

Norfolk County Council

Date: **Tuesday 8 May 2018**

Time: **10.00 a.m**

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

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Prayers

To Call the Roll

AGENDA

1. **To elect a Chairman for the ensuing year**

2. **Minutes**

To confirm the minutes of the meeting of the Council held on 16 April 2018. (Page **5**)

3. **To elect a Vice-Chairman for the ensuing year**

4. **Vote of thanks to the outgoing Chairman**

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

6 **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.

7. **Election of Leader of the Council**

8. **Election of Deputy Leader of the Council**

9. **Appointments of Committees and Joint committees** (Page 28)
2018/19

Report by the Head of Democratic Services.

10. **Appointment of the Chairmen and Vice-Chairmen of the Following Committees:-**

Adult Social Care
Business & Property
Children's Services
Communities
Digital Innovation & Efficiency
Environment, Development and Transport

11. **Questions to the Leader of the Council** (Page **40**)
Procedure Note
12. **Reports from Committees**
- Audit Committee – 19 April 2018 (Page **42**)
 - Health Overview & Scrutiny Committee – 5 April 2018. (Page **46**)
 - Norwich Highways Agency Joint Committee – 22 March 2018. (Page **50**)
 - Norfolk Joint Museums Committee – 6 April 2018. (Page **53**)
 - Norfolk Records Committee – 6 April 2018. (Page **58**)
13. **To answer Questions under Rule 8.3 of the Council**
Procedure Rules (only if any received)

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 27 April 2018



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Norfolk County Council

Minutes of the Meeting Held at 10am on Monday 16 April 2018

Present:

Mr A Adams	Ms A Kemp
Mr T Adams	Mr M Kiddle-Morris
Mr S Aquarone	Mr B Long
Mr S Askew	Mr I Mackie
Ms J Barnard	Dr E Maxfield
Mr D Bills	Mr G Middleton
Mr B Borrett	Mr J Mooney
Ms C Bowes	Mr S Morphew
Mr R Brame	Mr G Nobbs
Mrs J Brociek-Coulton	Ms J Oliver
Mrs S Butikofer	Mr R Oliver
Mrs P Carpenter	Mr G Peck
Mr M Castle	Mr G Plant
Ms K Clipsham	Mr D Roper
Mr D Collis	Mr D Rowntree
Mr E Colman	Ms C Rumsby
Ms E Corlett	Mr M Sands
Mr S Dark	Mr E Seward
Mrs M Dewsbury	Mr T Smith
Mr D Douglas	Mr M Smith-Clare
Mr P Duigan	Mr B Spratt
Mr F Eagle	Ms S Squire
Mr T East	Mr B Stone
Mr S Eyre	Mrs M Stone
Mr J Fisher	Dr M Strong
Mr T FitzPatrick	Mr H Thirtle
Mr C Foulger	Mrs A Thomas
Mr T Garrod	Mr V Thomson
Mrs S Gurney	Mr J Timewell
Mr R Hanton	Mrs K Vincent
Mr D Harrison	Mrs C Walker
M Chenery of Horsbrugh	Mr J Ward
Mr H Humphrey	Mr B Watkins
Mr B Iles	Mr A White
Mr A Jamieson	Mr M Wilby
Mr T Jermy	Mrs S Young
Mrs B Jones	
Dr C Jones	
Mr C Jordan	

Present: 75

Apologies for Absence:

Apologies for absence were received from Mr A Proctor; Mr S Clancy; Mr A Grant; Mr W Richmond, Mr K Kiddie; Mr C Smith, Mr N Dixon; Mr R Price and Mr M Storey.

1 Minutes

- 1.1 The minutes of the Council meeting held on Monday 12 February 2018 were confirmed as a correct record and signed by the Chairman, subject to the inclusion of Mr D Rowntree's apologies.

2 Chairman's Announcements

- 2.1 The Chairman gave Council a brief overview of some of the events he had undertaken since the last meeting, giving Council a flavour of the range of events he had attended. The Chairman highlighted attending two Citizenship Ceremonies; speaking at the Unison Retired Members Annual General Meeting; a number of exhibition launches at museums, libraries and Norwich University of the Arts. The Chairman added that he had spent a memorable morning at Norwich Crown Court, sitting on the bench next to the judge and hearing many cases. He had also attended award ceremonies, highlighting the Fire & Rescue Service awards at County Hall and the Volunteer Awards at Waterloo Park. The Chairman had also attended a number of funerals and many church services including two commemorating the 100th anniversary of the Victoria Cross heroes where stone plaques had been laid. One of the civic receptions and events which had stood out was attending the St Winnolds Horse Fayre Parade at Downham Market and another memorable evening was spent bowling at North Walsham with the charity About with Friends who catered the Citizenship Ceremonies for Norfolk County Council. The Chairman had also attended the RAF 100 reception at RAF Marham where he had learned about the history of the base as well as the new F35B lightning aircraft which were due to arrive at the base in the near future. The Chairman also met with scout, guide and brownie groups who were all rising to his Chairman's challenge to demonstrate what they were doing to alleviate loneliness in their communities.
- 2.2 Mr B Spratt congratulated the Chairman on the service of Thanksgiving which had taken place on Sunday 15 April and said how well organised and how well attended the service had been.

3 Declarations of Interest

- 3.1 M Chenery of Horsburgh declared an Other Interest in item 8 (Report of the Norfolk Records Committee) as he was a Trustee of the charity NORAH (Norfolk Archives and Heritage Development Foundation).

4 Questions to Leader of the Council

4.1 The Leader made the following statement of apology to Mr S Morphew.

“At the press meeting after the special full Council meeting on 8 January 2018, I stated that Cllr Morphew incited hate. I acknowledge that it was inappropriate and retract that statement. I have already apologised and given my assurance that I will not repeat it. I agreed to make this statement in public as the original accusation was made in public.

I look forward to continuing to have a productive relationship with Cllr Morphew.”

4.2 **Question from Mr S Morphew**

4.2.1 Mr Morphew thanked the Leader for his statement of apology.

Mr Morphew stated that Keith Simpson MP had recently said that people should count their fingers after shaking hands with Mr Jordan. This suggested he was telling Norfolk Mr Jordan could not be trusted. Given how nice the Leader was about Keith Simpson in the remarks when he was not very complimentary about Norfolk MPs he asked if the Leader had changed his mind as a result.

4.2.2 The Leader replied that the inference was he might take Mr Simpson’s fingers.

4.3 **Question from Mr D Roper**

4.3.1 Mr Roper referred to the recent charges for disposal of DIY waste and asked the Leader to outline what discussions and agreements he had undertaken with the Leaders of Norfolk’s District Councils before the decision was made and also asked if he was willing to give a cast iron assurance that he did not think the imposition of the charges would lead to an increase in fly-tipping.

4.3.2 The Leader deferred the question to Mr M Wilby who responded that the Norfolk Waste Partnership included members from all the District Councils and were fully aware of what was happening and what came into force on 1 April. He added that any instances of fly-tipping were being monitored and to date there had been no increase in fly-tipping, particularly near the sites of the recycling centres.

4.4 **Question from Mr M Castle**

4.4.1 Mr Castle asked if there were plans to improve and/or remodel the Members’ meeting rooms (in the vicinity of the Council Chamber and marble map area) to bring them up to 21st century standards, to enhance their use and to make optimum use of the space available.

4.4.2 The Leader replied that there were plans which would come forward later in the year.

4.5 **Question from Ms A Kemp**

4.5.1 Ms Kemp referred to the major reorganisation of the NHS which the Policy & Resources Committee had approved. Ms Kemp said this was part of the Policy Framework and the Health and Wellbeing Board had included it in its discussions for the Strategy. Ms Kemp felt this decision should have been made by full Council as it affected too many people in Norfolk and King’s Lynn in particular due to King’s Lynn hospital being at risk of losing some of its departments and people would have to travel to Norwich or Great Yarmouth. Ms Kemp asked the Leader what he was going to do about this situation and if, when the risk register was introduced, he would make sure that a risk was included about King’s Lynn hospital losing some of its departments.

- 4.5.2 The Leader replied that as far as he was aware the decision made by Policy & Resources Committee was only an expression of interest and no further action was being taken or was needed at the present time.
- 4.6 **Question from Mr G Nobbs**
- 4.6.1 Mr Nobbs referred to the recent Radio Norfolk interview and asked the Leader to name the three District Council Leaders, all of whom were Members of Norfolk County Council, two of whom were present today, saying they were plotting against him and had been doing so for years. Mr Nobbs asked the Leader to give Council some details of the plot and whether it was against the Leader as an individual or as Leader of the Council, or as Leader of the Conservative Group.
- 4.6.2 The Leader replied that they were only doing what Mr Nobbs used to do.
- 4.7 **Question from Mr B Watkins**
- 4.7.1 Mr Watkins said that, with the Council facing many financial challenges in the coming years, it really needed as many friends as it could get and there clearly needed to be a more harmonious relationship between the County Council and Norfolk's Westminster politicians. Mr Watkins asked the Leader if he agreed with this viewpoint and if so, how he hoped to go about mending relations.
- 4.7.2 The Leader agreed and said three Norfolk MP's had recently visited him with most of the others coming to see him in the near future. The Leader added that the only MP who had not yet responded was Clive Lewis.
- 4.8 **Question from Mr T Jermy**
- 4.8.1 Mr Jermy referred to the recent publication of the Councillor expenses and allowances paid to Members for January 2018 on the Norfolk County Council website. Mr Jermy said as a result of the vote on allowances, for a single month, the Leader was paid £7,458.35. He asked the Leader, given that he had undertaken to donate his increase to charity, if he would like to take this opportunity to let members know which Norfolk charities had benefited.
- 4.8.2 The Leader replied "no".
- 4.9 **Question from Mr S Aquarone**
- 4.9.1 Mr Aquarone said that he was sure the Leader would agree how important it was to support local business and that it could be done using the County Council's own spending power. Mr Aquarone asked if the Leader was able to provide a breakdown of how much of Norfolk County Council's non-wage expenditure was made within the county and East Anglia and the rest of the country and also, given what Council had heard of About with Friends, could he also tell Council how much he had spent in social enterprises.
- 4.9.2 The Leader replied that some analysis could be carried out although some of the information would be approximate.
- 4.10 **Question from Ms E Corlett**
- 4.10.1 Ms Corlett asked if the Leader agreed that the data published on the Norfolk County Council gender pay gap was disappointing and if he could tell Council what was being done to address the issue.

