

Policy and Resources Committee

Date: **Monday 28 January 2019**

Time: **10am**

Venue: **Edwards Room, County Hall, Norwich**

SUPPLEMENTARY A g e n d a

**9 Strategic and Financial Planning 2019-20 to 2021-22 and Revenue
Budget 2019-20- Appendix G**

Unconfirmed draft Service Committee minutes

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Unconfirmed draft Service Committee minutes

Adult Social Care Committee

Extract from the draft Minutes of the meeting held on Monday 14th January 2019:

15. Strategic and Financial Planning 2019-20 to 2021-22 and Revenue Budget 2019-20

5.1.1 The Committee considered and discussed the report showing proposals to inform Norfolk County Council's decisions on council tax, contribute to the Council setting a legal budget for 2019-20, allow the Committee to take a careful view of all the relevant issues to agree budget proposals for 2019-20 and the Medium Term Financial Strategy to 2021-22 and make recommendations on these to the Policy and Resources Committee.

15.1.2 Officers introduced the report to Members:

- There was no certainty of what the future funding would be from Government as the Green Paper had not been published yet
- The Government's 4-year funding allocation was ending which meant there was uncertainty for 2020-21
- The whole council savings gap of £45.980m reported in October 2018 had been revised to reflect the latest planning assumptions and would be presented to Policy and Resources Committee later in the month
- The 2019-20 budget included one off funding; without further funding announcements Officers had to plan for this funding being lost from 2020-21
- The use of the social care grant had not been assumed as the Council would need to consider the significant pressures for Children's social care
- The charging policy now had more detailed projections; in response to the consultation a phased implementation of the changes was proposed to mitigate the impact on those affected the most
- Since writing the report, 34 more consultation responses had been received. They would be included in full in the report to Full Council; they were in line with the findings in the report and did not raise any new points or change the overall outcome

15.2 The following points were discussed and noted:

- Members raised that while other Councils had similar policies, they felt this should not determine what happened in Norfolk.
- Concerns were raised that the Match service was being changed so would not be able to support people into work. Officers clarified that the Match service was being re-modelled as part of other co-ordinated changes which would result in more people being reached

and supported. It would also help people access the 70% of jobs which were currently not advertised.

- In response to views that the proposal should not go ahead, the Chairman commented that using money from reserves would not address the issues driving demand in the long term; any savings which were not made by the service would mean money would have to be taken from another Council service
- In response to a comment that Adult Social Care was having to make a high proportion of the Council's savings, the Chairman responded that Adult Social Care spent the highest proportion of the Council's budget.
- Officers reported that the Learning Disability Strategy had highlighted that for many people with learning disabilities, getting into work was an important aspiration. In Norfolk, employment levels for disabled people and people with learning disabilities were low at around 3% of those who accessed services; the figure was 6% nationally. It was important to improve this and help remove discrimination.
- Officers assured Members that for people for whom employment was not possible, there was support to get voluntary employment or access meaningful activity
- Officers acknowledged that the issues in the consultation were complicated for some people. They had talked to the Making it Real Group about the consultation process for ideas; the group made a number of suggestions, including asking for the helpline to be available "out-of-hours"; for a video version to be available; for the easy read version to be sent to everyone. The Group also reviewed the covering letter and asked that it did not arrive at a weekend when the helpline was not available

15.3

Mr Watkins, seconded by Mr Harrison **proposed** that Members remove the budget cut to minimum income guarantee and that Officers bring a proposal to Policy and Resources Committee on how to meet this saving instead. With 5 votes for and 8 votes against, the proposal was **lost**

15.4

The recommendations were taken separately:

- a) With 8 votes for and 5 against, the Committee **CONSIDERED** the content of this report and the continuing progress of change and transformation of Adult Social Services
- b) With 8 votes for and 5 against, the Committee **CONSIDERED** and **AGREED** the service-specific budgeting issues for 2019-20 as set out in section 5 of the report
- c) With 8 votes for and 5 against, the Committee **CONSIDERED** and **COMMENTED** on the Committee's specific budget proposals for 2019-20 to 2021-22, including the findings of public consultation in respect of the budget proposals set out in Appendix 1 of the report
- d) With 8 votes for and 5 against, the Committee **CONSIDERED** the findings of equality and rural impact assessments, attached at Appendix 2 to this report, and in doing so, **NOTED** the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - i. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
 - ii. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
 - iii. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it
- e) With 8 votes for and 5 against, the Committee **CONSIDERED** and **AGREED** the mitigating actions proposed in the equality and rural impact assessments
- f) With 8 votes for and 5 against, the Committee **CONSIDERED** the advice of the Executive Director of Finance and Commercial Services, and **RECOMMENDED** to Policy and

