

# Norfolk County Council

Date: **Tuesday, 18 July 2023**

Time: **10 am**

Venue: **Council Chamber, County Hall, Martineau Lane,  
Norwich NR1 2DH**

**To: All members of the Council. You are hereby summoned to attend a meeting of the Council for the purpose of transacting the business set out in this agenda.**

## **Advice for members of the public:**

This meeting will be held in public and in person.

It will be live streamed on YouTube and members of the public may watch remotely by clicking on the following link: [Norfolk County Council YouTube](#)

We also welcome attendance in person, but public seating is limited, so if you wish to attend please indicate in advance by emailing [committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk).

We have amended the previous guidance relating to respiratory infections to reflect current practice but we still ask everyone attending to maintain good hand and respiratory hygiene and, at times of high prevalence and in busy areas, please consider wearing a face covering.

Please stay at home if you are unwell, have tested positive for COVID 19, have symptoms of a respiratory infection or if you are a close contact of a positive COVID 19 case. This will help make the event safe for attendees and limit the transmission of respiratory infections including COVID-19.

## **Prayers**

## **AGENDA**

### **1 Apologies**

### **2 Minutes**

To confirm the minutes of the meeting held on 9 May 2023.

**Page 5**

### **3 To receive any announcements from the Chair, Leader or Chief Executive (maximum of 15 minutes)**

### **4 Members to declare any interests**

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of

Interests you must not speak or vote on the matter. It is recommended that you declare that interest but it is not a legal requirement. If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects to a greater extent than others in your division:

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body –
  - Exercising functions of a public nature.
  - Directed to charitable purposes; or
  - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

of which you are in a position of general control or management.

If that is the case then you must declare such an interest but can speak and vote on the matter.

**5 Petitions presented to Council: none**

**6 Business (if any) remaining from the last Council meeting: none**

**7 Member questions to the Leader (a maximum of 15 minutes will be allowed for this item)**

Procedure Note attached.

**Page 32**

**8 Recommendations from Cabinet**

**8.1 Meetings held on 5 June 2023 and 3 July 2023**

**Page 34**

**9 Cabinet Reports and questions to Cabinet Members**

**9.1 Report from the meetings held on 3 April 2023, 10 May 2023, 5 June 2023 and 3 July 2023**

**Page 35**

Procedure Note attached

**Page 50**

<b>10</b>	<b>Recommendations from the Scrutiny Committee and Norfolk Health Overview and Scrutiny Committee:</b> none	
<b>11</b>	<b>Recommendations from Committees:</b> None	
<b>12</b>	<b>Report from Scrutiny Committee meetings held on 20 April 2023, 18 May 2023 and 21 June 2023</b>	<b>Page 51</b>
<b>13</b>	<b>Report from Health Overview and Scrutiny Committee meetings held on 23 March 2023, 1 June 2023 and 6 July 2023</b>	<b>Page 56</b>
<b>14</b>	<b>Reports from other Committees</b>	
	<b>14.1 Audit and Governance Committee:</b> none	
	<b>14.2 Planning (Regulatory) Committee</b> Meeting held on 30 June 2023	<b>Page 68</b>
	<b>14.3 Pensions Committee</b> Meetings held on 21 March 2023 and 13 June 2023	<b>Page 69</b>
	<b>14.4 Employment Committee</b> Meeting held on 31 May 2023  Meeting held on 12 July 2023	<b>Page 75</b>  <b>To follow</b>
	<b>14.5 Health and Wellbeing Board</b> Meeting held on 21 June 2023	<b>Page 76</b>
<b>15</b>	<b>Reports from Select Committees</b>	
	<b>15.1 Corporate Select Committee</b> No meeting held in May 2023	
	<b>15.2 Infrastructure &amp; Development Select Committee</b> Meeting held on 17 May 2023	<b>Page 78</b>
	<b>15.3 People and Communities Select Committee</b> Meeting held on 19 May 2023	<b>Page 81</b>
<b>16</b>	<b>Reports about the business of joint arrangements and external organisations</b>	
	<b>16.1 Norfolk Joint Museums Committee</b> Meeting held on 14 April 2023	<b>Page 83</b>
	<b>16.2 Norfolk Records Committee</b> Meeting held on 14 April 2023	<b>Page 87</b>

- 17 Specific Business Items:**
- 17.1 Report from the Independent Remuneration Panel - Review of Members' Allowances Scheme Page 89**
- 17.2 Request for Dispensation under Section 85(1) of the Local Government Act 1972 Page 108**
- Report by the Director of Legal Services (nplaw) and Monitoring Officer**
- 17.3 Proportional Allocation of Places on Committees To follow**
- Report by the Director of Democratic & Regulatory Services**
- 18 Notice of Motions Page 109**
- 19 Questions on notice under Rule 9.3: none**
- 20 Appointments to Committees, Sub-Committees and Joint Committees (Standard item):none**

Tom McCabe  
Chief Executive  
County Hall  
Martineau Lane  
NORWICH  
NR1 2DH



Agenda Published: 10 July 2023

**Norfolk County Council**
**Minutes of the Annual General Meeting Held at 10am on Tuesday 9 May 2023**

<b>Present:</b>		
	<b>ADAMS</b> Tony	<b>KIRK</b> Julian
	<b>ANNISON</b> Carl	<b>LONG</b> Brian
	<b>AQUARONE</b> Steffan	<b>MACKIE</b> Ian
	<b>ASKEW</b> Stephen	<b>MASON BILLIG</b> Kay
	<b>BAMBRIDGE</b> Lesley	<b>MAXFIELD</b> Ed
	<b>BENSLY</b> James	<b>MORIARTY</b> Jim
	<b>BILLS</b> David	<b>MORPHEW</b> Steve
	<b>BLUNDELL</b> Sharon	<b>NEALE</b> Paul
	<b>BORRETT</b> Bill	<b>NUNN</b> William
	<b>BOWES</b> Claire	<b>OLIVER</b> Rhodri
	<b>BROCIK-COULTON</b> Julie	<b>OSBORN</b> Jamie
	<b>CARPENTER</b> Graham	<b>PECK</b> Greg
	<b>CARPENTER</b> Penny	<b>PENFOLD</b> Saul
	<b>CLANCY</b> Stuart	<b>PLANT</b> Graham
	<b>COLWELL</b> Robert	<b>PRICE</b> Ben
	<b>CONNOLLY</b> Ed	<b>PRICE</b> Richard
	<b>CORLETT</b> Emma	<b>REILLY</b> Matthew
	<b>DALBY</b> Michael	<b>RICHMOND</b> Will
	<b>DARK</b> Stuart	<b>RUMSBY</b> Chrissie
	<b>DEWSBURY</b> Margaret	<b>SANDS</b> Mike
	<b>DIXON</b> Nigel	<b>SAVAGE</b> Robert
	<b>DUIGAN</b> Phillip	<b>SAYERS</b> David
	<b>EAGLE</b> Fabian	<b>SHIRES</b> Lucy
	<b>ELMER</b> Daniel	<b>SMITH</b> Carl
	<b>FISHER</b> John	<b>SMITH-CLARE</b> Mike
	<b>FITZPATRICK</b> Tom	<b>STONE</b> Barry
	<b>GURNEY</b> Shelagh	<b>STOREY</b> Martin
	<b>HEMPSALL</b> Lana	<b>THOMAS</b> Alison
	<b>HORSBRUGH</b> Michael Chenery of	<b>VARDY</b> Eric
	<b>JAMES</b> Jane	<b>VINCENT</b> Karen
	<b>JAMIESON</b> Andrew	<b>WALKER</b> Colleen
	<b>JERMY</b> Terry	<b>WARD</b> John
	<b>JONES</b> Brenda	<b>WATKINS</b> Brian
	<b>KEMP</b> Alexandra	<b>WEBB</b> Maxine
	<b>KIDDIE</b> Keith	<b>WHITE</b> Tony
	<b>KIDDLE-MORRIS</b> Mark	<b>WHYMARK</b> Fran

**Present: 72**

(Cllr Karen Vincent in the Chair)

1A **Apologies**

Apologies for absence were received from Cllr Tim Adams, Cllr Alison Birmingham, Cllr Nick Daubney, Cllr Chris Dawson, Cllr Andy Grant, Cllr Judy Oliver, Cllr Andrew Proctor, Cllr Steve Riley, Cllr Dan Roper, Cllr Vic Thomson and Cllr Martin Wilby.

## 1B Chair's Remarks

The Chair took this opportunity to mark the sad passing of County Councillor Barry Duffin who was a serving Conservative County Councillor for West Depwade who died on Easter Sunday following an accident. Barry was an active member of the Scrutiny Committee. He also served on the Norfolk Health Overview and Scrutiny Committee, on the Joint Museums Committee, on Norse and other Committees, and had recently been appointed Vice-Chair of Corporate Select Committee. Known for his hard work and commitment Barry was respected and liked by colleagues across the wide political spectrum; he would be missed.

The Chair also asked Council to remember as part of a minute of silence Maran McKay who was a former County Councillor for Mancroft Division between 2001 and 2009 who passed away recently and would also be sadly missed.

Members of the Council then held a minute's silence in their memory.

The Chair reminded Councillors that meetings of the Council would not normally extend beyond 3 hours unless this was extended in accordance with rule 11. 1 (n) of the Council Procedure Rules, however it was the intention of the new Chair to enact rule 4 (v) and rule 4 (vi) of the constitution once the meeting period has elapsed if any business remains. The practical application of this was that the meeting would continue on a vote only basis.

## 2. Election of Chair

2.1. Cllr Kay Mason Billig moved, seconded by Cllr Andrew Jamieson, that Cllr Barry Stone be elected Chair of the County Council for the ensuing year.

2.2 There being no other nominations, it was **RESOLVED** on a show of hands that

2.3 Cllr Barry Stone be elected Chair of the County Council for the ensuing year.

2.4 Cllr Barry Stone, having made the statutory declaration of acceptance of office, thanked the Council for the honour and privilege conferred upon him and then formally took the Chair.

(Cllr Barry Stone in the Chair)

## 3. Minutes

3.1 The minutes of the Council meeting held on 28 March 2023 were confirmed as an accurate record of the meeting.

In confirming the minutes, the following points were noted and amended in the minutes:

1. **Page 9, para 7.6:** Cllr Alexandra Kemp awaited a response from the Deputy Leader.
2. **Page 17, para 18.2:** Cllr Colwell moved the motion on Rights of Rivers seconded by Cllr Jamie Osborn.

## 4 Election of Vice-Chair

- 4.1 Cllr Kay Mason Billig moved, seconded by Cllr Andrew Jamieson, that Cllr Stuart Dark be elected Vice-Chair of the Council for the ensuing year.
- 4.2 There being no other nominations, it was **RESOLVED** on a show of hands that
- 4.3 Cllr Stuart Dark be elected Vice-Chair of the Council for the ensuing year.
- 4.4 Cllr Stuart Dark, having made the statutory declaration of acceptance of office, thanked the Council for the honour and privilege conferred upon him.

## 5 **Vote of Thanks to the Outgoing Chair**

- 5.1 The Chair said that he wished to thank Cllr Karen Vincent for undertaking the role of Chair for the last year, she had been a true ambassador for Norfolk.
- 5.2 Cllr Penny Carpenter (a previous Chair of the Council) speaking for the Conservative Group, Cllr Steve Morphew, Leader of the Labour Group, Cllr Brian Watkins, Leader of the Liberal Democrat Group, Cllr Ben Price, Leader of the Green Group, and Cllr Ed Maxfield Leader of the Independent Group each proposed a vote of thanks to the outgoing Chair, Cllr Karen Vincent, for her representation of Norfolk County Council, dedication to her duties and integrity throughout her term of office.
- 5.3 Following the motion being carried, it was

### **RESOLVED**

That the Council place on record its grateful thanks to Cllr Karen Vincent and that she had been an excellent ambassador for the County.

- 5.4 In reply to the vote of thanks, Cllr Karen Vincent addressed the Council saying that it had been an honour and a privilege to serve as Chair of Norfolk County Council and that she wished to give special thanks to Cllr Andrew Proctor, who gave her such strong support during her time as Chair, and to wish Cllr Barry Stone every success in his new role.
- 5.5 Cllr Vincent said that she had chosen supporting and enabling children and young people to flourish as her theme for the year. Throughout the year, Cllr Vincent had aimed to shine a spotlight on helping young people to reach their potential and had championed the flourish strategy at every opportunity. Since the launch of the strategy in May 2022, 160 organisations had committed to the shared ambition of flourish and more than 120 pledges to support children and young people in Norfolk were received, and this number continued to rise.
- 5.6 Cllr Vincent said that it was an honour to represent the Council at the many extraordinary events that had taken place during the year and a privilege to present awards to young people in recognition of their achievements, including at the Apprentice Norfolk Awards and the St Edmunds Annual Awards, also it was an honour to see talented musicians perform at the Royal Albert Hall supported by the Norfolk Music Hub and to attend events associated with The Princes Trust Team Programme.
- 5.7 Cllr Vincent sent her best wishes to those Councillors who were unable to attend today's meeting because they were unwell.
- 5.8 Cllr Vincent thanked Revd Albert Cadmore for his assistance and the experts in the IT department for their help throughout the year. Cllr Vincent also paid especial thanks to officers from Democratic and Regulatory Services who had helped steer her through

Chairman's events and with the running of Council meetings, and paid tribute to her husband Shaun, her consort for the year.

6 **Any Items of Business the Chair decides should be considered as a matter of urgency.**

6.1 There were no such items.

7 **Declarations of Interest**

7.1 Cllr Emma Corlett declared an other interest related to motion 7 as she was employed by the NEU.

7.2 Cllr Mike Sands declared an other interest related to motion 7 as he was a member of NEU.

8 **Election of Leader of the Council**

8.1 Cllr Andrew Jamieson proposed, seconded by Cllr Ian Mackie, that Cllr Kay Mason Billig be elected Leader of the Council.

8.2 There being no other nominations and upon being put to a vote it was **RESOLVED** on a show of hands that

Cllr Kay Mason Billig be elected Leader of the Council.

9 **To receive any announcements from the Chair, Leader or Head of Paid Service**

9.1 The Chair said that his theme for the year ahead would be based on the concept and principles of technology with a particular emphasis on promoting an awareness of degree level apprenticeships in technology based subjects amongst 14–19-year-old students.

9.2 The Leader welcomed Cllr William Nunn to his first meeting of the Council following his recent election as the County Councillor for the Swaffham Division.

9.3 The Leader paid tribute to the work of Cllr Andrew Proctor, the previous Leader of the Council, for placing the Council in such a strong position and she wished him well on a speedy recovery and looked forward to seeing him in the Council Chamber again as soon as possible. The Leader said that under the leadership of Cllr Andrew Proctor the Council had agreed an "in principle" devolution deal, a County Deal for Norfolk. The Council had also been recognised by Ofsted as good for our services for children, young people and families and had continued to make itself more efficient and focus on funding for all key services. The new Administration was about evolution and not revolution, continuing the good work that the Council had been doing in listening to residents to champion Norfolk causes. The Leader said that Norfolk was in the front line of climate change and she wanted to pay tribute to the work of coastal district colleagues in all that they were doing to protect residents in areas vulnerable to erosion and obtain more funds to protect Norfolk's coastline. While the Administration would continue to press Government for its fair share of funding for this and for other important areas of its work, it would also strive to make the Council as efficient as possible and wanted to work collaboratively with everyone to achieve its aims.

10 **To be notified by the Leader of the number of members to be appointed to the Cabinet, those Members' names and their intended portfolio of responsibilities.**

10.1 The Leader formally announced the following appointments and portfolios:



Strategy and Governance	Cllr Kay Mason Billig
Deputy Leader & Cabinet Member for Finance	Cllr Andrew Jamieson (Deputy Cllr Greg Peck)
Adult Social Care	Cllr Alison Thomas (Deputy Cllr Shelagh Gurney)
Children's Services	Cllr Penny Carpenter (Deputy Cllr Karen Vincent)
Communities and Fire	Cllr Margaret Dewsbury
Corporate Services and Innovation	Cllr Jane James
Economic Growth	Cllr Fabian Eagle
Environment and Waste	Cllr Eric Vardy
Highways, Infrastructure and Transport	Cllr Graham Plant (Deputy Cllr Lana Hemsall)
Public Health and Wellbeing	Cllr Bill Borrett

11. **Appointment of Committees for the Municipal Year**

11.1 Cllr Kay Mason Billig, seconded by Cllr Andrew Jamieson, moved the recommendations contained in the report at item 11 of the supplementary agenda.

11.2 Upon being put to a vote it was **RESOLVED** on a show of hands that Council:

1. Approve the appointment of the Council's committees for the Municipal year as listed in the report.
2. Approve the political allocation of the Committee places shown in Table 1 of the report.
3. Approve the membership of Council Committees and Joint Committees for the Municipal year as shown in Appendix A of the report.

12 **To appoint the Chairs and Vice-Chairs of Committees and appoint to outside bodies for the Municipal year 2023/24**

12.1 Cllr Kay Mason Billig, seconded by Cllr Andrew Jamieson, moved the recommendations contained in the report at item 12 of the supplementary agenda together with a list of Committee Chairs and Vice Chairs for 2023/24 which was laid on the table (and can be found published on the Committee pages website).

12.2 Upon being put to a vote it was **RESOLVED** on a show of hands that Council:

1. Approve the appointment of the Council's Committee Chairs and Vice Chairs for the Municipal year as set out in the note laid on the table.
2. Approve the appointments to outside bodies as listed in the Appendix to the report.

13 **Request for Dispensation under Section 85(1) of the Local Government Act 1972**

13.1 Cllr Kay Mason Billig, seconded by Cllr Andrew Jamieson, moved the recommendation contained in the report.

13.2 Upon being put to a vote it was **RESOLVED** on a show of hands that the reason provided for non-attendance at Council meetings by Cllr Martin Wilby is approved pursuant to Section 85(1) of the Local Government Act 1972, on the basis that the resolution is applied to take effect on 12th June 2023 and Council approves an extension of the time limit until 12th December 2023.

14 **To consider any business specified in the summons for the meeting: recommendations from Cabinet meeting held on 3 April 2023**

14.1 The recommendation from the Cabinet meeting held on 3 April 2023 about the Finance Monitoring Report 2022-23 P11: February 2023 was moved by Cllr Andrew Jamieson, seconded by Cllr Ian Mackie.

14.2 Council **RESOLVED** on a show of hands

That County Council approve the addition of **£17.491m** to the capital programme to address capital funding requirements funded mostly from various external sources as set out in detail in capital Appendix 3 of the Cabinet report, paragraph 4.1 as follows:

- £5m flexible use of Capital Receipts to fund the Adult Social Care Transformation Programme costs as previously earmarked in Appendix 3 of the report, paragraph 3.3.
- £1.011m uplift to the Better Broadband Next Generation project funded from BT rebates received.
- £11.480m Department of Transport funding received to expand the Zero Emissions Bus Regional Area (ZEBRA) scheme for 55 additional electric buses.

15 **Notice of Motions**

15.1 **Motion 1 – King Charles Coronation**

15.1.1 The following motion was proposed by Cllr Kay Mason Billig and seconded by Cllr Andrew Jamieson

This year marks the Coronation of King Charles III following the death of Her late Majesty Queen Elizabeth II. Norfolk is proud of our long association with the Royal Family, with Sandringham being home to the Monarch for several generations, spanning well over a century.

We have just seen the Coronation of King Charles III and this Council stands ready to welcome in the new Carolean era. Communities across our County hosted events, bringing every part of their community together celebrating this monumental occasion as His Majesty acceded to the throne.

Last year this County willingly supported Her Majesty's Green Canopy initiative and Platinum Jubilee trails, aiding accessibility to our wonderful natural assets across this County and encouraging exercise and enjoyment of the wider outdoor experience.

Now this new era has begun this Council resolves to continue our loyal support to the Monarch, supporting His Majesty to deliver His new progressive policy agenda, helping support disadvantaged communities across our County, in line with our ambitious

programmes to provide better outcomes for families, support for regenerative agriculture and deliver His inspirational green initiatives.

15.1.2 Following debate, the motion was put to a recorded vote (Appendix A) and with 47 votes in favour, 13 votes against and 9 abstentions the motion was **AGREED**.

## 15.2 **Motion 2 – Sewage Discharges**

15.2.1 The following changes to the motion published with the agenda were moved by Cllr Mike Smith-Claire and seconded by Cllr Terry Jermy and, on a show of hands, were **CARRIED** and became the substantive motion.

Council believes sewage discharges in rivers and coastal waters is unacceptable. There is a direct and indirect adverse impact on water quality, the environment, human health, amenity and businesses. It also damages the reputation of our beautiful county.

Council regrets the lack of urgency and meaningful sanctions for sewage discharges and recognises increased development in Norfolk will add to the problem in future unless action is taken at source.

Council welcomes the government's intention to consult on the introduction of Schedule 3 of the Flood and Water management Act 2010 and urges government to expedite the process.

Council believes Water companies should be held automatically liable for any sewage discharge. ~~In addition to fines levied upon them, water companies should automatically be liable for compensation for direct and indirect impacts on those, particularly businesses, near to or affected by the discharge assessed by an independent body funded by water companies but not appointed by or accountable to them.~~

Council requests the Infrastructure and Development Select Committee to explore existing powers and opportunities available to Norfolk County Council in order to –

1. enforce fines on water companies
2. ensure compensation is paid by water companies for direct and indirect financial losses of those, particularly businesses, near to or affected by discharges

and to report back findings and recommendations to Council by no later than December 2023.

15.2.2 Following debate, the motion was put to a recorded vote (Appendix B) and with 69 votes in favour, 0 votes against and 0 abstentions the motion was **AGREED**.

***(At this point in the proceedings Council took a short break.***

***When Council reconvened it was agreed on a show of hands to amend a typographical error in the note of Chairs and Vice-Chairs of Committees appointed at item 12 to reflect the fact that Cllr William Nunn would be the new Vice Chair of Corporate Select Committee)***

## 15.3 **Motion 3 – Potholes and Highways Maintenance Budgets**

15.3.1 The following motion was proposed by Cllr Steffan Acqarone and seconded by Cllr Robert Colwell:

This council acknowledges the shortfall in local authority's highways maintenance budgets which were reduced by £500 million or 28% in 2020/21. Although the Spring Budget announced a top up of £200m to the 'Potholes Fund', local authorities are still £300m out of

pocket.

This council recognises the commendable work carried out by the County's highways maintenance teams working tirelessly on a limited budget across the county to ensure that highways are roadworthy and suitable for all road users.

This council recognises that the time it takes to repair potholes across the county is increasing. The average amount of time it took to repair a pothole in Norfolk in 2021/22 was approximately 40 days, double that of the time it took in 2020/21. On one occasion it took 482 days to carry out repairs on a single pothole.

This council recognises that there are vital repairs required to Norfolk's highways and roads to ensure they're safe and roadworthy to all users including cyclists, cars, motorbikes, lorries, pedestrians and mobility scooters.

This council acknowledges the importance of prevention rather than cure when it comes to Norfolk's roads. Allowing potholes to fester results in higher repair costs and can be hazardous to road users and pedestrians, indeed, in the last two years there have been 80 compensation claims relating to potholes and poor road conditions upheld against the council resulting in £100,000 in pay outs.

This council commits to lobby the Government to fully restore local authority highways maintenance budgets to ensure that councils can clear their backlog of road repairs. This council resolves to review, and if necessary, amend its TAMP plan (2021 – 2026) to ensure that the utmost is being done to clear the backlog of repairs and to identify vital repair works before further degradation occurs.

15.3.2 During debate, Cllr Graham Plant moved an amendment seconded by Cllr Lana Hemsall (which was accepted by the mover of the motion and became the substantive motion) that read as follows:

This Council acknowledges the shortfall in Local Authority's Highways maintenance budgets ~~which were reduced by £500 million or 28% in 2020/21. Although~~ The Spring Budget announced a top up of £200m to the 'Potholes Fund' **and we welcome Norfolk's £6.4m allocation, which is one of the highest in the Country, to be focussed on both preventative and restorative works to begin to address this.** ~~Local authorities are still £300m out of pocket.~~

This Council recognises the commendable work carried out by the County's Highways maintenance teams ~~working tirelessly on a limited budget~~ across the county to ensure that highways are roadworthy and suitable for all road users. **Last year, Norse Highways attended to over 1,200 high priority emergency defects, 99.8% of which were repaired or made safe within the 2 hours performance target.**

This Council recognises that there are vital repairs required to Norfolk's Highways and roads to ensure they're safe and roadworthy to all users including cyclists, cars, motorbikes, lorries, pedestrians and mobility scooters.

This Council recognises that **whilst** the time it takes to repair potholes across the county is **increasing varies depending on the priority of each pothole, we welcome more proactive maintenance works being adopted, based upon the ideology of prevention being better than cure.**

~~The average amount of time it took to repair a pothole in Norfolk in 2021/22 was approximately 40 days, double that of the time it took in 2020/21. On one occasion it took 482 days to carry out repairs on a single pothole.~~

~~This council acknowledges the importance of prevention rather than cure when it comes to Norfolk's roads. Allowing potholes to fester results in higher repair costs and can be hazardous to road users and pedestrians, indeed, in the last two years there have been 80 compensation claims relating to potholes and poor road conditions upheld against the council resulting in £100,000 in pay-outs.~~

This Council commits to lobby the Government to ~~fully restore~~ **ensure** local authority Highways maintenance budgets ~~to ensure that councils~~ can clear their backlog of road repairs. **Furthermore, we will write to the Parliamentary Under Secretary of State (Roads and Local Transport) highlighting the need for more funding in this vital area for all residents, businesses and visitors to Norfolk.**

~~This council resolves to review, and if necessary, amend its TAMP plan (2021—2026) to ensure that the utmost is being done to clear the backlog of repairs and to identify vital repair works before further degradation occurs.~~

15.3.3 Following further debate, the substantive motion was put to the vote (Appendix C) and with 62 votes in favour, 0 abstentions and 0 against, the motion was **AGREED**.