- 4.10.2 The Leader responded that work to equalise the gap would continue.
- 4.11 **Question from Mr D Rowntree**
- 4.11.1 Mr Rowntree asked if the Leader knew the answers to the questions raised himself as he was continually being advised by officers.
- 4.11.2 The Leader replied that he wasn't fully aware of the detail of everything that happened in Norfolk County Council. He was aware of the bigger issues but the little details he didn't know which was why officers attended to give advice.
- 4.12 **Question from Mr J Timewell**
- 4.12.1 Mr Timewell asked if the Council had undertaken any assessments on the impact on Norfolk of leaving the European Union and if so, what the conclusions had been.
- 4.12.2 The Leader replied that a study was being undertaken although a view had not yet been reached. He added that there were a lot of benefits but he did not think a full analysis could be done until the national deal was known.
- 4.13 **Question from Ms A Kemp**
- 4.13.1 Ms Kemp said that although the country hadn't left the European Union yet, the government was watering down pollution controls. She added that it had just come to her attention that, as far as power stations were concerned, the Environment Agency was actually thinking it wouldn't apply the latest 2007 limits to nitrogen dioxide. She asked the Leader, as the representative of Norfolk to the Government, what he was going to do about this issue, because why should the people of King's Lynn have to breathe fouler air than the people of Europe.
- 4.13.2 The Leader replied that all District Councils, as far as he was aware, were on top of pollution, particularly traffic pollution. He added that he considered the country was and he also hoped the world was, as everyone had seen national programmes about plastic floating in the Caribbean which he felt was dreadful. He continued that Norfolk County Council could not do much about it, but as individuals everyone could do their part.
- 4.14 **Question from Mr G Nobbs**
- 4.14.1 Mr Nobbs asked the Leader, and Chairman, if he thought the answers he had given today were adequate.
- 4.14.2 The Leader replied that he thought his answers had been too detailed.

5 Notice of Motions

- 5.1 The following motion was proposed by Mr M Castle and seconded by Ms S Squire:
- "COUNCIL acknowledges the diverse nature and large physical size of Norfolk as a County and the need to ensure that the re-introduction of Cabinet-style governance from 2019 is complemented by the establishment of Area Committees to ensure that local concerns and aspirations can be adequately taken into account by the Cabinet in future decision-making.

COUNCIL resolves to establish two new Area Committees during the 2018-19 municipal year to serve the Kings Lynn & West Norfolk and Greater Yarmouth

areas, comprised of local County Councillors meeting twice yearly in the first instance in Kings Lynn and Great Yarmouth respectively with suitable additional co-opted places available to enhance the representative nature of those Committees.”

5.1.2 Following debate, and upon being put to a vote, with 3 votes in favour and 2 abstentions, the motion was **LOST**.

5.2 The following motion was proposed by Mr D Rowntree and seconded by Ms J Barnard:

“With the expansion of reliable broadband links Council believes it is now appropriate to live stream full council meetings and to improve public access to the proceedings at council committee meetings. Council therefore resolves to:

1. begin live web streaming of full Council meetings from the Annual Meeting in May 2018
2. make audio recordings of main Council committee meetings that will be available to the public on request from May 2018
3. request Policy and Resources Committee to include arrangements for streaming of all main Council and Committee meetings in any proposals for a return to a cabinet system
4. request Policy & Resources Committee to make the necessary funds available to implement this decision”

5.2.1 The following amendment was proposed by Mr M Castle and seconded by Ms S Squire:

“With the expansion of reliable broadband links Council believes it is now appropriate to live stream full council meetings and to improve public access to the proceedings at council committee meetings. Council therefore resolves to:

1. begin live web streaming of full Council meetings from the Annual Meeting in May ~~2018~~ 2019
2. make audio recordings of main Council committee meetings that will be available to the public on request from May ~~2018~~ 2019
3. request Policy and Resources Committee to include arrangements for streaming of all main Council and committee meetings in any proposals for a return to a cabinet system
4. request Policy & Resources Committee to make the necessary funds available to implement this decision”

5.2.2 As proposer of the original motion, Mr D Rowntree did not accept the amendment which was debated by Council.

5.2.3 Following debate on the amendment and upon being put to a vote, with 3 votes in favour, the amended motion was **LOST**.

- 5.2.4 Council then debated the substantive motion as set out in paragraph 5.2 above. Upon being put to a vote, with 28 votes in favour, 45 votes against and 0 abstentions the substantive motion was **LOST**.
- 5.3 The following motion was proposed by Ms C Rumsby and seconded by Ms E Corlett:
- “Council endorses and reaffirms the Communities Committee opposition to the application by the PCC to take over Norfolk Fire and Rescue Service and regrets the decision by the PCC to take the proposal to the next stage. Council welcomes the cross party consensus that such a move would not be in the best interests of the service or the county.
- Council resolves to launch an information campaign to ensure residents of Norfolk understand the issues involved in such a takeover and are aware of the efficient and effective way Norfolk FRS operates at present.”
- 5.3.1 The following alteration was proposed by Ms E Corlett and seconded by Ms C Rumsby. The alteration was **agreed** by Council.
- “Council endorses and reaffirms the Communities Committee opposition to the **potential** application by the PCC to take over Norfolk Fire and Rescue Service and regrets the decision by the PCC to take the proposal to the next stage. Council welcomes the cross party consensus that such a move would not be in the best interests of the service or the county.
- Council resolves to launch an information campaign to ensure residents of Norfolk understand the issues involved in such a takeover and are aware of the efficient and effective way Norfolk FRS operates at present.”
- 5.3.2 The following amendment was proposed by Mrs S Butikofer and seconded by Mr D Roper:
- “Council endorses and reaffirms the Communities Committee opposition to the potential application by the PCC to take over Norfolk Fire and Rescue Service and regrets the decision by the PCC to take the proposal to the next stage. Council welcomes the cross party consensus that such a move would not be in the best interests of the service or the county.
- ~~Council resolves to launch an information campaign to ensure residents of Norfolk understand the issues involved in such a takeover and are aware of the efficient and effective way Norfolk FRS operates at present.~~
- Council **RESOLVES** to prepare its own business case for the retention of NFRS under NCC Control. This will ensure that NCC is in a stronger position to answer any issues that arise from the work commissioned by the PCC and will be able to present clear information to residents on the efficient and effective way Norfolk NFRS operates at present”.
- 5.3.3 As proposer of the original motion, Ms C Rumsby accepted the amendment, which became the substantive motion.

- 5.3.4 Following debate, and upon the substantive motion being put to a vote, with 72 votes in favour and 3 abstentions, the motion was **CARRIED**.
- 5.4 The following motion was proposed by Mr T East and seconded by Mr D Roper:
- “Council notes the strong negative public response to proposals in the 2018 budget consultation to reduce subsidies/grants for bus services.
- Council affirms that rural bus services provide a key lifeline for those who rely on public transport. It is vital that people can get to their place of work, the GP, or their place of education.
- Council resolves that reductions to bus subsidies/grants will not be reintroduced as a budget proposal in the lifetime of the Council’s current Medium Term Financial Plan.”
- 5.4.1 Following debate, and upon being put to a vote, with 29 votes in favour, 45 votes against and 0 abstentions, the motion was **LOST**.

6 Recommendations from Service Committees

6.1 Policy & Resources – Recommendations from the meeting held on 26 March 2018

- 6.1.1 Mr C Jordan, Chairman of Policy & Resources Committee, moved the recommendations in the report.

6.1.2 Proposed additions to the capital programme: Better Broadband for Norfolk (BBfN).

Council **RESOLVED** to:

- Approve the allocation of the following funding to a proposed contract for the provision of Next Generation Access broadband infrastructure as a result of proposals from 6 March 2018 Digital Innovation and Efficiency Committee:
 - £11m raised via borrowing in anticipation of expected rebates that will be due under the terms of current BBfN contracts, to be allocated between 2019-20 and 2021-22.

6.1.3 Repton Property Developments Ltd. Articles of Association, etc.

Council **RESOLVED** to:

- Nominate David Dukes as a replacement County Council Officer Director for Repton Property Developments Ltd.

6.1.4 NORSE Consents

Council **RESOLVED** to:

- Appoint Directors to companies in the NORSE Group as detailed in

Appendix A of these minutes.

6.2 Environment, Development & Transport Committee – Recommendations from the meeting held on 19 January 2018.

6.2.1 Mr M Wilby, Chairman of Environment, Development & Transport (EDT) Committee moved the recommendations in the report.

6.2.2 Highway capital Programme and Transport Asset Management Plan (TAMP).

6.2.3 Council **RESOLVED** to approve:

- The proposed allocations and programme for 2018/19 and indicative allocations for 2019-20 (as set out in Appendices A, B and C of the report);
- An additional £20m funding to invest in Highways with the allocations as set out in Paragraph 3.4.2 and Appendix D of the report, including a permanent funding solution of the Northern Distributor Road;
- The Transport Asset Management Plan (TAMP) for 2018-19 to 2021-22.

6.3 Recommendations from Personnel Committee meeting held on 4 December 2017.

6.3.1 Mr C Jordan, Chairman of Personnel Committee moved the recommendation in the report.

6.3.2 Pay Policy Statement

Council **RESOLVED** to:

- **Approve** the final version of the Pay Policy Statement, set out at Appendix A of the report) and make ready for publication.

6.3.3 Question from Dr M Strong

Dr Strong said her question was about the change to the structure of the Norfolk Library and Information Service and the redundancies that had been made to bring the change about. She added that originally it was hoped that there could be voluntary redundancies but because there were too many, that had not been possible. She said she also knew that some people had found employment elsewhere within the service, but asked how many redundancies had been made.

The Chairman of Personnel Committee said that as far as he was aware, there was a policy which covered all redundancies.

Dr Strong asked how many specific redundancies had been made because of the reforming of the library service. The Chairman responded that as he understood it there was a range of policies that covered personnel and employment.

Dr Strong asked if the Chairman could look into the specific redundancies made

to the library service. The Chairman agreed to ask the Executive Director to reply to the question.

7 Reports from Service Committees (Questions to Chairmen)

7.1 Report of the Adult Social Care Committee meetings held on 15 January and 5 March 2018.

Mr B Borrett, Chairman of Adult Social Care Committee moved the report.

7.1.1 Question from Mrs B Jones

Mrs Jones asked the Chairman how much it had cost the Council, in time and money, to police applications for the disregard and if it was anticipated that this would cost more than would be saved.

The Chairman replied that he didn't have a specific figure but he understood that it went through the budget as a cost saving measure so he considered it was not going to cost more than it saved.

7.1.2 Question from Mr B Watkins

Mr Watkins stated that the Department of Health had previously made clear its expectations for health and social care systems to hit new stringent targets for delayed transfers of care and that for Norfolk and Waveney it meant a reduction of 15% between July 2017 and March 2018 and delays attributable to Adult Social Services of 21% reduction over the same period. Mr Watkins said that the Chairman had previously expressed his doubts about whether the targets were achievable, and therefore he would be grateful if the Chairman could give an update as to how well Norfolk County Council was doing in meeting the targets and what the implications were likely to be if we failed to meet them in terms of future funding.

The Chairman replied that it was challenging and he thought closer working with the NHS would help address the issue, part of which was how/who the delays were attributable to because the figures on who was responsible were produced by the NHS. He added that until now the County Council had not been able to comment on delays being attributed to the County Council, some of which he disputed. He continued that he was looking forward to working with the NHS on the figures.

7.1.3 Question from Ms S Squire

Ms Squire asked, with the recent closure of a number of care homes, if the Chairman was satisfied that there was sufficient capacity to cope both now and, with rising demand, in the future. She asked if there were any areas where levels or quality of provision was a concern and where the elderly were having to be accommodated far from family and friends.

The Chairman replied that most of the residential care was provided by the private sector which had always been the case. He added that the County Council worked very hard to keep a range of provision and that the structure of fees charged had been developed specifically to protect a good geographical spread, therefore he was sure that in the medium term there was adequate provision.

