



**Norfolk** County Council  
at your service  
**Council**

Date: **Monday 24 March 2014**

Time: **10.00 a.m**

Venue: **Council Chamber, County Hall, Norwich**

Persons attending the meeting are requested to turn off mobile phones.

This meeting may be recorded for subsequent publication via the Council's internet site – at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's Records Management Policy.

**Prayers**  
**To Call the Roll**

**AGENDA**

1. **Minutes**

To confirm the minutes of the meeting of the Council held on 17 (Page 5 )  
February 2014

2. **To receive any announcements from the Chairman**

3. **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:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

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

**4. Appointment of Managing Director**

Report of the Appointment Panel (To Follow)

**5. Questions to the Leader of the Council**

**6. Notice of Motions**

Notices of motions have been given in accordance with Rule 10 of the Council Procedure Rules as follows:-

- (i) Proposed by Mr B. Borrett (Page 13 )
- (ii) Proposed by Mr J. Childs (Page 13 )
- (iii) Proposed by Mr J. Dobson (Page 13 )

**7. Cabinet Recommendations**

Meetings held on 27 January and 3 March 2014 (Page 15 )

**8. Reports**

**Cabinet (Questions to Cabinet Members)**

Meetings held on 27 January and 3 March 2014

- Finance, Corporate & Personnel (Page 17 )
- Public Protection (Page 19 )
- Safeguarding (Page 20 )
- Schools (Page 20 )
- Adult Social Services (Page 21 )
- Communities (Page 22 )
- Economic Development (Page 23 )
- Environment, Transport, Development & Waste (Page 24 )
- Chairman (Page 25 )

**Cabinet Scrutiny Committee**

Meeting held on 21 January 2014 (Page 27 )

Meeting held on 11 February 2014 (Page 30 )

**Personnel Committee**

Meeting held on 17 January 2014 (Page 33 )

Meeting held on 25 February 2014 (Page 33 )

**Audit Committee**

Meeting held on 30 January 2014 (Page 35 )

**Norfolk Health Overview and Scrutiny Committee**

Meeting held on 16 January 2014 (Page 40 )

Meeting held on 27 February 2014 (Page 43 )

**Planning (Regulatory) Committee**

Meeting held on 17 January 2014 (Page 45 )

**Joint Committees**

Norwich Highways Agency Joint Committee meeting held on 16 January 2014 (Page 46 )

**Overview and Scrutiny Panels**

Items considered by Panels (for information only) (Page 47 )

9. **Proportional Allocation of Seats on Committees**

Report by Head of Democratic Services (Page 50 )

10. **Appointments to Committees/Panels etc**

(i) To note appointments made by the Chief Executive under delegated powers:-

Mr T. Garrod to replace Mrs A. Thomas on the Community Services Overview and Scrutiny Panel

Ms E. Corlett to the vacancy on the Cabinet Scrutiny Committee

(ii) To consider any proposals from Group Leaders for changes to appointments

11. **To answer Questions on notice under Rule 8.3 of the Council Procedure Rules**

Chris Walton  
Head of Democratic Services

County Hall  
Martineau Lane  
Norwich  
NR1 2DH

Date Agenda Published: 14 March 2014

**For further details and general enquiries about this Agenda  
please contact the Assistant Head of Democratic Services:**

Greg Insull on 01603 223100 or email  
[greg.insull@norfolk.gov.uk](mailto:greg.insull@norfolk.gov.uk)



If you need this agenda in large print, audio, Braille, alternative  
format or in a different language please contact Greg Insull

Tel: 01603 223100

Minicom 01603 223833

Email: [greg.insull@norfolk.gov.uk](mailto:greg.insull@norfolk.gov.uk) and we will do our best to help

**Norfolk County Council**

**Minutes of the Meeting Held on 17 February 2014**

<b>Present:</b>	Mr T Adams	Mr C Jordan
	Mr S Agnew	Mr J Joyce
	Mr C Aldred	Ms A Kemp
	Mr S Askew	Mr M Kiddle-Morris
	Mr M Baker	Mrs J Leggett
	Mr R Bearman	Mr B Long
	Mr R Bird	Mr I Mackie
	Mr B Borrett	Mr I Monson
	Dr A Boswell	Mr J Mooney
	Mr B Bremner	Mrs E Morgan
	Mrs J Brociek-Coulton	Mr S Morphew
	Mr A Byrne	Mr G Nobbs
	Mr M Carttiss	Mr W Northam
	Mr M Castle	Mr R Parkinson-Hare
	Mrs J Chamberlin	Mr J Perkins
	M Chenery of Horsbrugh	Mr A Proctor
	Mr J Childs	Mr D Ramsbotham
	Mr S Clancy	Mr W Richmond
	Mr R Coke	Mr D Roper
	Mr D Collis	Mr M Sands
	Ms E Corlett	Mr E Seward
	Mrs H Cox	Mr N Shaw
	Mr D Crawford	Mr M Smith
	Mr A Dearnley	Mr R Smith
	Mrs M Dewsbury	Mr P Smyth
	Mr N Dixon	Mrs M Somerville
	Mr T East	Mr B Spratt
	Mr T FitzPatrick	Mr M Storey
	Mr C Foulger	Dr M Strong
	Mr T Garrod	Mrs A Thomas
	Ms D Gihawi	Mr D Thomas
	Mr P Gilmour	Mr J Timewell
	Mr A Grey	Miss J Virgo
	Mr A Gunson	Mrs C Walker
	Mrs S Gurney	Mr J Ward
	Mr P Hacon	Mr B Watkins
	Mr B Hannah	Ms S Whitaker
	Mr D Harrison	Mr A White
	Mr H Humphrey	Mr M Wilby
	Mr B Iles	Mrs M Wilkinson
	Mr T Jermy	

Total present: 81

## **Apologies for Absence:**

Apologies were received from Mr J Dobson, Mr S Hebborn and Mr J Law,

## **1 Minutes**

1.1 The minutes from the Council meeting held on 20 January 2014 were agreed as a correct record and signed by the Chairman, subject to the following amendments:-

- Item 4.4: Amend third sentence to 'This was not justified in times of austerity ...'
- Item 5.2 Add "The Head of Law was asked to explain the consequences of a new Committee system not being in place by May 2014 to Members."
- Item 6.2.1 Change 'Mr R Smith' to 'Ms Kemp'
- Item 6.4.2 Change sentence to "The motion was CARRIED unanimously".
- Item 8.12 In response to Mr Wilby, the Cabinet Member for Schools confirmed that he had written to Dickleburgh Primary School.
- Item 8.24 In response to Mr Wilby, the Cabinet Member for Communities confirmed that she would support the running of the Pride in Norfolk awards during 2014.

## **2 Chairman's Announcements**

2.1 The Chairman announced with great sadness the death of former Councillor of Norfolk County Council, John Lambert. Mr Lambert had represented the Hunstanton division from 1989 to 2001.

2.2 The Council stood in silence to remember Mr Lambert.

2.3 The Chairman made Members aware that, following correspondence from Brandon Lewis MP setting out the Government's expectations of budget meetings, all votes taken at this meeting would be recorded. A procedure note had been circulated to all Members ahead of the meeting.

## **3 Declarations of Interest**

3.1 No interests were declared.

## **4 Recommendations from the Cabinet Meeting held on 27 January 2014.**

### **County Council Ambition and Priorities**

### **Revenue Budget 2014/17**

### **Capital Programme 2014-17 and Prudential Indicators**

### **Annual Investment and Treasury Strategy 2014/15**

4.1 The annexed report setting out the budget proposals was received.

4.2 The Leader of the Council, Mr Nobbs, moved the budget proposals as set out in the

report.

- 4.3 The Cabinet Member for Finance, Corporate and Personnel, Mr Morphew, seconded the proposals
- 4.4 The Leader of the UKIP Group, Mr Coke, proposed an amendment to the Budget proposals as shown in Appendix A.
- 4.5 Dr Strong seconded the amendment.
- 4.6 Following debate the amendment from the UKIP Group was put to the vote; with a recorded vote (Appendix B) there were 40 in favour, 3 against and 37 abstentions and the motion was **CARRIED**.
- 4.7 The Leader of the Green Group, Mr Bearman, proposed an amendment to the Budget proposals as shown in Appendix C.
- 4.8 Dr Boswell seconded the amendment.
- 4.9 Following discussion the amendment from the Green Group was put to the vote; with a recorded vote (Appendix D) there were 4 in favour, 75 against and 1 abstention and the motion was **LOST**.

*The meeting adjourned at 1.05pm and reconvened at 1.45pm.*

- 4.10 The substantive amended motion was then debated and, following a summing up by the Leader of the Council, the matter was put to a recorded vote (Appendix E). With 41 in favour, 39 against and 1 abstention, the motion CARRIED and it was RESOLVED accordingly.

The meeting concluded at 16:20pm.