#### **15.4 Motion 4 – Norwich Western Link**

15.4.1 The following motion was proposed by Cllr Jamie Osborn seconded by Cllr Ben Price:

The Norwich Western Link is opposed by over a dozen organisations as they say it would cause an increase in carbon emissions, damage irreplaceable natural habitats, and would be a reckless expenditure at a time of budgetary strain for the county council.

The project costs have soared by nearly £100m already, and recent questions to Cabinet Members have revealed that cost could continue to rise, with no guarantee of an upper ceiling on costs.

As costs continue to rise due to inflation, project delays, and the infrastructural challenges of the proposed route, the value for money of the project will need to be reassessed. The Cabinet Member for Finance has publicly stated that the project would need to be reconsidered if the DfT does not provide the funding that the county council has applied for.

The risk to the council is heightened by the fact that any capital funds committed to the project will revert to revenue if the project is cancelled. This could entirely wipe out the council's revenue reserves.

In December 2022, Norfolk County Council unanimously voted to support a motion on 20 minute neighbourhoods. This motion recognises that in order to provide sustainable travel, total car journeys need to be reduced and driving needs to be less of a direct option than walking, cycling, wheeling or public transport. The motion states that "Reduced traffic levels will create safer environments for all users of the transport network" and "highlights how a 20 minute neighbourhood approach can also support sustainable tourism and help to boost the visitor economy." The Norwich Western Link, if built, would violate the proposals of this motion as it would result in increased traffic levels and would facilitate car-dependent development instead of sustainable, healthy and economically thriving 20-minute neighbourhoods.

Council resolves to:

1. Halt all work on the Norwich Western Link as soon as possible and rededicate officer time to developing 20-minute neighbourhood proposals and improving sustainable transport.

2. Issue a public apology on behalf of councillors for wasting taxpayers' money on the Norwich Western Link when resources could have been focused on dealing with the climate emergency.
3. Ask the leaders of all political groups to write to the Secretary of State for Transport and to the Climate Change Minister to call for the Government's £25bn funding for new roads to be reallocated to sustainable transport.
4. Establish a Citizens Assembly as a form of participatory democracy to decide on the future of transport policy for Norfolk.

15.4.2 During debate, Cllr Emma Corlett moved an amendment seconded by Cllr Terry Jermy (which was not accepted by the mover of the motion) which read as follows:

The Norwich Western Link is opposed by over a dozen organisations as they say it would cause an increase in carbon emissions, damage irreplaceable natural habitats, and would be a reckless expenditure at a time of budgetary strain for the county council.

The project costs have soared by nearly £100m already, and recent questions to Cabinet Members have revealed that cost could continue to rise, with no guarantee of an upper ceiling on costs.

As costs continue to rise due to inflation, project delays, and the infrastructural challenges of the proposed route, the value for money of the project will need to be reassessed. The Cabinet Member for Finance has publicly stated that the project would need to be reconsidered if the DfT does not provide the funding that the county council has applied for. The risk to the council is heightened by the fact that any capital funds committed to the project will revert to revenue if the project is cancelled. This could entirely wipe out the council's revenue reserves.

In December 2022, Norfolk County Council unanimously voted to support a motion on 20 minute neighbourhoods. This motion recognises that in order to provide sustainable travel, total car journeys need to be reduced and driving needs to be less of a direct option than walking, cycling, wheeling or public transport. The motion states that "Reduced traffic levels will create safer environments for all users of the transport network" and "highlights how a 20 minute neighbourhood approach can also support sustainable tourism and help to boost the visitor economy." The Norwich Western Link, if built, would violate the proposals of this motion as it would result in increased traffic levels and would facilitate car-dependent development instead of sustainable, healthy and economically thriving 20-minute neighbourhoods.

Council resolves to:

1. Halt all work on the Norwich Western Link. ~~as soon as possible and rededicate officer time to developing 20-minute neighbourhood proposals and improving sustainable transport.~~

~~2. Issue a public apology on behalf of councillors for wasting taxpayers' money on the Norwich Western Link when resources could have been focused on dealing with the climate emergency.~~

~~3. Ask the leaders of all political groups to write to the Secretary of State for Transport and to the Climate Change Minister to call for the Government's £25bn funding for new roads to be reallocated to sustainable transport.~~

~~4. Establish a Citizens Assembly as a form of participatory democracy to decide on the future of transport policy for Norfolk.~~

### 15.4.3 **Three Hour Meeting Time Elapses**

During debate of the amendment, the Chair pointed out that the 3 hours for the meeting had elapsed and Council had not agreed to extend the meeting.

15.4.4 As a result, Council moved to the part of the meeting where all remaining business be they motions or amendments to motions would be considered moved and seconded in line with procedure rule 4 (iv).

15.4.5 The Chair said that he would deal with each motion in turn. Initially he would ask the proposer of the motion if they wanted the motion to go ahead or be withdrawn. If the motion was withdrawn Council would continue through the motions in the order they appeared on the agenda, which was by reference to the size of the group. If the motion was not withdrawn, the Chair would consider if there were amendments. If there were, then Council would vote on those first and then, when those were completed, Council would vote on the substantive motion.

15.4.6 The amendment which was on the table was put to a recorded vote (Appendix D) and with 13 votes in favour 48 votes against and 3 abstentions this was **LOST**.

15.4.7 The substantive motion was then put to a recorded vote (Appendix E) and with 5 votes in favour, 45 against and 14 abstentions, the motion was **LOST**.

### 15.5 **Norwich NHS Walk-In Centre**

15.5.1 The motion was **WITHDRAWN**.

### 15.6 **Motion 6 – End Fuel Poverty**

15.6.1 The motion was **WITHDRAWN**.

### 15.7 **Motion 7- Support for Children in Early Years**

15.7.1 The following motion proposed by Cllr Paul Neale was deemed moved and seconded.

Council notes:

1. Physical children's centres in Norfolk have been cut drastically over recent years, with no clear analysis of the impact that this has had on health, educational and social attainment outcomes for children, especially those from low-income families. In 2019, 38 children's centres were closed across the county, and many residents have said that these closures have reduced their access to services and impacted on their lives. When asked how the impact of these closures had been evaluated, the Cabinet Member in March 2023 was unable to answer.

2. Many children in Norfolk are living in poverty, yet do not qualify for means-tested Free School Meals. If a family earns more than £7,400 a year, they do not qualify, leaving 1.7 million children in poverty unable to receive them nationwide, and this threshold has not been updated since 2018 despite huge rises in the cost of living. The National Education Union and others are calling for the Government to implement Free School Meals for all primary school children; in the immediate term, some councils have introduced FSM for all primary-age children in order to help improve educational attainment and ensure no child is left hungry. Funding for this has been supplied across London boroughs by the Mayor of

London's office.

Council resolves to:

1. Commission an evaluation of the impact of closure of children's centres, including Sure Start centres, on children's health, education and social attainment outcomes, particularly those in deprived communities, young parents, and with diagnosed or suspected special educational needs, and explore options for reopening of children's centres where there is demonstrated need.
2. Formally support the NEU's No Child Left Behind Campaign to provide Free School Meals to all primary-age children.
3. Call on the government to raise the income threshold for Free School Meals so that all families receiving Universal Credit are eligible, ensuring that primary age children are therefore eligible for the attached pupil premium and secondary-age pupils can access means tested Free School Meals, reducing the impact of poverty on children and teenagers in Norfolk.

15.7.2 After being put to the recorded vote (Appendix F), with 20 votes in favour, 0 abstentions and 44 votes against, the motion was **LOST**.

## 15.8 **Motion 8 – Devolution**

15.8.1 The following motion proposed by Cllr Steve Morpew was deemed moved and seconded.

15.8.2 Council recognises the decision of Cornwall council to seek to renegotiate their devolution deal from level 3 to become a level 2 deal is an important precedent that Norfolk should follow. Council reiterates its commitment to a meaningful devolution of powers and resources from central government to local councils and believes a level 2 deal for Norfolk would form a strong basis to develop a positive relationship with government for the benefit of all of Norfolk.

Council therefore requests the Leader and cabinet to withdraw from the current devolution deal and return to government to seek a strengthened level 2 deal.

15.8.3 After being put to the recorded vote (Appendix G), with 15 votes in favour, 44 votes against and 5 abstentions, the motion was **LOST**.

## 16. **Questions on notice under rule 9.3**

16.1 There were no questions.

Meeting ended at 1.35pm

**Chair**





If you need this document in large print, audio, Braille, alternative format or in a different language please contact Customer Services on 0344 800 8020 or 18001 0344 800 8020 (textphone) and we will do our best to help.

RECORDED VOTE – ITEM NUMBER: 15 Motion 1 King Charles Coronation

	For	Against	Abstain		For	Against	Abstain
ADAMS Timothy	absent			KIRK Julian	x		
ADAMS Tony	x			LONG Brian	x		
ANNISON Carl	x			MACKIE Ian	x		
AQUARONE Steffan			x	MASON BILLIG Kay	x		
ASKEW Stephen	x			MAXFIELD Ed			x
BAMBRIDGE Lesley	x			MORIARTY Jim	absent		
BENSLY James	x			MORPHEW Steve		x	
BILLS David	x			NEALE Paul		x	
BIRMINGHAM Alison	absent			NUNN William	x		
BLUNDELL Sharon			x	OLIVER Judy	absent		
BORRETT Bill	x			OLIVER Rhodri	x		
BOWES Claire	x			OSBORN Jamie		x	
BROCIEK-COULTON Julie		x		PECK Greg	x		
CARPENTER Graham	x			PENFOLD Saul			x
CARPENTER Penny	x			PLANT Graham	x		
CLANCY Stuart	x			PRICE Ben		x	
COLWELL Robert			x	PRICE Richard	x		
CONNOLLY Ed	x			PROCTOR Andrew	absent		
CORLETT Emma		x		RICHMOND Will	x		
DALBY Michael	x			Reilly Matthew		x	
DARK Stuart	x			RILEY Steve	absent		
DAUBNEY Nick	absent			ROPER Dan	absent		
DAWSON Christopher	absent			Rumsby Chrissie		x	
DEWSBURY Margaret	x			SANDS Mike		x	
DIXON Nigel	x			SAVAGE Robert	x		
DUIGAN Phillip	x			SAYERS David			x
EAGLE Fabian	x			SHIRES Lucy			x
ELMER Daniel	x			SMITH Carl	absent		
FISHER John	x			SMITH-CLARE Mike		x	
FITZPATRICK Tom	x			STONE Barry	x		
GRANT Andy	absent			STOREY Martin	x		
GURNEY Shelagh	x			THOMAS Alison	x		
HEMPSALL Lana	x			THOMSON Vic	absent		
HORSBRUGH Michael Chenery of	x			VARDY Eric	x		
JAMES Jane	x			VINCENT Karen	x		
JAMIESON Andrew	x			WALKER Colleen		x	
JERMY Terry		x		WARD John	x		
JONES Brenda		x		WATKINS Brian			x
KEMP Alexandra			x	WEBB Maxine		x	
KIDDIE Keith	x			WHITE Tony	x		
KIDDLE-MORRIS Mark	x			WHYMARK Fran	x		
				WILBY Martin	absent		

<b>For</b>	<b>47</b>
<b>Against</b>	<b>13</b>
<b>Abstentions</b>	<b>9</b>

Norfolk County Council - Date: 9 May 2023 Appendix B

RECORDED VOTE – ITEM NUMBER: 15 Motion 2 Sewage Discharges

	For	Against	Abstain		For	Against	Abstain
ADAMS Timothy	absent			KIRK Julian	x		
ADAMS Tony	x			LONG Brian	x		
ANNISON Carl	x			MACKIE Ian	x		
AQUARONE Steffan	x			MASON BILLIG Kay	x		
ASKEW Stephen	x			MAXFIELD Ed	absent		
BAMBRIDGE Lesley	x			MORIARTY Jim	absent		
BENSLY James	x			MORPHEW Steve	x		
BILLS David	x			NEALE Paul	x		
BIRMINGHAM Alison	absent			NUNN William	x		
BLUNDELL Sharon	x			OLIVER Judy	absent		
BORRETT Bill	x			OLIVER Rhodri	x		
BOWES Claire	x			OSBORN Jamie	x		
BROCIEK-COULTON Julie	x			PECK Greg	x		
CARPENTER Graham	x			PENFOLD Saul	x		
CARPENTER Penny	x			PLANT Graham	x		
CLANCY Stuart	x			PRICE Ben	x		
COLWELL Robert	x			PRICE Richard	x		
CONNOLLY Ed	x			PROCTOR Andrew	absent		
CORLETT Emma	x			RICHMOND Will	x		
DALBY Michael	x			Reilly Matthew	x		
DARK Stuart	x			RILEY Steve	absent		
DAUBNEY Nick	absent			ROPER Dan	absent		
DAWSON Christopher	absent			Rumsby Chrissie	x		
DEWSBURY Margaret	x			SANDS Mike	x		
DIXON Nigel	x			SAVAGE Robert	x		
DUIGAN Phillip	x			SAYERS David	x		
EAGLE Fabian	x			SHIRES Lucy	x		
ELMER Daniel	x			SMITH Carl	absent		
FISHER John	x			SMITH-CLARE Mike	x		
FITZPATRICK Tom	x			STONE Barry	x		
GRANT Andy	absent			STOREY Martin	x		
GURNEY Shelagh	x			THOMAS Alison	x		
HEMPSALL Lana	x			THOMSON Vic	absent		
HORSBRUGH Michael Chenery of	x			VARDY Eric	x		
JAMES Jane	x			VINCENT Karen	x		
JAMIESON Andrew	x			WALKER Colleen	x		
JERMY Terry	x			WARD John	x		
JONES Brenda	x			WATKINS Brian	x		
KEMP Alexandra	x			WEBB Maxine	x		
KIDDIE Keith	x			WHITE Tony	x		
KIDDLE-MORRIS Mark	x			WHYMARK Fran	x		
				WILBY Martin	absent		

<b>For</b>	<b>69</b>
<b>Against</b>	<b>0</b>
<b>Abstentions</b>	<b>0</b>

Norfolk County Council - Date: 9 May 2023 Appendix C

RECORDED VOTE – ITEM NUMBER: Motion 3 Potholes and Highways Maintenance Budgets

	For	Against	Abstain		For	Against	Abstain
ADAMS Timothy	absent			KIRK Julian	x		
ADAMS Tony	x			LONG Brian	x		
ANNISON Carl	x			MACKIE Ian	x		
AQUARONE Steffan	x			MASON BILLIG Kay	x		
ASKEW Stephen	absent			MAXFIELD Ed	absent		
BAMBRIDGE Lesley	x			MORIARTY Jim	absent		
BENSLY James	x			MORPHEW Steve	x		
BILLS David	x			NEALE Paul	x		
BIRMINGHAM Alison	absent			NUNN William	absent		
BLUNDELL Sharon	x			OLIVER Judy	absent		
BORRETT Bill	x			OLIVER Rhodri	x		
BOWES Claire	x			OSBORN Jamie	x		
BROCIEK-COULTON Julie	x			PECK Greg	x		
CARPENTER Graham	x			PENFOLD Saul	x		
CARPENTER Penny	x			PLANT Graham	x		
CLANCY Stuart	x			PRICE Ben	x		
COLWELL Robert	x			PRICE Richard	x		
CONNOLLY Ed	absent			PROCTOR Andrew	absent		
CORLETT Emma	x			RICHMOND Will	x		
DALBY Michael	x			Reilly Matthew	x		
DARK Stuart	x			RILEY Steve	absent		
DAUBNEY Nick	absent			ROPER Dan	absent		
DAWSON Christopher	absent			Rumsby Chrissie	x		
DEWSBURY Margaret	x			SANDS Mike	x		
DIXON Nigel	absent			SAVAGE Robert	absent		
DUIGAN Phillip	x			SAYERS David	absent		
EAGLE Fabian	x			SHIRES Lucy	x		
ELMER Daniel	x			SMITH Carl	absent		
FISHER John	x			SMITH-CLARE Mike	x		
FITZPATRICK Tom	x			STONE Barry	x		
GRANT Andy	absent			STOREY Martin	x		
GURNEY Shelagh	x			THOMAS Alison	x		
HEMPSALL Lana	absent			THOMSON Vic	absent		
HORSBRUGH Michael Chenery of	x			VARDY Eric	x		
JAMES Jane	x			VINCENT Karen	x		
JAMIESON Andrew	x			WALKER Colleen	x		
JERMY Terry	x			WARD John	x		
JONES Brenda	x			WATKINS Brian	x		
KEMP Alexandra	x			WEBB Maxine	x		
KIDDIE Keith	x			WHITE Tony	x		
KIDDLE-MORRIS Mark	x			WHYMARK Fran	x		
				WILBY Martin	absent		

<b>For</b>	<b>62</b>
<b>Against</b>	<b>0</b>
<b>Abstentions</b>	<b>0</b>

Norfolk County Council - Date: 9 May 2023 Appendix D

RECORDED VOTE – ITEM NUMBER: Motion 4 Norwich Western Link (Labour Amendment)

	For	Against	Abstain		For	Against	Abstain
ADAMS Timothy	absent			KIRK Julian		x	
ADAMS Tony		x		LONG Brian		x	
ANNISON Carl		x		MACKIE Ian		x	
AQUARONE Steffan	absent			MASON BILLIG Kay		x	
ASKEW Stephen	absent			MAXFIELD Ed	absent		
BAMBRIDGE Lesley		x		MORIARTY Jim	absent		
BENSLY James		x		MORPHEW Steve	x		
BILLS David		x		NEALE Paul		x	
BIRMINGHAM Alison	absent			NUNN William		x	
BLUNDELL Sharon		x		OLIVER Judy	absent		
BORRETT Bill		x		OLIVER Rhodri		x	
BOWES Claire		x		OSBORN Jamie		x	
BROCIK-COULTON Julie	x			PECK Greg		x	
CARPENTER Graham		x		PENFOLD Saul			x
CARPENTER Penny		x		PLANT Graham		x	
CLANCY Stuart		x		PRICE Ben		x	
COLWELL Robert			x	PRICE Richard		x	
CONNOLLY Ed	absent			PROCTOR Andrew	absent		
CORLETT Emma	x			RICHMOND Will		x	
DALBY Michael		x		Reilly Matthew	x		
DARK Stuart		x		RILEY Steve	absent		
DAUBNEY Nick	absent			ROPER Dan	absent		
DAWSON Christopher	absent			Rumsby Chrissie	x		
DEWSBURY Margaret		x		SANDS Mike	x		
DIXON Nigel	absent			SAVAGE Robert		x	
DUIGAN Phillip		x		SAYERS David	absent		
EAGLE Fabian		x		SHIRES Lucy			x
ELMER Daniel		x		SMITH Carl	absent		
FISHER John		x		SMITH-CLARE Mike	x		
FITZPATRICK Tom		x		STONE Barry		x	
GRANT Andy	absent			STOREY Martin		x	
GURNEY Shelagh		x		THOMAS Alison		x	
HEMPSALL Lana		x		THOMSON Vic	absent		
HORSBRUGH Michael Chenery of		x		VARDY Eric		x	
JAMES Jane		x		VINCENT Karen		x	
JAMIESON Andrew		x		WALKER Colleen	x		
JERMY Terry	x			WARD John		x	
JONES Brenda	x			WATKINS Brian	x		
KEMP Alexandra		x		WEBB Maxine	x		
KIDDIE Keith		x		WHITE Tony	x		
KIDDLE-MORRIS Mark		x		WHYMARK Fran		x	
				WILBY Martin	absent		



<b>For</b>	<b>13</b>
<b>Against</b>	<b>48</b>
<b>Abstentions</b>	<b>3</b>

Norfolk County Council - Date: 9 May 2023 Appendix E

RECORDED VOTE – ITEM NUMBER: Motion 4 Norwich Western Link (Green Substantive Motion)

	For	Against	Abstain		For	Against	Abstain
ADAMS Timothy	absent			KIRK Julian		x	
ADAMS Tony		x		LONG Brian		x	
ANNISON Carl		x		MACKIE Ian		x	
AQUARONE Steffan	absent			MASON BILLIG Kay		x	
ASKEW Stephen	absent			MAXFIELD Ed	absent		
BAMBRIDGE Lesley		x		MORIARTY Jim	absent		
BENSLY James		x		MORPHEW Steve			x
BILLS David		x		NEALE Paul	x		
BIRMINGHAM Alison	absent			NUNN William		x	
BLUNDELL Sharon		x		OLIVER Judy	absent		
BORRETT Bill		x		OLIVER Rhodri		x	
BOWES Claire		x		OSBORN Jamie	x		
BROCIEK-COULTON Julie			x	PECK Greg		x	
CARPENTER Graham		x		PENFOLD Saul	x		
CARPENTER Penny		x		PLANT Graham		x	
CLANCY Stuart		x		PRICE Ben	x		
COLWELL Robert			x	PRICE Richard		x	
CONNOLLY Ed	absent			PROCTOR Andrew	absent		
CORLETT Emma			x	RICHMOND Will		x	
DALBY Michael		x		Reilly Matthew			x
DARK Stuart		x		RILEY Steve	absent		
DAUBNEY Nick	absent			ROPER Dan	absent		
DAWSON Christopher	absent			Rumsby Chrissie			x
DEWSBURY Margaret		x		SANDS Mike			x
DIXON Nigel	absent			SAVAGE Robert		x	
DUIGAN Phillip		x		SAYERS David	absent		
EAGLE Fabian		x		SHIRES Lucy			x
ELMER Daniel		x		SMITH Carl	absent		
FISHER John		x		SMITH-CLARE Mike			x
FITZPATRICK Tom		x		STONE Barry		x	
GRANT Andy	absent			STOREY Martin		x	
GURNEY Shelagh		x		THOMAS Alison		x	
HEMPSALL Lana		x		THOMSON Vic	absent		
HORSBRUGH Michael Chenery of		x		VARDY Eric		x	
JAMES Jane		x		VINCENT Karen		x	
JAMIESON Andrew		x		WALKER Colleen			x
JERMY Terry			x	WARD John		x	
JONES Brenda			x	WATKINS Brian			x
KEMP Alexandra	x			WEBB Maxine			x
KIDDIE Keith		x		WHITE Tony		x	
KIDDLE-MORRIS Mark		x		WHYMARK Fran		x	
				WILBY Martin	absent		

<b>For</b>	<b>5</b>
<b>Against</b>	<b>45</b>
<b>Abstentions</b>	<b>14</b>

Norfolk County Council - Date: 9 May 2023 Appendix F

RECORDED VOTE – ITEM NUMBER: Motion 7 Support for Children in Early Years

	For	Against	Abstain		For	Against	Abstain
ADAMS Timothy	absent			KIRK Julian		x	
ADAMS Tony		x		LONG Brian		x	
ANNISON Carl		x		MACKIE Ian		x	
AQUARONE Steffan	absent			MASON BILLIG Kay		x	
ASKEW Stephen	absent			MAXFIELD Ed	absent		
BAMBRIDGE Lesley		x		MORIARTY Jim	absent		
BENSLY James		x		MORPHEW Steve	x		
BILLS David		x		NEALE Paul	x		
BIRMINGHAM Alison	absent			NUNN William		x	
BLUNDELL Sharon	x			OLIVER Judy	absent		
BORRETT Bill		x		OLIVER Rhodri		x	
BOWES Claire		x		OSBORN Jamie	x		
BROCIK-COULTON Julie	x			PECK Greg		x	
CARPENTER Graham		x		PENFOLD Saul	x		
CARPENTER Penny		x		PLANT Graham		x	
CLANCY Stuart		x		PRICE Ben	x		
COLWELL Robert	x			PRICE Richard		x	
CONNOLLY Ed	absent			PROCTOR Andrew	absent		
CORLETT Emma	x			RICHMOND Will		x	
DALBY Michael		x		Reilly Matthew	x		
DARK Stuart		x		RILEY Steve	absent		
DAUBNEY Nick	absent			ROPER Dan	absent		
DAWSON Christopher	absent			Rumsby Chrissie	x		
DEWSBURY Margaret		x		SANDS Mike	x		
DIXON Nigel	absent			SAVAGE Robert		x	
DUIGAN Phillip		x		SAYERS David	absent		
EAGLE Fabian		x		SHIRES Lucy	x		
ELMER Daniel		x		SMITH Carl	absent		
FISHER John		x		SMITH-CLARE Mike	x		
FITZPATRICK Tom		x		STONE Barry		x	
GRANT Andy	absent			STOREY Martin		x	
GURNEY Shelagh		x		THOMAS Alison		x	
HEMPSALL Lana		x		THOMSON Vic	absent		
HORSBRUGH Michael Chenery of		x		VARDY Eric		x	
JAMES Jane		x		VINCENT Karen		x	
JAMIESON Andrew		x		WALKER Colleen	x		
JERMY Terry	x			WARD John		x	
JONES Brenda	x			WATKINS Brian	x		
KEMP Alexandra	x			WEBB Maxine	x		
KIDDIE Keith		x		WHITE Tony		x	
KIDDLE-MORRIS Mark		x		WHYMARK Fran		x	
				WILBY Martin	absent		

<b>For</b>	<b>20</b>
<b>Against</b>	<b>44</b>
<b>Abstentions</b>	<b>0</b>

Norfolk County Council - Date: 9 May 2023 Appendix G

RECORDED VOTE – ITEM NUMBER: Motion 8 Devolution

	For	Against	Abstain		For	Against	Abstain
ADAMS Timothy	absent			KIRK Julian		x	
ADAMS Tony		x		LONG Brian		x	
ANNISON Carl		x		MACKIE Ian		x	
AQUARONE Steffan	absent			MASON BILLIG Kay		x	
ASKEW Stephen	absent			MAXFIELD Ed	absent		
BAMBRIDGE Lesley		x		MORIARTY Jim	absent		
BENSLY James		x		MORPHEW Steve	x		
BILLS David		x		NEALE Paul	x		
BIRMINGHAM Alison	absent			NUNN William		x	
BLUNDELL Sharon			x	OLIVER Judy	absent		
BORRETT Bill		x		OLIVER Rhodri		x	
BOWES Claire		x		OSBORN Jamie	x		
BROCIK-COULTON Julie	x			PECK Greg		x	
CARPENTER Graham		x		PENFOLD Saul			x
CARPENTER Penny		x		PLANT Graham		x	
CLANCY Stuart		x		PRICE Ben	x		
COLWELL Robert			x	PRICE Richard		x	
CONNOLLY Ed	absent			PROCTOR Andrew	absent		
CORLETT Emma	x			RICHMOND Will		x	
DALBY Michael		x		Reilly Matthew	x		
DARK Stuart		x		RILEY Steve	absent		
DAUBNEY Nick	absent			ROPER Dan	absent		
DAWSON Christopher	absent			Rumsby Chrissie	x		
DEWSBURY Margaret		x		SANDS Mike	x		
DIXON Nigel	absent			SAVAGE Robert		x	
DUIGAN Phillip		x		SAYERS David	absent		
EAGLE Fabian		x		SHIRES Lucy			x
ELMER Daniel		x		SMITH Carl	absent		
FISHER John		x		SMITH-CLARE Mike	x		
FITZPATRICK Tom		x		STONE Barry		x	
GRANT Andy	absent			STOREY Martin		x	
GURNEY Shelagh		x		THOMAS Alison		x	
HEMPSALL Lana		x		THOMSON Vic	absent		
HORSBRUGH Michael Chenery of		x		VARDY Eric		x	
JAMES Jane		x		VINCENT Karen		x	
JAMIESON Andrew		x		WALKER Colleen	x		
JERMY Terry	x			WARD John		x	
JONES Brenda	x			WATKINS Brian			x
KEMP Alexandra	x			WEBB Maxine	x		
KIDDIE Keith		x		WHITE Tony		x	
KIDDLE-MORRIS Mark		x		WHYMARK Fran		x	
				WILBY Martin	absent		

<b>For</b>	<b>15</b>
<b>Against</b>	<b>44</b>
<b>Abstentions</b>	<b>5</b>

### **Procedure for Leader's Question Time**

In order to give as many people as possible the opportunity to put a question to the Leader, questions should be asked succinctly and in a business-like manner. They should not be preceded by lengthy preambles. Similarly, answers should be given succinctly, to make sure there is sufficient time for a reasonable number of questions to be dealt with. The Chair will be prepared to intervene if they consider this principle is not being adhered to.