7.1.4 **Question from Mr M Sands**

Mr Sands said in relation to the Better Care Fund and following on from something that Mrs Jones had said, Norfolk County Council had £18m in the Better Care Fund in the last year, only £9m of had been spent which carried £9m over to the current year, making a total of £20m when it was added to the £11m. Mr Sands asked the Chairman how this would be used to directly support vulnerable adults, particularly those with a disability, and given that the disregard amounted to 0.11% if the disregard of the disregard could now be disregarded.

The Chairman replied that in regard to the Better Care Fund there was a need to work jointly with the NHS. He added that the money had been allocated to reserves and the initial plan would be carried out 12 months later.

7.1.5 **Question from Ms E Corlett**

Ms E Corlett stated at the recent Health Scrutiny meeting, the Chief Executive Officer of Mental Health Trust had said they were considering withdrawing some rehabilitation services for people with long-term mental health problems. Ms Corlett asked if the implications of this had been discussed with the County Council so that potential budget implications for the adult social care budget could be taken into account.

The Chairman replied that no specific discussions had taken place.

7.1.6 **Question from Ms A Kemp**

Ms Kemp referred to an issue about deprivation of liberty of residents in care homes with dementia. She said she spoke from experience as her late aunt had suffered from dementia before she died the year before last. She continued that her aunt had liked to get out of the care home and Ms Kemp was able to take her out but most of the others in that care home were not allowed out. Ms Kemp considered this was a deprivation of liberty and legal guidance and asked the Chairman what Adult Social Care Committee was doing to make sure there was a reasonable opportunity for residents in dementia care homes to access the community for their wellbeing.

The Chairman replied that the care homes were inspected by the Care Quality Commission (CQC) Inspectorate and deprivation of liberty was something they were inspected on. He added that if care homes failed to take regard of the regulations he was sure they would fail their inspection.

7.1.7 Council **RESOLVED** to note the report.

7.2 **Report of the Business & Property Committee meetings held on 20 November 2017, 18 January and 14 March 2018.**

Mr B Iles, Vice-Chairman of Business & Property Committee moved the report.

7.2.1 **Question from Mr M Castle**

Mr Castle asked the Vice-Chairman to let Council know how many homes it was envisaged could be delivered over the coming three years using the Repton Property Developments company, and also if he could tell him if there had been any expressions of interest as yet from Councils and Housing Associations about collaboration.

The Vice-Chairman replied that it was a difficult question to answer but we were dealing with 140 houses in Acle which appeared to be the extent of our ambitions at the present time.

7.2.2 Council **RESOLVED** to note the report.

7.3 **Report of the Children's Services Committee meetings held on 16 January & 13 March 2018.**

Mrs P Carpenter, Chairman of Children's Services Committee moved the report.

7.3.1 **Question from Dr E Maxfield**

Dr Maxfield referred to the September Children's Services Committee meeting where concern had been expressed about the failure of the Police to fully staff their side of the Youth Offending Team. He added that the Chairman had agreed to write to the Chief Constable at that time and he understood that after one of the three posts had been left unfilled for some considerable time, the Police had decided to stop funding one of the posts and to cut their representation. Dr Maxfield asked the Chairman, given the growing concerns about gang crime and the exploitation of young people through county lines drug dealing, if she would take another look at this position and again stress to the Chief Constable and to the Police and Crime Commissioner, the importance of the police working with other agencies and fully investing in the work done to support vulnerable young people as a means of preventing crime.

The Chairman responded that she would make sure.

7.3.2 **Question from Mr M Smith-Clare**

Mr Smith-Clare asked, following a recent Private Eye article, how many young care leavers who had asked to access their personal files had been informed that they were missing. He also asked if the Information Commissioner was fully aware of the situation.

The Chairman replied that she didn't have that detail available but would provide a written response.

7.3.3 **Question from Ms S Squire**

Ms Squire referred to the high needs block which had been restructured to mitigate the financial pressures in special schools, and asked how this had impacted on vulnerable young people outside of the special schools system when mainstream schools faced equally demanding financial pressures. She also asked what evidence the council had that could prove that the vulnerability of children with special educational needs in mainstream schools had not increased as a result of the money being moved.

The Chairman replied that she would continue to monitor the impact of cluster funding on Norfolk children.

7.3.4 **Question from Ms K Clipsham**

Ms Clipsham said that in the absence of the Chairman, before Christmas 2017, Mr S Dark, A/Chairman, had offered to visit the early years centre in West Earlham, Norwich, in her division. She added that to date, this visit had not happened and she asked the Chairman if she would visit the centre to see first-hand the level of

deprivation in the area. She continued that no-one could fully understand how the cuts were affecting the people who used that centre and also, that she could not believe Mr Jordan thought this was caring for the people of Norfolk. Ms Clipsham challenged the Chairman to change the situation.

The Chairman responded that she would be happy to visit the early years centre, but no decisions were being made as yet about any of the children's centres.

7.3.5 Question from Mr D Harrison

Mr Harrison said he was a Member of Broadland District Council and had been happy to see the council tax exemption given to young care leavers, although the County Council had refused to do so. He asked the Chairman why this was and if she would care to reconsider the decision.

The Chairman responded that she had not personally seen a report, although she understood the County Leadership Team (CLT) would be receiving a report on this topic at its meeting in the near future. Once CLT had seen the report, the Chairman would be able to provide an answer to Mr Harrison's question.

7.3.6 Question from Mrs C Walker

Mrs Walker referred to the deadline for Councils for transferring all existing Statements to Education Health and Care Plans (EHCP) which was 1 April 2018. She asked if Norfolk had met this deadline and if not, how many children were still waiting for their EHCPs.

The Chairman responded that the deadline had been met, however there were 40 children with their families which had not met that deadline and stressed that this was in agreement with their families.

7.3.7 Question from Ms S Squire

Ms Squire asked if officers would be reporting to the Children's Services Committee on the effectiveness of their interventions at the short stay school bearing in mind that it was a trust and the trustees should have had robust financial controls in place to mitigate any financial risk and ultimately were the ones responsible for the running and management of the school, not this council.

The Chairman responded that work was being carried out with the governing body of the short stay school and that she could not report back until she had all the information available.

7.3.8 Question from Ms E Corlett

Ms Corlett said that the Executive Director of Children's Services had informed the Committee at its March meeting that a review of the partnership with Barnardo's was taking place as it "had not had the impact we'd hoped". Ms Corlett asked if the review had been concluded and when the conclusions would be shared with Group Spokespersons.

The Chairman responded that the review had concluded and Children's Services Committee would be receiving a report at its May meeting.

7.3.9 Council RESOLVED to note the report.

7.4 **Report of the Communities Committee meetings held on 17 January & 7 March 2018**

Mrs M Dewsbury, Chairman of Communities Committee, moved the report.

7.4.1 **Question from Dr C Jones**

Dr Jones asked, in light of reports of the Police & Crime Commissioner blocking users from social media and deleting comments which he disapproved from Facebook, if the Chairman would agree with him the importance that Norfolk's Fire and Rescue Service should be headed by someone who embodied the Nolan Principles of openness and accountability.

The Chairman replied "yes".

7.4.2 **Question from Mr B Watkins**

Mr Watkins asked if the Chairman could answer when, and what proportion of the Government's homelessness reduction of £30m, did she anticipate coming to Norfolk and what impact did she think this extra funding would actually have on the level of rough sleeping in the county.

The Chairman replied that she didn't have that information, but would try to find out.

7.4.3 **Question from Ms S Squire**

Ms Squire said during the last committee meeting, it was noted in the report from the Fire Service that the number of call outs due to flooding had risen significantly and with the Borough and District Councils facing increasing pressures to build more and more homes, many of these were often being built on areas known for being at potential risk of flooding. Ms Squire asked if the Chairman would agree that it was perhaps time for the extra cost of these flooding incidents on our Fire Service to be pointed out to both the District and Borough Councils and the Government.

The Chairman replied that the main flood authority was now the County Council, although in most cases the District and Borough Councils knew exactly where the flood areas were and would not recommend those areas to be built on.

7.4.4 **Question from Mr M Sands**

Mr Sands stated that Trading Standards was one of Norfolk County Council's most respected and important services in Communities. Mr Sands asked, with the rapid approach of Brexit, if any consideration had been given to the impact of this on the workload of Trading Standards, in particular to the work Trading Standards did with Defra, the Environment Agency and also with the marketing of illicitly imported goods.

The Chairman replied "yes" and agreed to speak to Mr Sands outside the meeting to provide more detail.

7.4.5 Council **RESOLVED** to note the report.

7.5 **Report of the Digital Innovation & Efficiency Committee meetings held on 22 January & 6 March 2018.**

Mr T Garrod, Chairman of the Digital Innovation & Efficiency Committee moved the report.

7.5.1 Question from Dr M Strong

Dr Strong referred to the Committee meeting where main mobile phone providers had attended and the meeting scheduled for afterwards with some of the main providers which had been cancelled. Dr Strong asked if the cancelled meeting had yet been rearranged.

The Chairman responded that the meeting had not yet taken place and no date had yet been arranged. He added that Officers had received the recommendations from the mobile phone survey which would be presented to the next Committee meeting in May 2018.

7.5.2 Question from Mr D Rowntree

Mr Rowntree referred to the change in the data protection rules which would affect all Councillors in the work they carried out and asked the Chairman if he could let Council know if there was any training planned on the new regulations.

Mr Rowntree also mentioned that Norfolk County Council was the only council he knew of that did not provide a proper casework system to help them manage their caseloads and asked if there were any plans to provide such a casework system to help Councillors manage their division business effectively.

The Chairman replied that, with regard to the first question, he knew of no GDPR training but he would be happy to work with all groups. With regard to the second question about a caseload system, the Chairman replied that he had not heard of such a system but would again be happy to have a conversation with Mr Rowntree outside the meeting.

7.5.3 Question from Ms S Squire

Ms Squire referred to the presentation on the results of the study into mobile phone coverage in the county which she had attended and found interesting. She asked if the Chairman would agree that it was perhaps a little unfair that the full results of the study were not being released to the public before the mobile phone operators had seen them, as it contained "commercially sensitive information". After all, it was this council who had commissioned the study, and Norfolk tax payers who had paid for it.

The Chairman responded that the Council had commissioned the study and tax payers had paid for it, but as a tax payer himself, he would want his Councillor to work productively with the mobile phone providers and to encourage them to invest in our county to improve mobile phone signals, not to embarrass them and this was why the data had not been released. He added he wanted to work with mobile phone providers to get the best mobile phone investment possible in Norfolk.

7.5.4 Question from Ms A Kemp

Ms Kemp referred to the commendable work being done regarding assistive technology and the demonstrator suite at county hall. She added that a couple of years ago she had held an event in South Lynn with N-able where they had brought a lot of equipment with them, for example talking clocks that helped people remind themselves to take their pills, temperature sensors, GPS satellite positioning so

people could go outside and not be lost and also sensors that alerted carers from a distance if someone was out of bed at night, etc. Ms Kemp said that it was a very good idea to build the demonstrator suite at county hall, but in order to get this information into all divisions, what did the Chairman think could be done to ensure a travelling roadshow was available around Norfolk so that rural areas and towns could benefit from this, as it could keep people out of social care and could save a lot of money.

The Chairman responded that the travelling roadshow was in hand but he would like to point out that the demonstrator suite was not only about technology, it was also about how technology could be used and to demonstrate to staff allowing them to experiment to find out how technology could be used to improve the lives of the people they cared for.