## **Chairman**

If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Democratic Support Team, Resources on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

**UKIP 2014-15 Budget Amendment**

	£000	£000
<b>Cost</b>		
1 Establishment of an Emergency Coastal Erosion Fund. To be administered by the Director ETD and NCC Coastal Division Councillors.	250	
2 An injection into the Norfolk Carers Alliance Charity.	127	
3 To reduce the cuts to NCC Trading Standards.	123	
	<hr/>	500
<b>Funding</b>		
4 Final Local Government Finance Settlement 2014-15 and final forecasts for business rates, February 5 <sup>th</sup> 2014	-447	
5 Revenue saving on deferring borrowing for 2014-15 only	-53	
	<hr/>	-500
Balanced resolution		<hr/> <hr/> 0
County Council Budget		£308,397

F: 120214



**Norfolk County Council**  
**17 February 2014**  
**Recorded Vote – Minute 4.6 – UKIP Amendment**

Name	For	Against	Abst.	Name	For	Against	Abst.
<b>Adams</b> Tony			x	<b>Jermy</b> Terry	x		
<b>Agnew</b> Stephen	x			<b>Jordan</b> Cliff			x
<b>Aldred</b> Colin	x			<b>Joyce</b> James	x		
<b>Askew</b> Stephen			x	<b>Kemp</b> Alexandra	x		
<b>Baker</b> Michael	x			<b>Kiddle-Morris</b> Mark			x
<b>Bearman</b> Richard			x	<b>Law</b> Jason	ABSENT		
<b>Bird</b> Richard	x			<b>Leggett</b> Judy			x
<b>Borrett</b> Bill			x	<b>Long</b> Brian		x	
<b>Boswell</b> Andrew			x	<b>Mackie</b> Ian			x
<b>Bremmer</b> Bert	x			<b>Monson</b> Ian			x
<b>Brociek-Coulton</b> Julie	x			<b>Mooney</b> Joe			x
<b>Byrne</b> Alec			x	<b>Morgan</b> Elizabeth			x
<b>Carttiss</b> Michael	ABSENT			<b>Morphew</b> Steve	x		
<b>Castle</b> Mick	x			<b>Nobbs</b> George	x		
<b>Chamberlin</b> Jenny	x			<b>Northam</b> Wyndham			x
<b>Chenery of</b> <b>Horsbrugh</b> Michael			x	<b>Parkinson-Hare</b> Rex	x		
<b>Childs</b> Jonathon	x			<b>Perkins</b> Jim	x		
<b>Clancy</b> Stuart			x	<b>Proctor</b> Andrew			x
<b>Coke</b> Toby	x			<b>Ramsbotham</b> David	x		
<b>Collis</b> David	x			<b>Richmond</b> William			x
<b>Corlett</b> Emma	x			<b>Roper</b> Daniel	x		
<b>Cox</b> Hilary			x	<b>Sands</b> Mike	x		
<b>Crawford</b> Denis	x			<b>Seward</b> E	x		
<b>Dearnley</b> Adrian			x	<b>Shaw</b> Nigel			x
<b>Dewsbury</b> Margaret			x	<b>Smith</b> Matthew	x		
<b>Dixon</b> Nigel		x		<b>Smith</b> Roger			x
<b>Dobson</b> John	ABSENT			<b>Smyth</b> Paul	x		
<b>East</b> Tim	x			<b>Somerville</b> Margaret			x
<b>FitzPatrick</b> Tom			x	<b>Spratt</b> Bev			x
<b>Foulger</b> Colin			x	<b>Storey</b> Martin			x
<b>Garrod</b> Tom			x	<b>Strong</b> Marie	x		
<b>Gihawi</b> Deborah	x			<b>Thomas</b> Alison			x
<b>Gilmour</b> Paul	x			<b>Thomas</b> David	x		
<b>Grey</b> Alan	x			<b>Timewell</b> John	x		
<b>Gunson</b> Adrian		x		<b>Virgo</b> Judith			x
<b>Gurney</b> Shalagh			x	<b>Walker</b> Colleen	x		
<b>Hacon</b> Pat	x			<b>Ward</b> John			x
<b>Hannah</b> Brian	x			<b>Watkins</b> Brian	x		
<b>Harrison</b> David	x			<b>Whitaker</b> Sue	x		
<b>Hebborn</b> Stan	ABSENT			<b>White</b> Tony			x
<b>Humphrey</b> Harry			x	<b>Wilby</b> Martin			x
<b>Iles</b> Brian			x	<b>Wilkinson</b> Margaret	x		

For 40, Against 3, Abstentions 37 – **CARRIED**

## Norfolk County Council

## Green 2014-15 Budget Amendment

<b>Cost</b>	£000	£000
1 Retain contribution to the Schools Wellbeing Service, Teacher Recruitment Service and Healthy Norfolk Schools Programme (Ref: 24)	474	
2 Retain funding for wellbeing activities (Ref: 31)	3000	
3 Retain ongoing revenue spend on the Strong and Well programme (Ref 37)	500	
4 Retain funding on housing related services (Ref: 35)	1200	
5 No reduction in Coasthopper subsidy	75	
6 Revenue funding to support integrated transport schemes	1000	
7 Create Norwich 20mph speed limit	350	
8 Loss of Council Tax Freeze Grant	3526	
9 Referendum and re-billing costs	1000	
		11125
<b>Funding</b>		
10 Final Local Government Finance Settlement 2014-15 and final forecasts for business rates, February 5 <sup>th</sup> 2014	-447	
11 Council Tax increase of 3.5%	-	
	<u>10678</u>	
		-11125
Balanced resolution		<u><u>0</u></u>
County Council Budget		£319,075
Band D Council Tax £1185.15		
Band B Council Tax £921.78		

F: 120214

**Norfolk County Council**  
**17 February 2014**  
**Recorded Vote – Minute 4.6 – Green Group Amendment**

Name	For	Against	Abst.	Name	For	Against	Abst.
<b>Adams</b> Tony		X		<b>Jermy</b> Terry		X	
<b>Agnew</b> Stephen		X		<b>Jordan</b> Cliff		X	
<b>Aldred</b> Colin		X		<b>Joyce</b> James		X	
<b>Askew</b> Stephen		X		<b>Kemp</b> Alexandra		X	
<b>Baker</b> Michael		X		<b>Kiddle-Morris</b> Mark		X	
<b>Bearman</b> Richard	X			<b>Law</b> Jason		ABSENT	
<b>Bird</b> Richard		X		<b>Leggett</b> Judy		X	
<b>Borrett</b> Bill		X		<b>Long</b> Brian		X	
<b>Boswell</b> Andrew	X			<b>Mackie</b> Ian		X	
<b>Bremmer</b> Bert		X		<b>Monson</b> Ian		X	
<b>Brociek-Coulton</b> Julie		X		<b>Mooney</b> Joe		X	
<b>Byrne</b> Alec		X		<b>Morgan</b> Elizabeth	X		
<b>Carttiss</b> Michael		X		<b>Morphew</b> Steve		X	
<b>Castle</b> Mick		X		<b>Nobbs</b> George		X	
<b>Chamberlin</b> Jenny		X		<b>Northam</b> Wyndham		X	
<b>Chenery of</b> <b>Horsbrugh</b> Michael		X		<b>Parkinson-Hare</b> Rex		X	
<b>Childs</b> Jonathon		X		<b>Perkins</b> Jim		X	
<b>Clancy</b> Stuart		X		<b>Proctor</b> Andrew		X	
<b>Coke</b> Toby		X		<b>Ramsbotham</b> David		X	
<b>Collis</b> David		X		<b>Richmond</b> William		X	
<b>Corlett</b> Emma		X		<b>Roper</b> Daniel		X	
<b>Cox</b> Hilary		X		<b>Sands</b> Mike		X	
<b>Crawford</b> Denis		X		<b>Seward</b> E		X	
<b>Dearnley</b> Adrian	X			<b>Shaw</b> Nigel		X	
<b>Dewsbury</b> Margaret		X		<b>Smith</b> Matthew		X	
<b>Dixon</b> Nigel		X		<b>Smith</b> Roger		X	
<b>Dobson</b> John		ABSENT		<b>Smyth</b> Paul		X	
<b>East</b> Tim		X		<b>Somerville</b> Margaret		X	
<b>FitzPatrick</b> Tom		X		<b>Spratt</b> Bev		X	
<b>Foulger</b> Colin		X		<b>Storey</b> Martin		X	
<b>Garrod</b> Tom		X		<b>Strong</b> Marie			X
<b>Gihawi</b> Deborah		X		<b>Thomas</b> Alison		X	
<b>Gilmour</b> Paul		X		<b>Thomas</b> David		ABSENT	
<b>Grey</b> Alan		X		<b>Timewell</b> John		X	
<b>Gunson</b> Adrian		X		<b>Virgo</b> Judith		X	
<b>Gurney</b> Shalagh		X		<b>Walker</b> Colleen		X	
<b>Hacon</b> Pat		X		<b>Ward</b> John		X	
<b>Hannah</b> Brian		X		<b>Watkins</b> Brian		X0	
<b>Harrison</b> David		X		<b>Whitaker</b> Sue		X	
<b>Hebborn</b> Stan		ABSENT		<b>White</b> Tony		X	
<b>Humphrey</b> Harry		X		<b>Wilby</b> Martin		X	
<b>Iles</b> Brian		X		<b>Wilkinson</b> Margaret		X	

For 4, Against 75, Abstentions 1 – **LOST**

20 January 2014

Appendix E

Recorded Vote – Minute 4.10 – Substantive amended motion

Name	For	Against	Abst.	Name	For	Against	Abst.
<b>Adams</b> Tony		X		<b>Jermy</b> Terry	X		
<b>Agnew</b> Stephen	X			<b>Jordan</b> Cliff		X	
<b>Aldred</b> Colin	X			<b>Joyce</b> James	X		
<b>Askew</b> Stephen		X		<b>Kemp</b> Alexandra	X		
<b>Baker</b> Michael	X			<b>Kiddle-Morris</b> Mark		X	
<b>Bearman</b> Richard	X			<b>Law</b> Jason	ABSENT		
<b>Bird</b> Richard	X			<b>Leggett</b> Judy		X	
<b>Borrett</b> Bill		X		<b>Long</b> Brian		X	
<b>Boswell</b> Andrew	X			<b>Mackie</b> Ian		X	
<b>Bremmer</b> Bert	X			<b>Monson</b> Ian		X	
<b>Brociek-Coulton</b> Julie	X			<b>Mooney</b> Joe		X	
<b>Byrne</b> Alec		X		<b>Morgan</b> Elizabeth			X
<b>Cartiss</b> Michael		X		<b>Morphew</b> Steve	X		
<b>Castle</b> Mick	X			<b>Nobbs</b> George	X		
<b>Chamberlin</b> Jenny		X		<b>Northam</b> Wyndham		X	
<b>Chenery of</b> <b>Horsbrugh</b> Michael		X		<b>Parkinson-Hare</b> Rex	X		
<b>Childs</b> Jonathon	X			<b>Perkins</b> Jim	X		
<b>Clancy</b> Stuart		X		<b>Proctor</b> Andrew		X	
<b>Coke</b> Toby	X			<b>Ramsbotham</b> David	X		
<b>Collis</b> David	X			<b>Richmond</b> William		X	
<b>Corlett</b> Emma	X			<b>Roper</b> Daniel	X		
<b>Cox</b> Hilary		X		<b>Sands</b> Mike	X		
<b>Crawford</b> Denis	X			<b>Seward</b> E	X		
<b>Dearnley</b> Adrian		X		<b>Shaw</b> Nigel		X	
<b>Dewsbury</b> Margaret		X		<b>Smith</b> Matthew	X		
<b>Dixon</b> Nigel		X		<b>Smith</b> Roger		X	
<b>Dobson</b> John	ABSENT			<b>Smyth</b> Paul	X		
<b>East</b> Tim	X			<b>Somerville</b> Margaret		X	
<b>FitzPatrick</b> Tom		X		<b>Spratt</b> Bev		X	
<b>Foulger</b> Colin		X		<b>Storey</b> Martin		X	
<b>Garrod</b> Tom		X		<b>Strong</b> Marie	X		
<b>Gihawi</b> Deborah	X			<b>Thomas</b> Alison		X	
<b>Gilmour</b> Paul	X			<b>Thomas</b> David	X		
<b>Grey</b> Alan	X			<b>Timewell</b> John	X		
<b>Gunson</b> Adrian		X		<b>Virgo</b> Judith		X	
<b>Gurney</b> Shalagh		X		<b>Walker</b> Colleen	X		
<b>Hacon</b> Pat	X			<b>Ward</b> John		X	
<b>Hannah</b> Brian	X			<b>Watkins</b> Brian	X		
<b>Harrison</b> David	X			<b>Whitaker</b> Sue	X		
<b>Hebborn</b> Stan	ABSENT			<b>White</b> Tony		X	
<b>Humphrey</b> Harry		X		<b>Wilby</b> Martin		X	
<b>Iles</b> Brian		X		<b>Wilkinson</b> Margaret	X		

