

Communities Committee

**Minutes of the Meeting Held on Wednesday 5 September 2018
10:00am, Edwards Room, County Hall, Norwich**

Present:

Mrs M Dewsbury – Chairman

Mr D Bills
Mrs S Butikofer
Mr M Castle
Ms K Clipsham
Mr N Dixon
Mr R Hanton

Mr H Humphrey
Dr C Jones
Mr B Long – Vice-Chairman
Ms C Rumsby
Mr T Smith
Mr J Ward

1. Apologies and substitutions

- 1.1 Apologies for absence were received from Ms S Squire (Mr M Castle substituted); Mr K Kiddie (Mr T Smith substituted) and Ms J Barnard (Ms K Clipsham substituted).

2. To agree the minutes of the meeting held on 4 July 2018.

- 2.1 The minutes of the meeting held on Wednesday 4 July 2018 were agreed as an accurate record by the Committee and signed by the Chairman.

3. Declarations of Interest

- 3.1 There were no declarations of interest.

4. Urgent business

- 4.1 The Chairman reported that she had recently taken part in the Nick Conrad Show on Radio Norfolk and that she had issued an invitation to the Chief Constable to attend a Communities Committee meeting. The Executive Director of Community & Environmental Services had spoken with the Chief Constable and had invited him to attend the Communities Committee meeting on Wednesday 7 November 2018 when the Committee was due to consider an update on collaboration from the Chief Fire Officer.

5. Public Question Time

- 5.1 No public questions were received.

6 Local Member Issues / Members Questions

6.1 A question and supplementary question had been received from Mr M Castle, the responses to which were circulated and attached at Appendix A.

7 Verbal update/feedback from Members of the Committee regarding any Member working groups or bodies they sit on.

7.1 There was nothing to report.

8 Update on the Business and Intellectual Property Centre.

8.1 The Committee received the report by the Executive Director of Community & Environmental Services advising it on progress made with the British Library to develop and deliver a Norfolk based Business and Intellectual Property Centre (BIPC) within the Norfolk and Norwich Millennium Library. The BIPC was part of a national network of similar centres, providing specialist business information and resources for anyone thinking about self-employment, setting up, or growing, a business.

8.3 The following points were noted in response to questions from the Committee:

8.3.1 Members were pleased to see the variety of business sectors involved in the BIPC, but were disappointed about the 22% which had either not replied or had responded "other". The Head of Libraries and Information said that many people taking part had not completed evaluation forms and in order to try to improve the return rate of evaluation forms, some work was being undertaken to incentivise responses which it was hoped may improve results in the future.

8.3.2 There were trained staff in King's Lynn, Thetford and Great Yarmouth as well as the Forum offering specialist information and resources for anyone considering becoming self-employed or setting up a business.

8.3.3 Norfolk County Council had joined the BIPC network which received some funding from the Government. Although a direct payment was not received, the benefits of the network were in providing a service.

8.4 The Committee **RESOLVED** to **note** the report.

9 Health Improvement Campaigns

9.1 The Committee received the report by the Executive Director, Community and Environmental Services presenting a summary of the most recent public health campaigns and media initiatives. It set out the proposals for two sustained public health campaigns aimed at two core demographic groups, plus two further partnership campaigns through 2018-19.

9.2 The Committee viewed a short video clip highlighting some of the work being undertaken through publicity campaigns.

9.3 In response to questions from the Committee, the following points were noted:

- 9.3.1 To help raise public interest, it was suggested that adverts in foreign languages included an English translation.
- 9.3.2 Evaluating the effectiveness of media campaigns was difficult. Some work was being undertaken to try to run a campaign with Occupational health and pharmacies which could produce data. Evidence suggested that approximately 3,500 people had read the information on the website, although it was not possible to confirm if they then went on to have their blood pressure checked.
- 9.3.3 Some work had been undertaken with the Norfolk and Norwich University Hospital to consider piloting a baby box scheme, similar to ones that originated in Finland, to promote safe sleeping. At that time, no product was found that had the sufficient safety standard kite mark, and although that issue had now been resolved there was no evidence to show that the provision of a box was as safe as using a cot. The Director of Public Health did not think a baby box would add value in the UK and provide value for money for the investment involved, although it did raise the profile of safe sleeping.
- 9.3.4 It was acknowledged that men aged 40-70 years of age was a hard to reach demographic and Members questioned whether the campaign was hard-hitting enough. The Public Health Consultant advised that a person within that age group had been identified to be a Champion and share his experiences to get the messages across. He said that an announcement would be made in the near future about who the celebrity was.
- 9.3.5 The key target objective of reducing sexually transmitted diseases among 20-25 year olds was because the vast majority of infections were incurred by that age group. This did not mean other adult age groups were not targeted and work was being done with all adults, regardless of a person's age.
- 9.3.6 Very few campaigns were carried out in isolation, with the majority of campaigns carried out in partnership with other organisations, for example Pharmacies carrying out blood pressure checks. GPs were made aware of the blood pressure campaign as we were aware of a possible impact on raising awareness of blood pressure would have on GP surgeries. The Director of Public Health advised that, as part of the Men's mental health campaign, the EDP would be publishing a monthly blog.
- 9.3.7 All opportunities to identify more cost-effective campaigns were being explored, including working with the football club.
- 9.3.8 In a similar way that some Councillors had taken part in the recent HIV campaign to raise awareness by having themselves tested for HIV, it was suggested that Councillors take part which would help raise awareness and encourage others to take part.
- 9.4 The Committee **RESOLVED** to:
- **Approve** proposals for a public health media campaign activity including two core year-long campaigns promoting the health of our target demographics, men aged 40 to 70 years and young families.