7.5.5 Question from Mr D Collis

Mr Collis said he had really enjoyed the presentation and had found it useful, giving him a good background knowledge. He added that the one thing which had caused him some concern was the fact that the report would not be issued immediately, with the response given at the time being that they needed to provide the information we had gathered to all suppliers so those suppliers could offer an explanation about how they could improve reception in appropriate areas. Mr Collis asked if that invalidated the report as a whole because what sort of follow-up report would be produced when alleged holes had been filled in.

The Chairman replied that he felt sharing information with suppliers was the best way to get the best signal for Norfolk that we could. He added that the Digital Information & Efficiency Committee would be receiving a report at its May Committee meeting.

7.5.6 Council RESOLVED to note the report.

7.6 Report of the Environment, Development and Transport Committee meetings held on 19 January & 16 March 2018.

Mr M Wilby, Chairman of EDT Committee moved the report.

7.6.1 Question from Mr T Jermy

Mr Jermy said that just about everywhere he went there seemed to be a view that the removal of the DIY concession would lead to an increase in fly-tipping in Norfolk, which was also the view taken by the EDP. Mr Jermy asked the Chairman to reassure Councillors about the practical measures Norfolk County Council would be introducing to effectively monitor this so that he could say that there had not been an increase in fly-tipping, or we can change our mind and re-look at the system if it did.

The Chairman replied that monitoring was being carried out as he had said earlier in the meeting. Monitoring was being undertaken with District Councils and with recycling sites, particularly near the recycling centres to see if there was an increase in fly-tipping. So far no increase in fly-tipping had been witnessed across the county and monitoring would continue. The Chairman said he hoped the situation would soon settle down and be successful.

7.6.2 Question from Mr T East

Mr East asked what the overall increased cost to council tax payers would be as a result of the DIY household waste charges being introduced, bearing in mind the increased costs of clearing it up fell within the District Council remit and also if there had been any communication from farmers and landowners about concerns over the possible increase in fly-tipping.

The Chairman replied he had had contact farmers and was in fact a farmer himself and there had been some concerns. He added that similar policies had been introduced in other counties across the country and they had not experienced any increases in fly-tipping. Fly-tipping was illegal and the Chairman was sure that the majority of Norfolk residents would like to do things properly and dispose of their waste properly. He added that if there was no increase in fly-tipping there would be no increase in costs.

7.6.3 Question from Mr M Castle

Mr Castle asked the Chairman to tell Council if he would be prepared to commission a detailed report on how bus routes, both existing and new provision, might be developed in conjunction with bus operators to better meet the Council's aspirations for improving accessibility in rural areas and to inform the Council's scheduled Market Town Studies.

The Chairman replied that he would provide a written reply.

7.6.4 Question from Mr E Colman

Mr Colman thanked the Chairman for attending a Parish Council meeting and Town Council meeting in his division, where it had been a great opportunity to learn more about the A47 Alliance campaign. Mr Colman asked the Chairman how the campaign was progressing.

The Chairman replied that the campaign had been launched four weeks ago in King's Lynn, with full support from across the county and further afield. He added that several of Norfolk's MPs had attended, giving their support, as well as the Roads Minister. Archant had placed approximately 30k postcards in its publications and so far around 1800 had been returned, pledging support to the campaign. He continued that the aim was to keep lobbying Ministers and to take the postcards down to Westminster during the summer. The Chairman advised that he would be meeting with the Mayor of Cambridge on Friday 20 April and he hoped that the Mayor would campaign from his end of the A47. He added that so far, there had been really good support across the region and thanked everyone for their continued support.

7.6.4 Question from Mr B Watkins

Mr Watkins asked if the Chairman of EDT shared his concern over the level of air pollution in Norwich, where some areas were considered dangerous and if so, would he agree to investigate Norwich City Council's feasibility study of using anti-pollution bus stops similar to those on trial in London, where the bus stops used filtration systems to trap pollution and were said to provide cleaner air around the bus stops.

The Chairman said he shared concerns about air quality and believed there should be good air quality across the county, not just in Norwich. He added that some work was being carried out with bus companies on the quality of emissions and

they were upgrading their buses which would hopefully improve the air quality in Norwich City and across other parts of the county.

7.6.5 Question from Mr E Seward

Mr Seward said that the Chairman had correctly said in response to an earlier question from Cllr Roper, that the Norfolk Waste Partnership had considered the issue of charging for household DIY waste. He continued that what the Chairman hadn't said was whether the District Councils that sat on that Partnership were in favour of it as the Corporate Director in North Norfolk had reported to Mr Seward that they had consistently opposed such charging and he had also been told by his colleague Tim Adams that the Leader of North Norfolk District Council last week said the same thing to Cromer Town Council. Mr Seward asked the Chairman if it was the case that whilst he had gone ahead with this, North Norfolk District Council had said in the consultation arrangements that they were opposed to this measure.

The Chairman replied that all authorities across the county were fully aware of the proposals, everybody in the Council Chamber had been aware of the proposals and they had been through our budget consultation, been through EDT Committee which was supported, therefore everyone was fully aware. The Chairman added that he was sure the scheme would settle down and that other authorities in the country had introduced similar policies to this which was why we were continuing with the scheme.

7.6.6 Question from Mr Tim Adams

Mr Adams said he was sure everyone welcomed the news of additional money being provided for road service repairs, although he was aware that some local authorities had difficulty in identifying and repairing defects due to the lack of surveyors. Mr Adams asked if the Chairman could provide an assurance that this would not be an issue in Norfolk and that repairs would be completed within the Council's standard of six weeks following identification. He also asked if Norfolk could lead the way in using recycled plastic as a replacement material for resurfacing Norfolk's roads.

The Chairman replied that all new innovations were considered and that he was quite confident that we were catching up with road surfacing repairs and hopefully the better weather would help with that. He added that he was sure all road services would be how they should be as soon as possible.

7.6.7 Question from Mr D Roper

Mr Roper referred to the Council meeting in December 2014, where Council had unanimously passed a motion about reducing the use of single use plastics in Norfolk and ourselves as a Council. He asked the Chairman if Councillors could have a written update about what progress had been made with implementing that resolution.

The Chairman replied he would provide written response.

7.6.8 Question from Ms A Kemp

Ms Kemp referred to a problem in South Lynn with a bus lane that was in danger of a traffic order which would produce congestion onto Wisbech Road but also it would seriously prejudice the investigation of a major international archaeological site. She added that the point was that we needed to take time while the archaeologists deliberated, they mapped the area, they did the testing of the

geophysics and then the scheduling of the site as this could be on a par with the Sedgeford archaeological site which has been going for 10 years. Ms Kemp asked if the Chairman and Leader would visit Hardings Pits to meet with the archaeologists and herself to see how important this site was and how that traffic order must not go ahead.

The Chairman replied that, as this needed to go through the proper planning process which would be for the Borough Council to determine, he would speak with Cllr Brian Long about it.

7.6.9 Council **RESOLVED** to note the report.

7.7 **Report of the Policy and Resources Committee meetings held on 29 January & 26 March 2018.**

Mr Jordan, Chairman of Policy and Resources Committee, moved the report.

7.7.1. **Question from Mr G Nobbs**

Mr Nobbs asked the Chairman if a member of staff, and his question applied to either direct staff or those in the Norse Group of companies, decided one day to tell their immediate superior that he or she wished to leave with immediate effect, thus giving no notice whatsoever, exactly what, apart from holiday pay and existing pension rights, was that person entitled to be paid by the County Council and the tax payers of Norfolk.

The Chairman agreed to provide a written response.

7.7.2 **Question from Ms S Squire**

Ms Squire asked the Chairman whether the Council would consider flying the Union Jack outside County Hall from the 25th June in support of herself and Team Great Britain when they left New York on the final leg of their Round The World Yacht Race, finishing in Liverpool on 28th July.

The Chairman replied that it was a good idea.

7.7.3 **Question from Mr R Oliver**

Mr Oliver said there were millions of pounds which needed to be saved in order to have a balanced budget over the next few years and much of our income depended on District Councils and Borough Councils collecting revenue through council tax. He added that he understood one of Norfolk's failing authorities was one of the worst in the country for collecting council tax and was costing tax payers £100,000 year. Mr Oliver asked if the Leader agreed that was unacceptable that billing authorities did not do their job properly and would he look into it to raise issues appropriately.

The Chairman agreed to look into it, but said there was also a Norfolk authority that was in the top percent in the country so there was a big difference and something needed to be done.

7.7.4 Council **RESOLVED** to note the report.

8 **Other Committees**

- 8.1 **Report of the Health Overview and Scrutiny Committee meetings held on 7 December 2017, 11 January & 23 February 2018.**
- 8.1.1 M Chenery of Horsbrugh, Chairman, moved the report. Council **RESOLVED** to note the report.
- 8.1.2 **Question from Mr T East**
Mr East referred to the consultation on the Greater Norwich Local Plan for the period up to 2036 which had recently finished. He said he noted with concern that there was little information within the 185 page document about future healthcare provision, commencing with the proposed housing increase throughout Norfolk. He added that this was a serious omission and needed investigating by NHOSC and asked the Committee's Chairman to include it as an agenda item for discussion at its next meeting, or the one after that.
- The Chairman replied that he would look into it.
- 8.2 **Report of the Planning (Regulatory) Committee meetings held on 1 December 2017, 16 February and 23 March 2018.**
- Mr C Foulger, Chairman, moved the report. Council **RESOLVED** to note the report.
- 8.3 **Report of the Audit Committee meeting held on 23 January 2018.**
- Mr I Mackie, Chairman, moved the report. Council **RESOLVED** to note the report.
- 8.4 **Report of the Personnel Committee meeting held on 4 December 2017.**
- 8.4.1 Mr C Jordan, Chairman, moved the report. Council **RESOLVED** to note the report.
- 8.4.2 **Question from Mr D Roper**
Mr Roper referred to Page 107, paragraph 2.2, (Gender Pay Gap Reporting) of the agenda and the fact that the majority of grades had a difference of less than 1% and asked if Council could have more information about the minority of grades that were not covered by that statement and what the level of disparity was.
- The Chairman replied that 6.8% was the average and agreed to provide a more detailed response in writing.
- 8.5 **Report of the Health and Wellbeing Board meeting held on 6 March 2018.**
- 8.5.1 Mr B Borrett, Chairman, moved the report. Council **RESOLVED** to note the report.
- 8.5.2 As the Chairman had offered his apologies and had left the meeting, a written response would be provided for the following question:
- 8.5.3 **Question from Mr M Sands.**
Mr Sands referred to the decision support tool applied by NHS to "stop" providing continuation of care. Mr Sands said that he had not yet had a response either to his enquiries on behalf of Norfolk residents affected, or his request that this became an agenda item for Adult Social Care.

Mrs M Stone, Vice-Chairman in the Chair.

8.6 Report of the Joint Museums Committee meeting held on 12 January 2018

Mr J Ward, Chairman of Norfolk Joint Museums Committee, moved the report. Council **RESOLVED** to note the report.

8.7 The Chairman asked Council to join him in congratulating the learning team at Norwich Castle on them having been awarded the Sandford Award for Heritage Education.

Mr J Ward, Chairman, in the Chair.

8.7 Report of the Records Committee meeting held on 12 January 2018.

Mr P Duigan, Vice-Chairman, moved the report. Council **RESOLVED** to note the report.