- Resources Committee that the Council's budget includes an inflationary increase of 2.99% in council tax in 2019-20, within the Council's tax referendum limit of 3.00% for the year
- g) With 8 votes for and 5 against, the Committee **AGREED** and **RECOMMENDED** to Policy and Resources Committee the draft Committee Revenue Budget as set out in Appendix 3 of the report including all of the savings for 2019-20 to 2021-22 as set out
 - h) With 8 votes for and 5 abstentions, the Committee **AGREED** and **RECOMMENDED** the Capital Programme and schemes relevant to this Committee as set out in Appendix 4 to Policy and Resources Committee for consideration on 28 January 2019, to enable Policy and Resources Committee to recommend a Capital Programme to Full Council on 11 February 2019

**Mr Bill Borrett, Chairman,
Adult Social Care Committee**

Business and Property Committee

Extract from the draft Minutes of the meeting held on Tuesday 15th January 2019:

13. Strategic and Financial Planning 2019-20 to 2021-22 & Revenue Budget 2019-20

- 13.1 The Committee considered the report setting out information to enable them to take a considered view of all the relevant issues in order to agree budget proposals for 2019-20 and the Medium Term Financial Strategy to 2021-22 and make recommendations on these to the Policy and Resources Committee.
- 13.2 During discussion the following points were noted:
- All disposals would be brought through appropriate member processes following the change in Council Governance arrangements
 - Approximately £4-5m a year was raised through asset disposals spread across the corporate and County Farms estates; the Executive Director of Finance and Commercial Services agreed to share a more detailed figure with Members after the meeting
 - Officers acknowledged that some of the planned property savings may not be met in 2019-20, in which case money would be added back to the reserves fund
 - The impact on carparking from increased staff based at County Hall was discussed
 - Cost to communities of disposing of assets was noted; the ultimate decision on whether to dispose of an asset was made by Members
 - The Chairman reassured Committee that assets would not be considered for sale without appraising all other options
 - The contribution of the sale of assets to the Council's budget was noted
- 13.3 With 12 votes for and 1 against, the Committee:
- 1) **CONSIDERED** the content of this report and the continuing progress of change and transformation of Business and Property services;
 - 2) **CONSIDERED** and **AGREED** the service-specific budgeting issues for 2019-20 as set out in section 5;
 - 3) Considered and commented on the Committee's specific budget proposals for 2019- 20 to 2021-22;
 - 4) **CONSIDERED** the findings of equality and rural impact assessments, and in doing so, **NOTED** the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - 5) **CONSIDERED** the advice of the Executive Director of Finance and Commercial Services, and recommend to Policy and Resources Committee that the Council's budget includes an inflationary increase of 2.99% in council tax in 2019-20, within the council tax referendum limit of 3.00% for the year;
 - 6) **AGREED** and **RECOMMENDED** to Policy and Resources Committee the draft Committee Revenue Budget as set out in Appendix 1:
 - a. including all of the savings for 2019-20 to 2021-22 as set out.

For consideration by Policy and Resources Committee on 28 January 2019, to enable Policy and Resources Committee to recommend a sound, whole-Council budget to Full Council on 11 February 2019.

- 7) **AGREED** and **RECOMMENDED** the Capital Programme and schemes relevant to this Committee as set out in Appendix 2 to Policy and Resources Committee for consideration on 28 January 2019, to enable Policy and Resources Committee to recommend a Capital Programme to Full Council on 11 February 2019.

Mr Barry Stone

Chairman, Business and Property Committee

Children's Services Committee:

Extract from the draft minute of the Children's Services Committee meeting held on Tuesday 22 January 2019.