### **Agenda Item 7 – Questions to the Leader of the Council**

Questions to the Leader will be a 15-minute session for questions relating only to the role of Leader.

1. Questions to the Leader must be relevant to matters for which the Council has powers or duties. Members do not need to give prior notice of what they plan to ask and the Chair's ruling as to relevance of questions will be final. If the Leader cannot give an immediate answer or feels that a written answer would be more helpful or appropriate, then the questioner will receive a written reply and this will be published to all members and to the public via the minutes. The Leader may ask Cabinet Members to answer questions where appropriate.
2. The Chair will begin Leader's Question Time by inviting the Leader of the Labour Group to ask the first question. All Group Leaders may delegate the asking of their question to another member of their Group. There is no right to ask a supplementary question.
3. After the first question has been answered, the Chair will invite the Leader of the Liberal Democrat Group to ask a question.
4. When the second question has been answered the Chair will invite the Leader of the Green Group to ask a question.
5. When the third question has been answered, the Chair will invite and select a member of the Independent Group to ask a question.
6. When the fourth question has been answered, the Chair will invite a Member of the Conservative Group to ask a question.
7. When the fifth question has been answered, the Chair will invite Cllr Alexandra Kemp (Non-aligned Member) to ask a question.
8. If the 15 minutes has not expired, the Chair will then invite questions from Group Members in the following order:

Labour Group  
Liberal Democrat Group  
Green Group  
Independent Group



Conservative Group

Following round:

Labour Group

Liberal Democrat Group

Green Group

Conservative Group

9. The session will be timed by Democratic Services officers. If a question is being asked at the point time is up, the Chair will allow the question to be completed and the answer to be given.

## Recommendations from the Cabinet Meetings held on 5 June and 3 July 2023

### A: Meeting held on 5 June 2023

- 1 **Finance Monitoring Report 2022-23 Outturn**
- 1.1 Cabinet received the report setting out a summary of the outturn position for the 2022-23 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2023, together with related financial information.
- 1.2 Cabinet **RESOLVED:**
  - to recommend to Full Council that the General Balances at 31 March 2023 be increased to **£24.410m** after a transfer of £0.570m from a contribution to General Balances and underspends in Finance General.

[Please click here to view the reports considered by Cabinet at its meeting on 5 June 2023 and the minutes of that meeting](#)

### B: Meeting held on 3 July 2023

- 1 **Finance Monitoring Report 2023-24 P2: May 2023**
- 1.1 Cabinet received the report giving a summary of the forecast financial position for the 2023-24 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2024, together with related financial information.
- 1.2 Cabinet **RESOLVED:**

To recommend to Council the addition of **£26.895m** to the capital programme for the following new scheme as set out in Capital Appendix 3, paragraph 4.2-4.3 of the report as follows:

  - Approval of £26.895m King's Lynn Sustainable Transport and Regeneration Scheme (STARS) supported by £24.7m external funding and £2.025m NCC Borrowing as set out in Appendix 3 note 4.3
  - And, to note the inclusion of the £16.7m Corporate Property Retrofitting Plan approved at the 5<sup>th</sup> June 2023 Cabinet meeting, subject to Council approval.

[Please click here to view the reports considered by Cabinet at its meeting on 3 July 2023 and the minutes of that meeting](#)

Cllr Kay Mason Billig  
Chair, Cabinet

**Report from the Cabinet  
meetings held on 3 April, 10 May, 5 June and 3 July 2023.**

**A: Meeting held on 3 April 2023**

**1. Update from the Chairman/Cabinet Members**

1.1 The Cabinet Member for Communities and Partnerships gave an update on Norfolk Fire Service's 75-year anniversary:

- 1 April 2023 would be the 75th anniversary of the creation of the current fire service.
- To celebrate, events would take place throughout the year. For example, the Royal Norfolk Show would have an "Emergency Village" with the emergency services showing changes in equipment and protective clothing over this period of time.

**2. Integrated Care Strategy for Norfolk and Waveney and Joint Health and Wellbeing Strategy for Norfolk**

2.1 Cabinet received the report providing an overview of the agreements made by the Norfolk and Waveney Integrated Care Partnership to produce a transitional and combined Integrated Care Strategy for Norfolk and Waveney with the Joint Health and Wellbeing Strategy for Norfolk.

2.2 Cabinet **RESOLVED** to

- a) Formally commit to adopting the Integrated Care Strategy for Norfolk and Waveney and Joint Health and Wellbeing Strategy for Norfolk
- b) Endorse departments embedding the strategy within the County Council's activities where these impact on the priority areas outlined
- c) Recognise that this is a transitional and active document which will be kept updated and progressed, as necessary

**3. Norfolk Strategic Infrastructure Delivery Plan (NSIDP) 2022**

3.1 Cabinet received the report setting out the Norfolk Strategic Infrastructure Delivery Plan, a shared plan containing Norfolk's high-level strategic infrastructure priorities for the next 10 years, pulling together information on key projects needed to support planned development and deliver sustainable economic growth in Norfolk.

3.2 Cabinet **RESOLVED**

1. To approve the 2022 NSIDP
2. To support the continued production of the NSIDP, together with annual review.

**4. Regulation of Investigatory Powers Act 2000 and Investigatory Powers Act 2016**

4.1 Cabinet received the report detailing the use of the Regulation of Investigatory Powers Act (RIPA) and the Investigatory Powers Act (IPA) by the Council for 2022 and seeks approval of the associated policies, which had been reviewed and slightly amended in line with current national guidance and good practice.

4.2 Cabinet **RESOLVED**

1. To note the use of RIPA and the IPA by the Council for 2022, as set out in Appendix A of the report; and
2. To approve the revised policy documentation provided at Appendix B and Appendix C of the report

## 5. **Corporately Significant Vital Signs**

5.1 Cabinet received the quarter 3 report providing an update on the Council's performance against its Corporately Significant Vital Signs.

5.2 Cabinet **RESOLVED** to

1. Review and comment on the end of quarter two performance data.
2. Review the considerations and next steps.
3. Agree the planned actions as set out.

## 6. **Risk Management**

6.1 Cabinet received the risk management report setting out the corporate risks, key changes to corporate risks and departmental risks.

6.2 Cabinet **RESOLVED:**  
to agree:

1. The key messages detailing key changes to corporate risks since the last report to January 2023 Cabinet (paragraphs 2.1 and 2.2 and Appendix A of the report)
2. The corporate risks as at April 2023 (Appendices B and C of the report)

to note:

1. The departmental risk summaries as at April 2023 (Appendix D of the report)
2. The red rated departmental level risks as at April 2023 (Appendix E of the report)

## 7. **Authority to enact revenue pipeline**

7.1 Cabinet received the report seeking approval for the appropriate delegations to be put in place to allow procurement processes to take place.

7.2 Cabinet **RESOLVED** to agree

1. To proceed with the procurement actions set out in Annex A of the report;
2. to delegate to each responsible chief officer authority to discuss with the contractors concerned the issues around extension of contracts designated herein as open for extension and to determine whether to extend the contracts (with such modifications as the chief officer considers necessary) or whether to conduct a procurement exercise to replace them;
3. to delegate to the Director of Procurement authority to undertake the necessary procurement processes including the determination of the minimum standards and selection criteria (if any); to shortlist bidders; to make provisional award

- decisions; to award contracts; to negotiate where the procurement procedure so permits; and to terminate award procedures if necessary;
4. that the officers exercising the delegated authorities set out above shall do so in accordance with the council's Contract Standing Orders and Public Contract Regulations 2015 and in consultation, as appropriate, with the responsible Cabinet Member. The officers shall also act in accordance with the Provider Selection Regime should it become law during this period.

## **8 Finance Monitoring Report 2022-23 P11: February 2023**

- 8.1 Cabinet received the report giving a summary of the forecast financial position for the 2022-23 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2023, together with related financial information.

### **8.2 Cabinet RESOLVED**

*For recommendation 1, please refer to "recommendations from Cabinet" report.*

2. Subject to full Council approval of recommendation 1 and to delegate:

2.1) To the Director of Procurement authority to undertake the necessary procurement processes including the determination of the minimum standards and selection criteria (if any) and the award criteria; to shortlist bidders; to make provisional award decisions (in consultation with the Chief Officer responsible for each scheme); to award contracts; to negotiate where the procurement procedure so permits; and to terminate award procedures if necessary.

2.2) To the Director of Property authority (notwithstanding the limits set out at 5.13.6 and 5.13.7 of Financial Regulations) to negotiate or tender for or otherwise acquire the required land to deliver the schemes (including temporary land required for delivery of the works) and to dispose of land so acquired that is no longer required upon completion of the scheme;

2.3) To each responsible chief officer authority to:

- (in the case of two-stage design and build contracts) agree the price for the works upon completion of the design stage and direct that the works proceed; or alternatively direct that the works be recompeted
- approve purchase orders, employer's instructions, compensation events or other contractual instructions necessary to effect changes in contracts that are necessitated by discoveries, unexpected ground conditions, planning conditions, requirements arising from detailed design or minor changes in scope
- subject always to the forecast cost including works, land, fees and disbursements remaining within the agreed scheme or programme budget.
- That the officers exercising the delegated authorities set out above shall do so in accordance with the council's Policy Framework, with the approach to Social Value in Procurement endorsed by Cabinet at its meeting of 6 July 2020, and with the approach set out in the paper entitled "Sourcing strategy for council services" approved by Policy & Resources Committee at its meeting of 16 July 2018.

3. To recognise the period 11 general fund revenue forecast of a balanced budget, noting also that Executive Directors will take measures to reduce or eliminate potential over-spends where these occur within services to maintain a balance budget at the year end.

4. To recognise the period 11 forecast of 88% savings delivery in 2022-23, noting also that Executive Directors will continue to take measures to mitigate potential savings shortfalls through alternative savings or underspends;
5. To note the forecast General Balances at 31 March 2023 of **£24.340m**, assuming the Council will mitigate the overspends reported in P11.
6. To note the expenditure and funding of the revised current and future 2021-26 capital programmes.

## **9 Limited Company Consents**

- 9.1 Cabinet received the report setting out changes to directorships of Council owned Companies.
- 9.2 Cabinet **RESOLVED** to approve the change of directors to companies as detailed in appendix A of the report

## **B: Meeting held on 10 May 2023**

### **1. Update from the Chair/Cabinet Members**

- 1.1 The Cabinet Member for Public Health and Wellbeing gave an update to Cabinet:
  - The Executive Director for Adult Social Services was due to go on a secondment to the Care Quality Commission to run an assurance regime for Adult Social Care Nationally. The Cabinet Member for Public Health and Wellbeing wished him well and said he would be missed as he had contributed to the Adult Social Services performance at Norfolk County Council immensely, however he noted that him being asked to take on this role reflected well on him and on Norfolk County Council.
  - The secondment would be for one year and he hoped to see the Executive Director for Adult Social Services return to the Council afterwards.
- 1.2 The Chair gave an update to Cabinet:
  - The Chair was humbled to be elected as Leader of Norfolk County Council at the meeting of Full Council held on 9 May 2023. This meeting was her first meeting of Cabinet as Leader of the Council, and she looked forward to working collaboratively with all of Norfolk County Council and partner agencies.

### **2. Norfolk County Council Climate Strategy**

- 2.1 Cabinet received the report setting out Norfolk County Council's climate strategy.
- 2.2 Cabinet **RESOLVED**
  - A. To agree the climate change strategy
  - B. To agree that a series of engagement workshops be held with a view to refining specific aspects of the strategy and developing evidence-based action plans. These aspects would include:
    1. engagement with public sector partners, including the Norfolk Climate Change Partnership;
    2. bringing together key public and private stakeholders to move forward

- domestic retrofit;
  - 3. further reducing carbon emissions from buses, taxis and private hire vehicles, including those used for the council's contracts;
  - 4. reducing carbon emissions from other major areas of contract spend – social care, highways and construction;
  - 5. engagement with the private sector on partnering opportunities; and
  - 6. engagement to reduce emissions from schools.
- C. To agree that the definition of estate emissions for the purposes of the council's 2030 net zero target should be broadened to include emissions from the council's vehicle fleet [alongside emissions from water consumption, building heating, and building and streetlighting energy consumption]
- D. To ask officers to develop a funding blueprint that will identify high-level funding options for reducing indirect (scope 3) and county wide emissions and for climate adaptation, including leveraging in private investment, grant funding, direct investment by government agencies and community funding.
- E. To agree that proposed changes to the Policy Framework be brought to select committee and then, in the autumn, to Council to reflect the Climate Strategy
- F. To endorse the targets set out in the draft climate change strategy for
1. a 90% reduction in gross carbon emissions from the Council's estate for the year 2030/31, compared to the 2016/17 baseline, with intermediate targets of
  2. a two-thirds reduction for the year 2024/25; and
  3. an 85% reduction for the year 2028/29.

### 3. Local first inclusion update

- 3.1 Cabinet received the report presenting the final element of the multi-year financial plan, which was an important and vital opportunity for Norfolk to bring significant investment to enable the delivery of an ambitious programme of change to improve better outcomes.
- 3.2 Cabinet **RESOLVED**:
1. to endorse the development of the Safety Valve agreement with the Department for Education.
  2. to delegate decision making powers to the Executive Director of Children's Services and the Director of Strategic Finance, in conjunction with the Lead Member for Children's Services and the Lead Member for Finance, to sign the reports to the Department for Education enabling the draw-down of funding.

### 4. Winter Service Policy Review

- 4.1 Cabinet received the report setting out the refreshed winter service policy.
- 4.2 Cabinet **RESOLVED** to approve the proposed Winter Service Policy in Appendix B of the report.

### 5. Corporate Delivery Plan

- 5.1 Cabinet received the report setting out a review of the 2022-23 corporate Delivery Plan.
- 5.2 Cabinet **RESOLVED** to approve the Annual Report of the 2022/23 Corporate Delivery Plan.

## **C: Meeting held on 5 June 2023**

### **1. Corporate Delivery Plan 2023 – 2024**

- 1.1 Cabinet received the report setting out the Corporate Delivery Plan for 2023-24.
- 1.2 Cabinet **RESOLVED** to
  - 1. Approve the Corporate Delivery Plan for 2023-2024
  - 2. Agree that the plan will form the basis of the next annual report at the start of the business planning cycle

### **2. A County Deal for Norfolk: Consultation and findings**

- 2.1 Cabinet received the report setting out the response from the public consultation and engagement exercise about the County Deal for Norfolk.
- 2.2 Cabinet considered the contents of the report, including the responses from the public consultation and engagement exercises and **RESOLVED** to submit the findings to the Secretary of State for Levelling Up, Housing and Communities.

### **3. Delivering Norfolk County Council's Net Zero Pledge: Retrofitting our buildings**

- 3.1 Cabinet received the report setting out details of the programmes of work being undertaken across Norfolk County Council buildings to reach its target of net zero carbon by 2030.
- 3.2 Cabinet **RESOLVED**
  - 1. To approve continuation of this programme of works to maintain progress towards NCC's 2030 Net Zero Carbon Target, which will in turn allow:-
    - i. Tendering of design and build contractual arrangements through which the main programme of works can be delivered
    - ii. Tendering and appointment of the consultant teams to manage and quality assure delivery
    - iii. Scoping out and defining works for other programmes, including electric only sites, and leased in/leased out properties, that will be undertaken in future years.
  - 2. To delegate to the Director of Procurement and Sustainability in consultation with Cabinet Member for Corporate Services and innovation and the Director of Property approval to award the necessary contracts.
  - 3. To note the likely cost of over £80 million and that NCC will look to engineer cost, seek external funding, and identify programme efficiencies to reduce this. Spend will be between 2023 and 2030.
  - 4. To note that the work will be carried out in tranches and approve the first tranche of £22.5m covering 2023/24 and 2024/25



5. To note that subsequent tranches will be subject to future Cabinet reports.
6. To note the existing funding provision of £5.8m and recommend to full council that £16.7m is added to the capital programme to be funded from prudential borrowing in the first instance to enable the delivery of tranche 1 (The prudential borrowing amount will be reduced by any external funding received).

#### **4. Market position Statement**

4.1 Cabinet received the report detailing the Norfolk Market Position Statement for 2023, setting out the social care landscape for the area and the direction of travel required.

4.2 Cabinet **RESOLVED** to agree the draft Market Position Statement 2023

#### **5. Trading Standards Service Plan 2023/24**

5.1 Cabinet received the report describing Trading Standards Service Plan and associated sub-plans (as annexed to the main plan) that set out the service priorities for 2023-24, taking account of the service budget set in February 2023.

5.2 Cabinet **RESOLVED** to agree and adopt the Trading Standards Service Plan and associated Annexes set out in Appendices 1 to 4 of the report

#### **6. Annual Treasury Management Outturn Report 2022-23**

6.1 Cabinet received the report and the attached annex providing details of the 2022-23 treasury activities and highlighting compliance with policy and strategy previously approved by Members in relation to treasury management.

6.2 Cabinet **RESOLVED** to Endorse and recommend to County Council the Annual Treasury Management Outturn Report 2022-23 as set out in Annex 1 of the report

#### **7. Notification of Exemptions Under Contract Standing Orders**

7.1 Cabinet received the report setting out exemptions to standing orders granted for the award of contracts valued in excess of £250,000.

7.2 Cabinet **RESOLVED**, as required by paragraph 10.b of Contract Standing Orders, to note the exemptions over £250,000 that have been granted under paragraph 10.a.ii of those orders by the Director of Procurement & Sustainability and Director of Legal Services in consultation with the Leader of the Council.

#### **8 Finance Monitoring Report 2022-23 Outturn**

8.1 Cabinet received the report setting out a summary of the outturn position for the 2022-23 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2023, together with related financial information.

8.2 Cabinet **RESOLVED**

1. To recognise that the revenue outturn for 2022-23 is a **balanced budget after transferring £0.570m to the general fund;**

2. To note the COVID-19 funding utilised in year of **£21.572m**, and the carry forward of **£9.553m** COVID-19 funding to 2023-24 to mitigate the on-going cost pressures and risks associated with infection prevention;
3. To recognise the saving shortfall of **£4.300m**; being 85% savings delivery in 2022-23, as described in Appendix 1 paragraph 6 of the report, which has been offset by other savings;
4. *For recommendation 4, please refer to “recommendations from Cabinet” report.*
5. To note the expenditure and funding of the revised current and future 2023-27 capital programmes, including the (reprofiling of £126.940m from 2022-23 into 2023-24 addition of £62.938m to the capital programme to address the capital funding requirements from various external sources as set out in Appendix 3, paragraph 1.3 of the report.

## 9 Financial and Strategic Planning 2024-25

9.1 Cabinet received the report setting out sets out the framework for how the Council will approach budget setting for 2024-25 to be read in conjunction with the 2022-23 Financial Outturn report at item 15 of the agenda.

9.2 Cabinet **RESOLVED** to

1. To consider the overall budget gap of £126.522m included in the Medium Term Financial Strategy (MTFS) set by Full Council in February 2023, and agree:
  - a. the gap of £46.216m to be closed for 2024-25; and
  - b. the extension of the MTFS by a further year (to 2027-28), adding a further £18.689m to the gap and resulting in additional pressure assumptions to be addressed and leading to an overall gap for planning purposes of £145.211m over the next four years. (Section 2 of the report).
2. To review the key budget risks and uncertainties as set out in this report. (Section 10 of the report).
3. To consider the principles of the proposed approach to budget setting for 2024-25, noting that there may be a need for flexibility within both the process itself and the assumptions applied, and agree:
  - a. the process and indicative timetable set out in Section 3 of the report, including the proposed consultation process for 2024-25.
  - b. that there should be a detailed review of cost pressures and growth already provided within the Budget (including 2023-24 inflation provisions) against actual costs experienced to identify any opportunities for budget reduction.
  - c. the minimum savings targets allocated to each Department to be found (Table 8 of the report), and that these will be kept under review throughout the budget process.
4. To approve the initial budget virements for 2023-24 as set out in Appendix 1 of the report, reflecting budget transfers for whole services between departments as a result of the Strategic Review, while noting:
  - a. The virements do not change the overall Council Budget.
  - b. That there will be further 2023-24 budget virements as a result of the Strategic Review, which will be reported for approval as required later in the year through regular financial reporting to Cabinet.

## 10. Norfolk County Council Local List for Validation of Planning Applications 2023

- 10.1 Cabinet received the report advising them of the consultation to the draft Local List for the validation of planning applications and present a revised Local List to be adopted.
- 10.2 Cabinet **RESOLVED** to
1. To formally adopt the Norfolk County Council Local List for Validation of Planning Applications 2023
  2. That authority be delegated to the Head of Planning Services, to make future amendments to the Local List in response to any relevant new legislation, policy and guidance introduced within the 2-year review period
- 11. Planning Obligation Standards 2023**
- 11.1 Cabinet received the report which set out the 2023 Planning Obligations Standards, supporting the County Councils Better Together for Norfolk priority for infrastructure to be in place to support housing development, inward investment, and sustainable growth.
- 11.2 Cabinet **RESOLVED** to approve for the Planning Obligation Standards 2023 to be adopted from 5 June 2023.
- 12. Disposal, acquisition and exploitation of property**
- 12.1 Cabinet received the report setting out proposals aimed at supporting Norfolk County Council priorities by exploiting properties surplus to operational requirements, pro-actively releasing property assets with latent value where the operational needs can be met from elsewhere and strategically acquiring property to drive economic growth and wellbeing in the County.
- 12.2 Cabinet **RESOLVED** to
1. To acknowledge the permanent acquisition of 37.6 hectares (93 acres) of County Farms Estate land, temporary use of a further 39.9 hectares (98.5 acres) and the temporary use with permanent rights acquired of another 9.1 hectares (22.5 acres) by National Highways in accordance with Compulsory Purchase provisions in support of the A47 Blofield to North Burlingham Improvement Scheme.
  2. To formally declare the individual land parcels at Banningham Road, Aylsham surplus to County Council requirements and:
    - (i) Instruct the Director of Property to dispose of the land parcels to the adjoining owners, or
    - (ii) In the event of no satisfactory agreements instruct the Director of Property to dispose of all or remaining land parcels on the open market.In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
  3. To formally declare the Land at Saxon Way, Dersingham (2020/023A) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet

Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

4. To formally declare 18 Kings Arms Street, North Walsham (1074/011) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
5. To agree to the granting of a lease of floor 6, County Hall, Martineau Lane Norwich NR1 2DH to Norfolk and Suffolk NHS Foundation Trust on the agreed terms.
6. To agree to the granting of a lease of floor 7, County Hall, Martineau Lane Norwich NR1 2DH to Norfolk and Suffolk NHS Foundation Trust on the agreed terms.
7. To formally declare the Land at Main Road, Rollesby (6017/100 & 6017/104) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
8. To formally declare the Additional Land at Hall Lane, South Wootton (2072/011), edged red on plan, surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
9. To formally declare the Land at Main Street (2101/011 & 11A), Wormegay surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

## **D: Meeting held on 3 July 2023**

1. **Improving outcomes – an integrated approach to establishing Mental Health Collaboratives for Adults, Children and Young People**
  - 1.1 Cabinet received the report setting out commitments to achieve better outcomes and wellbeing for people across Norfolk and Waveney, through driving integration between health and social care so that services are less fragmented and better designed and organised around the people who use them.
  - 1.2 Cabinet **RESOLVED** to agree that Norfolk County Council actively participates in system-wide collaboratives to improve mental health for adults, and for children and young people
2. **Transport for Norwich – Update on Progress**

2.1 Cabinet received the report providing an update on the recent delivery of the Transport for Norwich programme along with related sustainable transport initiatives that are underway and highlights the success the County Council has in securing funding and delivering on the ground.