For 41, Against 39, Abstentions 1 – **LOST**

### Notice of Motions

Notices of the following motions have been given in accordance with Rule 10 of the Council Procedure Rules:-

(i) Proposed by Mr B. Borrett

"This Council believes in the strength and the benefit of the mobile library service to its rural communities. The new rota reducing how often the service will visit is unacceptable and unfair to Norfolk's rural settlements who receive few other services. This will disproportionately affect many isolated people for whom it is a valuable lifeline.

Therefore, Council **RESOLVES** to:

ask the Cabinet to halt the cuts to the mobile library service while exploring the possibility for other services to integrate with mobile libraries and for commercial opportunities for income to protect the service in future years"

(ii) Proposed by Mr J. Childs

"This Council recognises that for severely disabled people access to a parking bay close to their place of residence is essential. Norfolk County Council and the Cabinet previously decided to cease provision of this service in 2004. Many of these bays have now worn to such an extent that they are no longer recognisable, which has a great impact on vulnerable disabled residents of Norfolk.

This Council recommends that Norfolk County Council's provision of residential disabled parking bays be reviewed and officers produce a report to be considered by the relevant Committee post May 2014"

(iii) Proposed by Mr J. Dobson, seconded by Ms A. Kemp

"This Council now recognises that planning permission may never be given for the proposed mass-burn incinerator at the Willows, King's Lynn, or at least not in an acceptable timescale. That being the case, it is now an appropriate time, in these new circumstances, for the Council management to contemplate formally a "Plan B".

Furthermore, publicity in the media and elsewhere of various possible alternatives for Norfolk is increasing, in particular relating to schemes ready now or shortly to become available, which are substantially cheaper in their gate fee, up to nearly 50% so in one case.

It is now also clear that far from "bankrupting" the Council in the event of a decision being made to change horses at this stage, the sum of £26m, or thereabouts, which would be the penalty for withdrawal from the existing contract in the event of planning permission continuing to be denied, would be dwarfed by the new prospects of between £100m and £150m or more net gain over the existing contract price of £650m over twenty five years, if other technology were to be chosen.

The Council is due to debate, at an EGM in April, whether to recommend to Cabinet that they implement, or otherwise, the Revised Project Plan, prior to the Cabinet's contractual need to tell the contractor of their decision in May.

In order to help Councillors make an informed recommendation at that stage, this Council asks officers to liaise with the company "Material Works", whose gate fee (under their proposed form of framework contract with Norfolk collection authorities for the recycling of residual solid domestic waste) represents the lowest by far of those now in the market for consideration as providers of an alternative to mass-burn incineration, and to ask them to provide a stand with information on their operation outside the Council chamber immediately prior to that April EGM."

**RECOMMENDATIONS FROM THE CABINET MEETINGS  
HELD ON 27 JANUARY AND 3 MARCH 2013.**

**27 January 2014**

No recommendations made.

**3 March 2014**

**1) Norfolk Fire and Rescue Authority Integrated Risk Management Plan 2014/17**

The Cabinet has received a report (Item 12) which set out the method for developing the Integrated Risk Management Plan (IRMP), the key elements of the plan, the outcome of public and member consultation and an Executive Summary. It was a statutory duty that each fire authority have a 3-5 year plan in place.

**RESOLVED to recommend to Council** the Integrated Risk Management Plan 2014/17

**Note from Head of Democratic Services**

A copy of the report (at item 12 of the March Cabinet agenda) can be viewed on the committee papers pages of the County Council's website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members' Room.

**2) Highways Capital Programme 2014/15/16 and Transport Asset Management Plan**

The Cabinet has received a report (item 15), which considered actions required by the Highways Capital programme for 2014/15/16 and the Transport Asset Management Plan.

**RESOLVED to recommend to Council:-**

- 1) Reallocation of £5.487m of integrated transport funding and the allocation of additional funding of £1.977m for structural maintenance.
- 2) The programme for 2014/15 and 2015/16 in the Overview and Scrutiny Panel report (Appendices A and C of the Cabinet report).
- 3) The proposed changes to the Transport Asset Management Plan for 2014/15 to 2017/18
- 4) That delegated authority be granted to the Director of Environment, Transport and Development, in consultation with the Cabinet Member for Environment, Transport, Development and Waste, to manage the two year programme, including the possible increase in the Integrated Transport programme to £2.5m to deal with any major scheme cost pressures if they arise (para 6.0), and to determine the allocation of County Council funding for highway improvements and Parish Partnership schemes (para 2.2 of the Cabinet report).

- 5) That the parish contribution toward the “parish partnerships” initiative in 2014/15 be maintained at 50% as advertised.

**Note from Head of Democratic Services**

A copy of the report (at item 15 of the March Cabinet agenda) can be viewed on the committee papers pages of the County Council’s website. Please contact Greg Insull on 01603 223100 if you would like a hard copy. A full copy will also be placed in the Members’ Room.



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



**REPORT OF THE CABINET MEETINGS  
HELD ON 27 JANUARY AND 3 MARCH 2013**

**Cabinet Member for Finance, Corporate and Personnel**

**27 January 2014**

1. The Cabinet Member for Finance, Corporate and Personnel relayed the discussions which had been held at the Corporate Resources Overview and Scrutiny Panel. A budget had to be created which was deliverable, for the whole of the County Council and the county not just for this Administration.
2. **2013-14 Revenue Finance Monitoring Report Month 9**

Cabinet has **RESOLVED** that:-

1. The forecast overspend at the end of December 2013 of £0.434m be noted;
2. the projected overspend can be contained within general balances above the minimum level and does not impact on the 2014-15 budget proposals;
3. The creation of a Children's Services Improvement Reserve be approved
4. The latest estimated costs of the recent tidal surge and flooding in Norfolk be noted.

3. **Capital Monitoring Report Month 9**

Cabinet has **RESOLVED** that:-

1. The re-profiling between 2013/14 and 2014/15+ and other adjustments to the programme totalling £0.467m as summarised in Table 2 and detailed in Table 3 of the Cabinet report be agreed.
2. The reduction in schemes shown as amber in Table 4 of the Cabinet report, demonstrating the improved profiling of existing schemes between years, be noted.
3. The associated changes to funding in the programme summarised in Table 5 of the Cabinet report be agreed.

4. The additional spend to save scheme identified in Appendix 2 of the Cabinet report be agreed.

### **3 March 2014**

#### **4. Overview and Scrutiny Panel Issues**

The Cabinet Member for Finance, Corporate and Personnel advised that, further to a recent item at the Cabinet Scrutiny Committee, detailed financial information would be made available to all members in order to prepare better for the future. He was happy to discuss better ways of working with all other Groups. He noted that the culture around the budget would change so that the scrutiny of financial information never stopped. This meant that there would not be a further “mini budget” produced in a few months.

#### **5. 2013-14 Revenue Finance Monitoring Report Month 10**

Cabinet has **RESOLVED** that:-

1. The forecast underspend at the end of January 2014 of £1.148m be noted, which may reduce as a consequence of extreme weather (paragraph 2.10 of the Cabinet report);
2. The latest estimated costs of the recent tidal surge and flooding in Norfolk, as set out in paragraph 2.9 of the Cabinet report, be noted.
3. The creation of a £2.3m Public Health Reserve, as set out in paragraph 5.4 of the Cabinet report, be approved, representing an element of ringfenced public health grant to be carried forward.
4. The Council position be noted as having successfully sold the remaining unrecovered element of its claim against the Icelandic bank, Landsbanki. The Council has received just over £6m from this transaction, bringing the total recovered to date to over £29m, as set out in paragraph 4.2 of the Cabinet report.

#### **6. Capital Monitoring Report Month 10**

Cabinet has **RESOLVED** that:-

1. The re-profiling between 2013/14 and 2014/15+ and other adjustments to the programme totalling -£3.550m as summarised in Table 2 and detailed in Table 3 of the Cabinet report be agreed.
2. The associated changes to funding in the programme summarised in Table 5 of the Cabinet report be agreed;
3. The additional borrowing for the Great Yarmouth Development Company (GYDC) loan be noted, which will be supported by Norfolk Infrastructure Fund.

4. The additional borrowing of £0.012m for the North Norfolk Office Reorganisation requested in Section 5 of the Cabinet report be agreed.
5. The stage of development of schemes which may come forward as proposals for land or property development and sale be noted, as set out in paragraph 7 of the Cabinet report.
6. The progress of the Great Yarmouth Beach Coach Station housing development, through GYDC Ltd be noted, as summarised in Appendix 2 of the Cabinet report.

7. **2013/14 Performance Monitoring Report**

Cabinet has **RESOLVED that** the report be noted.

