

Business and Property Committee

Item No.....

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	8 September 2017
Responsible Chief Officer:	Executive Director of Finance and Commercial Services Executive Director of 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 the Business and Property 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 business and property 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 is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the relevant Executive Director (or their team), within the scheme of delegation.

Recommendations:

Business and Property (B&P) Committee are asked:

- 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 decisions.**

1.0 Introduction

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 business and property issues in Norfolk.

1.1.2. The current version of the Forward Plan 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 Directors as being of public interest, financially material or contentious.

Subject: Norwich Northern Distributor Route (NDR) – land acquisitions

Decision: To acquire land needed to enable delivery of the NDR scheme. Formal notice (under Compulsory Purchase Order) was served on all landowners impacted by the NDR in January 2016. Since the update at the last Committee meeting in June, two acquisitions have been finalised and the acquisition process is underway for a further seven. A detailed list of acquisitions can be made available for Members to view, if requested.

Taken by: In line with the process agreed by Policy and Resources Committee on 8 February 2016, all acquisitions have been approved by the Executive Director CES, in consultation with the Corporate Property Officer, Executive Director of Finance and Commercial Services, Leader of the Council and Chairman of EDT Committee.

Taken on: Various dates

Contact for further information: David Allfrey, Major Projects Manager
Email: david.alfrey@norfolk.gov.uk
Phone: 0344 800 8020

Subject: Other property transactions (including sale, lease and acquisitions)

Decision: Various, as listed at **Appendix B**.

Taken by: Relevant officers, as set out in the scheme of delegation.

Taken on: Various, as listed at **Appendix B**.

Contact for further information: Simon Hughes, Head of Property
Email: simon.hughes@norfolk.gov.uk
Phone: 01603 222043

2.0 Evidence

2.1 As set out in the report and appendices.

3.0 Financial Implications

3.1 There are no direct financial implications flowing directly from members noting this report. However the delegated decisions themselves often have significant financial implications, for example capital receipts from the sale of land/property.

4.0 Issues, risks and innovation

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

Officer Contact

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

If you have any questions about matters contained in this paper please get in touch with:

Officer Name:	Tel No:	Email address:
Simon Hughes	01603 222043	simon.hughes@norfolk.gov.uk



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Appendix A

Forward Plan for Business and Property Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting : 8 September 2017			
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs) and Senior Accountant (Graham Jermy)
Major infrastructure improvements – update on economic impacts and benefits	No – EDT oversees infrastructure improvements, but B&P has an interest in the economic elements	To receive an update on the economic elements of major infrastructure projects being planned.	Major Projects Manager - David Allfrey
Scottow Enterprise Park – update	No	To receive an update on the progress made to develop the Enterprise Park, and to approve a letting strategy for the site	Executive Director of CES – Tom McCabe
Disposal, and Acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting : 18 October 2017			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Finance Monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs) and Senior Accountant (Graham Jermy)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
County Farms Tenant selection process	No	To note farms/land available for re-letting, approve process.	Head of Property (Simon Hughes)
Norwich Airport Industrial Estate	No	To consider proposed strategy to exploit the estate.	Head of Property (Simon Hughes)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Meeting: 7 November 2017			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Finance Monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs) and Senior Accountant (Graham Jermy)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Repton Property Developments Ltd – Business plan	No	To consider draft 5 year business plan	Head of Property (Simon Hughes)
Meeting : 18 January 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Performance management	No	Comment on performance and consider areas for further	Business Intelligence and Performance Analyst (Austin

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		scrutiny.	Goreham)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)
Meeting : 14 March 2018			
Member briefings and site visits	No	To update members and view property assets.	Executive Director of Finance and Commercial Services (Simon George)
Forward Plan and delegated decisions	No	To review the Committee's forward plan and agree any amendments/additions.	Executive Director of Finance and Commercial Services (Simon George)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a	Chief Internal Auditor (Adrian Thompson)

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		more in-depth analysis	
Finance Monitoring report	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Disposal, acquisition and exploitation of Properties	No	To consider proposals to dispose of and/or acquire properties	Head of Property (Simon Hughes)
County Farms update	No	To comment on performance and note any changing circumstances, consider and take action as required.	Head of Property (Simon Hughes)

Appendix B

Property decisions taken under delegated authority

Property	Transaction	Cost	Benefit	Date of decision
Pulham Market C of E Primary School	Acquisition of adjoining land for expansion	£20,000	-	11/02/2016
Aylsham Drill Hall	Sale	-	£185,000	14/11/2016
Lingwood former school conservation area	Sale	-	£5,000	14/11/2016
Thetford Breckland House	3 year lease for office accommodation	£43,482	-	15/11/2016
Morningthorpe	boreholes lease	-	£1,500	10/02/2017
Long Stratton High School	Lease to Academy Trust	-	-	09/03/2017
Mattishall primary School	Lease to Academy Trust	-	-	09/03/2017
Cromer Suffield Park Infant School	Grant of access	-	-	10/03/2017
Burston CP School	Lease to Academy Trust	-	-	16/03/2017
Norwich George White Junior School	Lease to Academy Trust	-	-	16/03/2017
Lionwood Infant & Nursery School	Lease to Academy Trust	-	-	16/03/2017
Lionwood Junior School	Lease to Academy Trust	-	-	16/03/2017
Tivetshall Primary School	Lease to Academy Trust	-	-	16/03/2017
Downham Market Telecommunications mast	Acquisition of land	-	-	22/03/2017
Norwich George White Middle School	Acquisition of playing field	-	-	23/03/2017
Long Stratton High School	Lease to TAVR for cadet hut	-	-	31/03/2017
Long Stratton High School	Licence to NCC for ICT cabinet	£1,475	-	31/03/2017
Hemblington Primary School	Lease to Academy Trust	-	-	04/04/2017
Gaywood Primary School	Lease to Academy Trust	-	-	17/05/2017
Dereham 6th Form	Lease to Academy Trust	-	-	19/5/2017
Thorpe St Andrew, land at Pound Lane	Sale of two lots	-	£21,500	29/06/2017

Note: A list of property acquisitions relating to the NDR scheme is held separately and can be made available for members, on request.