2.2 Cabinet **RESOLVED** to note the success of the County Council in bidding into various pots to deliver the Transport for Norwich strategy; and agrees to continue to press Government for funding to deliver infrastructure improvements both in Norwich and across the wider County.

### 3. **Norwich Western Link Update**

3.1 Cabinet received the report providing an update on the Norwich Western Link project and setting out a sensible approach to the next steps for the project which will mean the Council will be well-placed to finalise the planning application documents as and when approval is received from central government.

3.2 Cabinet **RESOLVED** to:

1. Note the outcomes from the pre-application consultation and the changes to the project that have resulted from the consideration of the responses received to this consultation.
2. Note the design development of the NWL scheme that has allowed planning application documents to reach an advanced stage of preparation, but the application documents cannot be finalised until a date for submission of the application has been agreed.
3. To agree that a decision to submit a planning application and to make and submit statutory Orders to the Secretary of State for confirmation (where confirmation is required), should not be made until OBC approval has been announced by Government.
4. Note that whilst awaiting a decision in relation to the OBC the project will reduce levels of activity (for a period of approximately 3 months), following which a further report will be brought to Cabinet.
5. Agree that as soon as OBC approval is received, a further report will be presented to Cabinet to seek approval to submit a planning application and to make, publish and submit the associated statutory Orders to the Secretary of State for confirmation (where confirmation is required).

### 4 **Risk Management Quarterly Report**

4.1 Cabinet received the report setting out the latest corporate risks for Cabinet to consider and agree following officer review of the Council's corporate risk level risks.

4.2 Cabinet **RESOLVED** to agree:

1. The key messages detailing key proposed changes to corporate risks since the last report to April 2023 Cabinet (paragraphs 2.1 and 2.2 and Appendix A of the report)
2. The corporate risks as at July 2023 (Appendices B and C of the report)

### 5. **Risk Management Annual Report 2022/23**

- 5.1 Cabinet received the report setting out the key messages for risk management from the last financial year and also looks at this current financial year for the Risk Management Function.
- 5.2 Cabinet **RESOLVED** to agree these key messages from the Annual Risk Management 2022/23 Report (Appendix A of the report):
1. The overall opinion on the effectiveness of Risk Management for 2022/23 is 'Acceptable' and therefore considered 'Sound' (part 3 of Appendix A of the report)
  2. The Risk Management Function complies with the Accounts and Audit (England) Regulations 2015 (as amended in 2020) and recognised Public Sector Internal Audit standards.
  3. The Annual Governance Statement for 2022/23 will refer to this report and will be reported to the Audit and Governance Committee for its approval.

## 6. **Corporately Significant Vital Signs**

- 6.1 Cabinet received the report providing an update on the Council's performance against its Corporately Significant Vital Signs.
- 6.2 Cabinet **RESOLVED** to:
1. Review and comment on the end of quarter 4 performance data.
  2. Review the considerations and next steps.
  3. Agree the 26 highlighted actions as set out.

## 7. **Adult Learning – Community Delivery**

- 7.1 Cabinet received the report setting out progress of the Adult Learning service to expand services into Communities across Norfolk and enable easier access, and to withdraw from Wensum Lodge.
- 7.2 Cabinet **RESOLVED** to continue to progress opportunities to increase community based delivery across Norfolk, and to withdraw from the Wensum Lodge location as it no longer supports our ambition for community service delivery

## 8. **Disposal, acquisition and exploitation of property**

- 8.1 Cabinet received the report setting out proposals aimed at supporting Norfolk County Council priorities by exploiting properties surplus to operational requirements, pro-actively releasing property assets with latent value where the operational needs can be met from elsewhere and strategically acquiring property to drive economic growth and wellbeing in the County.
- 8.2 Cabinet **RESOLVED**:
1. To formally declare Cobholm Field, Great Yarmouth (6009/012) surplus to Council requirements and instruct the Director of Property to dispose of the property on the best terms possible either through freehold or leasehold disposal. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

2. To approve to the acquisition of a lease from Great Yarmouth Borough Council for parts of the lower ground (basement) and ground floors shown edged purple on plan at 37-39 Market Place, Great Yarmouth NR30 1LX on the terms agreed.
3. To formally declare Land at Meadow Way, Hellesdon (5032/011) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
4. To formally declare Wensum Lodge Complex, 169 King Street NR1 1QW (4109/041) (excluding the adjacent site comprising the Sports Hall and Squash Court) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
5. To formally declare Land at Edge Bank, Outwell (2107/101) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
6. To formally declare Land at Parkfield Farm, Downham Road, Outwell (2107/103) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
7. To formally declare Land at Broomhill Lane, Reepham surplus to Council requirements and:
  - (i) Instruct the Director of Property to dispose of the property to the developer of the adjacent field, or
  - (ii) In the event of no satisfactory agreement instruct the Director of Property to dispose of the property on the open market.

In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.
8. To formally declare Nelson Road Field, Sheringham (1087/011) surplus to Council requirements and:
  - (i) Instruct the Director of Property to dispose of the property to a Registered Housing provider, or
  - (ii) In the event of no satisfactory agreement instruct the Director of Property to dispose of the property on the open market.

In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

**9. Health, Safety and Well-being Annual Report 2022-23**

- 9.1 Cabinet received the report providing data and analysis on the Health, Safety and Well-being (HSW) mid-year performance of NCC as an employer so that members have the information necessary to satisfy themselves of the effectiveness of the NCC health and safety management system, or where necessary to identify actions for Executive Directors and others to improve the performance against the 3 key outcome goals set out in the report.
- 9.2 Cabinet **RESOLVED** to:
1. Consider and comment on the performance report
  2. Champion employee and Member health, safety and wellbeing through demonstrable leadership and advocacy of the guidance and services available
  3. Endorse and support the ongoing focus to improve health, safety and wellbeing management through Executive Director and management leadership and delivery of health, safety and wellbeing services.

## 10. Finance Monitoring Report 2023-24 P2: May 2023

- 10.1 Cabinet received the report giving a summary of the forecast financial position for the 2023-24 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2024, together with related financial information.
- 10.2 Cabinet **RESOLVED**:
1. To approve the addition of **£0.535m** to the capital programme to address capital funding requirements funded mostly from various external sources as set out in detail in capital Appendix 3, paragraph 1.4 of the report as follows:
    - Increase Children's Services funding from S106 contributions of £0.461m
    - £0.074m increase in Libraries funding from S106 contributions

*For recommendation 2, please refer to "recommendations from Cabinet" report.*

3. Subject to Cabinet approval of recommendation 1 and Council approval of recommendation 2 to delegate:
  - 2.1) To the Director of Procurement authority to undertake the necessary procurement processes including the determination of the minimum standards and selection criteria (if any) and the award criteria; to shortlist bidders; to make provisional award decisions (in consultation with the Chief Officer responsible for each scheme); to award contracts; to negotiate where the procurement procedure so permits; and to terminate award procedures if necessary.
  - 2.2) To the Director of Property authority (notwithstanding the limits set out at 5.13.6 and 5.13.7 of Financial Regulations) to negotiate or tender for or otherwise acquire the required land to deliver the schemes (including temporary land required for delivery of the works) and to dispose of land so acquired that is no longer required upon completion of the scheme;
  - 2.3) To each responsible chief officer authority to:
    - (in the case of two-stage design and build contracts) agree the price for the works upon completion of the design stage and direct that the works proceed; or alternatively direct that the works be recompeted



- approve purchase orders, employer's instructions, compensation events or other contractual instructions necessary to effect changes in contracts that are necessitated by discoveries, unexpected ground conditions, planning conditions, requirements arising from detailed design or minor changes in scope
  - subject always to the forecast cost including works, land, fees and disbursements remaining within the agreed scheme or programme budget.
  - That the officers exercising the delegated authorities set out above shall do so in accordance with the council's Policy Framework, with the approach to Social Value in Procurement endorsed by Cabinet at its meeting of 6 July 2020, and with the approach set out in the paper entitled "Sourcing strategy for council services" approved by Policy & Resources Committee at its meeting of 16 July 2018.
4. To recognise the period 2 general fund forecast revenue **of a balanced position**, noting also that Executive Directors will take measures to reduce or eliminate potential overspends where these occur within services;
  5. To recognise the period 2 forecast of 100% savings delivery in 2023-24, noting also that Executive Directors will continue to take measures to mitigate potential savings shortfalls through alternative savings or underspends;
  6. To note the forecast General Balances at 31 March 2024 of **£25.410m**.
  7. To note the expenditure and funding of the revised current and future 2023-28 capital programmes including the significant reprofiling of £142.507m since April 2023 and the reduction in the capital programmes of £20.137m.

**Cllr Kay Mason Billig  
Chair, Cabinet**

**Procedure for Questions to Cabinet Members**

Questions to the Cabinet Members for:

- Strategy & Governance
- Finance
- Public Health and Wellbeing
- Children's Services
- Communities and Partnerships
- Economic Growth
- Corporate Services and Innovation
- Highways, Infrastructure and Transport
- Adult Social Care
- Environment and Waste

A maximum overall period of 30 minutes shall be allowed for questions to Cabinet Members, with a maximum of 5 minutes for questions to an individual Cabinet Member, both periods to be extendable at the discretion of the Chair. Questions to Cabinet Members can relate to anything within the remit of the Cabinet Member's portfolio and are not limited to items in the Cabinet reports.

1. The Chair will begin Questions by inviting members to indicate if they wish to ask a question.
2. The Chair will select a member to ask their question and all other members wait until the Chair next invites questions. Questions will not be taken in a prescribed portfolio order and can be to any Cabinet Member.
3. For the first round, the Chair will follow the principle of selecting the first questioner from the Labour Group, followed by the Liberal Democrat Group, the Green Group, the Independent Group, the Conservative Group, then the Non-aligned Member. For the second round, the Chair will then revert to the Labour Group, the Liberal Democrat Group, the Green Group, the Independent Group and the Conservative Group. For the third round, the Chair will revert to the Labour Group, the Liberal Democrat Group, the Green Group and the Conservative Group, etc. For the fourth round, the Chair will revert to the Labour Group, the Liberal Democrat Group and then the Conservative Group.
4. The session will be timed by Democratic Services officers, who will notify the Chair if questions to an individual Cabinet Member has in total exceeded 5 minutes or that the overall time is up. If a question is being asked at the point at which time is up, the Chair will allow the question to be completed and the answer to be given.
5. Questions should be asked succinctly and in a business-like manner. They should not be preceded by lengthy preambles. Similarly, answers should be given succinctly, so that there is sufficient time for a reasonable number of questions to be dealt with. The Chair of the Council will be prepared to intervene if they consider this principle is not being adhered to.

## **Report of the Scrutiny Committee meetings Held on 20 April 2023, 24 May 2023 and 21 June 2023**

### **Meeting held on 20 April 2023**

#### **1 Update on Recommendations to Cabinet from the Scrutiny Committee**

1.1 The Scrutiny Committee received a report that set out the Cabinet response to recommendations made by the Scrutiny Committee, and discussed whether further action was required.

1.2 The response by the Cabinet and the Cabinet Member for Children's Services to the recommendations made by the Scrutiny Committee on 6 March 2023 on the topic of Education Health and Care Plans was noted. It was agreed to examine this issue further at a future meeting and in particular what progress was being made in supporting families and children with Special Educational Needs and Disabilities going through the appeals process and reduce the length of time that the appeal process took to complete.

#### **2 Adult Social Care – Overview of Care Market Quality and Improvement**

2.1 The Scrutiny Committee received a report that provided an update on the current quality of care provision in Norfolk and the progress and impact of the improvement actions undertaken to date and planned.

2.2 The Scrutiny Committee discussed the report with Cllr Bill Borrett, (Cabinet Member for Adult Social Care, Public Health and Prevention), Gary Heathcote, (Director of Commissioning), Susanne Baldwin (Assistant Director Workforce, Markets and Brokerage), Tim Weller (Head of Integrated Quality Service) and Christine Fuller (Chief Operating Officer, Norfolk and Suffolk Care Support Ltd) whom joined the meeting remotely.

#### **2.3 The Committee RESOLVED:**

**That the Chair of the Scrutiny Committee take up the following issues with the Chair of People and Communities Committee before Scrutiny Committee decide on those issues that should be brought back to Scrutiny Committee as part of its future work programme :**

- **The relationship between Care Quality Commission (CQC) inspection requirements and the assessments made by the Provider Assessment and Market Management Solution (PAMMS) (an online assessment tool used to help assess the quality of care delivered by providers of adult social care services) in assessing the quality of care provided in Norfolk. The Scrutiny Committee noted that PAMMS was used by most of the authorities in the East of England and enabled an objective**

quality audit to be undertaken. It helped identify where Adult Social Services could provide additional support, signposting or referral to expert teams.

- The impact the current cost of living squeeze was having on the development of the care market.
- Place based solutions to how the care market in Norfolk could be developed.
- How the County Council's plans to improve the long-term stability of the Norfolk care market got linked in with its other community strategies and those of its partners at a time of increasing demand for care. It was noted that current demographic trends in Norfolk suggested a greater demand for care and increasingly complex care needs in the future, resulting in care forming an ever-increasing proportion of the Council's expenditure.
- The Scrutiny Committee noted the Council's plans to follow through on key commitments it had made to enhance training and career development for social workers and to tackle recruitment and retention challenges. The plans needed to be broadened out to include more work with District Councils and other partner organisations to develop a strategy for improving the living experience of the workforce and the range of local accommodation and affordable housing they needed.

### 3 Scrutiny Committee Forward Work Programme

#### **RESOLVED**

That the Committee:

Note the current forward work programme as set out in the appendix to the report

#### **Meeting held on 18 May 2023**

### 4 Committee Terms of Reference

4.1 The Scrutiny Committee received a report that served as an annual opportunity for members to note and consider the sections of the NCC Constitution that related to the operation and powers of the Scrutiny Committee.

4.2 The Committee **RESOLVED**:

To note the following documents with relation to the powers and procedures of the Scrutiny Committee:

- Excerpt from Part 7 of the NCC Constitution - Overview and Scrutiny Bodies
- Excerpt from Part 7A of the NCC Constitution – Overview and Scrutiny

## Procedure Rules

### 5 County Deal – Consultation Outcomes and Next Steps.

- 5.1 The Committee received a report the invited members to consider the County Deal consultation outcomes ahead of Cabinet making a decision on sending the responses on to central government, providing feedback and recommendations where appropriate.
- 5.2 The report was discussed with Cllr Kay Mason Billig, (Leader of the Council and Cabinet Member for Strategy and Governance), Cllr Andrew Jamison (Deputy Leader of the Council and Cabinet Member for Finance), Paul Cracknell (Executive Director of Strategy and Transformation) and James Dunne (Assistant Director of Strategy & Transformation (Comms)).
- 5.3 The Committee **RESOLVED** to make no recommendations to Cabinet but to pass on comments made in the minutes of the meeting.

### 6. Local First Inclusion Programme

- 6.1 The report set out a major new programme of transformational change which over the next 6 years would transform support for children and their families with SEND and financially benefit the Council by reducing reliance on the independent sector and providing more quality local specialist provision that was recognised by Ofsted as Good and Outstanding and proving to be ‘value for money’.
- 6.2 **The Committee RESOLVED:**
- a. **To note the programme of work detailed within the report, known as Local First Inclusion, including the overall strategy, and provide feedback as set out in the minutes.**
  - b. **To note the key risks and mitigations of this programme given the system-wide and transformative nature of it, and provide feedback as set out in the minutes.**
  - c. **That, in considering the proposed programme of annual reports to Scrutiny Committee and bi-annual reports to the People and Communities Select Committee, People and Communities Select Committee be asked to agree to the setting up of a one meeting Task and Finish Working Group, chaired by Cllr Daniel Elmer, to look at how this is done.**

### 7 Appointment to the Norfolk Countywide Community Safety Partnership – Scrutiny Sub Panel

- 7.1 The Committee received a report that asked Members to appoint 3 County Council members (2 Conservative and 1 Labour) to represent the County Council on the Countywide Community Safety Partnership Scrutiny Sub Panel.
- 7.2 It was **RESOLVED**

**That Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel keep with its existing membership.**

### 8. Scrutiny Committee Forward Work Programme

8.1 **RESOLVED**

**That the Committee:**

**Note the current forward work programme as set out in the appendix to the report**

**Meeting held on 21 June 2023**

9 **Update from the Chair of the Norfolk Countywide Community Safety Partnership (NCCSP) Scrutiny Sub Panel**

9.1 The Scrutiny Committee considered an update report from the Chair of the NCCSP Scrutiny Sub Panel, Cllr Mark Kiddle-Morris.

9.2 **The Committee RESOLVED**

**To note the progress being made by the Norfolk Countywide Community Safety Partnership (NCCSP) Scrutiny Sub Panel**

10 **Strategic and Financial Planning 2024-25**

10.1 The Committee received a report that supported the Committee's scrutiny of the Council's process for developing the 2024-25 Budget, and in particular represented an opportunity for the Committee to consider the overall timeline and activity required to deliver a balanced budget.

10.2 **The Committee RESOLVED:**

- a. **To note the Cabinet report and feedback to officers the comments set out in these minutes.**
- b. **To note the proposed strategic and financial planning timeline presented by officers and the outline of the role of scrutiny moving forward.**
- c. **To agree the proposed approach for budget scrutiny set out in the report and for this to include the Scrutiny Committee being provided with an opportunity to focus on Council reserves, the funding of the capital programme and the financial implications of the Strategic Review as part of budget 'deep-dives' in the run up to Council adopting the proposed budget in February 2024.**
- d. **Note the current position in relation to the setting of the Council's budget for 2024/25 and that the overall budget would next come before the Committee in February 2024.**
- e. **To agree that the MFTS should include a section that refers to the planning issues associated with climate change related risks.**

11 **Finance Monitoring Report 2022-23 Outturn**

11.1 The Committee received a report that provided a summary of the outturn position for the 2022-23 Revenue and Capital Budgets, General Balances, and the Council's Reserves at 31 March 2023, together with related financial information.

- 11.2 **The Committee RESOLVED:**
- a. To note the Cabinet report, and feedback to officers the comments set out in these minutes.
  - b. To note the implications for the 2024-25 budget setting process.

12 **Scrutiny Committee Forward Work Programme**

12.1 **That the Committee:**

**Note the current forward work programme as set out in the appendix to the report subject to comments made in the meeting about possible additional items.**

**Steve Morpew  
Chair**

## Report of the Norfolk Health Overview and Scrutiny Committee meetings held 23 March 2023, 1 June 2023, and 6 July 2023.

### A Items from the meeting on 23 March 2023

1. As both Chair and Vice Chair were absent, the Committee Officer opened the meeting and welcomed everyone present. Cllr Penny Carpenter was appointed Chair for the meeting.
2. **Ambulance Services in Norfolk & Waveney**
  - 2.1 The Committee received evidence in person from David Allen, Head of Operations EEAST, and Mark Burgis, Director of Patients and Communities – Norfolk & Waveney ICB. The Chair on behalf of the committee, thanked all staff at EEAST for their continuing hard work especially considering the difficult circumstances they have experienced over the winter period and continue to experience. Local media reports criticising their work had not helped and were felt to be unjust.
  - 2.2 The committee received the report from Dr Liz Chandler, Scrutiny & Research Officer, which provided details of ambulance response and handover times in Norfolk and Waveney as well as highlighting current issues affecting EEAST and the actions that had been taken to try and resolve them.
  - 2.3 During the discussion, the following points were noted:
    - Although exact numbers were not known, the recruitment of 40 advanced practitioners was progressing well; those currently in place are making a difference in reducing ambulance waiting times and hospital admissions. Other preventative measures, such as the establishment of a falls, fast response service, in conjunction with ICB colleagues, were also easing pressures on the ambulance service.
    - The decision to base the Rapid Response Vehicle (RRV) at Cromer instead of North Walsham was under review. It was noted that an RRV may attend lower grade calls, so this needed to be considered when the assessment is carried out.
    - Section 136 call levels were high as EEAST is commissioned to provide the service to deal with that type of call. In other parts of the country, Section 136 calls were having to be dealt with by police service. All trends and themes captured from these calls were helping the wider sector provide a more holistic approach to patient needs.
    - It has been recognised nationally that category 2 calls account for up to 60% of all calls received by the ambulance service although pilots were in place to consider splitting this type of call into higher and lower priority. The vast majority of category 2 calls had to be dealt with by a double staffed ambulance and delays of handovers to hospitals was having direct effect to the response times in dealing with category 2 calls.



- Ambulances are attending calls to patients who are presenting with more acute and chronic conditions often meaning an ambulance can be on site for several hours at a time. On site times were monitored carefully, and consideration was given to how to best treat patients in the future to include the use of specialist teams and the advanced practitioners currently being recruited.
- Members learned that a 'stack' system operated for those patients either waiting for an ambulance or having an ambulance on its way to them. Access to the stack was provided to all community partners who were able to intervene and divert patients to their service to help provide the best and quickest service.
- It was noted that two-thirds of delays of the ambulance service was created at the acute hospitals, in particular at Norfolk and Norwich University Hospital (NNUH). The ICB was working with colleagues across all 3 acute hospitals in Norfolk. Same-day emergency care services have been introduced in hospital departments to speed up patients through the system to reduce ambulances waiting at hospital A&Es. Community First Responders (CFR) also played a significant part in providing support to the ambulance service especially in rural areas.
- The James Paget University Hospital (JPUH) was operating an ambulance handover unit which provides more capacity at the front door.
- The workforce for EEAST was at levels above budget and recruitment was helped by individuals wishing to work in the region. Work was being undertaken to support career paths and training to ensure staff continued their careers within EEAST.
- Community teams provided support to improve capacity to ensure access to such services as physiotherapy and occupational therapists reduced the need for ambulances. This work had also been built upon from the stack system.
- The EEAST will appoint a new Chair in May 2023 following the resignation of the previous Chair Nicola Scrivens.
- The role of the newly recruited advance practitioners was not only to be on the road in response vehicles but to help manage the triage system and provide guidance for access to other service providers who can help patients other than staffed ambulances.
- The ambulance service expects that pain management for patients would be triaged and that chronic severe pain was directed to primary care or NHS 111 service in out of hours.
- Support and training were being provided to care homes where management adopted a no lift policy in situations where falls were involved. This would hopefully reduce inappropriate calls to 999 service to pick up patients from the floor when no medical care is required.
- There was acknowledgement that EEAST had work to do around culture change and especially the experiences of Black and Minority Ethnic (BME) staff. The Director of Culture, Strategy and Education for the Trust had already reviewed some survey data and taskforces will be set up to tackle the issues identified. There was a determination within the Trust to deal with these issues in a robust manner.
- Packages of support were in place to help staff after dealing with traumatic calls and situations, including immediate debriefing, counselling support services and the use of wellbeing dogs situated in ambulance stations.

#### 2.4 The Chair concluded the discussion:

- The Chair echoed her earlier comments supporting and thanking the EEAST for

the service they provide in very challenging circumstances.

- The Chair advised that a briefing and a report would return to the committee, for further consideration, which would identify all areas such as hospital delays and pressures on social care as well as cultural changes.

### **3. Major Trauma Unit at Norfolk and Norwich University Hospital (NNUH)**

- 3.1 The committee received the report from Dr Liz Chandler, Scrutiny & Research Officer.
- 3.2 Members received a report from NHS England and Improvement (NHSE&I) about the establishment of a Major Trauma Centre (MTC) at Norfolk and Norwich Hospital in the February edition of the NHOSC Members' Briefing. Members were asked to provide feedback about this proposal and any questions they wanted put to NHSE&I. The feedback and questions, together with the answers provided by NHSE&I, were included in the appendices of the agenda. Members were asked to consider and note the response from NHSE&I.
- 3.3 The committee thought that the addition of a MTC at NNUH was a much-needed service in the East of England. However, concerns were expressed about the level of neurosurgical support that would be available at the MTU and queried why a phased introduction was required which would see some services not available from the outset. Officers agreed to pursue an answer to this question. The report was noted.

### **4. Forward Work Programme**

- 4.1 The Committee received a report from Peter Randall, Democratic Support and Scrutiny Manager which set out the current forward work programme and briefing details. The Committee agreed the details for both briefings and future meetings.
- 4.2 It was also noted that the Rouen Road Walk in Centre (WiC) consultation was still ongoing, and this matter would be discussed further at the next HOSC meeting in May.
- 4.3 Peter Randall advised the members that the excess deaths data at the NNUH was an item for the April members' briefing. Once this has been received, members can consider if they wish to bring this issue forward as a formal agenda item.

## **B Items from the meeting on 1 June 2023**

### **1. Election of Chair and Vice-Chair**

- 1.1 Cllr Fran Whymark was elected Chair of the committee for the ensuing year. Cllr Justin Cork was elected as Vice Chair.

### **2. Rouen Road Walk in Centre/General Practice/VAS consultation**

- 2.1 Sadie Parker, Director of Primary Care, provided a summary of the consultation, which had run from the end of January 2023 to the end of March 2023, on the future of Norwich Walk-in Centre, Vulnerable Adults Service – Inclusion Health Hub and GP Practice on Rouen Road, Norwich. The consultation had received a high response rate and feedback shared by the public, organisations, and stakeholders had informed the decision to keep the Walk-in Centre (WiC) open. The results of the consultation had also offered insight into areas the local population regarded as

important. An engagement period was underway as part of the considerations to amend the opening hours of the GP practice on Rouen Road.