<b>Cabinet Member for Public Protection</b>
---

**27 January 2014**

1. **Overview and Scrutiny Panel Issues**

The Cabinet Member for Public Protection advised that budget proposals had been thoroughly discussed at the last Fire and Rescue Service Overview and Scrutiny Panel. There had been broad support for the proposals with the exception of the suggestion to stop the free smoke detector service. Smoke alarms would be purchased in bulk in the short term whilst a solution for continuing with the service was sought. It was also reported that the Fire and Rescue Service Integrated Risk Management Plan would be brought to Cabinet in March.

The Cabinet Member for Public Protection advised that work was underway on the Health and Wellbeing Board's submission for the Better Care Fund, which would be submitted by 14 February 2014. This would pool NHS and local government money from existing budgets.

**3 March 2014**

2. **Overview and Scrutiny Panel Issues**

The Cabinet Member for Public Protection advised that a submission had been made for the first cut of the Better Care Fund. The final plan would be submitted by 4<sup>th</sup> April 2014. An additional meeting of the Health and Wellbeing Board had been called to discuss this matter.

The Cabinet Member for Public Protection would address a meeting on 4 March 2014 regarding flood management and lessons learned from the recent storm damage. The Cabinet Member advised that the Hate Free Norfolk campaign had been launched; residents and Members could sign up to a pledge online to work together for a Hate Free Norfolk.

3. **Sexual Health and HIV Care and Treatment: Joint Commissioning and Section 75 agreement**

Cabinet has **RESOLVED that** delegated authority be given to the Acting Director of Public Health to enter into an agreement under Section 75 of the National Health Service Act 2006 with NHS England for a term of up to 9 years, to enable NHS England to delegate to Norfolk County Council the function of commissioning HIV care and treatment service in Norfolk.

<b>Cabinet Member for Safeguarding</b>
--

**27 January 2014**

1. **Overview and Scrutiny Panel Issues**

The Cabinet Member for Schools reported that the issue of discretionary school bus passes has been debated heavily at Full Council and by the Cabinet Scrutiny Committee. The Cabinet Scrutiny Committee had voted to endorse the Cabinet's approach.

**3 March 2014**

**Overview and Scrutiny Panel Issues**

2. The Cabinet Member for Safeguarding advised that the Improvement Plan had been submitted to the Department for Education within the last week. The department would be examined in six weeks' time. He was also pleased to report that the number of looked after children had reduced. .

3. **Make Your Mark Ballot 2013 – Findings and Youth Parliament Update**

Cabinet has **RESOLVED that** Norfolk MYPs should seek opportunities to work alongside members and officers and representatives of the new Committees to explore and develop potential actions against the issues selected by young people in the Make Your Mark ballot in 2013.

<b>Cabinet Member for Schools</b>
-----------------------------------

**27 January 2014**

The Cabinet Member for Safeguarding advised that he and his Cabinet colleague James Joyce had made a presentation to the Children's Services Overview and Scrutiny Panel, who had been supportive of the approach taken on the budget recommendations.

**3 March 2014**

1. **Overview and Scrutiny Panel Issues**

The Cabinet Member for Schools reported that the Children's Services Overview and Scrutiny Panel expected to receive a return visit from OFSTED soon. An event had been jointly arranged by Children's Services and Economic Development on 3 March 2014 to look at the priorities of the future workforce of Norfolk, in terms of jobs and education. The Cabinet Member reported that an agreement made by Cabinet on 6 January to purchase a public recreational area, known as the Beaconsfield, to expand the field of Great Yarmouth High School had been overruled by Great Yarmouth Borough Council. This underlined the pressures currently being faced by the County Council in trying to expand schools in order to manage growing numbers of students.

## Cabinet Member for Adult Social Services

**27 January 2014**

### **1. Overview and Scrutiny Panel Issues**

The Cabinet Member for Adult Social Services advised that she had given a presentation to the Community Services Overview and Scrutiny Panel with the Cabinet Member for Communities on the budget proposals. Three areas had been the main focus of the subsequent discussion - the wellbeing aspect of personal budgets, revenue costs of the Strong and Well programme and concerns regarding whether the County Council would pass costs onto the NHS with the suggested changes.

The Cabinet Member for Adult Social Service also reported that the Herondale respite facility had now closed. Customers had been moved to the Acle War Memorial social rooms which offered a wider range of activities and better integration. The Cabinet Member noted that she had chaired a meeting of District Council Cabinet Members with responsibility for housing regarding Supporting People. The Cabinet Member reported that Care UK in Broadland was now performing at the same level as other care providers so that the intensive contract monitoring had ceased. The contract would be removed from Care UK if problems recurred.

### **2. Fuel Poverty in Norfolk**

Cabinet has **RESOLVED that** Norfolk County Council should express support for the Energy Bill Revolution which is calling for the Government to spend its carbon tax revenue, approximately £4 billion per year, on making homes more energy efficient.

### **3. The Future Model for Mental Health Social Care and Arrangements for Delivery of Mental Health Social Care Services for Adults of 18-65 Years from April 2014**

Cabinet has **RESOLVED that:-**

1. The principles of the Mental Health Social Care Model attached at Appendix A of the Exempt Cabinet report be approved

2. The social care mental health service for adults of working age should return to the direct management of the County Council
3. Authority be delegated to the Director of Community Services and the Cabinet Member for Adult Social Services to extend the existing agreement under section 75 of the Health Act 2006 for up to six months to allow for transition.

### **3 March 2014**

#### **4. Overview and Scrutiny Panel Issues**

The Cabinet Member for Adult Social Services reported:-

1. Terry Rich had been appointed to oversee the process of moving social care mental health staff back to the County Council.
2. Dementia awareness week would take place from 18 May 2014. The Cabinet Member asked Cabinet to undertake dementia awareness training and encouraged all members to also do so. She asked that people sign up to be a dementia friend in order to raise the profile of this illness across the Council.
3. At the last meeting of the Full Council the Cabinet Member had agreed to consider whether £1m extra funding could be used to ameliorate the savings needed on the personal budgets area. Having looked at the options, the Cabinet Member proposed placing £1m extra across the transport and personal budget areas, as transport was a large part of personal budgets.

The Cabinet Member for Finance, Corporate and Personnel confirmed that £1m could be provided from deferred borrowing in order to cover this cost.

**RESOLVED** that:-

1. Activities would be carried out by the Cabinet during Dementia Awareness Week in order to raise the profile of the illness
2. An extra £1m be placed in the transport and personal budget areas of Adult Social Services.

#### **5. Exemption from Contract Standing Orders in Respect of Care Home Contract**

Cabinet has **RESOLVED** to agree the exempt recommendations

<b>Cabinet Member for Communities</b>
---------------------------------------

**27 January 2014**

**Overview and Scrutiny Panel Issues**

1. The Cabinet Member for Communities advised that visits to museums had increased over the past year. She noted that the former Norfolk Museums and Archaeology Service had been successfully re-branded as the Norfolk Museums Service and that the Head of Service had been recently appointed as a Heritage Lottery Trustee. She advised that a job seekers advice section had been set up in libraries in order to give help and support to those who were looking for employment.

**3 March 2014**

## **2. Overview and Scrutiny Panel Issues**

The Cabinet Member for Communities announced that Norwich Castle Museum had recorded a record number of visitors during the first two weeks of the Roman Empire exhibition, which looked set to break all visitor records. This would be followed on 23 May with the Wonder of Birds exhibition. She advised that the Library Service was replacing its computer system in order to improve the customer experience. The current system had been installed in 1999 and was no longer fit for purpose.

## **3. Norfolk Museums Service (NMS) Development Foundation**

Cabinet has **RESOLVED** that the recruitment process for trustees to establish the Development Foundation, to support NMS to achieve the income targets proposed as part of the wider Norfolk County Council budgetary process, be approved.

<b>Cabinet Member for Economic Development</b>
--

**27 January 2014**

1. The Cabinet Member for Economic Development thanked the Environment, Transport and Development Overview and Scrutiny Panel for the open minded and reasoned debate regarding the budget proposals. She advised that the Apprenticeship Norfolk Scheme had delivered 400 apprenticeships, nine months ahead of time. The fund was no longer available but the County Council would continue to support businesses in taking on apprentices in a number of ways. The Aviation Skills Academy will open with its first students in 2015.
2. **Update on the Strategic Economic Plan for Norfolk and Suffolk and the Norfolk Growth Prospectus**

Cabinet has **RESOLVED** that

1. The progress on development of the New Anglia Strategic Economic Plan and Norfolk Growth Prospectus be noted.
2. Authority be delegated to the Interim Director of Environment, Transport and Development in consultation with the Leader of the Council and the Cabinet Members for Economic Development and Environment, Transport & Waste to

approve the New Anglia Strategic Economic Plan, to be submitted to Government by 31 March 2014.

### **3 March 2014**

#### **3. Overview and Scrutiny Panel Issues**

The Cabinet Member for Economic Development reported that she had attended a meeting with eight of Norfolk's MPs. She had also attended a Conference regarding the France (Channel) - England Interreg Programme, which would deliver high skilled jobs to Norfolk and boost the county's influence. She advised that Hethel Engineering Centre was moving forward and would be purchasing extra land shortly. The County Council continued to consult with interested parties regarding the former RAF Coltishall site. Finally the Cabinet Member reported that six of the nineteen houses in the Royal Britannia Crescent in Great Yarmouth had now been purchased. A change of estate agent was in progress in order to sell the rest of the houses. The Cabinet Member commented that she had listened to a radio programme recently during which some callers had suggested that the houses had not sold because the houses were too highly priced for properties in Great Yarmouth. The Cabinet Member disagreed with this – she was proud to live in Great Yarmouth, which had a large amount of history and she hoped that the houses would all be sold soon.

#### **4. Norfolk Infrastructure Fund – Annual Report**

Cabinet has **RESOLVED** that the overall progress and future direction of the NIF be noted and that the next annual report would be received in March 2015 by the appropriate committee.

#### **5. Sustainable Communities Bid to Provide Greater Planning Protection for Community Pubs**

Cabinet has **RESOLVED** that authority be delegated to the Assistant Director Public Protection to submit proposals under the Sustainable Communities Act to protect community pubs, in accordance with the resolution agreed at Council on the 25 November 2013.