10. Strategic and Financial Planning 2019-20 to 2021-22 and Revenue Budget 2019-20

- 10.1 The Committee received the annexed report (10) which summarised the Committee's saving proposals for 2019-20, identified budget pressures and funding changes, and set out the proposed cash- limited revenue budget as a result of these. The report also provided details of the proposed capital programme for 2019-20 to 2021-22.
- 10.2 With 8 votes in favour, and 3 against, the Committee **RESOLVED** to;
- 1) Consider the content of this report and the continuing progress of change and transformation of Children's services;
 - 2) Consider and agree the service-specific budgeting issues for 2019-20 as set out in sections 5 and 6;
 - 3) Consider and comment on the Committee's specific budget proposals for 2019-20 to 2021-22;
 - 4) Consider the findings of equality and rural impact assessments, attached at Appendix 1 to this report, and in doing so, note the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - 5) Consider and agree any mitigating actions proposed in the equality and rural impact assessments;
 - 6) Consider the advice of the Executive Director of Finance and Commercial Services, and recommend to Policy and Resources Committee that the Council's budget includes an inflationary increase of 2.99% in council tax in 2019-20, within the council tax referendum limit of 3.00% for the year;
 - 7) Agree and recommend to Policy and Resources Committee the draft Committee Revenue Budget as set out in Appendix 2, including all of the savings for 2019-20 to 2021-22 as set out, for consideration by Policy and Resources Committee on 28 January 2019, to enable Policy and Resources Committee to recommend a sound, whole-Council budget to Full Council on 11 February 2019.
 - 8) Agree and recommend the Capital Programme and schemes relevant to this Committee as set out in Appendix 3 to Policy and Resources Committee for consideration on 28 January 2019, to enable Policy and Resources

Committee to recommend a Capital Programme to Full Council on 11 February 2019.

Mr Stuart Dark, Chairman
Children's Services Committee

Communities Committee:

Extract from the draft minute of the Communities Committee meeting held on Wednesday 16 January 2019.

11 Strategic and Financial Planning 2019-20 to 2021-22 and Revenue Budget 2019-20.

11.1 The Committee received the report by the Executive Director of Community and Environmental Services setting out proposals to inform Norfolk County Council's decisions on council tax and contributing to the Council setting a legal budget for 2019-20 which would see its total resources targeted at meeting the needs of residents.

11.2 The following points were noted during the discussion:

11.2.1 Some Members expressed concerns about the proposed reduction in opening hours at the Norfolk Record Office which could restrict members of the public visiting to carry out their research. Disappointment was also expressed that no alternative proposals had been considered

The Executive Director of Community & Environmental Services introduced Gary Tuson, County Archivist (Head of Service) who gave some feedback from the last meeting of the Norfolk Records Committee, which had fully discussed and agreed the proposals. The Executive Director also reminded Members that there was an obligation for Norfolk County Council to set a balanced budget and if Members did not wish to agree the proposed savings, alternative savings options would need to be identified.

11.2.2 The County Archivist advised that the Records Committee had fully considered the proposals at its meeting on Friday 11 January 2019 and advised the Committee about the steps which were being taken to raise income for the service and Norfolk County Council. He added that the majority of the proposals recognised that the pattern of use at the record office had changed, with fewer people using microfilm technology and more people using digital photography which in turn had generated additional income for the service.

The Norfolk Archives and Heritage Development Foundation (NORAH) Strategy 2019-20 included some income generation ideas, one of which was around conservation of some 17th and 18th century deposition books which could offer an exciting opportunity for students to carry out indexing work on them.

11.2.3 Some Members considered that it was unfair to ask a service which had demonstrated they could add revenue streams to offer up additional savings. In response, the County Archivist reassured Members that the service was always open to suggestions to increase revenue.

11.2.4 Some concern was expressed about the number of staff redundancies made recently in the Millennium Library and the lack of information available to Members about the loss of 5 FTE staff at the Library. In response the Assistant Director

Community, Information and Learning, advised that the £60k additional savings had been reported to Communities Committee, although there had not been a public consultation as no change to the service had been proposed. A review of staffing arrangements had taken place to ensure the needs of the service was being met, and a full internal consultation had been held to gather staff views.

The Head of Libraries clarified that there were 40 FTE staff working at the Millennium Library with approximately 13 members of staff affected by the proposed management changes. The management team had been streamlined resulting in the loss of some managers, leaving 8.5 FTE managers working at the Library.