2.2 The committee receive the report from Dr Liz Chandler, Scrutiny and Research Officer, on the results and recommendations of NHS Norfolk and Waveney Integrated Care Board's public consultation on the future of the Norwich Walk-in Centre, Vulnerable Adults Service – Inclusion Health Hub and GP Practice on Rouen Road, Norwich.

2.3 The following discussion points and clarifications were offered:

- Members of the committee welcomed the decision to keep the Walk-in Centre open.
- The consultation results had been widely shared within the Integrated Care Board, their partners, and GP practices to incorporate into their learning and future planning.
- It was clarified that no decision had been made to change the opening hours of the Rouen Road GP practice. To understand patient concerns, a period of engagement commenced on the 31 May 2023 and would run until the 28 June 2023. The conclusions would be shared with the committee in a briefing update.

3.4 The chair concluded the discussion and noted member's feelings that this was a desirable outcome that benefited all residents of Norfolk.

### **3. Access to Primary Care Services: General Practice**

3.1 Sadie Parker, Director of Primary Care, introduced the paper on Access to General Practice in Norfolk and Waveney. The committee was provided with updated figures that included the data collected in March 2023. In March 2023 nearly 655,000 appointments were delivered, this was an additional 54,000 appointments compared to March 2022. Pre-pandemic figures acted as a benchmark and the number of additional appointments delivered pre-pandemic compared to March 2023 was 141,000.

3.2 The committee were advised that 77.4% of appointments had been delivered face to face, higher than the national average of 70.1%. 38.8% of appointments were delivered the same day with 44.7% of appointments being delivered the same day or the next day. 62% were delivered within a week and 77% within two weeks. The level of unattended appointments was just under 25,000 and this figure had remained static and was below the national average.

3.3 The committee received the report from Dr Liz Chandler, Scrutiny and Research Officer, on access to General Practice in Norfolk and Waveney in the light of continued pressures in primary care. This item was part of the committee's examination of primary care services as part of its wider review of the patient pathway.

3.4 The following discussion points were discussed and noted:

- Primary care had been developed to include a wider practice team that bridges the gaps and provides support for patients with complex health needs. The Primary Care Networks (PCN) offered an opportunity for General Practices to share best

practices and lessons learned. Collaborative working was key, occurring within partnerships and place levels to understand the local population's health requirements, ways to address needs, and how best to develop initiatives that join services together and offer the best use of resources.

- Members offered their concerns that patients are not seeking medical attention early enough or at all. The ICB noted the concern and provided reassurance that the NHS was still there for them. The ICB were working with local authorities and community pharmacies to encourage the uptake of health checks that help the identification of issues and subsequent early intervention. The relationship that councillors have with their constituents could be utilised to drive the uptake of these initiatives. In respect of the issue regarding access most GP practices continue to offer online booking and triage systems in line with the Digital First Primary Care national policy. The Primary Care Network also offers enhanced hours for patients that are not able to access a GP practice within the opening hours.
- Most GP practices try to encourage appointment attendance by sending reminders to patients via text. A process to make it easier to cancel appointments, which could help to reduce the amount of missed appointments, was being explored.
- Healthwatch Norfolk are exploring the impact of the increase in the cost of living on appointment attendance levels and uptake of prescriptions and which areas of Norfolk was most effected.
- High demand remains a problem in accessing appointments and the volume of appointments available would vary depending on patient's health needs. The NHS app made booking more difficult if patients wished to see another health care professional instead of their GP.
- The ICB offered reassurance that they are aware of the underperforming GP practices, and where practices are struggling. The ICB would offer support for these practices for a period of three years to work through the issues or the particular pressure (i.e., workforce pressures). They may also be prioritised for national funding, for example, funding for improving cloud telephony which was part of the national plan for Recovering Access.
- The ICB has a workforce team that focuses on GP recruitment planning and training. They work with practices to understand what is needed and offer an annual training programme as well as emotional support, coaching, and mentoring.
- Members raised concerns about the future population growth that is expected, especially within North Norfolk. Planning for future population growth had begun and this work involves primary networks working in line with a national estate and services strategy with the support of the primary care estate team.
- The shift of an aging population is a priority for the ICB. It was recognised that the needs of older people must be considered when services are being commissioned which included the prioritisation of hospital discharge and positive patient experience.
- It was confirmed that the discharge teams in Norfolk and Suffolk regularly link to discuss the processes of discharging patients between borders and what lessons could be learned from examples of negative discharge experiences.
- People exhibiting violent behaviour and verbal abuse towards GP reception staff did not relate to a specific cohort of patients. Regardless of the type of patient exhibiting the behaviour a zero-tolerance policy was enforced. Members agreed that this behaviour was unacceptable.

3.5 The chair concluded the discussion:

The committee acknowledged the progress that had been made in accessing GP

services and were pleased to hear of the plans being designed and implemented, that would continue to address the issues faced.

#### **4. Access to Primary Care Services: Pharmacy Services**

4.1 Fiona Theadom, Head of Primary Care Commissioning, introduced the paper on pharmacy services in Norfolk and Waveney. The ICB accepted responsibility for pharmacy, optometry, and dental services from 1st April 2023.

4.2 The committee received the report from Dr Liz Chandler, Scrutiny and Research Officer, on pharmacy services in Norfolk and Waveney in the light of continued pressures in primary care. This item formed part of the committee's examination of primary care services as part of its wider review of the patient pathway.

4.3 The following discussion points were discussed and noted:

- The ICB was working on its workforce plans and were looking at ways to encourage people to think about working within a health-related role. The Access Delivery Plan intended to include more clinical roles which may encourage pharmacists to stay in Norfolk within community pharmacies. Additionally, the NHS people plan proposes how to retain, support, and value professionals working within the system.
- Funding remains a key constraint for community pharmacies and core funding had remained flat despite increases in staffing and overhead costs. The committee heard that community pharmacies are struggling with capacity and the delivery of essential services whilst, at the same time, being asked to deliver advanced services (hypertension blood pressure checking services, discharge support services) within the same core funding and pool of resources. The Norfolk Local Pharmaceutical Committee were aware of a further 6 pharmacies due to close in June 2023 which would add to the pressures already experienced. Pharmacies are run as independent businesses and closures were due to business pressures not making them financially viable, although it was acknowledged that this often-meant closures took place in the areas of most deprivation and greatest need.
- The ICB is working on a Community Partnership strategy to ensure that community pharmacy is embedded within the primary care network. This work was being conducted regionally, with each ICB having a pharmacy clinical lead delivering the strategy. The long-term workforce is encompassed within the strategy, ideas, and programmes were being explored to recruit and retain staff working at community pharmacies.
- Locally commissioned and public health services offer additional funding outside of core funding. The Norfolk Local Pharmaceutical Committee are working closely with the Public Health team to take advantage of funding available for services such as smoking cessation and sexual health. It is thought that this funding, and additional services, would not only provide a better offer to patients but make the role more rewarding for staff.
- The opening of a pharmacy is considered by the Regulations Committee which are governed by regulations and criteria based on the pharmaceutical needs assessment (PNA) which had been agreed by the Health and Wellbeing Board in March 2023. If a bid does not meet the criteria, it would not be able to open.
- When a medication's patent expires, various generic medications may become available. Purchasing generic medication offers financial savings and as a

result is promoted by the IBC where possible.

4.4 In conclusion the committee agreed to;

1. Write to the Secretary of State advising them of the committee's thoughts on access to pharmacy services in Norfolk and what additional support was required. A request to financial support students studying for a health-related career would also be included.
2. Receive a briefing noting the programmes aimed at supporting the local workforce into employment and retaining staff. The briefing would also include information on places available for health-related courses.
3. Explore the opportunity to visit the University of East Anglia Medical Centre

## 5. Health Overview & Scrutiny Committee Appointments

5.1 The committee agreed to the following appointments:

**ICB / Provider Trust      Board meeting schedule      Current NHOSC link**

Norfolk and Waveney Integrated Care Board	Every other month, usually on the last Tuesday, 1.30pm (online)	Cllr Fran Whymark Chair of NHOSC  (Substitute – Cllr Julian Cork, Vice Chair of NHOSC)
Queen Elizabeth Hospital NHS Foundation Trust	Every other month, usually on the first Tuesday, 10.00am (in person or online)	Cllr Julian Kirk (Substitute – TBC)
Norfolk and Suffolk NHS Foundation Trust	Every other month, usually on the fourth Thursday, 12.30pm (online)	Cllr Brenda Jones (Substitute – TBC)
Norfolk and Norwich University Hospitals NHS Foundation Trust	Usually every other month, usually on the first Wednesday, 9.30am (in person and online)	To be Appointed
James Paget University Hospitals NHS Foundation Trust	Every other month, usually on the last Friday, 10am (in person or online)	Cllr Jeanette McMullen (Substitute – TBC)
Norfolk Community Health and Care NHS Trust	Every other month, usually on the first Wednesday, 9.30am (online)	Cllr Lucy Shires

--	--	--

## 6. **Forward work programme**

- 6.1 The Committee received a report from Peter Randall, Democratic Support and Scrutiny Manager, which set out the current forward work programme and briefing details. The Committee agreed the details for both briefings and future meetings.
- 6.2 New members were informed of the monthly briefings that they would receive in between meetings and of the virtual induction session arranged for the 29 June 2023 at 1pm.
- 6.3 A request was received that the briefing on long Covid included data for Norfolk, broken down by district, on the number of long Covid cases but also included the number of Myalgic Encephalomyelitis (ME)/Chronic Fatigue (CFS) cases, and which clinics look after these patients, given their similar nature.

## C **Items from the meeting on 6 July 2023**

- 1. As the Chair was absent, the Vice-Chair, Cllr Cork, chaired the meeting.
- 2. **Outpatient and inpatient services in Norfolk**
  - 2.1 Chris Cobb, Chief Operating Officer of the ICB, provided the committee with a report overview that highlighted national targets for waiting times and their trajectory over the last three years. The committee heard that the Covid pandemic had impacted waiting times. The Norfolk and Norwich University Hospital (NNUH) became a Super Surge Centre for Intensive Care and Covid cases from March 2020 to June 2021, which took staff and resources away from routine activity, including appointments and treatment. Additionally, industrial action had impacted capacity, resulting in approximately 50% of appointments being cancelled on those days. NNUH joined the national Go Further Faster outpatient program to provide support and guidance from Getting it Right First Time (GIRFT) and the Royal Colleges to 14 specialties, intending to have no patients waiting over 52 weeks for their first appointment in these specialties on April 1, 2024.
  - 2.2 Nigel Kee, Chief Operating Officer at James Paget University Hospitals (JPUH) NHS Foundation Trust, shared the collaborative work that had occurred across the acutes, including the use of mutual aid. They discussed waiting times at the James Paget University Hospital and noted that the increase in two-week wait referrals had increased the pressure on outpatient appointments being delivered in 14 days. Work had also been done with the intensive support team from NHS England to ensure that the data collected was robust and of high quality.
  - 2.3 Alice Webster, Chief Executive Officer at Queen Elizabeth Hospital (QEH) NHS Foundation Trust, shared that diagnostic testing was a challenge. Last year, the trust was identified as the worst-performing NHS Provider in the country. Improvements had been made to put them on track for recovery to 95% by April 2025 per national planning guidance. Two new MRI scanners and an Endoscopy unit have been conceived as part of this work.

2.4 The committee received a report from Dr Liz Chandler, Scrutiny and Research Officer, on the joint reports from Norfolk and Norwich University Hospitals NHS Foundation Trust, James Paget University Hospitals Foundation Trust, and the Queen Elizabeth Hospital King's Lynn NHS Foundation Trust regarding outpatient and inpatient services at Norfolk's three hospitals.

2.5 The following discussion points and clarifications were offered:

- A member shared anecdotal evidence of their experience in accessing treatment and questioned the knock-on impact of long waiting times on other specialities, such as pain management. It was acknowledged that the waitlist needs to be reduced. The QEH was in the process of developing a mechanism to adopt the Patient Initiated Follow-Up (PIFU), pioneered by NNUH, which would allow patients and their carers to initiate their appointments as and when they need them. This process was thought to offer clearer patient pathways and create additional capacity to reduce the waitlist. Patients and services would be informed of changes when they are implemented.
- It was clarified that cancer metrics are behind. The recent increase in demand for skin and breast cancer, coupled with days lost due to industrial action, have contributed to the most recent figures. The committee heard that this was not a reflection of poor performance or processes and that improvements are expected to be made over the summer and autumn periods of 2023.
- Norfolk has three of the five worst digitally mature hospitals in the county. Thus, the move to an Electronic Patient Record (EPR) system was a welcome improvement to the acute hospitals and was felt to be a tool that would improve the patient journey and experience. The EPR system would span across the acutes and would operate as one system that included all elements of the health care system. The procurement process was underway, and members were assured that while there was no NHS electronic system, the process of procurement has strict criteria for private companies, and data would not be used for private profit. Patients would also have access to interfacing that would allow them to prevent certain information from being shared. Concerning funding, this had been agreed upon nationally, but there was a risk that there would be a shortfall, and additional financial support might need to be sought from partnerships. Members of the committee felt that they may be able to help communicate the support and funding required once the funding gap was known.
- The ICB had been having conversations with the Public Health team to establish an assurance meeting to better understand what services are being commissioned concerning substance misuse and how these marry up to community needs.
- The issues faced are being addressed both in the short and long term. In the short term, the goal was to reduce the waiting list back to a national level in the next 3 to 5 years. The establishment of a single patient tracking list was to inform part of this work, this would give patients the option to travel to receive treatment where it was available. Following this, the hope was that there would be the capacity to see people much earlier, and that the offer across Norfolk would become more balanced. The Workforce Strategy sets out a long-term ambition in relation to staffing issues; however, the challenge remains turning strategy into increased staffing numbers.
- The development of a single Patient Tracking List (PTL) involved the creation of a computerised system that the acute trust could work with. This has been



tested across different specialties and within the three acute hospitals. QEH had encountered difficulties, whilst these are solved, JPUH and NNUH can go live with the pilot scheme with the ambition of having it rolled out fully by the end of the year.

- It was acknowledged that there was more that could be done to highlight careers within health and social care. Working with students to inform them of career options before they selected their options was thought to be a worthwhile avenue to explore. The development of the new apprentices and shortened education routes as part of the Workforce Strategy might offer an incentive early on.
- The acute trusts are regularly reviewing recruitment and retention. Members heard the scale of the issue to recruit in relation to nursing. In England, there are 47,000 vacancies for band 5 junior nurses, this was coupled with a reduction in interest in becoming a nurse. This raised concerns as the NNUH, for example, needs 120 newly qualified nurses annually, this would rise to between 140 – 160 in 2025 and to 200 in 2028. While the ambition was to recruit into vacancies, ensuring safe and operational staffing levels, achieved through agency and bank staff, was essential at times. The JPUH vacancy position was largely positive, this was attributed to the success of overseas recruitment and the quality of work that they have been able to offer. The Workforce Strategy outlines that international recruitment would reduce with the hoped update of apprenticeships a shortened education routes. In respect to the retention of staff, work was being done to support the wellbeing of staff; there was also a recruitment hub in Norfolk.
- A member shared anecdotal evidence and questioned if the struggles with car parking had an impact on retention rates. It was clarified that changes have been made to allow staff to purchase a car parking space. Additionally, there are an extra 1000 spaces and the NNUH. It was acknowledged that communication surrounding these changes could be improved.
- In response to a member question that asked for comments on the request for a pay increase, the speakers noted that wages are dictated by a national pay scale and that colleague's decisions to take part in industrial action or not are supported.
- Members of the committee were offered reassurance that communication, collaboration, and learning were occurring between trusts.
- Members of the committee requested that future reports have a standardised reporting system to make them easier to interpret.

## 2.6 The chair concluded the discussion:

- The chair noted that the Electronic Paper Records system process would be included as part of the digital transformation strategy item later in the year. The committee would be able to explore the funding and implementation. Any actions agreed by the committee concerning the Electronic Paper Record system should occur at the meeting in November.
- A briefing noting an update regarding the Patient Initiated Follow Up would be considered.
- Conversations surrounding the workforce issues (vacancy rates, recruitment, retention) were felt to be needed.

## 3. Eating disorder services in Norfolk and Waveney

- 3.1 Diane Smith, Senior Programme Manager, Adult Mental Health at the ICB, provided the committee with an overview of the report.
- 3.2 The committee received a report Dr Liz Chandler, Scrutiny and Research Officer, on the report from Norfolk and Waveney Integrated Care Board (N&WICB) regarding eating disorder services in Norfolk and Waveney.
- 3.3 The following discussion points were discussed and noted:
- There was a desire to shift focus to early intervention, prevention, and building resilience into services. This had already been happening as part of the Family Hubs and Healthy Child Programme. The impact of deprivation and poverty needs to be understood so that improvements can be made in collaboration with partners. Members spoke of the importance of this given the rise in food insecurity and the risk that young children would adopt an unhealthy relationship with food.
  - Intervention and initiatives in school settings were discussed as being key to early intervention. School staff were felt to be well placed to notice the signs of an eating disorder. There are mental health support teams in schools, but it was thought that more could be done to raise awareness of disordered eating and eating disorders among young people.
  - It was clarified that eating disorders are more prevalent amongst girls and although boys are experiencing an increasing occurrence of eating disorders, this was often presented differently. The treatment offered to people with eating disorders remains the same regardless of the person's sex, it was personalised, and goal based for that specific person.
  - Training was available to all and can be accessed through the Just One Norfolk Website.
  - In the East of England, there are two eating disorder children units, one in Cambridge and another in the independent sector. Where possible, it was preferred to treat people in the community and thus, very few people are admitted to an in-person unit. The committee heard that the length of stay, and people requiring those beds, have reduced.
  - It was clarified that the Dragonfly unit was still operating but, given the specialised nature of treatment required, doesn't treat patients with an eating disorder. The unit was a general adolescent psychiatric unit.
  - Social media's influence was thought to affect the increase of disordered eating and eating disorders.
  - There was no upper age limit to access adult services. Specific pathways had been established for people with severe and enduring needs.
  - For many young people with an eating disorder, this would not impact their education as they were typically high achievers.
- 3.4 The chair concluded the discussion:
- The chair noted members' feelings of appreciation for the work and staff involved that had afforded improvements to take place, particularly regarding the decrease in in-patient beds being required.
  - Members of the committee would receive a future update around the discussions to increase local capacity and eating disorder inpatient beds.
  - Further exploration to understand the role of the NHOSC in encouraging partnership work between Norfolk County Council, Children Services, the ICB,

and mental health trusts was required.

#### **4. Forward Work Programme**

- 4.1 The Committee received a report from Peter Randall, Democratic Support and Scrutiny Manager, which set out the current forward work programme and briefing details. The Committee agreed to the details for both briefings and future meetings.
- 4.2 The addition of the mortality review to the meeting in September prompted members to enquire if a joint Health Overview and Scrutiny Committee (JHOSC) meeting would be appropriate given that the data included Suffolk. It was clarified that JHOSCs are set up for specific issues, thus, there would need to be agreement from the Norfolk and Suffolk HOSCs to develop a JHOSC. If agreed, a meeting would likely take place at the end of the year at the earliest. An alternative would be for Norfolk and Suffolk HOSC to share their thoughts and learnings from the mortality review with each other. This would be taken away and discussed with the chair.
- 4.3 Members requested the possibility of a briefing note on the impact of food poverty on the health of the Norfolk population and also access to disabled facilities grants.
- 4.4 It was confirmed that dentistry was on the forward work programme for September. Although, members heard that given the limited amount of time that the ICB has had responsibility for dentistry, flexibility surrounding the update might be required.
- 4.5 Cllr Lucy Shires was appointed to the Norfolk and Norwich University Hospitals NHS Foundation Trust link role. Cllr Jeanette McMullen was appointed to be the substitute for the Norfolk and Suffolk NHS Foundation Trust link role.

**Cllr Fran Whymark, Chair,  
Norfolk Health Overview and Scrutiny Committee.**

## Report of the Planning (Regulatory) Committee Meeting held on 30 June 2023

### A: Meeting held 30 June 2023

1. **FUL/2022/0057 - Wymondham Silfield Primary School, Land South of Rightup Lane, Silfield, Wymondham, NR18 9NB**
- 1.1 The Committee received the report setting out an application for the construction of a 2 Form Entry (FE) / 420 place Primary School along with associated vehicular and pedestrian access, car parking, playing fields and landscaping. The site is located within a major new residential area and is part of an approved, mixed-use development which includes outline consent for a new primary school. The main aim is to provide a new primary school to serve the identified need for primary school places resulting from the immediate residential development as well as demand in south Wymondham from other recent housing approvals.
- 1.2 The Committee **AGREED** that the Executive Director of Community and Environmental Services be authorised to:
  1. Grant planning permission subject to the conditions outlined in section 11;
  2. Discharge conditions where those detailed above require the submission and implementation of a scheme, or further details, either before development commences, or within a specified date of planning permission being granted;
  3. Delegate powers to officers to deal with any non-material amendments to the application that may be submitted.

**Brian Long**  
Chair, Planning (Regulatory) Committee

## **Report of the Pensions Committee meetings held on 21 March 2023 and 13 June 202**

### **Report of the meeting held on 21 March 2023**

#### **1 Administration Report**

1.1 The Committee received a report by the Executive Director of Finance and Commercial Services and the Director of the Norfolk Pension Fund that was the quarterly update for the Pensions Committee on operational and administration matters relating to the Fund.

#### **1.2 It was RESOLVED**

**To note the content of the report.**

#### **2 Update from the Pensions Oversight Board**

2.1 The Committee received an update on the work of the Board.

#### **2.2 It was RESOLVED**

**To note the report.**

#### **3 Pension Fund Budget 2023-24**

3.1 The Committee received a report by the Executive Director of Finance and Commercial Services and the Director of the Norfolk Pension Fund that set out how the budget took account of statutory responsibilities and legislative changes, as well as significant operational changes that might impact upon the Pension Fund during the year.

#### **3.2 It was RESOLVED**

**That the Committee approves the Pension Fund 2023-2024 budget.**

#### **4 Corporate Governance and Shareholder Engagement Report**

4.1 The Committee received a report by the Executive Director of Finance and Commercial Services and the Director of the Norfolk Pension Fund that provided a six-month update for the Pensions Committee on corporate governance and shareholder engagement matters relating to the Fund including ESG matters relating to the ACCESS Pool. The report covered the period 1 July 2022 to 31 December 2022.

#### **4.2 It was RESOLVED**

**That the Committee note the contents of the Corporate Governance and Shareholder Engagement Report.**

**5 Employer Operational Issues**

5.1 The Committee received a report (containing exempt information) by the Executive Director of Finance and Commercial Services and the Director of the Norfolk Pension Fund about the arrangements that were in place to monitor progress against the agreed recovery plan for employer operational issues considered at the previous meeting where there was a risk of failure to meet Administration Regulatory and Performance requirements.

**5.2 It was RESOLVED**

**That the Committee note the contents of the report and continue to take appropriate action to resolve the situation.**

**6 ACCESS Update – Restricted items**

6.1 The Committee received a report (containing exempt information) by the Executive Director of Finance and Commercial Services and the Director of the Norfolk Pension Fund that updated Members on a confidential basis on investment and governance matters pertaining to the ACCESS Pool (A Collaboration of Central, Eastern and Southern Shires). The work of the ACCESS pool was governed by a Joint Committee made up of one Councillor from each participating authority's Pensions Committee.

**6.2 It was RESOLVED**

**That the Committee note the content of the report and approve the action that they are recommended to take.**

**7 2022 Triennial Valuation – Funding Strategy Statement**

7.1 The Committee received a report (containing exempt information) by the Executive Director of Finance and Commercial Services and the Director of the Norfolk Pension Fund that presented the draft 2022 Triennial Valuation report for the Norfolk Pension Fund which the Fund Actuary would sign off by the statutory deadline of 31 March 2023. The Committee was asked to approve the final 2022 Funding Strategy Statement for publication alongside the final valuation report.

7.2 The report was accompanied by a detailed report and presentation by the Fund Actuary.

**7.3 It was RESOLVED**

**That the Committee note the contents of the report and the presentation.**

**8 Investment Performance Update by Hymans Robertson**

8.1 The Committee received a detailed booklet and presentation on investment performance (containing exempt information) by Hymans Robertson.

8.2 **It was RESOLVED**

**That the Committee note the detailed booklet and the work undertaken by Hymans.**

9 **Enhanced Yield Portfolio Review**

9.1 The Committee received a report (containing exempt information) by the Executive Director of Finance and Commercial Services and the Director of the Norfolk Pension Fund that provided the initial results and strategic recommendations of the Enhanced Yield Portfolio Review and updated on the work done to date. A further report would be made to the June 2023 meeting of the Committee.

9.2 The report was accompanied by a detailed report and presentation by Hymans Robertson.

9.3 **It was RESOLVED**

**That the Committee note the contents of the report and the presentation.**

10 **Investment Update**

10.1 The Committee received a report (containing exempt information) by the Executive Director of Finance and Commercial Services and the Director of the Norfolk Pension Fund that dealt with the investment strategy and assets of the Fund. It included details about the onboarding of assets to the ACCESS Pool, an update on class actions, private market commitments, currency hedging and climate risk reporting.

10.2 **It was RESOLVED**

**That the Committee note the content of this report.**

11 **Investment Manager presentation**

11.1 The Committee received an investment manager presentation (containing exempt information).

11.2 **RESOLVED**

**To note the presentation by the Fund Manager.**

**Report of the meeting held on 13 June 2023**

12 **Position of Vice-Chair**

12.1 The Committee agreed to defer electing a Vice-Chair until after the Norfolk Leaders' Group have appointed to two District Council positions on the Pensions Committee.