#### **6. Former RAF Coltishall 'Officers' Mess' Housing Development Partner**

Cabinet has **RESOLVED** that delegated authority be granted to the Interim Director of Environment Transport and Development in consultation with the Managing Director of NORSE and the Head of Law to contract with Morgan Sindall as a Development Partner for the 'Officers' Mess' housing scheme.

<b>Cabinet Member for Environment, Transport, Development and Waste</b>
---

**27 January 2014**

#### **1. Overview and Scrutiny Panel Issues**



The Cabinet Member for Environment, Transport, Development and Waste advised that 29 bids had been received so far for the Parish Partnership Fund. Regarding roads, the Northern Distributor Route had now gone through a gateway review. A meeting had been held with representatives from all counties on the A47 route, to plan a strategy; this would be followed by an A47 Alliance meeting on 10 February and a meeting at Westminster on 11 February 2014.

### **3 March 2014**

## **2. Overview and Scrutiny Panel Issues**

The Cabinet Member for Environment, Transport, Development and Waste advised that the Parish Partnership scheme bids had now all been received. The scheme had been over subscribed; 73 applications had been received with 68 bids being accepted.

The Cabinet Member for Environment, Transport, Development and Waste had held a visit with roads Minister Robert Goodwill regarding the A47, which had been successful. The Cabinet Member also noted his aspiration to have a 20mph speed limit outside all schools, which would be discussed in detail later.

## **3. Review of Norfolk Speed Management Strategy**

Cabinet has **RESOLVED** that:-

1. The publication of the Norfolk Speed Management Strategy as contained in Appendix B of the Cabinet report be approved.
2. The recommendations included in section 2.3 of the Cabinet report be approved.
3. The County Council should aspire to part-time, 20mph speed limits outside each school in Norfolk.

## **4. Signage at Snettisham Beach/Common**

Cabinet has **RESOLVED** that the Overview and Scrutiny Panel's recommendation, that Officers be asked to contact the owner of the signs and request that they be removed pending the outcome of the Definitive Map Modification Order (DMMO), be approved at which time officers will seek to erect new definitive signs.

<b>Chairman</b>
-----------------

**27 January 2014**

No issues were raised.

**3 March 2014**

## 1. **Matters of Urgent Business**

The Chairman reported that a letter had been received from Brandon Lewis MP. This was in response to a letter sent out on 18 September 2013 to all Norfolk MPs asking them to take part in the Putting People First consultation. A response had not been received until 17:36 on Friday 28 February from Mr Lewis, some five months after the initial letter had been sent. The response suggested that the County Council should not charge for the use of recycling centres and should instead raise money by charging for services, which was very unhelpful as the consultation had closed in December.

## 2. **Overview and Scrutiny Panel Issues**

The Chairman reported that on Friday 28 February a gathering of the Cabinet had been held at the Shirehall to mark the 100<sup>th</sup> anniversary of the sacking of two teachers, Tom and Annie Higdon from Burston School. Cabinet had been joined by teachers, pupils and trustees of the Burston Strike School, along with the local Member Mr Spratt and the Chairman of the Children's Services Overview and Scrutiny Panel, Mrs Chamberlin. Cabinet formally expressed their regret that the teachers had been removed from their posts by the County Council's Education Department.

## 3. **Norfolk Armed Forces Community Covenant – Annual Report 2013-14**

Cabinet has **RESOLVED** that progress with the Norfolk Armed Forces Community Covenant be noted and that £20,000 be paid to the Norfolk Armed Forces Community Covenant.

**CHAIRMAN  
GEORGE NOBBS**



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

**Report of the Cabinet Scrutiny Committee meeting held on  
21 January 2014**

**1 Call-in item**

**Discretionary Bus Passes and Available Walking Routes**

1.1 Cabinet, at its meeting on 6 January 2014, had considered a report entitled 'Discretionary Bus Passes and Available Walking Routes' which recommended that Cabinet:

- Consider the financial impacts of changing the school transport policy and method of implementation.
- Reaffirm that the current school transport policy was fit for purpose and that NCC continue the ongoing programme of route reviews and capital investment so that more children can walk or cycle to school.

Cabinet resolved that:

1. The financial impacts of changing the school transport policy and method of implementation be noted.
2. The current school transport policy is fit for purpose and that the County Council continue the ongoing programme of route reviews and capital investment so that more children can walk or cycle to school.

1.2 The Chairman welcomed Matthew Smith, Colin Aldred and Alan Grey who had called in the item. He also welcomed Mr G Nobbs Leader, Mr M Castle Cabinet Member for Education and Schools and Mr D Harrison Cabinet Member for Environment Transport Development and Waste, who attended the meeting as witnesses, together with the Interim Head of Finance, Interim Director of Environment, Transport and Development and the Assistant Director of Travel and Transport.

1.3 A discussion took place whereby questions from the Committee were answered in detail by the witnesses. The full details of the discussion can be found in the minutes.

1.4 Mr Coke proposed, seconded by Mr R Smith that Cabinet Scrutiny Committee support Cabinet on its decision and take no further action. This proposal was unanimously **agreed**.

**2 Norfolk County Council Internal Apprenticeship Scheme**

2.1 The Committee received a report outlining the progress and outcomes to date of the Internal NCC apprenticeship scheme. The scheme aimed to improve the employability and skills of 30 young people by providing paid workplace experience and access to apprenticeship qualifications.

- 2.2 The Chairman welcomed Mr S Morpew, Cabinet Member for Finance, Corporate and Personnel who commended the success of the scheme, together with the Acting Head of HR and the Organisational Development Manager.
- 2.3 A discussion took place whereby questions from the Committee were answered in detail by the witnesses, the full details of which can be found in the minutes.
- 2.4 **RESOLVED** to note the report.

### **3 Appointment of Interims within the Senior Management Structure**

- 3.1 The Committee received a report outlining the circumstances where the use of interims was appropriate; the difference between permanent employees and providers of interim services and the process by which interims were appointed. During the presentation of the report, the Acting Head of HR informed the Committee that, following the Council meeting on 20 January 2014, paragraph 4 of the report was no longer relevant.
- 3.2 A discussion took place whereby questions from the Committee were answered in detail by the witnesses. The full details of the discussion can be found within the minutes.
- 3.3 Members requested an update be brought to the March meeting on the appointment of a Managing Director and senior managers, including a timeline of the recruitment process.
- 3.4 **RESOLVED** to note the report.

### **4 Cabinet Scrutiny Committee: Forward Work Programme**

- 4.1 The Committee received a report by the Scrutiny Support Manager setting out the suggested approach and asking the Committee to consider whether there were any additional scrutiny issues to add to the forward work programme.
- 4.2 The Committee suggested the Overview and Scrutiny Strategy Group (OSSG) at its meeting on 17 March, consider how the work of scrutiny committees could be carried forward under the new Committee Governance System.
- 4.3 Cabinet Scrutiny Committee requested an update at its March meeting on the process and plans to permanently recruit a Managing Director and other senior managers.
- 4.4 The Committee requested that an update report to be brought to the March meeting of Cabinet Scrutiny Committee on what Norfolk County Council was doing to recruit permanent graduates into Norfolk County Council, other than the 12 week work experience placements that were currently in operation. It was noted that graduates could not be appointed onto the County Council's apprenticeship scheme at present and suggested that a similar scheme could be set up for graduates.

4.5 **RESOLVED** to note the Forward Work Programme.

Bill Borrett  
**CHAIRMAN**



**If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Committee Team on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.**

**Report of the Cabinet Scrutiny Committee meeting held on  
11 February 2014**

**1 Call-in item**

**Revenue Budget 2014-17**

- 1.1 Cabinet, at its meeting on 6 January 2014, had considered a report entitled 'Revenue Budget 2014-17' and agreed the following recommendations to Council:
- a) An overall County Council Net Revenue Budget of £308.397m for 2014-15, including budget increases of £113.301m and budget reductions of £107.491m as set out in Table 5 of this report and the actions required to deliver the proposed savings.
  - b) A freeze in Council Tax for 2014-15
  - c) The budget proposals set out for 2015-16 and 2016-17, including authorising Chief Officers to take the action required to deliver budget savings for 2015-16 and 2016-17 as appropriate.
  - d) As the current proposals are not adequate to deliver a balance budget in future years that further plans, to meet the shortfall, are brought back to Members before June 2014, as part of the 2015-16 budget planning process timetable set out in Appendix F.
  - e) The Council Tax calculations in Appendix D and the precept to be collected from the District Councils.
  - f) That the Head of Finance be authorised to transfer from the County Fund to the Salaries and General Accounts all sums necessary in respect of revenue and capital expenditure provided in the 2014-15 Budget, to make payments, to raise and repay loans and to invest funds.
- 1.2 The Chairman welcomed Mr Morphew, Cabinet Member for Finance Corporate and Personnel, who attended the meeting as a witness. The Leader of the Council, Mr Nobbs, refused to attend.
- 1.3 The Chairman also welcomed John Dobson, Richard Bird and Alexandra Kemp, who had called in the item. Mr Coke, who had supported the call-in was a Member of the Committee. Mr East and Mr Boswell who had also supported the two call-ins were substituting for Members on the Committee. The Chairman offered the callers-in ten minutes to collectively outline the reasons for calling-in the decision.

- 1.4 A discussion took place whereby questions from the Committee were answered in detail by the witnesses. The full details of the discussion can be found in the minutes.
- 1.5 Mr Jordan proposed, seconded by Mr Wilby that Cabinet Scrutiny Committee agree not to refer the decisions from the January 2014 Cabinet meeting back to Cabinet for reconsideration, but, in the light of Member concerns raised at the meeting, to request the Leader and Acting Managing Director review the decisions and for the Leader to feedback his conclusions to Members before the Council meeting on 17 February 2014.

With 13 votes for, 0 votes against and 4 abstentions the motion was **carried**.

- 1.6 Mr Boswell proposed, seconded by Mr East to recommend to Cabinet that they instigate an investigation into the communication to all Councillors for the 28 October Council meeting and the result is a communication plan on how financial information is communicated to all Councillors.

With 9 votes for, 0 votes against and 8 abstentions, the motion was **carried**.