8.8 Report of the Norwich Highways Agency Joint Committee meeting held on 18 January 2018.

Mr J Fisher, Chairman, moved the report. Council **RESOLVED** to note the report.

9 Appointments to Committees, Sub-Committees and Joint Committees (Standard Item).

There were none

10 To answer questions under Rule 8.3 of the Council Procedure Rules

There were none.

The meeting concluded at 12.40am.

Chairman



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Appendix A

Company	Resign	Appoint
NPS North West	Mike Britch	Dean Wetteland
NPS London Limited	Mike Britch	Dean Wetteland
NPS South West Limited	Mike Britch	Dean Wetteland
NPS Leeds Limited	Mike Britch	Dean Wetteland
NPS Norwich Limited	Mike Britch	Steve Daw
NPS Barnsley Limited	Mike Britch	Nicholas Maddox
NPS Peterborough Limited	Mike Britch	Dean Wetteland
Barnsley Norse Limited	Mike Britch	Nicholas Maddox
Hamson Barron Smith Limited	Mike Britch	Dean Wetteland
NPS South East Limited	Mike Britch	Dean Wetteland
Norse Energy Limited	Mike Britch	Dean Wetteland
Norse Energy (Hafod) Limited	Mike Britch	Dean Wetteland
Norse Energy (Stoke Gifford) Limited	Mike Britch	Dean Wetteland
Norse Energy (BSCC) Limited	Mike Britch	Dean Wetteland
Norse Energy (BSCC Biomass) Limited	Mike Britch	Dean Wetteland
International Aviation Company – Norwich Limited	Mike Britch	Dean Wetteland
Broadland Growth Limited	Mike Britch	Simon Hersey
Norse Development Company Limited	Mike Britch	Dean Wetteland
NPS Infinity Limited	Mike Britch	Dean Wetteland
Build Insight Venture Ltd	Mike Britch	Steve Daw
Build Insight Ltd	Mike Britch	Steve Daw
Build Insight Consulting Ltd	Mike Britch	Steve Daw
Robson Liddle Limited	Mike Britch	Dean Wetteland
John Packer Associates Limited	Mike Britch	Dean Wetteland

Bowen Dann Knox Architects Limited	Mike Britch	Dean Wetteland
Barron & Smith Limited	Mike Britch	Dean Wetteland
Naturally Passive Limited	Mike Britch	Dean Wetteland
Heath UK Limited	Mike Britch	Dean Wetteland
Hearth UK (Exeter) Limited	Mike Britch	Dean Wetteland
CornerstoneNPS Limited	Mike Britch	Dean Wetteland
NPS Group Limited	Mike Britch	Dean Wetteland
Daventry Norse Limited		Mark Emms
Daventry Norse Limited		Nicholas Drake
NEWS ltd	Tracy Jessop	Joel Hull

APPOINTMENT OF COMMITTEES AND JOINT COMMITTEES 2018/19

The current membership of the Council's committees and joint committees is as set out below.

As this is the Council's Annual General meeting, Council is required to confirm the membership for 2018/19.

Group Leaders have been asked to identify any proposed changes to the existing membership and to present them at this Council meeting for approval.

Recommendation

1. To approve any changes to membership proposed by the Group Leaders
2. To appoint 1 of the 2 representatives on the ESPO Management Committee to also be on ESPO's Finance and Audit Committee (position currently held by John Fisher)
3. To appoint 1 of the 2 representatives on the Norwich Highways Agency Joint Committee to be the Committee's Chairman (position currently held by John Fisher)

CURRENT MEMBERSHIP

Policy and Resources Committee - 13 Members

Conservative (9)

Cliff Jordan (Ch)
Alison Thomas (V-Ch)
Bill Borrett
Penny Carpenter
Margaret Dewsbury
Martin Wilby
Keith Kiddie
Tom Garrod
Rhodri Oliver

Labour (2)

Steve Morphew (Spk)
Colleen Walker

Liberal Democrat (2)

Dan Roper (Spk)

Adult Social Care Committee - 13

Conservative (8)

Bill Borrett (Chairman)
Shelagh Gurney (Vice-Chairman)
Greg Peck
Haydn Thirtle
Joe Mooney
Will Richmond
Martin Storey
Sheila Young

Labour (3)

Mike Sands (Spk)
Brenda Jones
Kim Clipsham

Liberal Democrat (2)

Brian Watkins (Spk)
Tim Adams

Business and Property Committee - 13

Conservative (9)

Keith Kiddie (Chairman)
Brian Iles (Vice-Chairman)
Claire Bowes
Andrew Jamieson
Mark Kiddle-Morris
Carl Smith
Karen Vincent
Roy Brame
Fabian Eagle

Labour (2)

Colleen Walker (Spk)
Danny Douglas

Liberal Democrat (2)

John Timewell (Spk)

Children's Services Committee - 13 plus 2 Church representatives (voting)

Conservative (8)

Penny Carpenter (Chairman)
Stuart Dark (Vice-Chairman)
Barry Stone
John Fisher
Richard Price
Vic Thomson
Graham Middleton
Ron Hanton

Labour (3)

Emma Corlett (Spk)
Mike Smith-Clare
David Collis

Liberal Democrat (1)

Ed Maxfield (Spk)

Independent (1)

Sandra Squire

Communities Committee - 13

Conservative (8)

Margaret Dewsbury (Chairman)
Mark Kiddle-Morris (Vice-Chairman)
Nigel Dixon
Margaret Stone
Ron Hanton
David Bills
Ian Mackie
Harry Humphrey

Labour (3)

Julie Brociek-Coulton (Spk)
Chrissie Rumsby
Jess Barnard

Liberal Democrat (1)

Sarah Butikofer (Spk)

Independent (1)

Sandra Squire

Environment, Development & Transport Committee - 13

Conservative (9)

Martin Wilby (Chairman)
Stuart Clancy (Vice Chairman)
Simon Eyre
Colin Foulger
Tony White
Phillip Duigan
Andy Grant
Judy Oliver
Thomas Smith

Labour (2)

Terry Jermy (Spk)
Chris Jones

Liberal Democrat (1)

Tim East (Spk)

Independent (1)

Mick Castle

Digital Innovation and Efficiency Committee – 9

Conservative (6)

Tom Garrod (Ch)
David Bills (V/Ch)
Ed Colman
Simon Eyre
Tom FitzPatrick
Thomas Smith

Labour (2)

Chris Jones
Dave Rowntree (Spk)

Liberal Democrat (1)

Marie Strong (Spk)

OTHER COMMITTEES

Planning (Regulatory) Committee - 13

Conservative (8)

Will Richmond
Brian Long
Steve Askew
Anthony White
Carl Smith
Martin Storey
Roy Brame
Colin Foulger (Ch)

Labour (3)

Mike Sands
David Collis
Danny Douglas

Liberal Democrat (2)

David Harrison
Eric Seward

Panel of Substitutes for Regulatory Committees - 13

Conservative (8)

Vacancies x 8

Labour (3)

Julie Brociek-Coulton, Brenda Jones, Vacancy x 1

Liberal Democrat (2)

Vacancy x 2

Norfolk Health Overview and Scrutiny Committee 8

Conservative (5)

Michael Chenery (Chair)
Richard Price
Fabian Eagle
Sheila Young
Graham Middleton

Claire Bowes (named substitute)
Simon Eyre (named substitute)
3 Vacancies for named substitutes

Labour (2)

Emma Corlett
Brenda Jones

Mike Smith-Clare (named substitute)
Kim Clipsham (named substitute)

Liberal Democrat (1)

David Harrison

Tim Adams (named substitute)

Audit Committee 7

Conservative (5)

Ian Mackie (Chair)
Andrew Jamieson
Karen Vincent
Haydn Thirtle
Colin Foulger

Labour (1)

Steve Morphew

Liberal Democrat (1)

Steffan Aquarone

Standards Committee - 7

Conservative (5)

Tony White
Mark Kiddle-Morris (Ch)
Claire Bowes
Greg Peck
Margaret Stone

Labour (1)

George Nobbs (V/Ch)

Liberal Democrat (1)

Dan Roper

General Purposes (Regulatory) Committee – 5

Conservative (3)

Cliff Jordan
Alison Thomas
Bill Borrett

Labour (1)

Colleen Walker

Liberal Democrat (1)

Tim Adams

Pensions Committee 5

Conservative (3)

Cliff Jordan (Chair)
Judy Oliver
Martin Storey

Labour (1)

Danny Douglas

Liberal Democrat (1)

Brian Watkins

Personnel Committee - 5 (Must include the Leader of the Council)

Conservative (3)

Cliff Jordan (Chair)
Alison Thomas
Andrew Proctor

Labour (1)

George Nobbs

Liberal Democrat (1)

Marie Strong

SECTION 2

Employment Appeals Panel – 11

When the Panel meets, it has a membership of 3 appointed by the Head of Human Resources and drawn from the wider Panel of 11

Conservative (7)

Cliff Jordan
Andrew Proctor
Bill Borrett
Tony White
Alison Thomas
Colin Foulger
Graham Middleton

Labour (3)

Steve Morphew
Emma Corlett
Vacancy x 1

Liberal Democrat (1)

Marie Strong

Health and Wellbeing Board (3)

- * Chairman of the Children's Services Committee
- * Chairman of the Adult Social Care Committee
- One other Member of Council - David Bills

*Statutory member of the Board

SECTION 3

JOINT COMMITTEES

Norfolk Joint Museums Committee – 9

Conservative (6)

Harry Humphrey
John Ward (Chair)
Mark Kiddle-Morris
Martin Storey
Phillip Duigan
Thomas Smith

Roy Brame (named substitute)

Labour (2)

George Nobbs
Chrissie Rumsby

Mike Smith-Clare (named substitute)

Liberal Democrat (1)

David Harrison

Tim Adams (named substitute)

Norfolk Records Committee – 3

Conservative (2)

Phillip Duigan
Ron Hanton

Brian Iles (named substitute)

Labour (1)

David Rowntree

Mike Sands (named substitute)

Eastern Inshore Fisheries Conservation Authority – 3

Conservative (2)

Michael Chenery
Richard Price

Labour (1)

David Collis

Norfolk Police & Crime Panel – 3

Conservative (2)

Will Richmond
Michael Chenery (named substitute)

Martin Storey
Philip Duigan (named substitute)

Liberal Democrat (1)

Sarah Butikofer
Tim Adams (named substitute)

Norwich Highways Agency Joint Committee – 2

Conservative (2)

John Fisher (Chairman)
Karen Vincent

Council also needs to formally appoint the Joint Committee Chairman from its 2 appointees. Position currently held by John Fisher)

Non-Voting Advisors (3)

Conservative (2) - Vic Thompson
 David Bills

Labour (1) - Chris Jones

Eastern Shires Purchasing Organisation Joint Committee - 2

Conservative (1)
Labour (1)

John Fisher
Brenda Jones

Council also needs to appoint 1 of its representatives to be on ESPO's Finance and Audit Committee Board (position currently held by John Fisher)

Norfolk Parking Partnership Joint Committee (1 Member of the Council plus one named substitute)

Tony White
Danny Douglas (named substitute)

Planning and Traffic Regulation Outside London Joint Committee (1 Member of the Council plus one named substitute)

Tony White
Danny Douglas (named substitute)

National Bus Lane Adjudication Committee (1 Member of the Council plus one named substitute)

Tony White
Danny Douglas (named substitute)

Procedure for Leader's Question Time

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

Agenda Item 11—Questions to the Leader of the Council

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

1. Questions to the Leader must be relevant to matters for which the Council has powers or duties. Members do not need to give prior notice of what they plan to ask and the Chairman's ruling as to relevance of questions will be final. If the Leader cannot give an immediate answer or feels that a written answer would be more helpful or appropriate, then the questioner will receive a written reply and this will be published to all members and to the public via the minutes.
2. The Chairman will begin Leader's Question Time by inviting the Leader of the Labour Group to ask the first question. All Group Leaders may delegate the asking of their question to another member of their Group. There is no right to ask a supplementary question.
3. After the first question has been answered, the Chairman will invite the Leader of the Liberal Democrat Group to ask a question.
4. When the second question has been answered, the Chairman will invite and select a member of the Independent Group to ask a question.
5. When the third question has been answered, the Chairman will invite and select a member of the Conservative Group to ask a question.
6. If the 15 minutes has not expired, the Chairman will then invite all members of the Council to indicate if they wish to ask a question, by raising their hands. The Chairman will select a member to ask their

question and all other members should put down their hands until the Chairman next invites questions.