13 **Administration Report**

13.1 The Committee received a report by the Director of Strategic Finance and the Director of the Norfolk Pension Fund that was the quarterly update for the Pensions Committee on operational and administration matters relating to the Fund. This followed the last full quarterly report to Pensions Committee in March 2023.

13.2 **RESOLVED**

**That the Committee:**

**1. Note the contents of the report, including the two Admission Agreements in respect of:**

- **Aspens Services (Scole CE Primary Academy)**
- **Lewis & Graves Partnership (Eastern Multi Academy Trust)**

**2. Agree the Mission Statement and underpinning of strategic objectives, discussed in the report.**

14 **Update from the Pensions Oversight Board**

14.1 The Committee received a report by the Director of Strategic Finance and the Director of the Norfolk Pension Fund that provided an update on the work of the Board.

14.2 **It was RESOLVED**

**To note the report.**

15 **Risk Register Report and Compliance with Breaches Policy**

15.1 The Committee received a report by the Director of Strategic Finance and the Director of the Norfolk Pension Fund that updated the Pensions Committee on the Norfolk Pension Fund's Risk Register and Breaches Policy.

15.2 **RESOLVED**

**That the Committee note the contents of the report.**

16 **Draft Pension Fund Accounts 2022-23**

16.1 The Committee received a report by the Director of Strategic Finance and the Director of the Norfolk Pension Fund that presented the draft annual accounts of the Norfolk Pension Fund for the year ended 31 March 2023, for consideration by the Committee.

16.2 **RESOLVED**

**That the Committee note the draft 2022-23 Accounts of the Norfolk Pension Fund.**

17 **ACCESS Update Unrestricted Items**

17.1 The Committee received a report by the Director of Strategic Finance and the



Director of the Norfolk Pension Fund that provided an update to the Pensions Committee on the work of the ACCESS Pool in so far as unrestricted items were concerned.

17.2 **RESOLVED**

**That the Committee note the contents of the report.**

18 **ACCESS Update – Restricted items**

18.1 The Committee received a report (containing exempt information) by the Director Strategic Finance and the Director of the Norfolk Pension Fund that updated Members on a confidential basis on investment and governance matters pertaining to the ACCESS Pool (A Collaboration of Central, Eastern and Southern Shires).

18.2 **RESOLVED**

**That the Committee note the contents of the report.**

19 **Employer Operational Issues**

19.1 The Committee received a report (containing exempt information) by the Director of Strategic Finance and the Director of the Norfolk Pension Fund about the arrangements that were in place to monitor progress against the agreed recovery plan for employer operational issues considered at previous meetings where there was a risk of failure to meet Administration Regulatory and Performance requirements.

19.2 **RESOLVED**

**That the Committee note the contents of the report and continue to take appropriate action to resolve the situation.**

20 **Investment Performance Update by Hymans Robertson**

20.1 The Committee received a detailed booklet and presentation on investment performance (containing exempt information) by Hymans Robertson.

20.2 **It was RESOLVED**

**That the Committee note the detailed booklet and the work undertaken by Hymans.**

21 **Enhanced Yield Portfolio Review (part 2)**

21.1 The Committee received a report (containing exempt information) by the Director of Strategic Finance and the Director of the Norfolk Pension Fund and a presentation by Hymans that presented additional implementation recommendations and identified where further work was required since this matter was last considered in March 2023.

21.2 **RESOLVED**

**That the Committee agree to the recommendations set out in the report.**

**22 Investment Update**

22.1 The Committee received a report (containing exempt information) by the Director of Strategic Finance and the Director of the Norfolk Pension Fund that dealt with the investment strategy and assets of the Fund. It included details about the onboarding of assets to the ACCESS Pool, an update on class actions, private market commitments and currency hedging.

**22.2 RESOLVED**

**That the Committee note the content of the report.**

**23 Investment Manager presentation**

23.1 Three representatives from a Fund Manager (who participated in the meeting remotely via Microsoft Teams) presented a detailed booklet, summarised the main issues, and responded to detailed questions by the Members.

**23.2 RESOLVED**

**To note the presentation by the Fund Manager.**

**Judy Oliver  
Chair**

## Report of the Employment Committee Meeting held on 31 May 2023

### 1. Appointment of a Chief Executive Officer

- 1.1 The Committee received the report setting out a proposal for the Council to move to a Chief Executive Model.
- 1.2 The Committee **AGREED**
- to an appointment process being progressed to move to a Chief Executive Model.
  - the salary for the Chief Executive Officer being £197,000

### 2. Exclusion of the Public

- 2.1 The Committee **agreed** to exclude the public for the discussion of Exempt appendix B of report 5, "Appointment of a Chief Officer" and Item 7 "Appointment of a Chief Executive Officer – process" on the grounds that they contained exempt information as defined by paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 due to containing personal data which outweighed the public interest in disclosure.

### 3. Appointment of a Chief Executive Officer – process

- 3.1 The Committee received and discussed the exempt report
- 3.2 The Committee **AGREED** the recommendations as set out in the exempt report

**Cllr Kay Mason Billig**  
Chairman

## Report of the Norfolk Health and Wellbeing Board Meeting held on 21 June 2023

### 1. Chair's opening remarks

- 1.1 Since the last meeting there had been a number of changes to the membership of the Board in part due to the District Council election in May 2023. The Chair welcomed the new members to the Health and Wellbeing Board (HWB) and Integrated Care Partnership (ICP) and provided an overview of the purpose and focus of the HWB and ICP.

### 2. Five Year Joint Forward Plan (HWB)

- 2.1 The HWB received the report which described how Norfolk & Waveney Integrated Care Board (N&W ICB) and its partner trusts intend to arrange and provide NHS services to meet the population's physical and mental health needs and how it will work with partners across the Integrated Care System to achieve this.
- 2.2 Tracey Bleakly, Chief Executive of Norfolk and Waveney Integrated Care Board (ICB) introduced the paper on the Five Year Joint Forward Plan (JFP). Liz Joyce, Head of System Transformation at NHS Norfolk and Waveney Integrated Care Board provided additional information. Members heard about the engagement and development processes that were undertaken to develop the JFP, the 8 areas of ambition, and the role of partnership work concerning achieving its ambitions..
- 2.3 The Health and Wellbeing Board **resolved** to:
- Consider the content of the draft JFP for Norfolk & Waveney and whether it takes proper account of the transitional Integrated Care Strategy for Norfolk and Waveney / Joint Health and Wellbeing Strategy for Norfolk that relates to any part of the period to which the JFP relates.
  - To agree to delegate to the Chairman of the Committee to provide a statement of opinion on behalf of the Norfolk Health and Wellbeing Board for inclusion in the JFP to meet the publication deadline of 30 June 2023, based on the comments raised by the Board at today's meeting.

### 3. Norfolk's Better Care Fund (BCF) End of Year Return (2022/23) and BCF 2023-25 Update (HWB)

- 3.1 The HWB received the report which noted the achievements of the BCF 2022/23 against key metrics and how the BCF has been used to support integration between the Integrated Care System. The report also updated HWB members on the development of the 2023-2025 BCF Plan, including changes to the BCF national conditions and reporting requirements.
- 3.2 Debbie Bartlett, Norfolk County Council Interim Executive Director of Adult Social Services introduced the report that noted the impact of Norfolk's Better Care Fund (BCF) 2022/23 and the plans for 2023-2025. Health and Wellbeing Boarder members received a presentation from Bethany Small, Commissioning Manager, Social Care & Health Partnerships that provided an

overview of the goals of BCF, the agreed priorities and principles and explained that Norfolk delivered against target on all four metrics. This included 86.5% of older people still at home 91 days after discharge from the hospital into reablement/rehabilitation and, supporting that, a 90% reduction in packages of home care that cannot be fully sourced since January 2022 – bringing it to one of its lowest levels in four years.

3.3 The Health and Wellbeing Board **resolved** to:

- Receive and agree the 2022/23 Better Care Fund End of Year Return
- Support the progress of the Better Care Fund (BCF) planning approach, including the local priorities and alignment with Place.
- Sign off the Norfolk BCF 2023-25 Plan at the September Health and Wellbeing Board, for full and final submission.

The Health and Wellbeing Board meeting closed at 10:34 am

**BILL BORRETT**

**Chair of the Health and Wellbeing Board**

## **Report of the Infrastructure and Development Select Committee Meeting held on 17 May 2023**

### **1. Items of Urgent Business**

- 1.1 There was no urgent business, however the Chair took the opportunity to advise the committee that following the Full Council meeting held on 9 May 2023 the following motion was agreed and a report will be brought to the committee before the end of 2023:

#### Motion

Council believes sewage discharges in rivers and coastal waters is unacceptable. There is a direct and indirect adverse impact on water quality, the environment, human health, amenity and businesses. It also damages the reputation of our beautiful county.

Council regrets the lack of urgency and meaningful sanctions for sewage discharges and recognises increased development in Norfolk will add to the problem in future unless action is taken at source.

Council welcomes the government's intention to consult on the introduction of Schedule 3 of the Flood and Water management Act 2010 and urges government to expedite the process.

Council believes Water companies should be held automatically liable for any sewage discharge.

Council requests the Infrastructure and Development Select Committee to explore existing powers and opportunities available to Norfolk County Council in order to –

1. Enforce fines on water companies
2. Ensure compensation is paid by water companies for direct and indirect financial losses of those, particularly businesses, near to or affected by discharges and to report back findings and recommendations to Council by no later than December 2023.

### **2. Trading Standards Service Plan**

- 2.1 The Committee received the report which provided the Committee with the Trading Services Service Plan 2023/24 which included The Enforcement of Age Restricted Sales and Illegal Tobacco Products Plan which enabled the County Council to discharge its statutory duty to annually consider and review its enforcement of the Children and Young Persons (Protection from Tobacco) Act 1991 and the Anti-Social Behaviour Act 2003. The Plan also included The Food and Feed Law Enforcement Plan which was also a statutory plan required by the Food Standards Agency, which incorporated work that was intended to protect the food supply chain, covering both food production and control of animal feed used for animals intended

for human consumption.

## 2.2 **RESOLVED**

1. To review and comment on the Trading Standards Service Plan 2023/24 (Appendix 1) including:
  - Annex I: Enforcement of Age Restricted Sales and Illegal Tobacco Products Plan 2023/24 (Appendix 2 to this report)
  - Annex II: Food & Feed Law Enforcement Plan 2023/24 (Appendix 3 to this report), and
  - Annex III: Delivery of Animal Health & Welfare Framework 2023/24 (Appendix 4 to this report) prior to consideration by Cabinet.
2. To particularly highlight to Cabinet that the rolling trainee programme was fully supported.
3. That a briefing regarding the work of Trading Standards to committee members would be organised.

That members helped promote the dangers of vaping.

## 3 **Planning Obligation Standards 2023**

- 3.1 The Committee received the report which considered proposed amendments to the County Council's Planning Obligations Standards (the Standards), which were first introduced in 2000 and have been subsequently updated on an annual basis thereafter. The Standards primarily focus on developer funding towards County Council infrastructure including education, library, green infrastructure, and fire service provision (fire hydrants secured through planning condition) required as a consequence of new residential development.

### 3.2 **RESOLVED**

To review and comment on the amended 2023 Planning Obligations Standards prior to consideration by Cabinet.

## 4. **Norfolk County Council Local List for Validation of Planning Applications 2023**

- 4.1 This report is to advise the Select Committee of the consultation of the draft Local List and seek comments for consideration by Cabinet. Once the Local List was formally adopted, it would be published on the Council's website and form part of the planning validation process.

### 4.2 **RESOLVED**

To consider the draft Local List consultation feedback, the draft Local Lists and make any comments for consideration by the Cabinet.

## 5. **Tree Health: Ensuring Resilience of Tree Stocks and Public Safety**

- 5.1 The Committee received the report which set out an end of year analysis of the ongoing work and provided evidence of the ongoing need for the project and

resources to facilitate this.

## 5.2 **RESOLVED**

1. The committee supported the continuation of the current targeted survey programme to identify and undertake remedial work or removal of trees that pose a potential risk to the public
2. The committee supported the expansion the survey beyond ash trees to recognise the potential threats to other species and to acknowledge the reduced risk to the public that a comprehensive survey and action approach was providing

## 6. **Tree Planting in Norfolk, including Country Parks**

- 6.1 This paper proposed that NCC purchases sufficient land to plant 500,000 trees over the next two planting seasons. Creating woodland with public access would fulfil the existing commitment to create a country park in Norfolk.
- 6.2 Following an amendment to the recommendations, which was carried by 5 votes to 3, the committee **resolved to:**

### **RESOLVED**

Officers to report back to the Infrastructure and Development Committee with a revised delivery plan for the 1 million trees project, as soon as practicable, to include the following:

1. Detailed projections of current workstream planting projects outcomes
2. A revised, realistic deadline to deliver the initial 1 million tree target
3. A proposal, with initial project timescales, to extend tree planting to 1.25 million and then 1.5 million trees, in order to continue the Council's commitment to this environmentally important project beyond 2024

## 7. **Forward Work Programme**

- 7.1 The Select Committee received the report by the Executive Director of Community and Environmental Services which set out the Forward Work Programme for the Committee to enable the Committee to review and shape.
- 7.2 Having reviewed the report, the Select Committee **AGREED** the Forward Work Programme set out in Appendix A.

**Cllr James Bensly, Chair  
Infrastructure and Development Select Committee**



## Report of the People and Communities Select Committee meeting held on 19 May 2023

### 1. Public Health Strategic Plan

- 1.1 The Committee received the report setting out the Public Health draft Strategic Plan describing how Public Health contributes to achieving Norfolk County Council's vision for Norfolk to be the place where everyone can start life well, live well and age well, and where no one is left behind.
- 1.2 The Select Committee **AGREED** to:
1. Endorse our approach to developing a new Public Health Strategic Plan as a mechanism to engage with and influence partners across the system in Norfolk
  2. Advise on priorities for the new strategic plan
  3. Endorse our proposal to focus on prevention partnerships & place, children & young people, adults and older people.

### 2. Market Position Statement

- 2.1 The Select Committee received the report detailing the Norfolk County Council Market Position Statement, which set out the social care landscape for the area and the direction of travel required as well as helping the council to demonstrate understanding of the local care market as part of its responsibility to promote the efficient and effective operation of the care and support market within the Care Act (2014).
- 2.2 The Select Committee **reviewed** and **commented** on the draft Market Position Statement 2023.

### 3. Home Care Strategic Commissioning Approach

- 3.1 The Select Committee received the report detailing the strategic review of the current home care market, to inform the future strategic commissioning approach and undertaken to ensure that Norfolk County Council can fulfil its duties under the Care Act, concerning individual choice, market sustainability and quality of care provision.
- 3.2 The Select Committee commented on:
- a) The strategic commissioning approach to adopt a Prime Provider model in Norfolk. This approach would put in place a lead home care organisation, as a Prime Provider within each Primary Care Network. They will be required to deliver up to 70% of the care within this geographical area
  - b) The commitment to quality improvement in Norfolk and that any Prime Provider contract award will only be to provider(s) that are good or outstanding. This would be determined through using the most contemporary rating of either Provider Assessment and Market Management Solution (PAMMS) or are Quality Commission (CQC), as evidence of this

### 4. Listening and engaging – preparatory work to refresh Promoting Independence Strategy

- 4.1 The Select Committee received the report setting out how over the summer, Adult Social Services planned to have a dialogue with Norfolk people and partners, to help shape the future direction for the Promoting Independence strategy
- 4.2 The Select Committee:
- a) Gave feedback and suggestions about the proposed approach to engaging with a wide range of people, staff and partners across Norfolk, to gather insight and experiences of Adult Social Services and care and support:
    - it was suggested that veterans be included to the list of people that officers aimed to reach through engagement.
  - b) Agreed to receive an update on the outcome of the engagement activity and next steps at the People and Communities Select Committee meeting in September 2023
- 5. Adult Social Services Workforce Strategy Update**
- 5.1 The Select Committee received a report providing a summary on the current state of the strategy and workforce plan, and progress and activity towards achieving a fully established and stable workforce in Adult Social Services.
- 5.2 The Select Committee
- a) note the content of this briefing paper
  - b) put forward comments and suggestions on actions to raise the profile of Adult Social Services in local and national media
  - c) comment in particular on the development of initiatives aimed at encouraging young people of Norfolk to consider a career in Adult Social Services
- 6. Forward Work Programme**
- 6.1 The Committee considered the forward plan for the People and Communities Select Committee.
- 6.2 The Select Committee:
- 1. **AGREED** the forward plan
  - 2. **NOTED** the briefing note circulated in March 2023 on the Social Work Workforce in Children's Services, included at Appendix A to the Forward Plan.

**Cllr Fran Whymark, Chair  
People and Communities Select Committee**

## Report of the Norfolk Joint Museums Committee meeting held on 14 April 2023.

### 1 Area Museums Committees

- 1.1 The Joint Committee received updates about Museums activities in Breckland, Norwich, and King's Lynn and West Norfolk.
- 1.2 From the Norwich report, the Joint Committee noted that a new boiler system at Norwich Castle had been installed following the total failure in December 2022.

### 2 Norfolk Museums Service – Finance Monitoring Report for 2022/23

- 2.1 The Joint Committee received a report that covered the Norfolk Museums Service (NMS) forecast budget out-turn for 2022/23 and detailed the latest monitoring position of the revenue budget, capital programme, reserves and provisions.
- 2.2 The Committee's attention was drawn to the following issues:
  - The Service was currently projecting an over-spend of £1.304m as it continued to face significant uncertainty in relation to the main income streams following a slower than hoped for return to normal, pre-pandemic visitor numbers and patterns. The very hot summer, cost of living pressures, and reduced visitor offer in place at Norwich Castle Museum due to the ongoing work for the Keep re-development were also important factors. This projected overspend also contained a number of extraordinary items including specific staffing pressures resulting from the annual NCC pay increase, and utilities pressures.
  - NMS budgetary pressures continued to be managed by the County Council at CES departmental level.
  - The Joint Committee noted that since the last monitoring report, funding at CES departmental level had been secured for an invest to earn scheme of £0.302m. This would be deployed over the next three years to enable NMS to realise the full potential of the commercial opportunities available to them upon reopening Norwich Castle.
  - The Chair acknowledged a generous grant of £381,920 from the Department of Culture Media and Sport and Arts Council England through the Museums Estate and Development Fund (MEND) to replace the building management system at Norwich Castle.

### 2.3 The Joint Committee resolved:

1. To note the latest monitoring position of the revenue budget, capital programme, reserves and provisions and forecast out-turn for 2022/23.
2. To note the proposed budget savings and changes for 2023/24 that were set out in the report.

### 3 Norfolk Museums Service - Risk Management Report

- 3.1 The Joint Committee received a report that provided Members with the latest Norfolk Museums Service Risk Register. The Norfolk Museums Service risk register was last reported to the Joint Museums Committee in February 2023.
- 3.2 The Committee's attention was drawn to the following issues:
- To change the title of risk RM14364 to Failure to deliver Arts Council England business plan 2023-26. This follows the completion of the 2018-22 business plan cycle, and our movement to now delivering against the new business plan for 2023-26 from April 2023.
  - To amend the target date of risk RM14364 Failure to deliver Arts Council England business plan 2023-26, to the end of 2023/24, to cover the first year of the business plan. This will be further reviewed closer to the end of 2023/24 to cover the next financial year of the business plan delivery.
  - To change the title of risk RM14162 to Failure to generate additional income streams for 2023/24 in accordance with service plan. This follows the movement into the new financial year.
  - To amend the target date of risk of risk RM14162 - Failure to generate additional income streams for 2023/24, to the end of the financial year 2023/24. Again, this follows the movement into the new financial year.
  - To close risk RM14499 - Future Arts Council England Funding now that the funding has been granted for the next three years. Closer to the point of the next business plan cycle, this risk can be re-opened to help to focus the mitigating actions required to minimise the risk of not achieving future ACE funding from 2026/27 – 2028/29.
- 3.3 The evidence presented to the Joint Committee showed that all risks were being managed to an appropriate level with appropriate mitigation tasks being undertaken.
- 3.4 The Joint Committee raised issues of security in the vicinity of the Norwich Castle lift in the Castle Gardens and asked for this matter to be taken up with the City Council and other partners with a view to a report on the situation being brought back to the next meeting.

3.5 **The Joint Committee resolved to agree:**

1. **The active and dormant risks as per appendices A and B of the report.**
2. **The key changes to the risks as set out in paragraph 2 of the report:**

4 **Norfolk Museums Service – Performance & Strategic Update Report**

- 4.1 The report noted the Service's award-winning learning programmes and the Service's work with key identified groups including the Service's award-winning learning programmes and the Service's work with key identified groups including Looked After Children, carers and foster families, and vulnerable older residents across the County. The report also provided an update on all major projects, including the *Norwich Castle: Gateway to Medieval England* project and the National Lottery Heritage Fund supported youth development programme, *Kick the Dust Norfolk*.
- 4.2 The following points were discussed and noted:

- Overall visitor numbers for the first eleven months of the financial year were

above target. School visits to museum sites had encouragingly increased significantly and were back to pre-Covid levels.

- The Joint Committee praised the excellent work that continued to be done to develop a strong social media presence, particularly with Instagram, Twitter and Facebook accounts being actively used and maintained by staff.
- Members were encouraged to explore the links in the periodic performance report to museum blogs and museum activities that were designed to be of interest to a wide range of NMS audiences.
- It was pointed out that the extensive exhibition programme at Norwich Castle currently included *The Last Voyage of the Gloucester: Norfolk's Royal Shipwreck, 1682; Norwich Castle Museum & Art Gallery, 25 February – 10 September 2023*, a major exhibition that included for the first time some of the fascinating objects recovered from the wreck site.
- The Joint Committee received an update from Dr Robin Hanley on recent headlines regarding the Kick the Dust project which remained the subject of regular update reports to the Area Committees. It was pointed out that young people continued to be heavily involved in shaping the future direction of this important quality project as it underwent organisational change and started on a new delivery phase.
- The Director of Culture & Heritage explained other strategic developments in the Service which were fully set out in the report. These included work on key Arts Council England and National Lottery Heritage Fund programmes and the Service's planning relating to its Arts Council England National Portfolio Organisation funding for 2023-26. The Committee were informed that they would be seeing a regular monitoring report on the NPO programme. In addition, there was also a grant application by the Ancient House Museum for the new Duleep Singh interpretation and joint partnership working with District Councils on development programmes linked to Market Towns and a digital learning programme around Robert Kett.

#### 4.3 RESOLVED

**That the Joint Committee note:**

- 3. An update on the 2022/23 Service position to date**
- 4. Progress regarding development of the Norwich Castle: Gateway to Medieval England project**
- 5. The grant application by the Ancient House Museum for the new Duleep Singh interpretation, and to recommend that the Executive take the project forward**
- 6. Progress in terms of our key Arts Council England and National Lottery Heritage Fund programmes for 2022/23 and the Service's planning relating to its Arts Council England National Portfolio Organisation funding for 2023-26.**

#### 5 Museum Development Report

- 5.1 The Joint Committee received a report that provided an update on Arts Council England's (ACE) plans for Museum Development in 2024-26, and NMS proposals to

address those plans.

- 5.2 ACE was inviting interested parties to apply for Museum Development funding for 2024-26. The existing South East Museum Development programme (SEMD) was delivered by Brighton and Hove Museums (BHM) in partnership with other regional providers and NMS was developing a joint application with SEMD (managed by Brighton & Hove Museums) for ACE Museum Development funding in 2024-26 once details and requirements had been released by ACE. This new approach mirrored Arts Council England's regional structure and national approach to museum development at a strategic level.

5.3 **RESOLVED**

**That the Joint Committee note the update on the proposal by NMS to form a partnership with Brighton & Hove Museums to apply for Museum Development funding for 2024-26.**

6 **Norwich Castle Royal Palace Reborn—Project Update**

- 6.1 The Chair introduced Hannah Jackson, Project Manager, and Dr Tim Pestell, Senior Curator of Archaeology, who gave the Committee a detailed presentation with photographs on the Norwich Castle Royal Palace Reborn. The update advised the Committee of decisions made by the Project Board regarding activity tours, the construction works and interpretation elements of the project which would enable the Keep reopening to visitors around Easter 2024.
- 6.2 Working with the British Museum, the NMS was creating a fascinating new gallery of the Medieval period. This would feature almost 1,000 objects from NMS collections, from the British Museum and from other key lenders including the V&A to help explore this period of history. This work was being done in a way that ensured the Castle Keep, and the museum as a whole, was accessible and welcoming for all visitors through physical changes and careful interpretation decisions.
- 6.3 **The Joint Committee resolved:**
- 1. To thank Hannah Jackson, Project Manager, and Dr Tim Pestell, Senior Curator of Archaeology, for providing Members with an interesting presentation.**
  - 2. Look forward to receiving further update reports about the Norwich Castle Royal Palace Reborn Project at future meetings.**

**John Ward  
Chair**

## Report of the Norfolk Records Committee Meeting held on 14 April 2023

### 1 Finance and Risk

1.1 The Committee received a report that covered the Norfolk Record Office revenue budget for 2022/23, capital programme and reserves and provisions and an update on the service risk register.

1.2 The following points were discussed and noted:

- The Record Office was currently forecast to achieve a balanced budget position.
- The Risk Register contained six key risks: one had a red risk rating, four amber and one green. The red rated risk (RM13959) related to a loss or reduction of funding, including that from income generation which accounted for around 30% of the service's funding. Measures have been introduced ensure that this income generation was maintained and, where possible, increased.

1.3 The Committee **CONSIDERED** and **COMMENTED** on:

1. Forecast position of the revenue budget, reserves and provisions.
2. Management of risk for 2022/23.

### 2 Performance Report

2.1 The Committee received a report by the County Archivist that outlined delivery of Norfolk Record Office (NRO) services and improvements made between 1 October 2022 and 10 March 2023.