- 1.7 Mr Coke proposed, seconded by Mr East, that Cabinet Scrutiny Committee register deep concern that a motion passed at Full Council on 17 June 2013 that recognised that Cabinet would be drawing up contingency arrangements, involving officers in the case that the contract does not go ahead has apparently been ignored by Cabinet. Cabinet Scrutiny note that the recent Price Waterhouse Cooper / AMEC report to Cabinet in January was superficial and did not comprise the officer driven contingency arrangements agreed necessary by Council. Cabinet Scrutiny recommend to Cabinet that at their 3 March meeting, they urgently discuss a Plan of Action for developing a Plan B contingency plan, which would evaluate alternative options to the Willows plant in depth.

With 4 votes for, 12 votes against and 1 abstention, the motion was **lost**.

## **2 Cabinet Scrutiny Committee: Forward Work Programme**

- 4.1 The Committee received and **noted** the Forward Work Programme.

Bill Borrett  
**CHAIRMAN**



**If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Committee Team on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.**





**Report of the Personnel Committee Meeting  
held on 17 January and 25 February 2014**

Matters considered at 17 January Committee

**1. Senior Management Arrangements**

- 1.1 The Committee heard from the Acting Head of Human Resources (HR) who had requested that the Chairman call a meeting of the Personnel Committee to advise members on any possible implications arising from the forthcoming Notice of Motion, submitted by Mr Bill Borrett, to Council on 20 January 2014. The wording of the motion being presented had stated:

This Council believes the new Head of Paid Service should be able to determine their own Senior Management arrangements and a reorganisation at this time does not represent a good use of Council resources, in monies, time or the goodwill of our staff. Therefore, Council RESOLVES to:

- rescind the decision by Council on 25<sup>th</sup> November 2013 to endorse the proposed Senior Management arrangements recommended by the Cabinet in its report from its 4<sup>th</sup> November meeting and as set out in Appendix B of the report
- Change the title of the Head of Paid Service post from Chief Executive to Managing Director

- 1.2 The Committee had recruitment consultant, Hamish Davidson address the Committee to give his observations on the wording of the Council motion and how it might bear on his ability to recruit to the post of Managing Director.
- 1.3 The Committee discussed the matter and noted that that the motion was for Council and not a decision for this Committee.

Matters considered at 25 February Committee

**1. Senior Management Structure in Environment, Transport and Development Department**

- 1.1 The Committee has received a report from the Acting Head of Human Resources. The report informed members that the Interim Director of Environment, Transport and Development, in consultation with the Acting Managing Director, was proposing changes to the current senior management structure of Environment, Transport and Development Department from April 2014. These changes resulted in a reduction of two roles and were subject to staff consultation. There needs to be a ring fenced internal member appointment process for two posts which would see significantly revised responsibilities in the proposed structure.
- 1.2. It was agreed that:

- i) the grade of the Assistant Director – Highways and Transportation as Scale Q be approved.
- ii) the grade of the Assistant Director – Planning and Environment as Scale P be approved.
- iii) following the usual, proportional representation for such meetings, five members would sit on the Appointment Panels for the two posts, which will be subject to an internal appointment process, and note that the Acting Head of Human Resources will consult with the Group Leaders on their nominee(s) for the Appointments Panels, in due course.
- iv) minor changes arising from the consultation and not affecting the grades be agreed by the acting Head of Human Resources and the relevant Cabinet Member (Mr David Harrison).

## **2. Local Government Pension Scheme 2014**

- 2.1 The Committee has noted an update report on the LGPS 2014. It was explained that the Corporate Resources Overview and Scrutiny Panel had requested that this matter be a standing item of consideration for this Committee, to ensure that members were fully informed of the proposed changes and the progress of implementation.

**George Nobbs  
Chairman**

## Report of the Audit Committee Meeting held on 30 January 2014

### 1 Norse Group – Transfer of Pensions Risk

The Committee received and **noted** a report by the Interim Head of Finance briefing members on Cabinet's agreement for the Council to accept the transfer of Pensions Risk from Norse Group and how this related to their role of consideration and approval of the Council's Annual Statement of Accounts.

### 2 Risk Management Report (3<sup>rd</sup> quarter 2013/14).

The Committee received the report by the Interim Head of Finance updating the Committee on the Corporate Risk Register and other related matters following the latest quarterly review conducted during the third quarter of 2013/14. The update included details of seventeen risks proposed for inclusion within the Corporate Risk Register as recommended by the Chief Officer Group. None were marked red (serious concern), but 11 were marked amber (some concern) and 5 were marked green (no particular concern).

Following a vote on whether to accept the recommendations in the report the Committee

#### **RESOLVED** to:

- note the changes to the risk register.
- Note the seventeen corporate risks.
- Note any further actions that may be required.
- Note that the arrangements for risk management were acceptable and fulfilled Norfolk County Council's 'Well Managed Risk – Management of Risk Framework'.
- Actively endorse risk management training throughout the County Council.

### 3 Norfolk Audit Services Quarterly Report for the Quarter ended 30 September 2013.

The Committee received a report by the Interim Head of Finance summarising the results of recent work by Norfolk Audit Services (NAS) to give an overall opinion on the adequacy and effectiveness of risk management and internal control within the County Council and to give assurance that, where improvements were required, remedial action had been taken by Chief Officers. The report also provided an update on changes to the approved internal audit plan and the future schools audit offering, and the preparations for an Audit Authority for the France Channel England Interreg VA Operational Programme.

It also highlighted that there were 134 high priority findings raised in internal audit

reports, none of which were overdue. Additionally the rating for the overall delivery of the “Putting People First” vision Service Transformation Programme remained at Amber. This rating was primarily due to timescales and some concerns around resources and budget. Only 4 out of 15 shared services areas were rated green and the Corporate Programme Office project management and Business Process Re-engineering resources were rated as red. Controls were nonetheless in place to ensure available resources were allocated where they would have the greatest impact.

Following a vote on whether to accept the recommendations in the report, it was **RESOLVED** to note:

- the overall opinion on the effectiveness of risk management and internal control was ‘acceptable’ and therefore considered ‘sound’.
- the changes to the approved 2013-14 internal audit plan, described in Appendix D of the report.
- The Annual Audit Letter (previously published) at Appendix E of the report.
- The satisfactory progress regarding the schools audit offering and the preparations for an Audit Authority for the France Channel England Interreg VA Operational Programme.

#### **4 External Auditor – Certification of Claims and Returns 2012-13.**

The Committee received and **noted** the report by the Interim Head of Finance briefing members on the External Auditor’s Certification of Claims and returns 2012-13 letter dated 16 January 2014.

#### **5 Work Programme**

The Committee received the report by the Head of Finance setting out the work programme for 2014 and **agreed** that each meeting would be preceded by a training session for Committee Members, based on a topic from the Committee’s Terms of Reference. The training topics for April and September 2014 would be Anti-Fraud and Corruption and Governance respectively.

#### **6 Anti-Fraud and Corruption Strategy – January 2014 Edition**

The Committee received the report by the Practice Director Norfolk Public Law (NPLaw) introducing the January 2014 version of the Anti-Fraud and Corruption Strategy and **endorsed** the revised format, the Strategy, its Policies and supporting guidance.

#### **7 Anti-Fraud and Corruption Update – June-December 2013.**

The Committee received the report by the Practice Director Norfolk Public Law (NP Law) providing an update for the Committee on the Council’s Anti-Fraud and Corruption Strategy and how it added value.

The Committee **RESOLVED** that:-

- there had been adequate progress in the work to date.
- the plan for future work as set out in section 8 of the report be noted.

- the revised Strategy was consistent with Fighting Fraud Locally, best practice and that
  - it still met both internal measures and external inspection requirements.
  - Was effective.
  - Added value.
  - That it had been considered in light of the austerity and service transformation agenda and was considered to be adequate.
- the Council's Whistle-blowing and Money Laundering Policies were adequate and effective although minor amendments were required with respect to updates to the legislation, and
- full consideration of the Audit Commission's publication Protecting the Public Purse until the April meeting of the Committee, as outlined in Section 2.3 of the report) be deferred.

**8 Norfolk Audit Services. Review of the Internal Audit Terms of Reference and Code of Ethics.**

The Committee received a report by the Interim Head of Finance reviewing the Internal Audit Terms of Reference and the Code of Ethics in accordance with the new CIPFA and IIA's UK Public Sector Internal Audit Standard, which came into force on 1 April 2013 and **approved** the amended Terms of Reference and the Code of Ethics as set out in the report.

**9 Audit Committee Terms of Reference**

The Committee received the report by the Chairman and **agreed** to commend the revised Terms of Reference to Council for agreement. The revised Terms of Reference are attached at Appendix A.

**10 Norfolk Audit Services: Internal Audit Strategy, Approach, Strategic Plan 2014-2017 and Annual Internal Audit Plan 2014-15**

The Committee received a report by the Interim Head of Finance and **approved** the Internal Audit Strategy, the Approach, the Proposed Delivery of the Internal Audit Strategy for 2014-15, the Strategic Plan to support the audit opinion for 2014-17 and the Annual Internal Audit Plan 2014-15.

**11 Norfolk Pension Fund – Governance reports relevant to the Audit Committee**

The Committee received and **noted** a report by the Interim Head of Finance updating members on Norfolk Pension Fund governance reports relevant to the Audit Committee in accordance with the Audit Committee's Terms of Reference.

R A Smith  
**Vice-Chairman**

## **TERMS OF REFERENCE FOR THE AUDIT COMMITTEE**

### **A Governance**

- 1 Consider the Annual Governance Statement, and be satisfied that that this statement is comprehensive, properly reflects the risk and internal control environment, including the System of Internal Audit, and includes an agreed action plan for improvements where necessary.

### **B Internal Audit and Internal Control**

- 1 With Chief Officers, to provide proactive leadership and direction on audit governance issues and champion audit and internal control throughout the Council.
- 2 Consider annually the effectiveness of the system of internal audit including internal audit's strategy, plan and performance and that those arrangements are compliant with all applicable statutes and regulations, including the Public Sector Internal Audit Standards and the Local Authority Guidance Note of 2013 and any other relevant statements of best practice.
- 3 Consider an annual report and quarterly summaries of internal audit reports and activities which include an opinion on the adequacy and effectiveness of the Council's internal controls including risk management , any corporately significant issues arising, and receive assurance that action has been taken as necessary.
- 4 Consider reports showing progress against the audit plan and proposed amendments to the audit plan.
- 5 Ensure there are effective relationships between internal audit and external audit, other inspection agencies and other relevant bodies and that the value of the audit process is actively promoted.