7. The Chairman will follow the same principle of selecting questioners alternatively from Groups as in paragraphs 2-5 above.
8. The session will be timed by the existing lights system for timing speeches. The amber light will be lit after 14 minutes and the red light lit after a further minute. If a question is being asked at the point at which the red light is lit, the Chairman will allow the question to be completed and the answer to be given.

Report of the Audit Committee Meeting held on 19 April 2018

1 Items of Urgent Business

- 1.1 The Committee received a presentation from the Head of IMT about preparations for the General Data Protection Regulations (GDPR), including summarising the key changes to the new Regulations. Members were advised that Norfolk County Council would be fully prepared for implementation on 25 May 2018 and that a proposal was being developed to offer face-to-face training for all Councillors. The Committee requested an update at its July 2018 meeting on how the Regulations had embedded in, including FAQs, and also asked that all Members receive training prior to the implementation date of 25 May 2018.
- 1.2 The Chairman asked the Executive Director of Finance and Commercial Services to reassure the Committee about the current financial position of Norfolk County Council following recent press reports, comparing it to Northamptonshire County Council. The Executive Director reassured Members that Norfolk County Council's financial position remained sound.

2 Norse Care

- 2.1 The Committee considered the report by the Executive Director of Finance & Commercial Services and Managing Director Norse Care in response to the Committee's request at its January meeting, that a representative of Norse Care be asked to attend to 'further understand the risks and pressures on delivering social care in the current operating structure, and provide an opportunity to raise any issues, concerns and forward plans with the Committee'.
- 2.2 The Committee welcomed Karen Knight, Managing Director Norse Care to the meeting, who gave a verbal presentation about the work of NorseCare.
- 2.3 The Committee **RESOLVED** to note the update from the Managing Director of NorseCare.

3 Liquid Logic/Social Care System Replacement Implementation

- 3.1 The Committee welcomed Janice Dane, Assistant Director Early Help and Prevention (Adult Social Services), Amy Lees (Social Care Systems Support Manager), John Baldwin (Head of Finance Exchequer Services), Andrew Pettitt (Senior Project Manager - Adults) and Miles Fox-Boudewijn (Senior Project Manager – Childrens) to the meeting. They had attended to provide an update about how the project was progressing. The Committee heard that the Adults and Finance stage of the project went live on schedule on 22 November 2017 and that the Children's Services and Finance stage of the project was on target to go live on 2 May 2018. The Committee asked Officers to provide an update and presentation at its July 2018 meeting.

3.1 The Committee **RESOLVED** to:

- **Note** the progress on delivering the new Social Care System for Adult Social Services, Children's and Finance and **requested** a further report at the July 2018 meeting of the Committee.

4 Norfolk Audit Services Half Yearly Report ended 31 March 2018.

4.1 The Committee considered the report by the Executive Director of Finance & Commercial Services.

4.2 The Committee **RESOLVED** to **Note**:

- The overall opinion on the effectiveness of risk management and internal control being 'acceptable' and therefore considered 'sound';
- Satisfactory progress with the traded schools audits and the operation of the Audit Authority for the France Channel England Interreg Programme;
- That plans are being established to strengthen corporate development themes of: Strategy into Action/Accountability, Commerciality/Business Line, Data Analytics/Evidence Based and Collaboration/Influencing for the internal audit function.

5 Norfolk Audit Services Annual Internal Audit Report 2017-18

5.1 The Committee considered the report by the Executive Director of Finance & Commercial Services demonstrating how Internal Audit had sought "To enhance and protect organisational value for the Council, by providing risk based and objective assurance, advice and insight", as defined in best practice.

5.2 The Committee **RESOLVED** to **note**:

- The overall opinion on the effectiveness of risk management and internal control for 2017-18 is 'acceptable' and therefore considered 'sound' (part 2 of the report).
- The internal audit function has enhanced and protected organisational value for the Council, by providing risk based and objective assurance, advice and insight; and fulfilled its Terms of Reference, Strategy through its delivery of the Committee's approved revised Internal Audit Plan for 2017-18, including traded schools audits and grant certifications and unplanned audits (part 4 of the report).
- Work is continuing to manage performance and the cost of audit assignments as part of the Council's new ways of working (part 6 of the report).
- The work of Norfolk Audit Services for the year (part 7 of the report) and the assurance provided, assists the Committee to reasonably assess the risk that the Financial Statements are not materially mis-stated due to fraud.
- The Annual Governance Statement for 2017-18 will refer to this report and will be reported to this Committee in July 2018 for its approval.
- The Internal Audit Function continues to comply with the Accounts and Audit Regulations 2015 and recognised standards, including the United

Kingdom Public sector Internal audit Standard (UKPSIAS) (part 8 of the report).

6 External Auditor's Audit Plan 2017-18

- 6.1 The Committee considered the report by the Executive Director of Finance & Commercial Services introducing the External Auditor's Audit Plan 2017-18
- 6.2 The Committee welcomed Mr M Hodgson from Ernst & Young who had attended the meeting to present the report and answer questions from the Committee.
- 6.3 The Committee considered the report and **RESOLVED** to note:
- The External Auditor's Audit Plan for the Council for 2017-18 at Appendix A of the report, including their assessment of the Audit Risks and Value for Money Risks and the new reporting timetable at part 7 of the plan.
 - The External Auditor's Audit Plan for the Pension Fund for 2017-18, including their assessment of the Audit Risks, at Appendix B of the report.

7 Risk Management

- 7.1 The Committee considered the report by the Executive Director of Finance & Commercial Services providing it with the corporate risk register as at April 2018, along with an update on the Risk Management Strategy 2018-20 and other related matters, following the latest review conducted during March 2018.
- 7.2 The Committee considered the report and **RESOLVED** to:
- Note the changes to the corporate risk register (Appendices A and B of the report), the progress with mitigating the risks;
 - Note the scrutiny options for managing corporate risks (Appendix C of the report).
 - Note the movement of corporate risks since the last meeting (Appendix D of the report).
 - Receive an update on the Great Yarmouth 3rd River Crossing risk at its July 2018 meeting.

8 Risk Management Annual Report 2017-18

- 8.1 The Committee received the report by the Executive Director of Finance and Commercial Services and **RESOLVED** to **note**:
- The overall opinion on the effectiveness of Risk Management for 2017-18 is 'acceptable' and therefore considered 'sound' (part 3 of the report).
 - The Risk Management Function complies with the Accounts and Audit (England) Regulations 2015 and recognised Public Sector Internal Audit standards.
 - The Annual Governance Statement for 2017-18 will refer to this report and will be reported to Audit Committee in July 2018 for its approval.

- The Risk Management Policy has been refreshed, with a Risk Management Strategy currently being developed.

9 Internal Audit Terms of Reference and Code of Ethics (incorporating the Interreg VA France Channel England Programme Audit Authority).

9.1 The Committee received the report by the Executive Director of Finance & Commercial Services presenting it with the revised Internal Audit Terms of Reference and the Code of Ethics following a review, in accordance with CIPFA's and the IIA'S UK Public Sector Internal Audit Standards.

9.2 The Committee **RESOLVED** to:

- **Approve** the amended Internal Audit Terms of Reference as set out in Appendix A of the report, and the Code of Ethics as set out in Appendix B of the report.

10 Audit Committee Work Programme

10.1 The Committee considered the report by the Executive Director, Finance and Commercial Services setting out the programme of work.

10.2 In accordance with its Terms of Reference the Committee considered and **agreed** the programme of work outlined in the report, with the addition of updates on the following subjects for consideration at future meetings:

- Liquid Logic – update following the implementation on 30 June 2018.
- Update at its July 2018 meeting on the Great Yarmouth 3rd River Crossing risk.
- Overview of the work of the Corporate Property Team and how the portfolio was being rationalised against Risk RM021 (Failure of Estate Management).

Ian Mackie
Chairman, Audit Committee

Report of the Norfolk Health Overview and Scrutiny Committee meeting held on 5 April 2018

1 Norfolk and Suffolk NHS Foundation Trust-mental health services in Norfolk

1.1 The Committee considered the Clinical Commissioning Groups' and Norfolk and Suffolk NHS Foundation Trust's responses to recommendations on mental health services in Norfolk made by NHOSC in December 2017 and an update on progress with the Improvement Plan to address issues identified by the Care Quality Commission in July 2017.

1.2 The Committee received evidence from Norfolk and Suffolk NHS Foundation Trust and South Norfolk CCG (the lead commissioners for mental health services in Norfolk). The Committee also heard from a member of the public.

1.3 The following key points were noted:

- The speakers explained the action taken by the NSFT to address the list of 'must dos' and 'should dos' contained in the CQC inspection report.
- NSFT had written to the CQC explaining the action taken and was expecting a written response.
- A full re-inspection of NSFT's services was expected in autumn 2018.
- The Care Quality Commission (CQC) and NHS Improvement (NHS I) were monitoring the NSFT's progress.
- The speakers said that the Trust had established a Recruitment and Retention Group to focus attention on staffing shortages throughout the NSFT, one of the most significant issues of concern.
- There were many ongoing initiatives around filling vacancies, skill mixing and general recruitment and retention. However, Norfolk remained a difficult area in which to recruit and retain clinical staff and there were overall shortages of qualified staff with specialist skills.
- In recent months, inadequate staffing levels and the need for environmental improvements had resulted in the closure of 36 inpatient beds at various locations across the NSFT area, 28 of which were temporary. There were a number of reasons for the closures, including the need to increase staffing levels and to invest significant amounts of money on improving the environment and safety for patients, such as by providing single sex accommodation and removing ligature risks.
- A member of the public asked the speakers what steps the NSFT would take to keep people safe and boost care whilst the 36 beds were temporarily closed.
- In reply, the speakers said that the NSFT remained committed to finding in-patient beds for all who needed them. The review of all seclusion facilities across the Trust was complete and all environments were physically compliant and safe. The NSFT planned to create additional seclusion facilities in Great Yarmouth and Waveney and in West Norfolk by late spring 2018.
- The majority of bed closures were in Suffolk and included the temporary closure of a psychiatric intensive care unit (PICU) based at Ipswich Hospital.
- In the Great Yarmouth and Waveney locality, St Catherine's Way ward at

Gorleston (a short-term, rehabilitation service for patients preparing for discharge) had temporarily closed because of concerns about staffing levels and the building not being fit for purpose as an inpatient unit. Following the closure of the ward in autumn 2017, day facilities were provided from this location as part of a pilot project. A long-term decision on the future of the use of the site, and whether it should continue to be used as a community base, would be taken in the next six months.