2.2 The following points were discussed and noted:

- The County Archivist explained the wide range of work that continued to be done to make the Norfolk Record Office more accessible to new audiences.
- It was pointed out that staff had started working with men from HMP Norwich on the Norfolk iteration of the *Change Minds* project.
- Staff had provided training to volunteers on several projects. These include 4 training sessions for volunteers on the Mile Cross 100 project, celebrating the 100th anniversary of Britain's oldest purpose-built social housing estate.
- Other activities included staff putting on the first in-person Deciphering Old Handwriting course since lockdown, which began in January. Ten people signed up to the course.
- At the previous meeting of the Norfolk Records Committee a report was presented on public access to the service. This included a proposal to reduce opening hours by closing the searchroom on a Friday and part-compensating for this by opening half an hour earlier (at 9.30) on Tuesday to Thursday. Many of the NRO's regular users had expressed concern

about these changes, in particular the impact it would have on those wanting to spend an extended period using the NRO. Whilst the NRO still needed to deliver the budget savings it had started a six-month trial to see if it could meet the concerns of its users. During this trial, the NRO would open from 10am to 4pm on Fridays for users who had pre-ordered documents. Microfilms would not be available on the day but would be accessible at the Norfolk Heritage Centre.

**2.3 The Committee CONSIDERED and COMMENTED on the contents of the report and the actions taken by the Record Office to provide a service during the period between 1 October 2023 and 10 March 2023.**

### **3 Storage Project Options Appraisal**

**3.1** The Committee received a report that considered an options appraisal of the potential solutions to issues surrounding storage of the NRO's growing collection, long-term preservation of documents and public access. The Committee assessed a list of potential solutions against a defined set of benefits which the project aimed to deliver.

**3.2** After carefully considering the available options, the Committee was of the unanimous opinion that Option 4 (Build an Extension to Existing NRO Storage Based on Passive Principles) was the preferred solution. This option envisaged an extension to the existing Record Office constructed with high thermal inertia and high air tightness along with minimal intervention in the internal environment and assumed that only paper archives would be stored in it. Another key component of this option's success was the role of the Collection which itself acted as a buffer; therefore, the store needed to be filled with fully packaged archives. This option provided the required internal environments with a much lower carbon impact than the use of air conditioning.

**3.3 The Committee CONSIDERED and COMMENTED on the contents of the report and supported taking forward the recommended option 4 as set out above.**

**Michael Chenery of Horsbrugh, Chair,  
Norfolk Records Committee.**



## **Independent Remuneration Panel**

### **Review of Norfolk County Council Members' Allowances Scheme**

#### **PANEL MEMBERS**

Clare Whelan OBE (Chair)  
Gillian Bannister  
Nicki Bramford  
Mark Stanton

July 2023

## 1. Background

1.1 The County Council is required to appoint to an Independent Remuneration Panel to make recommendations in relation to its Members' Allowances Scheme.<sup>1</sup> The current members on the Panel were appointed by full Council on 11 October 2022 for a period of 5 years as follows:

Clare Whelan OBE (Chair)  
Gillian Bannister  
Nicki Bramford  
Mark Stanton

1.2 The Panel's agreed objectives and terms of reference were as follows:

To make recommendations to the Council on:

- (i) The level of Basic Allowance to be paid to all Norfolk County Councillors;
- (ii) The posts for which Special Responsibility Allowances (SRAs) should be paid and the level of those SRAs;
- (iii) The appropriateness of continuing to pay a Carer's Allowance and the rate at which it should be paid;
- (iv) Whether allowances should be paid to co-opted Members and if so, at what level;
- (v) The terms of travel and subsistence allowances for Members.

All these issues have been subject to consideration and recommendation by the Panel.

1.3 The Panel must make recommendations on a scheme of payments to councillors which:

- (i) conform with legislation;
- (ii) recognise that the work of a councillor is undertaken for the sake of public service and not for private gain;
- (iii) recognise the demands placed upon councillors by their differing roles and responsibilities within the Council and fairly and equitably compensates them for the time and effort they devote to their work as a member of the Council; is simple to administer and easy to explain and justify to the public.

1.4 In advance of the Panel commencing the review group leaders were asked for their views on any additional areas of work within the terms of reference that they would like the review to consider. The following were identified:

---

<sup>1</sup> [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#)

- Environmental alternatives to using a car
- Carers' allowance
- Allowances paid to group leaders of groups of less than nine members.

## 2 Guiding Principles

2.1 The Panel wanted to agree a set of guiding principles to use when reviewing the allowances scheme, establishing some basic criteria upon which all decisions could be made and tested against to complement any existing guidance or legislation provided by the Council or central Government. The following principles were agreed that the scheme should:

- Promote a healthy democracy by minimising financial disadvantage as a barrier to people from a wide range of socio/economic backgrounds and age groups with a wide range of skills standing for election or serving as Councillors.
- Maintain the ethic of voluntary public service given freely and the need to reflect this within the Basic Allowance paid to all Councillors so that people do not stand for and remain on the Council primarily for financial reasons.
- Ensure that in the interests of transparency during scheme reviews all elements should be easily understood by members, officers and the public and straightforward to administer.
- Ensure that because Members ultimately determine their allowances, they should be able to justify their remuneration to the public. As such, Panel recommendations should be robust, reasonable and evidence based.

## 3. Process

3.1 The Panel considered a wide range of background information and research provided by officers supporting the review. In addition, Members and co-opted Members in receipt of special responsibility allowances were also approached for their views. All group leaders were invited to either speak with the Panel or submit written information, although not all responded to the invitation. The Panel met on several occasions to undertake the review as follows:

- **10<sup>th</sup> November 2022:**  
Induction training for the new Independent Remuneration panel
- **1<sup>st</sup> December 2022:**  
Consideration of arrangements for the annual in line increase of allowances for Councillors
- **17<sup>th</sup> January 2023:**  
Meeting with some County Council representatives on the Norfolk Adoption Panel and Foster Panel.

Meeting with Chair of Norfolk Joint Museums Committee and Chair of Norfolk Records Committee.

- **6<sup>th</sup> February 2023:**  
Consideration of the basic allowance in the scheme
- **23<sup>rd</sup> February 2023:**  
Consideration of the additional allowances and SRAs in the scheme
- **13<sup>th</sup> March 2023:**  
Meeting with political group leaders
- **17<sup>th</sup> April 2023:**  
Consideration of further information and recommendations on the basic allowance
- **12<sup>th</sup> May 2023:**  
Consideration of the carers' allowance in the scheme and meeting with Councillors
- **19<sup>th</sup> May 2023:**  
Consideration of the co-optees' allowance and meeting with co-opted Members of the Norfolk Police and Crime Panel.

Meeting with the newly appointed Leader of the Council.

The Panel would like to thank all those that gave their time to contribute to the review of Members' Allowances and to assist them in their work. They would also like to thank the Officers who supported the review.

## **4. Recommendations**

- 4.1 The Panel asks that Council consider the attached report on the review of allowances and the recommendations contained within it, as listed below:

### **Recommendation 1**

The Panel recommends to Council that the basic allowance for County Councillors be set at £12,010 per annum as from 1<sup>st</sup> August 2023.

### **Recommendation 2**

That any increase in allowances for 2023/24 should be taken in line with the same percentage agreed for employees or in the event of employees being awarded a lump sum, the same formula (median pay of grades included) be used and applied as in December 2022.

### **Recommendation 3**

That the Panel review the indexing arrangements for allowances on an annual basis.

**Recommendation 4**

That the SRA for members of the Norfolk Adoption Panel and Foster Panel be set at 15% of the Leader's SRA in the Members' Allowances Scheme as from 1<sup>st</sup> August 2023.

**Recommendation 5**

That the SRA for the Chair of Norfolk Records Committee and Chair of Norfolk Joint Museums Committee be removed from the Members' Allowances Scheme as from 1<sup>st</sup> May 2024.

**Recommendation 6**

That there is no change to SRAs for group leaders in the Members' Allowances Scheme.

**Recommendation 7**

That the SRA for the role of Leader of the Council should be set at three times the rate of the basic allowance for Councillors as from 1<sup>st</sup> August 2023.

**Recommendation 8**

That the travel allowances made payable to Councillors continue to be linked to any allowance for County Council employees

**Recommendation 9**

That the subsistence allowances made payable to Councillors continue to be linked to any allowance for County Council employees.

**Recommendation 10**

That the provision of a broadband allowance for Councillors be removed from the scheme as from 1<sup>st</sup> August 2023.

**Recommendation 11**

That the County Council retains the provision within the scheme for a carers' allowance and that this remains payable at the hourly rate of the National Living Wage plus 20%.

**Recommendation 12**

That the carers' allowance for Councillors be set at an upper limit per Councillor, per annum, (currently £3,297) using the formula outlined in the report as from 1<sup>st</sup> August 2023.

**Recommendation 13**

That the County Council considers a review mechanism within the scheme to help flexibility for those Councillors with dependants with more complex needs

**Recommendation 14**

That Parent Governor representatives be entitled to remuneration of £70 per Scrutiny Committee meeting, plus travel expenses, in accordance with the Council's travel allowances scheme as from 1<sup>st</sup> August 2023.

**Recommendation 15**

That there be no change to the co-optees' allowance of £1,082 per annum in the Members' Allowances Scheme payable to the Independent Members of the Norfolk Police

and Crime Panel.

From 1<sup>st</sup> May 2024 the co-optees allowance should be set at 3% of the Leader's allowance.

## Basic Allowance

### 5. Background

- 5.1 The requirement and basis for a Basic Allowance is set out in Government guidance<sup>2</sup>. Local Authorities must include in their scheme of allowances a basic, flat rate allowance, payable to all Members. It must be the same for each Member and may be paid in a lump sum or in instalments throughout the year. The basic allowance is intended to recognise the time commitment of all Councillors, including meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.
- 5.2 The guidance advises reaching a conclusion as to the number of hours that Members need to carry out the role expected of them. It also advises that some element of Members' work should be regarded as voluntary and consequently that not all their time should be remunerated. However, the guidance advises this should be balanced against the need to ensure that no financial loss is suffered by any Member, and to ensure that, despite the workload involved, people are encouraged to come forward as elected Members and that their service to the community is retained. Finally, the guidance advises that panels consider rates at which it would be appropriate for remunerated time to be paid.
- 5.3 The Panel have been mindful of this guidance when considering the rate at which to recommend the basic allowance be set for County Councillors. The following have therefore been considered:
- a view as to the number of hours needed to carry out the basic role of a County councillor.
  - the number of hours that should not be remunerated on the basis that they represent an appropriate element of the work of councillors that should be regarded as voluntary.
  - appropriate comparative information from other local authorities relating to the setting of their basic allowance.
  - pay rate indicators both national, regional and local including full and part time pay indicators for comparison.

### 6. Time required to carry out Councillor duties

- 6.1 The Local Government Association (LGA) Census of Councillors in 2022 indicated that County Councillors spend approximately 22.4 hours per week on Council business<sup>3</sup>. Having spoken to political group leaders and a cross section of Councillors with specific roles (identified in this report) this has been considered a fair assessment and an appropriate benchmark figure from which to base any formula and has therefore been used in our calculations. The Panel has recognised however that Councillors work in

---

<sup>2</sup> [DCLG – Guidance on Members' Allowances for Local Authorities in England](#)

<sup>3</sup> [Councillors' Census 2022 \(local.gov.uk\)](#)

different ways and there are some who spend many more hours due to specific commitments or responsibilities or because of having to travel longer distances to meetings. It should be expected though that Members should generally not be spending less than the average number of hours per week on basic Council duties.

## **7. Public Service Discount**

- 7.1 The Panel consider that an important part of being a Councillor is the desire to serve the public and there should be some recognition that part of their time should be given voluntarily. Some Councils apply the principle of having a public service discount applied to the rate at which a basic allowance should be paid and in general, a percentage of between 30% and 50% may be taken off the final total allowance figure calculated. Previous Panels have agreed a reduction of 30% and it is considered that this reduction is a fair and reasonable assessment.

## **8. Benchmarking with other Local Authorities**

- 8.1 In considering the rate at which a basic allowance should be set the Panel have considered the rates set by other County Councils both across the Country and in those Councils of a comparative size to Norfolk. It is recognised that comparisons can sometimes be difficult as schemes will have been reviewed at varying times and some levels may have been set more recently than others.

## **9. Local wage rates**

- 9.1 Guidance states that in considering setting a basic allowance, panels may wish to look at local and regional wage rates as these may be appropriate as a measure for the allowance paid to members of its community.
- 9.2 As an indicator of the terms of the hourly rate to be applied, the Panel have considered the Annual Survey of Hours and Earnings (ASHE) of average gross hourly rate for all full-time employee jobs in Norfolk as an appropriate one to use for considering an indicator. The current rate (based on figures from 2022) is £16.11.<sup>4</sup> To try to come to a fair assessment both full time and part time figures in Norfolk have been considered for a full comparison in addition to considering a combined average figure and a rate using a 65/35% split of working people in the County<sup>5</sup>. On reflection the Panel considered that using a combined average of full time and part time wages in Norfolk was a fair and appropriate figure to use in any calculations. This would give an average hourly rate for the County of £14.73.

## **10. Allowance recommended**

- 10.1 In using the guidance as a benchmark, the following formula has been used to calculate what is considered a fair and reasonable basic allowance for Councillors.

---

<sup>4</sup> [Employee earnings in the UK - Office for National Statistics \(ons.gov.uk\) 2022](https://ons.gov.uk/employment-and-labour/most-popular-statistics/earnings-and-wages/employee-earnings-in-the-uk)

<sup>5</sup> Based on a split of 35.8% of the Norfolk population (part time hours) and 64.2% (full time hours)



$$\begin{array}{ccccccc}
 \boxed{\begin{array}{c} \text{Annual hours} \\ 22.4 \times 52 \\ \text{weeks} \end{array}} & \times & \boxed{\begin{array}{c} \text{Hourly rate} \end{array}} & - & \boxed{\begin{array}{c} \text{Public Service} \\ \text{Discount (If} \\ \text{applied)} \end{array}} & = & \boxed{\begin{array}{c} \text{£XX per} \\ \text{annum} \end{array}}
 \end{array}$$

- 10.2 Having considered all of the variables suggested in the guidance (annual hours, hourly rate and public service discount), and also taking into account that the role of Councillor is not a salaried role with a pension, the Panel have come to the conclusion that a basic allowance of £12,010 is a fair assessment and we recommend this to Council.

$$\begin{array}{ccccccc}
 \boxed{\begin{array}{c} \text{Annual} \\ \text{hours} \\ 22.4 \times 52 \\ \text{weeks} \end{array}} & \times & \boxed{\begin{array}{c} \text{Hourly rate} \\ \text{£14.73} \end{array}} & - & \boxed{\begin{array}{c} \text{Public Service} \\ \text{Discount} \\ \text{(30\%)} \end{array}} & = & \boxed{\begin{array}{c} \text{£12,010 per} \\ \text{annum} \end{array}}
 \end{array}$$

### 10.3 Recommendation:

**The Panel recommends to Council that the basic allowance for County Councillors be set at £12,010 per annum as from 1<sup>st</sup> August 2023.**

## 11. Annual indexing arrangements

- 11.1 The current Members' allowances scheme specifies that 'travel and subsistence allowances will be amended annually in line with the rates for officers. The levels of basic, special responsibility, carers' allowances and co-optees' allowance will be reviewed annually and increased by an equivalent percentage to the pay award agreed by the National Joint Council for Local Authority Staff.'
- 11.2 In 2022 for the first time, the JNC annual increase for 2022/23 for local authority staff was set as a lump sum (£1,925) with the increase applying to all staff Grade A to S. The Panel's views were sought by group leaders on a potential way forward for 2022/23 and an increase of 4.06% on Members allowances for the year was recommended on the basis that this was the median figure. This was approved by group leaders in December 2022 as an appropriate recommendation and has since been implemented.
- 11.3 At the time of writing this report negotiations are still ongoing on the local government pay award for 2023/24. In advance of any settlement, the Panel were asked to consider a recommendation to Council on how to apply any in line increase to Councillors. It is recommended that the same formula be applied in that any increase for 2023/24 be taken in line with the same percentage agreed for employees or in the event of employees being awarded a lump sum that the same formula should be applied as in December 2022. In the event of the pay award being substantially different to that agreed 2022 the Panel will meet again to consider and make recommendations.

11.4 The Panel were asked to consider whether to review the arrangements of continuing to index link any increase in Councillors allowances to any increase in pay for employees beyond 2023/24. As a relatively new Panel and considering the complexities regarding the pay award for employees at the present time, it is important to keep options open and it is recommended that these arrangements should be reviewed on an annual basis.

11.5 **Recommendation:**

- **That any increase in allowances for 2023/24 should be taken in line with the same percentage agreed for employees or in the event of employees being awarded a lump sum, the same formula (median pay of grades included) be used and applied as in December 2022.**
- **That the Panel review the indexing arrangements for allowances on an annual basis.**

## Special Responsibility Allowances

12. As part of the current Norfolk County Council Members' Allowances Scheme, special responsibility allowances (SRAs) are paid to some specific roles.
- 12.1 When considering whether SRAs are justified for posts the Panel have been mindful of the guidance from Government that those responsibilities given to Members (such as chairing a meeting) may not also involve a significant additional responsibility. The guidance from HMRC regarding Members' allowances notes that:
- “It does not necessarily follow that a particular responsibility which is vested to a particular member is a significant additional responsibility for which a special responsibility allowance should be paid. Local authorities will need to consider such particular responsibilities very carefully. Whilst such responsibilities may be unique to a particular member it may be that all or most members have some such responsibility to varying degrees. Such duties may not lead to a significant extra workload for any one particular member above another. These sorts of responsibilities should be recognised as a time commitment to council work which is acknowledged within the basic allowance and not responsibilities for which a special responsibility allowance should be recommended.”
- 12.2 When the previous Panel reported their findings on special responsibility allowances to full Council in November 2021, they suggested that further work be undertaken by a future Panel to consider in greater detail what ‘specific elements justified the special remuneration of the recipients’, of the following posts:
- Member of Adoption Panel
  - Member of the Norfolk Foster Panel
  - Chair of Norfolk Records Committee
  - Chair of Norfolk Joint Museums Committee
  - Chair of Standards Committee\*
- 12.3 Since the previous review it is noted that the Standards Committee has been superseded by the Audit and Governance Committee in July 2022 and therefore this position and the associated SRA for the Chair no longer exists.
- 12.4 To better understand these roles the Panel have considered job descriptions for the positions, received any relevant information relating to the posts from Officers and met with the current recipients. Group leaders were also asked for their views as to the responsibilities of the roles. Several group leaders mentioned that the role of a Member on an Adoption Panel or Foster Panel came with particularly significant responsibilities and was not a political role.
- 12.5 At all times during deliberations, the Panel were mindful that they were not to assess the individual Councillor in receipt of the SRA and the level of contribution to the role that they themselves gave. The Panel were impressed with the dedication and often extensive time commitment that those Councillors gave to these roles but focused on the specifics of the role itself, as related to the job description in the Constitution, rather than the person or time commitment when considering whether it represented a specific additional responsibility.

12.6 The current SRA for members of the Adoption and Foster Panels is set at 10% of the Leader's SRA. The Panel are of the view that given the remit and significant responsibilities of the Panels and the very direct impact that the decisions they make have on children in Norfolk these roles do have a significant additional responsibility. This was a view largely shared by the group leaders interviewed. The Panel therefore recommend that the SRA for members of the Adoption Panel and Foster Panel be increased to reflect this level of responsibility, significant workload and often stressful and emotional nature of the work to be undertaken for the role.

**Recommendation:**

**That the SRA for members of the Norfolk Adoption Panel and Foster Panel be set at 15% of the Leader's SRA in the Members' Allowances Scheme as from 1<sup>st</sup> August 2023.**

12.7 With regard to the roles of Chair of Norfolk Records Committee and Chair of Norfolk Joint Museums Committee consideration was given to the remit of the Committees and the time commitment involved for meetings for these positions. The commitment and passion that both current holders of the role showed to their chairmanship was apparent however it was not considered that the job descriptions for the roles came with 'significant' responsibilities. The Panel were therefore of the view that the SRA for the roles should be removed as from May 2024 and recommend this to Council.

**Recommendation:**

**That the SRA for the Chair of Norfolk Records Committee and Chair of Norfolk Joint Museums Committee be removed from the Members' Allowances Scheme as from 1<sup>st</sup> May 2024.**

### **13 SRAs for Group leaders**

13.1 In the current Members' allowances scheme SRAs are only payable for opposition groups that have at least nine Members. The Panel were asked for views on the provision of an SRA for leaders of opposition groups of less than nine Members. In coming to conclusions on this issue we met with group leaders to better understand their roles and the variations in responsibilities between those of varying sized groups.

13.2 There were varying views amongst the group leaders that we spoke to with the following views raised:

- Leaders of larger political groups had additional responsibilities (e.g. attendance on Senior Officer Appointment Panels) that leaders of smaller groups did not.
- Two or more Councillors could legally form a political group and any change to the allowance scheme for an allowance for all group leaders (regardless of group size) would have an impact on the overall cost of the scheme. There should be a significant role for an allowance to be paid.
- All group leaders, even those of smaller groups, had a role in attending group leaders' meetings, co-ordinating political group activity and dealing with media

responses. This was considered no less workload than for larger groups and it was suggested that remunerating all 'leader' roles may attract younger Councillors into leadership roles.

13.3 The Local Government (Committees and Political Groups) Regulations 1990<sup>6</sup> state that two or more Members may form a political group. Having met with group leaders it is considered that those with larger groups have greater responsibility regarding the meetings and duties they perform on behalf of their groups. As Regulations state that a political group must name a member to act as their leader there is the possibility that a future Council could comprise of many smaller groups than currently. If the Panel were to recommend that leaders of smaller groups should also receive an SRA then this could significantly increase the overall cost of the allowance scheme. The Panel were also mindful of the legislation<sup>7</sup> regarding assistants for political groups which state that a group would qualify for a post if:

- (a) the membership of that group comprises at least one-tenth of the membership of the authority;
- (b) the number of the other groups (if any) which are larger than that group does not exceed two;

#### **Recommendation**

**That there is no change to SRAs for group leaders in the Members' Allowances Scheme.**

#### **14. Formula for determining SRAs**

14.1 The Panel have been keen to develop understanding of the scheme and how the allowances have been set in the past. Often the rationale behind the setting of figures for allowances in the scheme has not always been clear and has sometimes been subject to variations over the years. With this in mind the Panel have sought to establish formulas and logical processes to provide greater clarity and help future reviews.

14.2 All SRAs in the scheme are set as a percentage of the allowance set for the Leader of the Council. Although the Panel did not look more widely at the SRAs in the scheme it is recommended to Council that the Leader of the Council's SRA should be set at a rate of three times that of the agreed basic allowance for all Councillors. The current SRA for the Leader of the Council is £35,881. If the basic allowance recommended in this report for Councillors is agreed at a new rate of £12,010 this would set the Leader's allowance at £36,030. As in the current Members' Allowances Scheme all other SRAs are set as a percentage of the Leader's SRA.

#### **14.3 Recommendation:**

**That the SRA for the role of Leader of the Council should be set at three times the rate of the basic allowance for Councillors as from 1<sup>st</sup> August 2023.**

---

<sup>6</sup> [Local Government \(Committees and Political Groups\) Regulations 1990](#)

<sup>7</sup> [Local Government and Housing Act 1989](#)

## **15 Future work**

- 15.1 Government guidance recommends that Councils restrict the number of SRAs available in their scheme to fewer than 50% of the Members of the Council. Although the County Council's scheme allows only for the highest allowance to be paid to Members who are entitled to two or more SRAs, the previous Panel drew Council's attention to the increasing number of potential recipients of SRAs. They recommended that any future review of the SRAs in the scheme could consider this and this will be addressed when the next review of SRAs is undertaken.
- 15.2 The Panel are aware of the potential for governance changes in the Council with the proposal for a directly elected leader in May 2024. The Panel will undertake a wider review of those elements of the allowances scheme in Autumn 2023 with a view to making recommendations to Council in December 2023 on the potential allowance for the directly elected leader.

## Travel and Subsistence Allowance

### 16. Travel Allowance

16.1 The County Council allows for the reimbursement to Councillors of expenditure necessary incurred on all journeys undertaken on approved duties set out in the Members' allowances scheme. Travel allowances are the same as, and linked to, the rates which apply to officers of the Council. The Panel consider that it is appropriate for the scheme to be linked with any allowance for Norfolk County Council employees and therefore recommend to Council that this provision remain in the scheme.

### 16.2 Recommendation

**That the travel allowances made payable to Councillors continue to be linked to any allowance for County Council employees**

16.3 As part of the review, the Panel were asked by one group leader to consider whether Councillors using environmental alternatives to a car could be included in the scheme. Suggestions were received from one group leader that the scheme could consider a cap on the amount of mileage available to Members and incentives for users of alternatives to cars. The submission to the Panel also suggested that a limit could be placed on the number of 'in person' meetings that Councillors could attend to limit claims on mileage and that Councillors could be charged for car parking and claim back the cost.

16.4 The following issues were raised by those interviewed:

- Any changes to improve green travel options should be welcomed
- Although public transport was not a viable option for many it was important to try and move away from a 'car culture' in future Councils.
- Many Councillors live some distance from County Hall and public transport was not an option.

16.5 Some Members live some distance from County Hall in Norwich, where most meetings are held, and for those that live nearer using public transport or environmental alternatives can still be limited or difficult. Likewise, there are some Members that need to attend meetings on a more regular basis in County Hall due to their special responsibilities. Although it is within the remit of the Panel to consider the 'terms' of the travel allowances for Members they did not consider it would be appropriate to go into this level of detail.

16.6 The Panel consider that Councillors should be conscious of the environmental impact of unnecessary journeys to County Hall and that where possible environmentally friendly alternatives should be used such as public transport or Park and Ride. Although public Committee meetings must be held in public some smaller meetings that are not legally required to be held in person could be held virtually to reduce travel expenses and also help reduce the Council's carbon footprint.