### **C Risk Management**

- 1 Provide proactive leadership and direction on risk management governance issues and champion risk management throughout the Council and ensure that the full Council is kept sufficiently informed to enable it to approve the Council's risk management Policy and Framework and that proper insurance exists where appropriate.
- 2 Consider the effectiveness of the system of risk management arrangements
- 3 Consider an annual report and quarterly reports with respect to risk management including, an opinion on the adequacy and effectiveness of the Council's risk management, any corporately significant issues arising, and receive assurance that action has been taken as necessary.
- 4 Receive assurances that action is being taken on risk related issues identified by both internal and external auditors and other inspectors.
- 5 Independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk.
- 6 Report annually to full Council as per the Financial Regulations.

## **D Anti-Fraud and Corruption**

- 1 Provide proactive leadership and direction on Anti-Fraud and Corruption and champion Anti-Fraud and Corruption throughout the council.
- 2 Consider the effectiveness of the Council's anti-fraud and corruption arrangements.
- 3 Consider an annual report and other such reports, including an annual plan on activity with respect to Anti-Fraud and Corruption performance and receive assurances that action is being taken where necessary.

## **E Annual Statement of Accounts**

- 1 Consider the external auditor's reports and opinions, relevant requirements of International Standards on Auditing and any other reports to members with respect to the Accounts, including the Norfolk Pension Fund and Norfolk Fire-fighter's Pension Fund, and approve the Accounts on behalf of the Council and report required actions to the Council. Monitor management action in response to issues raised by the external auditor.
- 2 Consider the External Auditor's Annual Governance Report and endorse the action plan contained in this Report and approve ~~the~~ a Letter of Representation with respect to the Accounts.

## **F External Audit**

- 1 Consider reports of external audit and other inspection agencies
- 2 Ensure there are effective relationships between external audit and internal audit
- 3 Consider the scope and fees of the external auditors for audit, inspection and other work.
- ~~4 Liaise with the Audit Commission over the appointment of the Council's external Auditor~~

## **G Norfolk NCC Pension Fund**

- 1 Following presentation to the Pensions Committee and with due regard to any comments and observations made, consider the relevant Governance reports of the Norfolk Pension Fund.

## **H Treasury Management**

- 1 Consider the effectiveness of the governance, control and risk management arrangements for Treasury management and ensure that they meet best practice.

## **I Administration**

- 1 Review the committee's own terms of reference no less frequently than annually and where appropriate make recommendations to the Council for changes.
- 2 Ensure members of the committee have sufficient training to effectively undertake the duties of this committee.
- 3 Consider the six monthly and Annual Reports of the Chairman of the Committee.

**Report of the Meeting of the  
Norfolk Health Overview and Scrutiny Committee  
Held on 16 January 2014**

**1 System-wide review of health services in west Norfolk**

- 1.1 The Committee welcomed a witness from West Norfolk Clinical Commissioning Group who spoke about a system-wide review of the financial, clinical and operational sustainability of health services in west Norfolk.
- 1.2 The witness said that Phase 1 of the review had shown that the long term sustainability of the area's health services could only be achieved through system reconfiguration and enhancing integrated care with adult social services. It was pointed out that Phase 2 of the review involved working jointly with health and social care partners to design a plan for future service configuration. Patients and carers would be involved in the work associated with Phase 2, as would the West Norfolk Older People's Forum and Healthwatch.
- 1.3 It was agreed that at a future meeting the Committee should receive a further report from West Norfolk CCG or as a formal consultation with the Committee as appropriate, and at the same time receive a report from the County Council on the integration of health and social care in the west Norfolk area.

**2 Report of Cambridgeshire, Norfolk and Suffolk Joint Health Scrutiny Committee on the Proposals for Liver Resection Services**

- 2.1 The Committee received a report of Cambridgeshire, Norfolk and Suffolk Joint Health Scrutiny Committee on proposals for centralisation of liver resection services at Addenbrooke's Hospital, Cambridge. The Committee noted the report and the recommendations and that these had been reported to the Norfolk Health and Well Being Board.

**3 Changes to Mental Health Services in Central Norfolk**

- 3.1 The Committee reviewed the implementation of changes to mental health services in the central Norfolk Area (i.e. Norwich, North Norfolk and South Norfolk) and results on safety and quality indicators since April 2013. The Committee welcomed witnesses from North Norfolk Clinical Commissioning Group and Norfolk and Suffolk NHS Foundation Trust. The Committee also heard from a representative of the Campaign to Save Mental Health Services in Norfolk and Suffolk.
- 3.2 The NSFT was said to be looking to increase the number of people who could gain access to its services and to put in place a more robust system for the recording of patient data which was considered to be somewhat lacking at present. There were considered to be many cases under the new access and assessment system where patients had had to make repeated requests to access the service, and an



estimated 200 patients were said to continue to have no access to a care co-ordinator. It was pointed out that no single agency had responsibility for patients with mental health needs at the time they were discharged from hospital. The NSFT recognised that pressures on bed places in the central Norfolk area were leading to too many out of area placements and more bed spaces were needed locally. This issue was being addressed as part of the review.

- 3.3 It was agreed that the Norfolk and Suffolk NHS Foundation Trust and North Norfolk CCG (lead commissioner for mental health) should report on progress in the central Norfolk area to a future meeting.

#### **4 Mental Wellbeing in Norfolk and Waveney – Shaping the Future**

- 4.1 The Committee welcomed witnesses from North Norfolk Clinical Commissioning Group (on behalf of all the Norfolk CCGs) who explained proposals for the re-commissioning of the ‘Improving Access To Psychological therapies’ service.
- 4.2 The Committee was informed that the public consultation exercise ran until the end of January 2014 and that it was being coordinated by North Norfolk CCG. It was pointed out that the public consultation documents were available on each of the CCG web sites. Patient groups and MIND had helped to design and support the completion of the public consultation exercise. The results of the exercise were expected to be made known by the start of March 2014 and work was expected to start on the implementation of the recommendations by April 2014. The CCGs wanted to increase the number of people who used the mental well being service and to make the service available to those with more severe common health disorders who could not access the present service.
- 4.3 The Committee noted the consultation on re-commissioning of the “Improving Access to Psychological Therapies Service” (mental wellbeing service) and agreed that the subject would not require further consideration by this Committee.

#### **5. Delayed discharge from hospital in Norfolk**

- 5.1 The Committee approved terms of reference for a joint scrutiny task and finish group of Members from this Committee and Community Services Overview and Scrutiny Panel (CSOSP) on ‘Delayed discharge from hospital in Norfolk’ subject to the proviso suggested by CSOSP that the task and finish group could report back within the new Committee governance arrangements after April 2014, if necessary. Michael Chenery of Horsbrugh, Alexandra Kemp and Dr Nigel Legg and Mr Tony Wright were appointed by the Committee to serve on the task and finish group.

#### **6. Forward Work Programme**

- 6.1 The Committee agreed its current Forward Work Programme with the addition of the issue of Ambulance Turnaround at the Norfolk and Norwich University Hospitals Foundation Trust being added to the agenda for April 2014.

**Michael Carttiss**  
**Chairman**

**Details of the full discussion can be found in the minutes of the meeting.**



**Report of the Meeting of the  
Norfolk Health Overview and Scrutiny Committee  
Held on 27 February 2014**

**1 Terms of Reference for Great Yarmouth and Waveney Joint Health Scrutiny Committee**

- 1.1 The Chairman tabled proposed revisions to the terms of reference for Great Yarmouth and Waveney Joint Health Scrutiny Committee to be discussed with Cllr Tony Goldson, Suffolk County Council, who currently chairs the joint committee, and with officers from Norfolk and Suffolk County Councils on 27 April 2014. He said that if Members wished to make comments they should send them to Maureen Orr, Scrutiny Support Manager for Health, by 16 April 2014. Any proposed changes to the current terms of reference would be presented to both the Norfolk and Suffolk Health Overview and Scrutiny Committees for agreement. The NHOSC would receive any such proposals on 29 May 2014 after Great Yarmouth and Waveney Joint Health Scrutiny Committee had also considered them.

**2 Norfolk Health and Wellbeing Strategy 2014-17**

- 2.1 The Committee reviewed the draft Norfolk Health and Wellbeing Strategy 2014-17 and received evidence from Mrs Lucy MacLeod, Interim Director of Public Health, Norfolk County Council.
- 2.2 The Committee agreed to make the following comments to the Health and Wellbeing Board regarding the draft strategy:-
- 2.3 (a) Integration, making services more joined up for those receiving them, was one of the overarching goals of the Health and Wellbeing Strategy 2014-17 but the County Council has recently taken the decision to end a contract with Norfolk and Suffolk NHS Foundation Trust (NSFT) for integrated mental health and social care for around 1,600 people per year. In view of this, the Health and Wellbeing Board was asked to report back to the NHOSC on the plans for integrated mental health and social care services in the Health and Wellbeing Strategy 2014-17.
- (b) Data protection issues could be an obstacle to integrated services. It was very important for the strategy to address these issues.
- (c) The strategy needed to be clear on how outcomes would be measured and to start with adequate baseline data.
- (d) There needed to be clarity on how the priorities and overarching goals of the strategy and the action plans associated with it would be communicated from Board level to 'floor' level.

(e) It was important for the Health and Wellbeing Board to be particularly aware of the interests of “Looked After Children”, for whom the County Council was a corporate parent, and to put emphasis on their wellbeing as part of the strategy.

2.4 It was further agreed that a copy of Mrs MacLeod’s presentation should be emailed to Members of the Committee and that when it had been finalised Mrs MacLeod should send a briefing note to the District Councils setting out the broad priorities and goals in the Health and Wellbeing Strategy.

2.5 The Committee asked for the Health and Wellbeing Board to update it on progress with the 2014-17 Strategy on 4 September 2014. The Committee would like the Chairman, or another r elected Member of the Board, to accompany the Director of Public Health on that occasion.

### 3 Forward Work Programme

3.1 The Committee agreed its current Forward Work Programme subject to the following changes:

Delayed Discharge from Hospital in Norfolk – the report of the joint task & finish group to be received at a later meeting (i.e. May or July 2014).