- Since the publication of the agenda papers, the Department of Health had agreed to provide funding for a Community Wellbeing Hub in Norwich to serve people with mental health needs. The establishment of the hub was part of the action to enable NSFT to manage within existing bed numbers, following a bed review at the Trust in early 2017.
- Members hoped that plans for similar hub arrangements could be put in place in the west and in the east of the county (with public transport made available to the hubs).
- Members were informed that the NSFT bid to the Department of Health for emergency capital funding of £5.2m for safety improvements was not accepted in 2017/18. The speakers said that the NSFT was working to progress a resubmission as early as possible in 2018/19. This was now one of the main subjects of discussion that the NSFT was having about mental health service funding for the financial year 2018/19 with South Norfolk CCG (the lead commissioners for mental health services in Norfolk).
- The funding discussions between the NSFT and South Norfolk CCG had centered on the cost differentials between in-Trust placements and out-of-Trust placements which had implications for the number of sustainable beds that the NSFT could provide.
- The speakers updated the Committee on the number of placements of patients in out-of-Trust care. They said that there were currently 11 out-of-Trust care placements in the Norfolk and Suffolk area, 22 out-of-area placements for non-clinical reasons and an additional 26 specialist placements.
- The Committee suggested that the local NHS should reimburse travel costs to families of service users who were placed in out-of-area beds due to the unavailability of local beds (i.e. to the families of those placed out-of-area for non-clinical reasons).
- The speakers said that the STP mental health work stream allowed for the provision of rehabilitation beds as an alternative to hospital admission.
- Rehabilitation beds were provided in the Norwich area by Evolve, which was an accredited supplier of supported lodgings with Norfolk County Council. The service provided short stay accommodation and support for NSFT adult patients who were deemed 'medically fit' for discharge from the Trust's inpatient units or out of area placements. Access to the service was managed by NSFT and NCC staff operating from Hellesdon Hospital.
- The speakers agreed to let Members know the length of time adults could stay in the rehabilitation beds provided by Evolve in the Norwich area.
- It was noted that Members of the Committee had recently visited mental health services at Hellesdon Hospital and Julian Hospital, Norwich and at the Fermoy Unit, King's Lynn to learn more about the range of services that the NSFT provided.
- The Committee was informed that the 16 bed inpatient service at Chatterton House, Kings Lynn was scheduled for completion during the first quarter of 2019 and that the NSFT had made significant improvements in community facilities for families to make use of the Fermoy Centre prior to its closure.

Following the closure of the Fermoy Centre the building would be available for other NHS purposes.

- The speakers said that a new Patient Journey Tool (mentioned in the report) supported clinicians and their managers in monitoring caseloads and in improving compliance on a number of measures, including risk assessments. The NSFT was working towards an optimum caseload of 35 cases.
- The speakers said that a second round of staff training sessions on the use of the Lorenzo electronic records system had begun. The use of the system remained a key risk in the NSFT risk register and was carefully monitored.
- The Committee was informed about moves to develop collaborative partnerships with GPs on issues of mental health. It was pointed out that GP practices were working with South Norfolk CCG (the lead CCG for mental health in Norfolk and Waveney) to identify how nurses, pharmacists and other allied professionals working in GP surgeries could better signpost patients to the Wellbeing Service.
- The Chairman asked the speakers if they considered the NSFT to be too large an organisation. In reply, the speakers acknowledged that the NSFT the size of the Trust was an issue that was being considered.
- The speakers said that service user and carer forums were in place and were open to everyone who wished to participate. The Trust was taking stock of what public participation had worked best in the recent round of public consultation and how to address any shortcomings to make the next sessions as co-produced as possible and allow for the greatest possible public involvement.

1.4 The Committee agreed to ask the NSFT to provide information on:-

- **The cost differential between in-Trust placement and out-of-Trust placement.**
- **How long service users were able to stay in Evolve's rehabilitation beds in Norwich.**

1.5 The Committee agreed to write a letter in support of the resubmission of a bid by the NSFT to the Department of Health for emergency capital funding of £5.2m in 2018-19, with copies sent to the Norfolk MPs, the bid having been unsuccessful in 2017/18.

1.6 The Committee recommended to the CCGs and NSFT that the local NHS should reimburse travel costs for families of service users who were placed in out-of-area beds due to unavailability of local beds (i.e. placed out-of-area for non-clinical reasons).

1.7 The Committee agreed to receive the CQCs feedback on NSFT's progress with 'must do' actions in the NHOSC Briefing and to decide when to schedule 'NSFT – mental health services in Norfolk' in NHOSC's forward work programme after the feedback was received.

2 The Health and Wellbeing Board and Health Overview and Scrutiny

2.1 The Committee received a briefing report about the complementary roles of the Health and Wellbeing Board and Health Overview and Scrutiny. The Committee noted the briefing report and made no suggestions for changes in the relationship between the Health and Wellbeing Board and the Health Overview and Scrutiny Committee.

- 3 Norfolk Health Overview and Scrutiny Committee appointments**
- 3.1 The Committee agreed to make the following appointments of link members with local Trusts and commissioning bodies:-**
- 1. Norfolk and Waveney Joint Strategic Commissioning Committee link member:-**
 - a. For meetings held in the west of the county – Michael Chenery of Horsbrugh.**
 - b. For meetings held in the east of the county – Dr Nigel Legg.**
 - 2. James Paget University Hospitals NHS Trust:-**
 - a. Link member – Marlene Fairhead.**
 - b. Substitute link member – Mike Smith-Clare.**
- 3.2 The Committee also agreed to defer the appointment of a substitute link member with Great Yarmouth and Waveney CCG until after May 2018.**
- 4 Forward Work Programme**
- 4.1 The Committee agreed the forward work programme subject to the following:-**
- 1. District Direct pilot.**
The May 2018 NHOSC Briefing should include an update on the funding situation as well as an evaluation of the pilot.
 - 2. Children’s speech and language services.**
A process was required for taking the names and contact details of those who were turned away from over-subscribed drop-in sessions. This process would be suggested to the service providers and commissioners before the Committee meeting on 12 July 2018.
 - 3. Implementation of the suicide prevention action plan.**
On the understanding that both the Communities Committee and the Health and Wellbeing Board had suicide prevention on their agenda (and due to NHOSC’s wider scrutiny of the NSFT) it was agreed that NHOSC would raise specific issues with the Communities Committee and Health and Wellbeing Board rather than schedule this subject in the NHOSC forward work programme.
Members were asked to raise any issues that arose from information contained in the April NHOSC Briefing with Maureen Orr.
 - 4. Older People’s Emergency Department (OPED), Norfolk and Norwich hospital.**
It was agreed to take up the hospital’s invitation for Members to re-visit the OPED when renovation work was complete.

**Michael Chenery of Horsbrugh
Chairman**

Norwich Highways Agency Joint Committee Report of the meeting held on 22 March 2018

- 1 **Transport for Norwich – 20mph Areas Associated with the Blue and Yellow Pedalways.**
 - 1.1 The Committee considered the report seeking approval to consult on the proposals to install 20mph speed limits in the residential areas surrounding the blue and yellow pedalway.
 - 1.2 The Committee unanimously **RESOLVED** to:
 - (1) approve for consultation the scheme to introduce 20mph zones in the residential areas surrounding the blue and yellow pedalways;
 - (2) ask the head of city development services to carry out the necessary statutory legal procedures to advertise the road notice and speed restriction order for the areas of 20mph shown on Plan Nos CCAG2/21/01 and 02.
- 2 **Transport for Norwich – Review of Essex Street Cycle Contraflow**
 - 2.1 The Committee considered the report seeking approval to consult on the proposed changes to Essex Street that will increase safety and reduce conflict for all users.
 - 2.2 The Committee unanimously **RESOLVED** to:
 - (1) agree to consult on the scheme detailed in appendix 1, subject to asking the head of citywide development to consider the proposal for a pinch point to calm traffic in Essex Street, and to consider consulting on it, following consultation with the chair, vice chair and local members;
 - (2) note that any representations received will be considered at a future meeting of the committee;
 - (3) ask the chair to write to the Chief Constable to advise him of the outcome of the Sustrans survey of Essex Street.
- 3 **Review of Bus Lane Traffic Regulation Orders**
 - 3.1 The Committee considered the report asking it to note the progress on bus lane enforcement by camera in the city and agree to delegate to the head of city

development services the review and finalisation of any revised orders relating to bus lanes and bus gates.

3.2 The Committee unanimously **RESOLVED** to:

- (1) note the position of the current and proposed enforcement cameras;
- (2) delegate to the head of city development services the review and commencement of the statutory process of making any necessary changes to existing Traffic Regulation Orders (TROs) to enable all bus lanes to be enforced by camera;
- (3) delegate to the head of development services the consideration of any representations received prior to finalising the revised TROs;
- (4) delegate to the head of development services in discussion with the chair and vice chair the authority to decide when and where the camera enforcement should be deployed in the future;
- (5) agree to the deployment of camera enforcement at the Earlham Green Lane Bus lane at Bowthorpe.

4 Enforcement of Parking Adjacent to Dropped Kerbs

4.1 The Committee received the report asking it to agree that the city council should use its powers under the Traffic Management Act 2004 to issue fixed penalty notices to vehicles parked adjacent to dropped kerbs even if no parking related traffic regulation order existed.

4.2 The Committee unanimously **RESOLVED** to:

- (1) agree that the city council should use its powers under the Traffic Management Act 2004 to issue fixed penalty notices to vehicles parked in front of dropped kerbs even if no traffic regulation order exists;
- (2) agree to an amendment to on-street parking permit terms and conditions to enable enforcement of obstructive parking adjacent to dropped kerbs for vehicle crossovers in Controlled Parking Zones.

5 Air Quality – Fixed Penalty, Stopping of Engines

5.1 The Committee received the report informing it of the report that would be considered by Cabinet on 14 March 2018 about enforcing engine switch-off. The Cabinet report recommended that Norwich City Council applied to become a designated local authority for the purpose of issuing fixed penalties notices (FPNs) for stationary engine idling offences.

- 5.2 The Committee unanimously **RESOLVED** to note the report to “Fixed penalty, stopping of engines” and that the recommendations were approved on 14 March 2018.

6 Renewal of the Highways Agency Agreement between Norfolk County Council and Norwich City Council.

- 6.1 The Committee considered the report asking it to note the contents of the reports from Norfolk County Council and Norwich City Council.

- 6.2 The Committee unanimously **RESOLVED** to note that Norfolk County Council and Norwich City Council have agreed to amend the Highways Agency Agreement and to extend it for a period of 1 year until 31 March 2020 as detailed in the two reports.