- **Approve** the partnership campaigns on road safety and ‘Stay well in winter’.

10 Development of Healthy Lifestyle Service.

- 10.1 The Committee received the report by the Executive Director of Community and Environmental Services proposing a comprehensive review and redesign of lifestyle and behaviour changes services commissioned and provided by Norfolk County Council. Current services were siloed, based on a medical model and did not sufficiently reflect the distribution of need across the county.
- 10.2 In response to a question from the Committee, it was noted that further work needed to be done about identifying a database which could collate information about health-checks and which could then be used to provide feedback on the outcomes from health checks. Currently health checks were carried out in surgeries but as it was difficult to retrieve data due to the computer software not being compatible this meant information needed to be downloaded into a spreadsheet and sent by email.
- 10.3 The Committee **RESOLVED** to
- **Recommend** a comprehensive review of the council’s healthy lifestyle services to develop a modern, integrated and affordable service offer for implementation in 2020.

11 Norfolk Fire and Rescue Service – Community Safety Strategy.

- 11.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out the Norfolk Fire and Rescue Service Community Safety Strategy 2018-20.
- 11.2 The following points were noted in response to questions from the Committee:
- 11.2.1 Intelligence into fatal accidents in the home was shared and was included as part of the strategy and target.
- 11.2.2 The Committee praised the work of organisations such as Crucial Crew and the Princes Trust, with approximately 60,000 young people having undertaken crucial crew training.
- 11.2.3 Some Members expressed concern about waste premises, particularly illegal waste premises and how the risks could be addressed in the strategy as a preventative measure. The Area Manager - Planning and Protection, Norfolk Fire & Rescue Service said that regular meetings were held with the Environment Agency and joint inspections took place, including to unlicensed sites to offer advice.
- 11.2.4 The main causes of accidental dwelling fires were due to electrical equipment, with 60-70% of fires starting in the kitchen. The number one cause of death in dwellings was due to discarded smoking materials. There were also some cases of chimney fires in the winter months, as well as fires caused by the use of portable heaters, particularly in areas of deprivation.

- 11.3 The Committee **RESOLVED** to:
1. **Approve** the Norfolk Fire and Rescue Service Community Safety Strategy 2018-20 as set out in Appendix A of the report.
 2. **Note** the intention to carry out an annual assessment of community safety risk, and include it with the Fire and Rescue Service – Service Delivery Plan which was considered annually by the Committee.

12 Finance Monitoring

- 12.1 The Committee received the report by the Executive Director of Community and Environmental Services providing it with financial monitoring information for the services reporting to Communities Committee for 2018-19.

- 12.2 In introducing the report, the Finance Business Partner Community and Environmental Services advised that the report covered the period up to the end of July 2018. He also advised that Communities Committee was forecasting a small overspend due to the pressure of the emergencies covered by NFRS during the recent wildfires caused by the recent prolonged period of hot weather.

A review and assessment was currently underway and the Committee was pleased to note that where possible, the overspend would be managed within the Community & Environmental Services Department.

- 12.3 In response to questions from the Committee, the following points were noted:

- 12.3.1 The Executive Director of Community & Environmental Services advised that 18 months ago, the first recruitment campaign to recruit full-time fire fighters for five years had taken place. The Committee was reassured that the staff demographics had been considered and it had been noted that a number of fire fighters were approaching retirement age. The Committee was also reassured that the service was working to ensure there were sufficient fire fighters available to meet all the challenges.

- 12.3.2 Members praised the management of the budget, as the figures showed that the Communities Committee budget, if the recent overspend on the fire service was removed, was balanced which was testament to the work carried out by the budget managers and gave members confidence that the budget was being well managed.

- 12.4 The Committee **RESOLVED** to **note**:
- a) The 2018-19 revenue budget and forecast out-turn position for this Committee.
 - b) The Capital programme for the Committee.
 - c) The balance of reserves brought forward to 2018-19 and the planned use of reserves

13 Strategic and Financial Planning 2019-20 to 2021-22

- 13.1 The Committee received the report by the Executive Director of Community & Environmental Services providing it with the latest information about service

budget planning for 2019-20 to 2021-22. The report detailed the link between the Council Strategy, Norfolk Futures and the development of transformation and savings plans relevant to the Committee.