## **17 Subsistence allowance**

17.1 Subsistence allowances for Members are currently the same as, and linked to, the rates for employees and the Panel recommend to Council that this remains the same.

### **17.2 Recommendation:**

**That the subsistence allowances made payable to Councillors continue to be linked to any allowance for County Council employees.**

## **18 Broadband allowance**

18.1 The Members' allowance scheme allows for Councillors to be able to claim 50% of their broadband home connection, subject to a maximum of £13 per month. The Panel consider this provision to be outdated given the number of people that have broadband in their homes for daily use and note that this is not an allowance for which employees can claim. It is recommended that this allowance be removed from the scheme.

### **18.2 Recommendation:**

**That the provision of a broadband allowance for Councillors be removed from the scheme.**

## **19. Carers' allowance**

19.1 One of the areas that the Panel has considered is 'the appropriateness of continuing to pay a carer's allowance and the rate at which it should be paid'. The current allowance is for those Councillors 'who incur costs for the care of children for whom they have parental responsibility or for dependent relatives in order to allow them to carry out their Council duties'. The carers' allowance is currently payable at an hourly rate of the National Living Wage (£10.42) plus 20% which equates to £12.50 per hour. The allowance is currently subject to a limit of £3,297 per Councillor, per annum.

19.2 The Panel have been keen to ensure that wherever possible the scheme does not act as a barrier to those Councillors with caring responsibilities and likewise does not deter any future prospective Councillors. It was noted that the allowance was last claimed in 2019 so the Panel wanted to understand if there were reasons for the limited claims. It is recognised that any Councillor may need support throughout their term of office, often due to unforeseen circumstances, and this should not hinder them in the role they have been elected to fulfil. Not all personal circumstances are the same and there is no 'one size fits all' approach that will best suit everyone. The Panel invited representatives from all groups and the non-aligned Member to either meet with them or submit their views on how the scheme may help them in their role as a Councillor. In addition, appropriate comparisons with other local councils in Norfolk as to their own allowance schemes were considered.

19.3 One Councillor spoke about their own personal circumstances and this gave the Panel a real insight into how an allowance could help in their role as Councillor and how the inflexibility in the current scheme created barriers to it being of assistance. The limitations



in the scheme to adapt to what can sometimes be very complex personal situations were noted.

19.4 The Panel recommend that the allowances scheme should continue to have provision for a carers' allowance and that this should continue to be set at an hourly rate of the National Living Wage plus 20%.

19.5 The Panel have considered the current stipulation of an upper limit of the carers' allowance per Councillor per annum. To provide clarity in the setting of the figure for the upper limit the Panel have agreed that the following formula should be applied for future schemes:

$$\begin{array}{|c|} \hline \text{Weekly hours} \\ \hline (22.4) / 25\% \\ \hline \end{array} \quad \times \quad \begin{array}{|c|} \hline \text{(Hourly rate x} \\ \hline 52 \text{ weeks} \\ \hline \end{array} \quad = \quad \begin{array}{|c|} \hline \text{Upper limit} \\ \hline \end{array}$$

Using this formula will set an upper limit in the current Members' allowances scheme as follows:

$$\begin{array}{|c|} \hline \text{Weekly hours} \\ \hline (22.4) / 25\% \\ \hline 5.6 \text{ hours} \\ \hline \end{array} \quad \times \quad \begin{array}{|c|} \hline \text{Hourly rate} \\ \hline (12.50) \times 52 \\ \hline \text{weeks} \\ \hline \end{array} \quad = \quad \begin{array}{|c|} \hline \text{Upper limit} \\ \hline \text{£3,640} \\ \hline \end{array}$$

19.6 It is recognised that the Council cannot adapt the scheme to suit all personal circumstances however the Panel wanted to ensure that any potential barriers were removed from the scheme whilst still retaining the necessary checks and balances to ensure transparency in the process. It is therefore recommended that the Council considers a review mechanism within the scheme to help flexibility for those Councillors with dependants with more complex needs. Any mechanism would need to be validated and checked by the County Council's Monitoring Officer.

#### 19.7 Recommendation

- **That the County Council retains the provision within the scheme for a carers' allowance and that this remains payable at the hourly rate of the National Living Wage plus 20%.**
- **That the carers' allowance for Councillors be set at an upper limit per Councillor, per annum, (currently £3,297) using the formula outlined in the report.**
- **That the County Council considers a review mechanism within the scheme to help flexibility for those Councillors with dependants with more complex needs**

## Church and Parent Governor representatives

20. The Church of England and the Roman Catholic Church Diocesan Boards have a right to membership of the local authority scrutiny committee responsible for education as do two parent governor representatives. This is in recognition of the important contribution which they make to education at a local level. In Norfolk, they serve on the Scrutiny Committee and are entitled to speak on all matters discussed by the committee but only to vote on matters which relate to education functions. Previous Panels have concluded that as employees of the Diocesan Boards, the Church representatives are already remunerated for the time they spend as Members of the Committee, and on reflection this view is supported.
- 20.1 In 2019 the then Panel concluded that the positions of parent governor representatives should not receive remuneration however they recommended that it might be prudent to review and revisit the question of an allowance once the responsibilities of the role became clearer. Some Councils currently do pay an allowance to their parent governor representatives either on an annual or per meeting basis whilst some just allow for travel and subsistence to be claimed.
- 20.2 Following the ending of the term of office of the current parent governor representative there are currently two vacancies on the Scrutiny Committee. The Panel have noted that a recruitment process for new parent governor representatives will commence once the review has made recommendations to Council and therefore consider it prudent for the Panel to consider any potential remuneration in advance of this.
- 20.3 In considering a benchmark the Panel considered similar remuneration rates for the County Council's independent persons to attend meetings. It is recommended that an allowance should be paid on a per meeting basis rather than an annual rate to encourage attendance and engagement in the scrutiny process with a rate of £70 per meeting, plus travel expenses in accordance with the Council's scheme for parent governor representatives.
- 20.4 **Recommendation:**

**That Parent Governor representatives be entitled to remuneration of £70 per Scrutiny Committee meeting, plus travel expenses, in accordance with the Council's travel allowances scheme as from 1<sup>st</sup> August 2023.**

## Co-optees' allowance

- 21** Norfolk County Council is the host authority for the Norfolk Police and Crime Panel. It is a joint committee, established primarily to scrutinise the directly elected Police and Crime Commissioner and examine and make recommendations on various aspects of the Commissioner's activity. The Panel has responsibility for:
- Reviewing the draft Police and Crime Plan for Norfolk
  - Scrutinising the Commissioner's Annual Report
  - Reviewing and scrutinising decisions and actions by the Commissioner
  - Reviewing and vetoing the Commissioner's proposed Council Tax precept levels
  - Reviewing the Commissioner's Conduct
  - Confirming the proposed Chief Constable and senior officer appointments
  - Appointing an acting Commissioner, if required
- 21.1 The Panel is a joint committee of the County Council, Borough, City and District Councils and consists of 10 councillors (at least one from each authority) and two independent Members (not councillors) co-opted by the Panel. The co-opted Members on the Police and Crime Panel currently receive an allowance of £1,082. This reflects earlier recommendations by previous Panels and was not changed when the Panel last reported in May 2019. Any increases have just been in line with the annual index linked percentage increase.
- 21.2 As part of the review the two co-opted Members met with the panel to provide further information on their role and the commitment and time involved for it. It was noted that both were also Members on the Complaints sub panel, which was an additional commitment, and one of the co-optees also undertook the role of Vice Chair for the Police and Crime Panel. We were impressed with the level of engagement and significant commitment to the role of both co-optees and consider that there is a significant level of responsibility attached to it. It is considered that retaining the allowance will encourage members of the public to put themselves forward for the role in future and therefore recommend that this remains as in the current Members' Allowances Scheme. From May 2024 it is recommended that this allowance should be set at 3% of the Leader's allowance to ensure clarity in the scheme in the future.
- 21.3 **Recommendation:**
- **That there be no change to the co-optees' allowance of £1,082 per annum in the Members' Allowances Scheme payable to the Independent Members of the Norfolk Police and Crime Panel.**
  - **From 1<sup>st</sup> May 2024 the co-optees allowance should be set at 3% of the Leader's allowance.**

**Request for Dispensation under Section 85(1) of  
the Local Government Act 1972**

**Report by the Director of Legal Services (nplaw) and Monitoring Officer**

Section 85(1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of the Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. The Act states that “if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority, he shall, unless the failure was due to some reason approved by the Authority before the expiry of the period, cease to be a member of the Authority”.

The Council’s Monitoring Officer has received a request for the Council to consider approving an extension to the usual six-month attendance rule due to ill health for Councillor Andrew Proctor, enabling him to remain in office until he is able to resume normal duties should he not be able to attend today’s Council meeting.

Council can only consider approval of any reasons for non-attendance before the end of the relevant six-month period, which will be 6<sup>th</sup> September 2023.

This is the final Council meeting at which approval could be sought for an extension of the time limit. If approval to any extension is not therefore agreed at this meeting Cllr Proctor would, under Section 85(1) of the Local Government Act 1972 be disqualified after 6<sup>th</sup> September 2023 from office as a Councillor

**Recommendation:**

1. That the reason provided for non-attendance at Council meetings by Cllr Proctor is approved pursuant to Section 85(1) of the Local Government Act 1972, on the basis that the resolution is applied to take effect on 6<sup>th</sup> September 2023 and Council approves an extension of the time limit until 29<sup>th</sup> February 2024

**Kat Hulatt**  
**Director of Legal Services (nplaw) and Monitoring Officer**

## Notice of Motions

Notice of the following motions has been given in accordance with the Council Procedure Rules:

**1. Conservative Group Motion**  
**National Grid's Norwich to Tilbury Project**  
**Proposer: Cllr TBA**  
**Seconder: Cllr TBA**

National Grid's Norwich to Tilbury Project proposes to reinforce the electricity transmission network between Norwich Main substation and Tilbury substation in Essex. This will comprise the construction of 183 km of 50m tall pylons carrying 400kV cables through South Norfolk (as well as through our neighbours, Suffolk and Essex). The proposed reinforcement is needed according to National Grid to increase capacity into the existing network to cater for additional electricity which will be going into the network principally from the offshore wind energy sector.

This Council has already expressed its ambition to be net zero by 2030 and the plans for renewable wind farms off the East Anglian coast have generally been welcomed. The Council recognises in its Climate Strategy that there are pressures for new onshore transmission infrastructure associated with the offshore wind energy sector making landfall and grid connection in Norfolk. However, this Council has serious concerns, about the nature and short period of the current second round non-statutory consultation (27 June – 21 August 2023) and in particular the preferred draft alignment showing the positions of the overhead lines and associated pylons.

This Council feels strongly, in line with its Climate Strategy, that:

- An Offshore transmission network solution needs further investigation by both National Grid and the Department for Energy Security and Net Zero; and;
- Where onshore solutions are taken forward:
  - (1) every opportunity is taken for burying new transmission lines to reduce visual impact across the County; and
  - (2) National Grid and UK Power Networks need to work together to deliver clean energy to local residents and businesses to enable sustainable growth.

This Council therefore calls upon:

- Both the Department of Energy Security and Net Zero and National Grid to refocus the Norwich to Tilbury Proposals on an offshore solution and engage in discussions with Norfolk and its neighbouring County Councils to achieve this.
- National Grid to:

1. Consider fully the detailed County Council comments which will be sent in response to the current second round consultation pending the decision of the Planning and Highways Delegations Committee on 8 September 2023.
2. Make publicly available full, open and transparent information on all options, including offshore and undergrounding, to enable evaluation and comparisons to be made by Norfolk residents, businesses, Councils and other stakeholders. This information should be publicly available for a period of at least 6 months before National Grid begin the formal planning stages in the Development Control Order (DCO) application process.

**2. Labour Group Motion**  
**A Local Voice on Road Schemes**  
**Proposer: Cllr Terry Jermy**  
**Seconder: Cllr Steve Morphew**

Council believes devolving greater influence over decisions made by the County Council as the Highways Authority on local traffic schemes and road maintenance to joint committees made up of district and County Councillors would

1. Help with democratic renewal and rebuilding trust in politicians by bringing decision making on local traffic schemes and road maintenance priorities closer to those directly affected by them.
2. Enable better alignment with local and neighbourhood plans and integrate in other initiatives for the benefit of community.
3. Improve targeting of scarce County resources to local priorities rather than what the County Council think people want.
4. Improve consultation exercises and encourage the use of wider and different ways of consulting that involve local people, business, town and parish Councils, and community interest groups to make them more responsive and effective.
5. Better inform the County Council's strategic transport decisions and enable the County Council to focus on strategic priorities better informed by local priorities.
6. Reduce misplaced spending, improve the evidence base for bids to government funding pots and reduce resources spent on managing controversy that could be avoided through better engagement with the public and stakeholders.

Council therefore resolves to request the Executive Director of Community and Environmental Services (CES) to bring to Cabinet in September 2023 a report with options for governance and budgeting arrangements that would establish joint bodies with district Councils that best achieve the benefits listed including the potential for joint arrangements under the 1972 Local Government Act.

Council further requests the Cabinet Member for Highways and Executive Director to initiate discussions with district Councils and others in Norfolk to assess their willingness to become involved in such joint arrangements.

Council requests Cabinet and the Executive Director of CES to progress discussions with a view to including provision for new joint arrangements from April 2024 and including any budgetary implications in the 2024/5 budget proposals to Council in February 2024.

**3. Liberal Democrat Group Motion**  
**End Fuel Poverty**

**Proposer: Cllr Saul Penfold**  
**Seconder: Cllr Brian Watkins**

This Council acknowledges that all Norfolk residents deserve to live in a warm, dry home which they can afford to heat and power. More than 30pc of households in various neighbourhoods across Norfolk were living in fuel poverty in 2022, a number which is estimated to rise due to rising energy costs, inflation and the worsening cost of living situation.

This council recognises the work carried out to end fuel poverty in Norfolk, but acknowledges that thousands of households are estimated to fall into fuel poverty within the next decade. Additionally, it is recognised that more can be done to end fuel poverty by 2030.

This council acknowledges the findings of a British Medical Journal report on the detrimental impact on children growing up in cold, damp, and mouldy homes due to fuel poverty. It is recognised in the report that these children have “higher than average rates of respiratory infections, asthma, chronic ill health, and disability. They are also more likely to experience depression, anxiety, and slower physical growth and cognitive development.”

This council resolves to:

1. To create a strategy with the aim of helping to end fuel poverty in Norfolk by 2030
2. To ask the Executive/Cabinet/Leader to report on progress with the strategy every six months
3. Work with partners such as the Health and Wellbeing Board, Integrated Care Board and advice services to develop effective referral systems to reduce fuel poverty and cold-related health
4. Develop a strategic approach to improve energy efficiency to create jobs and prosperity in our local communities
5. Explore ways of reducing fuel poverty that involve the whole community, including district and parish councils and community organisations
6. To become a member of the End Fuel Poverty Coalition

**4 Green Group Motion**  
**Frequent Flyer Levy**  
**Proposer: Cllr Jamie Osborn**  
**Seconder: TBA**

Aviation is one of the fastest-growing sources of polluting greenhouse gases in the UK, having grown by 88% since 1990. It is also one of the most unequal, as 15% of people take 70% of all flights - taking more than 60 flights per year - while nearly 50% of the population in the UK do not fly at all in a given year. There is a strong correlation between income and the number of flights taken - ie: the richer people are, the more likely they are to fly disproportionately. This means that a small fraction of the population are taking up a disproportionate amount of the carbon budget available for aviation through frequent flying.

If the current trend of growth in aviation continues unabated, this will put the UK's ability to meet climate change targets at risk.

The fairest way to slow growth in aviation emissions is through a frequent flyer levy (FFL). This could start at zero for one flight per year, and ratchet up for each subsequent flight. This is a progressive way of taxing the richest excess consumers who are disproportionately responsible for the vast majority of emissions from flying. While some recent migrants to the UK generally fly more than average, they do not tend to fall into the excess consumer category of very frequent flyers, and a FFL policy can be designed to not discriminate against them.

The revenue raised from a FFL could be used to reinvest in decarbonisation. Certain exemptions could also be introduced in order not to.

A FFL option is very popular among the public and across the political spectrum. The UK Climate Assembly found 70% support for a frequent flyer levy, and polls by YouGov and a study by CAST have found 60% and 68% support respectively.

It is important to stress that a FFL would have no impact on the majority of people - the 50% who do not fly at all, and others who only fly once a year. In general, the public do not support policies that will increase costs for individuals, but the FFL is a notable outlier in having overwhelming public support.

The FFL exemplifies important principles which characterise popular climate change policies that are favoured by the public, including fairness and the polluter pays principle. The introduction of a FFL would also send a strong signal that high-income groups will have to change their behaviours to meet climate change targets.

Norwich Airport expects to expand its number of flights by nearly 300% by 2045, an increase that is totally incompatible with climate change targets. The very most that aviation can increase by is 25% according to the Climate Change Committee's balanced pathway for net zero, and even that is contingent on all other targets for emissions reductions being met. It is extremely unlikely that aviation will be able to significantly reduce emissions through technology or efficiencies, and therefore demand management is the only viable way of reducing aviation emissions.

Norfolk County Council's Local Transport Plan 4 states that the council will work with "Norwich Airport to make Norfolk an attractive place to live, work and run a business" but does not detail at all how the council intends to work with Norwich airport to reduce emissions. The LTP4 also does not take into account the projected growth in aviation emissions from the expected 300% growth in flights from Norwich Airport.

Council resolves to:

1. Write to the Treasury, Department for Transport, Department for Energy Security and Net Zero, and all of Norfolk's MPs expressing support for the principle of a frequent flyer levy.
2. Use the council's position as a consultee on the Norwich Airport Masterplan and as a significant stakeholder in the airport to call for a revision of the masterplan to bring it into line with realistic carbon budgets.
3. Working with Norwich Airport, bring a report to an appropriate committee detailing how aviation emissions from Norwich Airport will be reduced



**5. Labour Group Motion  
School Uniforms  
Proposer – Cllr Mike Smith-Clare  
Seconder – Cllr Maxine Webb**

Following the publication of the Education (Guidance about Costs of School Uniforms) Act 2021 and associated statutory guidance for school governing boards, there appeared to be a positive move towards reducing the overall cost of purchasing school uniforms for children across the country.

A survey conducted by the Children's Society in May 2023 found that the average school uniform has increased in cost since last year, with parents of secondary pupils paying on average £422 per year for uniform and £287 on average for primary pupils.

As we approach the beginning of a new school year, it is disappointing to see that the approach from schools across Norfolk to school uniform policies varies so vastly- those that meet all the requirements of the guidance, to some who meet very few.

Key concerns are:

- Lack of information available on school websites about where to acquire second hand uniform items, despite it being a requirement;
- Schools operating “cash-back” arrangements with uniform suppliers, which the guidance states should not be entered into;
- Some academy chains in Norfolk have inconsistent approaches across their sites, despite having an overarching policy in place.
- The continued requirement for extensive branded items, with plain alternatives not accepted;
- Policies requiring additional Winter items such as sweatshirts and cardigans to be branded, with plain alternatives not accepted;
- Policies requiring different items depending on the school year of the pupil;

During a cost-of-living crisis there can be no justification for school uniform policies to not adhere with the guidance. This continues to have a detrimental impact on children from low-income families – households having to forego basic items to meet their school's uniform requirements, or pupils being punished for not wearing the correct clothes, will naturally affect a child's school experience.

Council therefore resolves to:

1. Update the Norfolk County Council website to accurately reflect the legislation and statutory guidance on school uniforms.
2. Instruct the Director of Children's Services to write to all school governing boards, reminding them of their responsibility to implement the statutory guidance, paying particular attention to reducing the number of branded items and providing information about where to purchase second hand items.
3. Contact schools directly where it is found that a school uniform policy does not meet the statutory guidance.

4 Instruct officers to prepare an annual report for the People and Communities Select Committee detailing compliance with the guidance and the average uniform cost for each school in Norfolk.

**6 Liberal Democrat Motion**  
**Heatwave- Extreme Temperatures**  
**Proposed by Cllr Brian Watkins**  
**Seconded by Cllr TBA**

Recently, the Met Office has suggested that there is an increasing chance that they high temperature of 40C reached last year could be surpassed this summer, and there is confidence of yet another heatwave this month.

Last year's heatwave exposed a worrying situation in Norfolk, suggesting that the County's infrastructure is not prepared for the likely extreme temperatures. Vital roads melted due to the heat, 20 homes across the county were destroyed, and finally, Norfolk's natural landscapes and wildlife were harmed.

To add to the pressure, a concerning outage resulting in residents being unable to make calls to 999 occurred last month with the Council advising residents, via its Twitter page, to attend a local fire station to report emergencies. Such an outage combined with extreme temperatures would create a dangerous situation putting residents in harm's way. This council resolves to:

1. Review last year's damage to highways caused by extreme heat and to ensure that these areas are prepared for this summer.
2. Review its contingency plans and community resilience in relation to the 999 outage last month.
3. Continue working with organisations such as NFRS to educate residents on the dangers of extreme heat and house/field fires, and how to avoid accidental blazes.

**7 Green Group Motion**  
**Climate change risks and emergency planning**  
**Proposer: Cllr Jamie Osborn**  
**Seconder: Cllr Ben Price**

July 2022 saw record wildfires in Norfolk and the destruction of homes and businesses and severe risk to lives. There are predictions that wildfires will occur again this year, and that such fires will become a regular part of Norfolk's summer as the climate heats up. The Wildfire Lead on the National Fire Chiefs Council warned last month that wildfire risk is growing in the UK, and some firefighters plan to set up special units in a similar way to Mediterranean countries to try and battle wildfires this year.

Without drastic action to reduce water use and improve water management, the East of England will run out of water within the next decade.

At the same time, the risk from flooding and extreme weather is increasing. The Climate Change Committee report on climate change adaptation published in the spring of 2023 warned that all of the highest-risk areas for flooding, once vulnerability due to deprivation is taken into account, are in the East of England, notably Great Yarmouth.

The Climate Change Committee's adaptation progress report warns that out of 45 indicators for climate change preparedness, there are none where there is sufficient evidence that reductions in climate exposure and vulnerability are happening at the rates required to manage risks appropriately.

A significant amount of climate preparedness needs to take place at county council level, as county and district councils have responsibility for emergency planning. In Part 1 of the Civil Contingencies Act 2004 (CCA), an emergency is recognised as a threat of serious damage to human welfare or the environment of a “place” in the United Kingdom. This reflects the fact that Part 1 is designed to deal with preparations by local responders for localised emergencies. It sets out clear expectations and responsibilities for front line responders at the local level to ensure that they are prepared to deal effectively with the full range of emergencies from localised incidents through to catastrophic emergencies.

There is an urgent need for Norfolk County Council to step up capacity for responding to emergencies, in light of increasing threats due to climate change. The Norfolk Resilience Forum is a body established under the CCA that requires greater political will to improve planning for and responses to emergencies in light of growing climate risks.

This motion focuses primarily on climate change risks and emergency planning, rather than resilience, but there is a need for greater planning for climate resilience as well.

Council resolves to:

1. Review emergency planning for natural disaster preparedness in light of increasing risk due to climate change, including:
  - a. Working others in the Norfolk Resilience Forum, reassessing the hazards from climate change, reviewing vulnerabilities in terms of impact and likelihood of an event, and re-prioritising risks.
  - b. Reviewing training needs for Fire and Rescue Services to ensure workers are adequately trained for the new threats posed by wildfires of greater intensity, spread and frequency, and ensuring that the Fire and Rescue Service has the capacity to respond to emerging climate change threats
  - c. Reviewing the Norfolk Community Risk Register, which currently includes “Heatwave” on its risk matrix but does not specifically include wildfires
  - d. Reviewing workforce preparedness for natural disasters and emergencies, including whether there is sufficient capacity and whether there are training needs within each directorate
  - e. Reviewing the collection of data for the purposes of risk monitoring and emergency planning, in line with the warning from the Climate Change Committee that there is currently inadequate data on climate risks at all levels
2. Work with Water Resources East, Internal Drainage Boards, the Broads Authority and others to review emergency planning for drought in light of rapidly depleting water security.
3. Review public communication relating to natural disaster preparedness, especially for residents in areas of high deprivation that are more vulnerable.
4. Ensure climate change risks are adequately reflected in financial planning, including by testing assumptions in the Medium-Term Financial Strategy (MTFS) against the predicted impacts of climate change.
5. Review preparedness for climate risks and extreme weather in relation to the local roads network, including establishment of indicators for and monitoring of:
  - a. Local roads at risk of flooding
  - b. Embankment and bridge conditions on the highways network
  - c. Weather-related delays and incidents affecting highways

6. Review the inclusion of climate change risks in the corporate risk register, including physical, transition and liability risks, and begin reporting on climate change risks, in line with the Climate Change Committee's recommendations.

**8 Labour Group Motion**  
**Artificial Intelligence**  
**Proposer – Cllr Alison Birmingham**  
**Seconder – Cllr Matt Reilly**

Council believes Artificial Intelligence (AI) offers great potential for the way NCC operates, delivers services and works with partners. Council also recognises the threats such a powerful tool could pose if used inappropriately, maliciously or without due care. Council therefore requests Corporate Select Committee to develop

1. a policy for Norfolk County Council,
  2. guidance and code of practice for NCC councillors and staff,
  3. a protocol for AI usage with partners, contractors and suppliers
- for consideration by Cabinet and Council for inclusion within our Constitution.

Because this is such a fast-moving field with such potential, Council requests Cabinet to ensure the results of the Corporate Select Committee work are brought to Council for consideration by May 2024, with appropriate Constitution changes to include an annual monitoring review to keep up with developments.