7 Committee Schedule 2018-19

- 7.1 The Committee unanimously **RESOLVED** to agree the committee schedule, subject to approval at the city council’s annual council, the schedule of meetings of the Norwich Highways Agency Committee for the civic year 2018-19, with all meetings to be at 10am and held at City Hall, as follows:

Thursday 7 June 2018
Thursday 20 September 2018
Thursday 20 December 2018
Thursday 21 March 2019

John Fisher
Chair, Norwich Highways Agency Committee

Report of the Norfolk Joint Museums Committee meeting held on 6 April 2018

1 Area Museums Committees

- 1.1 The Joint Committee received reports from meetings of the Breckland, Great Yarmouth, King's Lynn and West Norfolk and Norwich Area Museums Committees.
- 1.2 The Joint Committee's attention was drawn to a discussion at the Breckland Area Committee meeting about the need for a specific centrepiece location in libraries for the display of museum leaflets separately from other tourism material. This matter was taken up with Jan Holden, Norfolk County Council's Head of Libraries and Information, and the matter will be considered further at the next meeting of the Area Committee.
- 1.3 The Joint Committee joined the Great Yarmouth Area Committee in placing on record its congratulations to the learning team at Time and Tide Museum on another record breaking year in 2017/18 for school pupil visits which was seen as a real testament to the skill and hard work of the museum learning staff. It was pointed out that school pupil visits in 2018/19 would benefit from the work that the learning staff were doing on a forthcoming pirate themed event at Time and Tide Museum to help teachers to get pupils in years 3 and 4 interested in reading and writing. The Joint Committee's attention was also drawn to the successful outreach events about forthcoming exhibitions that Time and Tide Museum had held at Market Gates Shopping Centre in Great Yarmouth. The lessons which have been learnt will be used to enable similar out-reach events to be held at shopping centres in Norwich and elsewhere in the county.
- 1.4 From the King's Lynn and West Norfolk report, the Joint Committee noted a project for improvements in the interpretation and display of the town's South Gate, a grade one listed building and scheduled ancient monument. A project team that comprised of Borough Council and museum staff was meeting regularly to plan and to review progress with this project.
- 1.5 The Joint Committee joined the Norwich Area Committee in placing on record their congratulations to the learning team at Norwich Castle on their involvement at an early stage in the development of exhibitions such as the *Rembrandt: Lightening the Darkness* and the newly opened *The Square Box on the Hill*. The involvement of the learning team had not only promoted school visits but had also led to the development of activities that encouraged families and targeted early years and pre-school children.

2 Finance Monitoring Report for 2017/18

- 2.1 The Joint Committee was informed that progress with NMS Revenue budgets and Reserves and Provisions indicated that the NMS should achieve a break-even position at the year-end.
- 2.2 Members drew attention to the funding of £0.900m from Norfolk County Council to improve two critical elements of the Norwich Castle site M&E infrastructure, including the systems that controlled the temperature in the exhibition galleries and the external lift, a requirement of the Equalities Act 2010.

- 2.3 The project for the external lift improvements at the front of the Castle Museum included the replacement of the mechanism and lift carriage, the refurbishment of both lift entrances and improved signage and interpretation.

- 2.3 The Joint Committee **resolved** to note:-

Progress with the revenue budget, capital programme and reserves and provisions forecast out-turn positions for 2017/18.

The agreed revenue budget for 2018/19 and beyond.

3 Risk Management report

- 3.1 Members were given an update on progress with the management of risk within the NMS. Members were informed of the positive progress that had been made against risks on the register, the work that had gone into securing Arts Council England (ACE) funding as a National Portfolio Organisation (NPO), the work to maintain historic museum buildings and the work to reduce the impact scores associated with the flooding of museum sites.

- 3.2 The Joint Committee **resolved** to note –

Progress against risks on the register and to determine that the mitigating actions identified in the report were appropriate.

4 Norfolk Museums Service – Performance & Strategic Update Report

- 4.1 The Joint Committee received a report that provided progress with performance over the financial year 2017/18, details as to museum education and learning programmes, marketing and PR, partnerships, commercial developments, Norwich Castle Keep and other capital developments, NMS fundraising, the Arts Council England funding programme and the DCMS Inquiry on the Social Impact of Participation in Culture and Sport.

- 4.2 During discussion, the following key points were noted:

- The Joint Committee was informed that Museum visits across all ten NMS sites for the period up to the end of January 2018 were 371,432 compared to 328,625 for the equivalent ten month period in 2016/17, a 13% increase on last year's very strong performance. This positive position for the year-to-date was largely attributable to a very strong events and exhibitions programme across all ten museums. However, the poor weather of the end of February 2018 and beginning of March 2018 would have a negative impact on the expected year-end total.
- The numbers of school visits to NMS museums for the period up to the end of January 2018 were 35,479 compared to 35,210 for the equivalent nine month period 2016/17, a 1% increase on last year's all time record-breaking figures. The poor weather in March 2018 and the excavation work in the Keep basement would, however, effect the total school figures for the year. The Service was expecting to exceed 400,000 visits across the 10 museums for 2017/18 and to maintain school visits at the 45,000+ level.
- The Committee received a power point presentation by Dr Francesca Vanke,

Keeper of Art and Curator of Decorative Art, about the forthcoming *Paston Treasure* exhibition programme. The presentation that was given to Members could be found on the Joint Committee pages website. This major exhibition in collaboration with the Yale Center for British Art would gather together some of the extraordinary treasures depicted in the mysterious Paston Treasure painting for the first time in three centuries, featuring a number of very significant national and international loans. The first leg of this exhibition had recently opened at the Yale Center for British Art, Yale University, Connecticut – for more information please see: <https://britishart.yale.edu/exhibitions/paston-treasure-microcosm-known-world> Members drew attention to the extensive preparatory research work that had gone into putting together an exhibition of such an exceptionally high standard.

- Members drew attention to a significant increase in wedding bookings at NMS sites which exceeded 600 for the year and had had a positive impact on attendance figures and on the use of museum facilities.
- The Joint Committee was grateful to the Friends of the Norwich Museums and the Norfolk Museums Development Foundation for their work in supporting the Art Fund campaign to display the newly conserved Samson statue in the Museum of Norwich at the Bridewell.

4.3 The Joint Committee resolved to note progress:

- 1. Regarding development of the Gateway to Medieval England/Keep development project at Norwich Castle and to receive a presentation on the project Business Plan.**
- 2. In terms of the 2017/18 programmes and key Service Plan priorities for the forthcoming financial year, 2018/19.**
- 3. In terms of developing the business plan for Arts Council England's new funding programme for 2018-22**

4.4 The Joint Committee also resolved:

- 1. To invite the newly appointed Teaching Museum Trainees, who were about to start their 12 month placements, to attend the next Committee meeting and to introduce themselves and their work to Members.**
- 2. To place on record thanks to Dr Francesca Vanke, Keeper of Art and Curator of Decorative Art, for her presentation about the forthcoming *Paston Treasure* exhibition programme.**
- 3. To receive a presentation at the next meeting on the Heritage Lottery Fund's 'Kick the Dust' initiative, a new £10m grant programme which aimed to transform how heritage organisations engaged with young people.**
- 4. To note that Members of the Joint Committee would be invited later in spring 2018 to participate in a session about the creation of a new 5 year Strategy to cover the period 2018-2022. The Strategy would support the new NCC Strategic Plan 'Caring for our County' and would also respond to City and District strategic priorities. Additionally, the new 5 Year Strategy would take account of the recent findings in the Mendoza National Museum Review and the new priorities outlined by Arts Council England and by the Heritage Lottery Fund.**

5 Presentation by Steve Miller, Head of Museums, On The Gateway to Medieval England Project Business Plan

5.1 The power point presentation (which can be found on the Joint Museums Committee pages website) included details about the following:

- The Gateway to Medieval England project would link together the existing heritage assets in Norwich, including the Cathedrals, the medieval churches and the City walls and make Norwich Castle the premier heritage destination in the East of England.
- The Gateway to Medieval England project would provide a state of the art community venue supporting an extensive and creative programme of formal and informal learning events, alongside commercial functions.
- The main areas of focus for the business plan would be:
 - Visitor numbers and potential income growth through admissions
 - Development of the Museum Pass
 - The Castle retail offer, including the physical repositioning of the shop
 - The Café and catering offer
 - Conference & banqueting
 - Special events and exhibitions
 - Weddings and celebratory events
 - Marketing strategy
 - Learning offer
- The learning offer would include a dedicated space and focus on Early Years' learning. Ms Haynes offered to signpost/introduce some families or groups from the Norwich area who represented Under 7s who might be willing to help the NMS develop their new Early Years' offer.
- Members also spoke about the improvement in public toilet facilities that the project would bring to the museum including the new Changing Places facility, the first facility of its kind in a tourist attraction in Norfolk.
- The Joint Committee was of the view that the Business Plan had modelled projected income and expenditure until 2027/28 using a prudent set of assumptions rooted in the current known financial figures.
- The mix of new and existing activities within Norwich Castle were considered to be highly complementary.
- The Business Plan showed that the *Gateway to Medieval England project* was capable of making a significant financial contribution to both the long-term future of Norwich Castle Museum and Art Gallery and the financial sustainability of Norfolk Museums Service and the county-wide operation.
- Having discussed the Business Plan and the implications of the partial closure period the Joint Committee gave approval of the 'Norwich Castle: Gateway to Medieval England' Project Business Plan.

5.2 The Joint Committee resolved:

- 1. To reaffirm the decision taken earlier in the meeting to note progress regarding the development of the Gateway to Medieval England/Keep development project at Norwich Castle Museum and Art Gallery, and in accordance with its forward strategy, to give formal, delegated approval to proceed with the submission of the second round funding application to the Heritage Lottery Fund.**
- 2. To thank Steve Miller, Assistant Director, Culture and Heritage and Head of Museums, for his presentation.**

3. To take up the kind offer in the meeting from Ms Haynes to signpost/introduce some families or groups from the Norwich area who represented Under 7s who might be willing to help the NMS develop their new Early Years' offer.

John Ward
Chairman

Report of the Norfolk Records Committee Meeting held on 06 April 2018.

A – Items from the meeting of 06 April 2018

1. Introduction

- 1.1 The County Archivist circulated a letter from the National Archives confirming that Norfolk Record Office would continue as an Accredited Archive Service.

2. Finance and Risk

- 2.1 The Committee considered the report detailing the forecast financial out-turn for the Norfolk Record Office (NRO) for 2017/18, including the NRO revenue budget for 2017/18, reserves and provisions, and an update on the service risk register.
- 2.2 The Committee **APPROVED** and **ENDORSED**
- Forecast position of the revenue budget, reserves and provisions for 2017/18
 - Management of risk for 2017/18

3. Performance 1 October 2017 – 28 February 2018

- 3.1 The Committee received the report giving information on the activities of the Norfolk Record Office (NRO) and performance against its service plan during the period 1 October 2017 to 28 February 2018.
- 3.2 The Committee considered performance against the 2017/18 service plan and **NOTED** the report.

4. Service Plan 2018-19

- 4.1 The Committee considered the report providing information on the Norfolk Record Office (NRO) Service Plan for April 2017 to March 2018.
- 4.2 The Committee
- **ADOPTED** the Service Plan (Appendix A of the report) and strategic objectives and actions (Appendix B of the report) for the coming year, 2018-19
 - **COMMENDED** the County Archivist and his staff for producing a dynamic and forward looking plan

Christopher Kemp
Chairman, Norfolk Records Committee