Staff consultation on the proposed changes had been held in November 2018 and although some staff had been anxious about the proposed changes, workshops had been held with them to ascertain their views on how savings could be made. Consequently, it had been proposed to make some changes to management; open the first floor of the library on Sundays; and increasing the pay grade of some front-line staff to reflect the work they carried out, particularly around literacy and supporting people in communities.

The results of the staff consultation were available on the intranet and a link to the consultation would be circulated to the Committee.

- 11.2.5 The Assistant Director, Community, Information and Learning, reassured Members that staff at the Millennium Library had not been asked to work on a Sunday without being paid and anyone who worked on a Sunday would be remunerated for the hours they worked. The reason for asking for volunteers on a Sunday was to find out if there were any staff who were prepared to work on a Sunday due to their family and other commitments.

The Head of Libraries and Information added that the ground floor at the Millennium Library already opened between 10.30 and 4.30 on a Sunday and the proposal was to use open technology to open the first floor of the Millennium Library in response to public demand.

- 11.2.6 The Committee was reassured that the proposed cuts to the Strategic Arts Development Fund were manageable and that the Arts Council was looking for a commitment to supporting services not just the actual amount of any grant.
- 11.2.7 The proposal to support delivery of the MATCH service had been presented to the Adult Social Care department, who had carried out a complete review of the service. Members were reassured that, while the MATCH service was delivered by NCLS it was wholly commissioned by Adult Social Care. This support was moving to day service providers but it had not yet been commissioned. Members were reassured that the individuals using the service would have better opportunities under the new offer.
- 11.2.8 Regarding the increase in the employer contribution rates for Fire Service pensions, following the announcement by HM Treasury that provisional results of the valuations of the public services pension schemes, it was expected that

employer pension contribution rates would have to increase from April 2019. It was clarified that this was a fundamental change in the rate and the £1.3m was one-off funding based on an assumption of the amount which would be received from the Government.

11.3 Each recommendation was separately voted on as follows:

1. Consider the content of the report and the continuing progress of change and transformation of Communities services. **This recommendation was unanimously agreed.**
2. Consider and agree the service specific budgeting issues for 2019-20 as set out in section 5 of the report. **With 8 votes in favour, 4 votes against and 0 abstentions, this recommendation was agreed.**
3. Consider the comment on the Committee's specific budget proposals for 2019-20 to 2021-22 including the findings of public consultation in respect of the budget proposals set out in Appendix 1 of the report. **This recommendation was unanimously agreed.**
4. Consider the findings of equality and rural impact assessments, attached at Appendix 2 of the report and in doing so, note the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**This recommendation was unanimously agreed.**
5. Consider and agree any mitigating actions proposed in the equality and rural impact assessments. **With 8 votes in favour, 4 votes against and 0 abstentions, this recommendation was agreed.**
6. Consider the advice of the Executive Director of Finance and Commercial Services, and recommend to Policy & Resources Committee that the Council's budget includes an inflationary increase of 2.99% in council tax in 2019-20, within the council tax referendum limit of 3.00% for the year. **With 8 votes in favour, 4 votes against and 0 abstentions, this recommendation was agreed.**
7. Agree and recommend to Policy & Resources Committee the draft Committee Revenue Budget as set out in Appendix 3 of the report:
 - a. Including all of the savings for 2019-20 to 2021-22 as set out.

For consideration by Policy & Resources Committee on 28 January 2019, to enable Policy & Resources Committee to recommend a sound, whole-

Council budget to full Council on 11 February 2019.

With 8 votes in favour, 4 votes against and 0 abstentions, this recommendation was agreed.

8. Agree and recommend the Capital Programme and schemes relevant to this Committee as set out in Appendix 4 to Policy & Resources Committee for consideration on 28 January 2019 to enable Policy & Resources Committee to recommend a Capital Programme to full Council on 11 February 2019. **With 8 votes in favour, 4 votes against and 0 abstentions, this recommendation was agreed.**

Mrs Margaret Dewsbury, Chairman

Communities Committee

Digital Innovation and Efficiency Committee:

Extract from the draft minute of the Digital Innovation and Efficiency Committee meeting held on Wednesday 23 January 2019.

