model for the mobile library service, and agree a way forward | Assistant Director, Community, Information and Learning (Ceri Sumner) |
| Meeting : Wednesday 5 September 2018 | | | |
| Road Safety Strategy 2018 | None | To review approaches to reduce those killed and seriously injured on our roads. | Public Health Commissioning Manager (Nadia Jones) |
| Finance Monitoring | None | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves. | Finance Business Partner (Andrew Skiggs) |
| Forward Plan and decisions taken under delegated authority | None | To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information. | Head of Support & Development (Sarah Rhoden) |
| Meeting : Wednesday 10 October 2018 | | | |
| Annual review of the Enforcement Policy | None | To approve the Enforcement Policy and its appendices, and to agree to the ongoing review of the Policy on an annual basis. | Head of Trading Standards (Sophie Leney) |

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Appendix A

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|--|--|--|---|
| Finance Monitoring | None | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves. | Finance Business Partner (Andrew Skiggs) |
| Performance management | None | Comment on performance and consider areas for further scrutiny. | Business Intelligence and Performance Analyst (Austin Goreham) |
| Risk management | None | Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis | Chief Internal Auditor (Adrian Thompson) / Risk Management Officer (Thomas Osborne) |
| Forward Plan and decisions taken under delegated authority | None | To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information. | Head of Support & Development (Sarah Rhoden) |
| Meeting : Wednesday 7 November 2018 | | | |
| Norfolk Armed Forces Community Covenant Strategy and Action Plan | None | Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information | Armed Forces Community Covenant Senior Officer (Merry Halliday) |
| Finance Monitoring | None | To review the service's financial position in relation to the revenue budget, capital programme and level of reserves. | Finance Business Partner (Andrew Skiggs) |
| Forward Plan and decisions taken under delegated authority | None | To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information. | Head of Support & Development (Sarah Rhoden) |

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Appendix A

| Issue/decision | Implications for other service committees? | Requested committee action (if known) | Lead officer |
|-------------------------------------|---|--|---|
| Norfolk Community Learning Services | None | To receive an update on the service, including latest performance and development activity. | Assistant Director, Community, Information and Learning (Ceri Sumner) |
| Meeting : 16 January 2019 | | | |
| Information, Advice and Guidance | This is one of the Norfolk Futures workstreams and work will relate to all council services | To consider the progress made to progress the Information, Advice and Guidance workstream as part of the Norfolk Future programme. | Assistant Director, Community, Information and Learning (Ceri Sumner) |

| Regular items | Frequency | Requested committee action (if known) | Lead officer |
|--|--|--|---|
| Forward Plan and decisions taken under delegated authority | Every meeting | To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information. | Head of Support & Development (Sarah Rhoden) |
| Performance management | Four meetings each year – January, March, June/July, October | Comment on performance and consider areas for further scrutiny. | Business Intelligence and Performance Analyst (Austin Goreham) |
| Risk management | Four meetings each year – January, March, June/July, October | Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis | Chief Internal Auditor (Adrian Thompson) / Risk Management Officer (Thomas Osborne) |
| Finance Monitoring | Every meeting | To review the service's financial position in relation to the revenue budget, capital | Finance Business Partner (Andrew Skiggs) |

Forward Plan for Communities Committee

Appendix A

| Regular items | Frequency | Requested committee action (if known) | Lead officer |
|--|--|--|---|
| | | programme and level of reserves. | |
| Annual report of the Norfolk Armed Forces Community Covenant | Annual Report – March each year | Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information | Senior Planning and Partnerships Officer (Merry Halliday) / |
| Norfolk Armed Forces Community Covenant Strategy and Action Plan | Annually – July each year | Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information | Armed Forces Community Covenant Senior Officer (Merry Halliday) |
| Annual review of the Enforcement Policy | Next meeting October/November 2018? Also to be reviewed by the EDT Committee as policy covers Highways, planning services and Trading Standards enforcement activities. | To approve the Enforcement Policy and its appendices, and to agree to the ongoing review of the Policy on an annual basis. | Head of Trading Standards (Sophie Leney) |