- 13.2 In introducing the report the Executive Director of Community & Environmental Services laid out the timetable for the budget process.
- 13.3 In response to questions from the Committee, the following points were noted:
- 13.3.1 The Committee felt that the use of the word “savings” should be replaced with the words “reducing the gap” as it was wrong to call them savings when they were being used to reduce the budget gap.
- 13.3.2 Although there was no specific mention of libraries in the report, the Committee would be receiving a report on Mobile Libraries at its October meeting.
- 13.3.3 The Executive Director of Community & Environmental Services advised that the report before the Committee set out the overall budget gap. He advised that the Committee would be receiving a further report at its October meeting which would set out the detailed proposals for Communities Committee for it to agree before they were considered by Policy & Resources Committee and circulated for public consultation.
- 13.3.4 Members felt that it would be useful to have the breakdown of savings figures presented as a percentage of savings for each Committee in future reports.
- 13.4 The Committee **RESOLVED** to:
1. **Note** the Council’s budget assumptions and the budget planning principles for 2019-20 which have been approved by Policy & Resources Committee (paragraphs 3.3 and 3.4 of the report);
 2. **Note** the forecast budget gap of £94.696m which reflects the changes from the 2018-22 Medium Term Financial Strategy, and the resulting indicative savings targets for the Committee over the period 2019-20 to 2021-22;
 3. Consider and identify any further key areas of risk in relation to 2019-22 budget planning for the Committee’s budgets, including any additional pressures and the robustness of existing planned savings as set out in section 5, noting that any changes may impact on the overall budget gap and will require additional offsetting savings to be found;
 4. **Agree** the proposed approach and key themes to focus on in developing savings proposals for 2019-20 and 2021-22 including how the principles of the Council’s Strategy, Norfolk Futures, will inform and shape budget planning activity set out in section 5 of the report, having regard to the existing savings for 2019-20 and beyond which were agreed as part of the 2018-19 budget round;
 5. **Commission** officers to develop detailed savings proposals to be presented to the Committee for consideration at the October meeting in order to help close the forecast 2019-20 to 2021-22 budget gap; and
 6. **Note** the budget planning timetable (section 6 of the report).

14 Forward Plan and Decisions taken under delegated authority

- 14.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out the Forward Plan for Communities Committee, together with the relevant decisions taken under delegated powers by the Executive Director (or his team) within the Terms of Reference of Communities Committee.
- 14.2 The Committee agreed to add the following items to the Forward work Programme.
- Report on Collaboration for November meeting.
 - Mobile Libraries – October meeting.
- 14.3 In response to a question about decisions taken under delegated powers with the money being spent before being reported to Committee, the Chairman replied that the Committee would have considered the items in the previous years budget. The Executive Director reassured Members that the department was rigorous in ensuring delegated decisions were reported to Committee.
- 14.2 The Committee **RESOLVED** to **note**:
1. The Forward Plan at Appendix A of the report.
 2. The delegated decisions detailed in Section 2 of the report.

The meeting concluded at 12.50 pm.

Chairman

**Communities Committee
Wednesday 5 September 2018**

5 Local Member Question

5.1 Question from Cllr Mick Castle.

Given the Committee's overwhelming resolve to oppose the transfer of the Norfolk Fire and Rescue service to the jurisdiction of the Norfolk Police and Crime Commissioner can the Chairman tell me what governance arrangements will be put in place from May 2019 when the authority returns to a Cabinet system?

Reply by the Chairman:

As you will be aware, the council has established a Member Working Group to consider the reintroduction of a Cabinet System and they will make recommendations to the Policy and Resources Committee. The final arrangements will be for Full Council to determine.

In terms of specific arrangements for the governance of the Fire and Rescue Service, the Member Working Group will need to consider this as part of their deliberations. In particular, they will need to determine which body will fulfil the role of the Fire and Rescue Authority. There are a number of models already in place across the country within Cabinet systems and I am sure the Working Group will consider these in forming their recommendations.

In relation to the PCC, the Policing and Crime Act 2017 includes provision for PCC's to request representation on the Fire and Rescue Authority in their area. We have not received any such request from the PCC in Norfolk. However, at the meeting of the Communities Committee on 29 August, the Committee indicated that they would be happy to agree to such a request, if it was made.

5.2 Supplementary question from Cllr Mick Castle.

Is it her intention that the Council set up a new Norfolk Fire and Rescue Panel with District Council representation along the line of the existing Police and Crime Panel?

Reply by the Chairman:

As I have said, the Member Working Group established will consider and recommend arrangements for the reintroduction of a Cabinet system. It is for them to consider. I will draw your questions, and my responses, to their attention so that they can be aware.