Digital Innovation & Efficiency Committee RESOLVED to:

1. Note the content of the report and the continuing progress of change and transformation of Digital Innovation and Efficiency Committee services;
2. Agree the service-specific budgeting issues for 2019-20 as set out in section 5 of the report;
3. Note the Committee's specific budget proposals for 2019- 20 to 2021-22;
4. Note the findings of equality and rural impact assessments, attached at Appendix 1 to the report, and in doing so, note the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
5. Agree the mitigating actions proposed in the equality and rural impact assessments;
6. After taking the advice of the Executive Director of Finance and Commercial Services, recommend to Policy and Resources Committee that the Council's budget includes an inflationary increase of 2.99% in council tax in 2019-20, within the council tax referendum limit of 3.00% for the year;
7. Agree and recommend to Policy and Resources Committee the draft Committee Revenue Budget as set out in Appendix 2 to the report: including all of the savings for 2019-20 to 2021-22 as set out.

For consideration by Policy and Resources Committee on 28 January 2019, to enable Policy and Resources Committee to recommend a sound, whole-Council budget to Full Council on 11 February 2019.

8. Agree and recommend the Capital Programme and schemes relevant to this Committee as set out in Appendix 3 of the report to Policy and Resources Committee for consideration on 28 January 2019, to enable Policy and Resources Committee to recommend a Capital Programme to Full Council on 11 February 2019.

Mr Tom FitzPatrick, Chairman

Digital Innovation and Efficiency Committee

Environment Development and Transport Committee

Extract from the Minutes of the Meeting Held on Friday, 18 January 2019:

17. **Strategic and Financial Planning 2019-20 to 2021-22 and Revenue Budget 2019-20**
- 17.1 The Committee considered and discussed the report showing proposals to inform Norfolk County Council's decisions on council tax, contribute to the Council setting a legal budget for 2019-20, allow the Committee to take a careful view of all the relevant issues to agree budget proposals for 2019-20 and the Medium Term Financial Strategy to 2021-22 and make recommendations on these to the Policy and Resources Committee.
- 17.2 The following points were discussed and noted:
- The return on the investment in street lighting was queried; the Finance Business Partner, Community and Environmental Services, replied that the revenue saving was from the existing street lighting programme and a business case would be drawn up for continued investment
 - The Head of Support and Development updated members on vacancy management processes; front line vacancies were prioritised, and workload reallocated following which unfilled vacant posts would be evaluated. If it was considered that these vacant posts were no longer needed they would be deleted; this related to posts that had been vacant for some months
- 17.3 The Committee unanimously:
- 1) **CONSIDERED** the **CONTENT** of this report and the continuing progress of change and transformation of EDT services;
 - 2) **CONSIDERED** and **AGREED** the service-specific budgeting issues for 2019-20 as set out in section 5;
 - 3) **CONSIDERED** and **COMMENTED** on the Committee's specific budget proposals for 2019- 20 to 2021-22;
 - 4) **CONSIDERED** the findings of equality and rural impact assessments, attached at Appendix 1 to this report, and in doing so, **NOTED** the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - 5) **CONSIDERED** and **AGREED** any mitigating actions proposed in the equality and rural impact assessments;
 - 6) **CONSIDERED** the **ADVICE** of the Executive Director of Finance and Commercial Services, and recommended to Policy and Resources Committee that the Council's budget includes an inflationary increase of 2.99% in council tax in 2019-20, within the council tax referendum limit of 3.00% for the year;
 - 7) **AGREED** and **RECOMMENDED** to Policy and Resources Committee the draft Committee Revenue Budget as set out in Appendix 2:

a. including all of the savings for 2019-20 to 2021-22 as set out
For consideration by Policy and Resources Committee on 28 January 2019, to enable Policy and Resources Committee to recommend a sound, whole-Council budget to Full Council on 11 February 2019.

8) **AGREED** and **RECOMMENDED** the Capital Programme and schemes relevant to this Committee as set out in Appendix 3 to Policy and Resources Committee for consideration on 28 January 2019, to enable Policy and Resources Committee to recommend a Capital Programme to Full Council on 11 February 2019.

**Mr Martin Wilby, Chairman,
Environment, Development and Transport Committee**