

# Communities Committee

<b>Report title:</b>	<b>Forward Plan and update on decisions taken under delegated authority</b>
<b>Date of meeting:</b>	<b>5 September 2018</b>
<b>Responsible Chief Officer:</b>	<b>Tom McCabe – Executive Director, Community and Environmental Services</b>
<b>Strategic impact</b> Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

## **Executive summary**

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

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

### **Recommendations:**

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

## **1. Forward Plan**

- 1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to communities issues in Norfolk.
- 1.2. The current version of the Forward Plan (as at 3 August) is attached at Appendix A.
- 1.3. The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website. If any further changes are made to the programme in advance of this meeting they will be reported verbally to the Committee.

## 2. **Delegated decisions**

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

### 2.1.1. **Subject: Domestic Abuse – Norwich Connect**

Decision: To allocate £139k to a national charity, SafeLives, across five years to pilot early intervention across agencies through the Norwich Connect project. Public Health will also fund the equivalent contributions from Children’s Services and Adult Social Care, as part of cross-cutting contributions.

The pilot forms part of the multi-agency Domestic Abuse strategy and complements other work Norfolk’s Domestic Abuse Change Programme. It focuses on earlier intervention across agencies to reduce the need for high cost crisis responses, and the longer term impact of children living in dysfunctional families. The service of five interconnected interventions (known as Norwich Connect) is centred on whole family support, and addressing known gaps in provision nationally.

Taken by: Dr Louise Smith - Director of Public Health

Taken on: 20 July 2018

Contact for further information: Kelly Semper – Advanced Public Health Officer  
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Phone 0344 800 8020

### 2.1.2. **Subject: Locality projects delivering public health outcomes**

Decision: To allocate funding, totalling £125,684, to district councils for a number of specific projects delivering public health outcomes, as set out in the table below.

The Public Health strategy outlined our intention to work closely with districts to address health inequalities at a local level through an evidence based approach to influencing the ‘wider determinants’ that impact on the health of residents in the county.

A range of funded interventions have now been agreed and 2018/19 is the final year of the three year district offer, a financial engagement with localities to achieve health outcomes. In some localities the evolving nature of the projects has meant that funding for previous financial years has just been agreed.

<b>District council</b>	<b>Project</b>	<b>Financial Year</b>	<b>Funding</b>
Norwich	Food Poverty partnership events and activities throughout the year	18/19	£17,142
KLWN	Part time outreach worker for Benjamin Foundation supporting	17/18 - 18/19	£20,000

	homeless 16-24 year old individuals with complex needs		
Breckland	Small Grants issued by District Council (as Healthy Town initiative will not be ready in time for this financial year)	17/18 – 18/19	£34,268
Broadland	Small Grants issued by the Youth Advisory Board to support the outcome of resilience in children and young people	18/19	£17,142
Broadland	Falls prevention and physical activity.	Combined 16/17 and 17/18	£6,000
South Norfolk	Healthy Long Stratton – stakeholder engagement in preparation for new homes. This will focus on designing for active neighbourhoods, with the potential to engage ‘living streets’ to audit the masterplan.	Joint SNDC post	£14,000
North Norfolk	Living well officer	18/19	£17, 142

Taken by: Dr Louise Smith - Director of Public Health

Taken on: 20 July 2018

Contact for further information: Nadia Jones –Public Health Commissioning Manager  
 Email [nadia.jones@norfolk.gov.uk](mailto:nadia.jones@norfolk.gov.uk)  
 Phone 0344 800 8020

### 3. Financial Implications

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

### 4. Issues, risks and innovation

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

### 5. Background

5.1. N/A

### Officer Contact

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

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

# Forward Plan for Communities Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
<b>Meeting : Wednesday 10 October 2018</b>			
Annual review of the Enforcement Policy	ETD Committee is also asked to confirm the CES Enforcement Policy meets the requirements of ETD services Policy & Resources Committee is the approval body for the policy	To confirm the revised CES Enforcement Policy and its annex documents meet the requirements of Communities services, prior to consideration by Policy & Resources committee.	Head of Trading Standards (Sophie Leney)
Norfolk Fire and Rescue Service Integrated Risk Management Plan – 2020/21 onwards	None	To agree the scope, timescales and governance arrangements for development of the Integrated Risk Management Plan for 2020/21 onwards.	Deputy Chief Fire Officer (Stuart Ruff)
Strategic and Financial Planning 2019-20 to 2022-23	None	To consider budget savings proposals.	Executive Director of CES (Tom McCabe)
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	None	Review and comment on the risk information and consider any areas of risk that require a	Chief Internal Auditor (Adrian Thompson) / Risk Management Officer (Thomas Osborne)