Use of the Liverpool Care Pathway in Norfolk’s hospitals – an update on practices regarding end of life care in hospital to be received later in the year (i.e. after 17 April 2014)

Wheelchair provision by the NHS – to be brought forward to 17 April 2014 meeting.

Hospital complaints processing and reporting – added to the forward work programme for 29 May 2014.

Health and Wellbeing Strategy 2014-17 – a progress update report to be received on 4 September 2014.

**Michael Carttiss**  
**Chairman**

**Details of the full discussion can be found in the minutes of the meeting.**



**If you need these minutes in large print, audio, Braille, alternative format or in a different language please contact Tim Shaw on 0344 8008020 or 0344 8008011 (textphone) and we will do our best to help.**

T:\Democratic Services\Committee Team\Committees\Norfolk Health Overview & Scrutiny Committee\Reports\Council 130620 (mtg 130729)

**Report from the Planning Regulatory Committee  
Meeting held on 17 January 2014**

**Applications referred to the Committee for Determination**

Reports by the Director of Environment, Transport and Development

- 1 North Norfolk District: C/1/2010/1005: Edgefield: Erection of plant to accommodate an anaerobic digestion facility, provision of ancillary office and weighbridge, retention of existing landfill gas engines and provision of landscaping: Buyinfo Ltd**

The Committee **RESOLVED** to approve the application on the grounds that the benefits attributable to the proposed anaerobic digestion plant were sufficient to outweigh the development plan and any residual landscape impacts. On behalf of the County Council the Interim Director of Environment, Transport and Development was authorised to:

- enter into a legal agreement with the applicant for the provision of off site landscaping scheme
- approve the development subject to appropriate conditions
- discharge any conditions or agree minor non material changes to the development.

- 2 North Norfolk District: Edgefield: C/1/2013/2010: Edgefield: Change of use of permitted access road to be provided as part of the final restoration of Edgefield Landfill site to serve proposed anaerobic digestion facility: Buyinfo Ltd**

The Interim Director of Environment, Transport and Development was authorised to grant planning permission, subject to the inclusion of a Section 106 Agreement within the conditions.

**CHAIRMAN**



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or Textphone 0344 8008011 and we will do our best to help.

**Norwich Highways Agency Committee  
Report of the meeting held on 16 January 2014**

**1 Proposed cycle lane and waiting restrictions on Drayton Road.**

**RESOLVED**, unanimously, to:

- (1) note the results of the consultation;
- (2) ask the head of city development to complete the necessary statutory processes associated with the amended traffic regulation order as shown on plan number PL/TR/3578/793 and arrange for the cycle lane scheme to be implemented.

**2 Major road works – regular monitoring**

**RESOLVED** to:

- (1) note the report;
- (2) ask the transportation and network manager to advise members if the Catton Grove/Woodcock Road resurfacing scheme is postponed.

**Tony Adams  
Chairman**

**Matters Considered by Overview & Scrutiny Panels**

**Children's Services  
23 January 2014**

- 1 Public Question Time
- 2 Local Member Issues/Member Questions
- 3 Cabinet Member Feedback
- 4 Children's Services Integrated Performance and Finance Monitoring Report for 2013/14
- 5 Putting People First: Service and Budget Planning 2014/17
- 6 Update on Norfolk Family Focus
- 7 Private Fostering Arrangements in Norfolk
- 8 Update on Recruitment and Wellbeing Activity
- 9 Report in respect of the Multi-Agency Safeguarding Hub (MASH)
- 10 The Directions Notice issues to Norfolk County Council in respect of Children's Services
- 11 Scrutiny Forward Work Programme

**Children's Services  
13 March 2014**

- 1 Public Question Time
- 2 Local Member Issues/Member Questions
- 3 Cabinet Member Feedback
- 4 Children's Services Integrated Performance and Finance Monitoring Report for 2013/14
- 5 Update on Quality Assurance Activity within Children's Social Care
- 6 Scrutiny Working Group - Pathway Planning for Care Leavers
- 7 Admission Arrangements for September 2015
- 8 Sustaining High Quality Leadership in Norfolk Schools
- 9 Norfolk Youth Justice Plan 2014-2015 (Norfolk Youth Offending Team Service Plan)
- 10 Children with Disabilities
- 11 Child and Young Person Teams Response to Looked After Children Reduction Strategy
12. Early Help Offer
- 13 A New Strategy for Early Years Services in Norfolk
- 14 Scrutiny Forward Work Programme

**Community Services  
4 March 2014**

- 1 Public Question Time.
- 2 Member Questions
- 3 Cabinet Member Feedback
- 4 Adult Education Service Performance Academic Year August 2012 to July 2013
- 5 Review of the Adult Education Service
- 6 'Making it Real' – Enabling Personalisation in Norfolk
- 7 Living Well in the Community Fund
- 8 Community Services Performance Monitoring Report for 2013-14
- 9 Community Services Finance Monitoring Report for 2013-14
- 10 Section 75 Agreement for a Joint Integrated Management Structure between

- 11 Norfolk County Council and Norfolk Community Health and Care Trust  
Forward Work Programme: Scrutiny

## **Corporate Resources 10 March 2014**

- 1 Public Question Time
- 2 Local Member Issues/Member Questions
- 3 Cabinet Member Feedback
- 4 County Hall Maintenance Programme
- 5 The Potential Financial Contribution of the County Farms Estate – Progress report
- 6 2013/14 Resources Finance Monitoring Report
- 7 2013/14 Resources Performance Monitoring Report
- 8 Member Learning and Development Programme 2014/15
- 9 Update Report on Transfer of Public Health Functions to Norfolk County Council
- 10 Corporate Banking Services

## **Environment, Transport & Development 14 January 2014**

- 1 The feasibility of supporting local businesses through changes to the current business rates regime.
- 2 Public Question Time
- 3 Members Questions
- 4 Cabinet Member Feedback
- 5 Forward Work Programme: Scrutiny
- 6 Recommendations from the Snettisham Access Working Group
- 7 Highways Capital Programme 2014/15/16 and Transport Asset Management Plan.
- 8 Putting People First – Findings from the public consultation and the outcome of the Equality Impact Assessments for the proposals affecting Environment, Transport, Development and Waste.
- 9 Putting People First – Findings from the public consultation and the outcome of the Equality Impact Assessments for the proposals affecting Public Protection – Trading Standards.
- 10 Putting people First – Service and Budget Planning 2014/17

## **Environment, Transport & Development 11 March 2014**

- 1 Public Question Time
- 2 Members Questions
- 3 Cabinet Member Feedback
- 4 Better Broadband for Norfolk
- 5 The Council's position on hydraulic fracturing ('fracking') – Progress report.
- 6 Environment, Transport and Development Department Finance monitoring Report 2013/14
- 7 Environment, Transport and Development Department Performance and Risk Monitoring Report 2013/14.
- 8 Protecting Consumers – Safeguarding Business. Trading Standards Service Plan 2014-15.



## **Fire & Rescue Services 22 January 2014**

- 1 Public Question Time
- 2 Members Questions
- 3 Cabinet Member Feedback
- 4 Fire and Rescue Integrated Performance, Finance and Risk Monitoring Report for 2013-14
- 5 Norfolk Putting People First Consultation Responses.
- 6 Putting People First – Service and Budget Planning 2-14/17
- 7 LGA/CFOA Peer Challenge
- 8 Scrutiny Forward Work Programme
- 9 Retained Availability

## PROPORTIONAL ALLOCATION OF SEATS ON COMMITTEES

### Report by Head of Democratic Services

#### 1. Introduction

- 1.1 Sections 13 and 15 of the Local Government and Housing Act 1989 and subsequent regulations relate to the voting rights of members and regularise the pattern of political balance of local authority committees.
- 1.2 The current committee allocations are:

Committee	Cons	Lab	UKIP	Lib Dem	Green
Cabinet Scrutiny (17)	8	3	2	2	2
Planning (Regulatory) (17)	8	3	3	2	1
Children's Services O&S Panel (17)	8	3	3	2	1
Fire & Rescue O&S Panel (17)	8	3	3	2	1
Corporate Resources O&S Panel (17)	9	3	3	1	1
Community Services O&S Panel (17)	8	3	3	2	1
Env ,Transport & Dev O&S Panel (17)	9	3	3	1	1
Health, Overview & Scrutiny (8)	4	2	1	1	0
Standards (7)	4	1	1	1	0
Audit (7)	4	1	1	1	0
General Purposes (5)	2	1	1	1	0
Emergency (5)	2	1	1	1	0
Pensions (5)	2	1	1	1	0
Personnel (5)	2	1	1	1	0
<b>TOTAL (161)</b>	<b>78</b>	<b>29</b>	<b>27</b>	<b>19</b>	<b>8</b>

- 1.3 Since the present allocations were approved, the following change has occurred:-
- One member has left the Labour Group and has combined with the single existing non-political group member to form a new political group – the Independent Group

1.4 This means that the political balance on the Council has changed and the groups now comprise as follows:-

Conservative -	40
Labour -	14
UKIP -	14
Liberal Democrat -	10
Green -	4
Independent -	2

1.5 Therefore, it is necessary to review the allocation of committee places.

## 2.0 Review of Allocation

2.1 The outcome of the review is a revised overall allocation of the 161 places as follows:-

Conservative -	77 places (-1)
Labour -	27 places (-2)
UKIP -	27 places (no change)
Liberal Democrat -	19 places (no change)
Green -	7 places (-1)
Independent -	4 places (+4)

2.2 Consequently there is a need for 4 committee places to be re-allocated to the Independent Group. These places should be on the committees which have 17 members. The place to be lost by the Conservative Group should be from one of the two committees of 17 on which they have 9 members (Corporate Resources or Environment, Transport and Development). The place to be lost by the Green Group should be from the Cabinet Scrutiny Committee, which is the only committee of 17 on which it has two places. The two places to be lost by the Labour Group should be from the committees of 17 but not from the same committee on which the Conservative Group is to lose a place.

## 3.0 Recommendation

The composition of committees is a matter reserved to full Council, which is therefore asked to determine the re-allocation of 4 places to the Independent Group

## Officer Contact

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

Greg Insull 01603 223100 [greg.insull@norfolk.gov.uk](mailto:greg.insull@norfolk.gov.uk)