# Forward Plan for Communities Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		more in-depth analysis	
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
<b>Meeting : Wednesday 7 November 2018</b>			
Norfolk Armed Forces Community Covenant Strategy and Action Plan	None	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Armed Forces Community Covenant Senior Officer (Merry Halliday)
Norfolk Community Learning Services	None	To receive an update on the service, including latest performance and development activity.	Assistant Director, Community, Information and Learning (Ceri Sumner)
Smarter Information and Advice	This is one of the Norfolk Futures workstreams and work will relate to all council services.	To consider the progress made to progress the Smarter Information and Advice workstream as part of the Norfolk Future programme.	Assistant Director, Community, Information and Learning (Ceri Sumner)
Annual review of public health strategy	None	To review progress during 2018 and agree our strategic priorities and commissioning intentions for 2019.	Public health Business Manager (Sally Newby)
Recommendations from the	None	To receive and consider	Public Health Commissioning

# Forward Plan for Communities Committee

## Appendix A

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Casualty Reduction Member Task and Finish Group		feedback and recommendations from the Member Task and Finish Group for Casualty Reduction.	Manager (Nadia Jones)
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)
<b>Meeting : Wednesday 16 January 2019</b>			
Smarter Information and Advice	This is one of the Norfolk Futures workstreams and work which will relate to all council services	To consider and approve the Information and Advice Strategy	Assistant Director, Community, Information and Learning (Ceri Sumner)
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the	Head of Support & Development (Sarah Rhoden)

# Forward Plan for Communities Committee

## Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
		Committee would like to receive further information.	
<b>Meeting : Wednesday 6 March 2019</b>			
Annual report of the Norfolk Armed Forces Community Covenant	Annual Report – March each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Senior Planning and Partnerships Officer (Merry Halliday) /
Trading Standards Service Plan including Food & Feed Law Enforcement Plan (FFLEP) and Enforcement of Age Restricted Sales & Illegal Tobacco Plan (EARSITP)	None	To review the Trading Standards Service Plan and adopt the plan, if approved.	Head of Trading Standards (Sophie Leney)
Norfolk Fire and Rescue - annual statement of assurance	None	To note and agree the Norfolk Fire and Rescue Service annual statement of assurance.	Chief Fire Officer (David Ashworth)
Norfolk Fire and Rescue – annual service plan	None	To agree the annual service plan for the coming year.	Chief Fire Officer (David Ashworth)
Risk management	None	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson) / Risk Management Officer (Thomas Osborne)
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)

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Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead officer
Finance Monitoring	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Forward Plan and decisions taken under delegated authority	None	To review service updates on key issues and activities and identify any areas where the Committee would like to receive further information.	Head of Support & Development (Sarah Rhoden)

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



# Forward Plan for Communities Committee

## Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
		programme and level of reserves.	
Annual report of the Norfolk Armed Forces Community Covenant	Annual Report – March each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Senior Planning and Partnerships Officer (Merry Halliday) /
Norfolk Armed Forces Community Covenant Strategy and Action Plan	Annually – July each year	Review progress made on the Norfolk Armed Forces Covenant Action Plan and identify areas where Communities might like to receive further information	Armed Forces Community Covenant Senior Officer (Merry Halliday)
Annual review of the Enforcement Policy	Next meeting October/November 2019. Also to be reviewed by the EDT Committee as policy covers Highways, planning services and Trading Standards enforcement activities.	To approve the Enforcement Policy and its appendices, and to agree to the ongoing review of the Policy on an annual basis.	Head of Trading Standards (Sophie Leney)