

Council

Date: **Monday 15 December 2014**

Time: **10.00 a.m**

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

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Prayers

To Call the Roll

AGENDA

1. Minutes

To confirm the minutes of the meeting of the Council
held on 20 October 2014

(Page 5)

2. To receive any announcements from the Chairman

3. Members to declare any interests

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter. It is

recommended that you declare that interest but it is not a legal requirement.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects:

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

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

4. Questions to Leader of the Council

5. Notice of Motions

Notices of motions have been given in accordance with Rule 9 of the Council Procedure Rules as follows:

- | | |
|-------------------------------|-----------|
| (i) Proposed by Mr M. Castle | (Page 22) |
| (ii) Proposed by Ms A. Kemp | (Page 22) |
| (iii) Proposed by Mr A. Adams | (Page 22) |
| (iv) Ms A. Kemp | (Page 23) |
| (v) Mr R. Coke | (Page 23) |
| (vi) Mr S. Morphew | (Page 24) |

6. Recommendations from Service Committees

- | | |
|---|-----------|
| Policy & Resources –1 December 2014 | (Page 25) |
| Environment, Development & Transport– 16 October and 18 November 2014 | (Page 38) |

7. Reports from Committees

(i) Service Committees (Questions to Chairs)

Policy & Resources – 27 October and 1 December 2014	(Page 46)
Adult Social Care – 23 October and 17 November 2014	(Page 52)
Children’s Services – 15 October and 20 November 2014	(Page 56)
Communities – 21 October and 19 November 2014	(Page 61)
EDT – 16 October and 18 November 2014	(Page 66)
Economic Development Sub-Committee – 24 November 2014	(Page 71)

(ii) Other Committees

Personnel Committee	
- 13 November 2014	(Page 73)
- 1 December 2014	(Page 74)
Health Overview and Scrutiny Committee	
- 16 October 2014	(Page 76)
- 27 November 2014	(Page 79)
Health and Wellbeing Board	
- 22 October 2014	(Page 82)
Planning (Regulatory) Committee	
- 24 October 2014	(Page 86)
- 21 November 2014	(Page 88)
Joint Museums Committee	
- 28 November 2014	(Page 89)
Records Committee	
- 28 November 2014	(Page 92)
Norwich Highways Agency Joint Committee	
- 23 October 2014	(Page 93)

8. Proportional Allocation of Seats on Committees

Report by Head of Democratic Services	(Page 95)
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9. Appointments to Committees, Sub-Committees and Joint Committees (Standard Item)

(i) To note appointments made under delegated powers

- Mr B. Bremner to replace Ms D. Gihawi on the Health

- Overview and Scrutiny Committee
- Mrs C. Walker to be the Labour Group Nominated Substitute on the Health Overview and Scrutiny Committee
- (ii) To consider any proposals from Group Leaders for changes to appointments

10. To answer Questions under Rule 8.3 of the Council Procedure Rules (if any received)

Chris Walton
Head of Democratic Services
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Norfolk County Council

Minutes of the Meeting Held on 20 October 2014

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

Present: 78

Apologies for Absence:

Apologies were received from Mr T East, Mr P Gilmour, Mr A Grey, Mr A Gunson, Mr P Hacon and Mrs M Somerville.

1 Minutes of the Previous Meeting

- 1.1 The minutes of the meeting of the Council held on 21 July 2014 were confirmed as a correct record and signed by the Chairman.

2 Chairman's Announcements

- 2.1 The Chairman welcomed Wendy Thomson, who was attending her first Council meeting after being appointed Managing Director.
- 2.2 Members stood in silence in memory of Mrs Brenda Ravencroft who had sadly passed away. Mrs Ravencroft was member for Reepham from 1997-2005, holding the position of Vice-Chairman of the Council in 2004-05.
- 2.3 The Chairman welcomed Clare Precey, Associate Tutor in Journalism at the UEA and a group of students studying journalism who were attending to observe the meeting.
- 2.4 The Chairman reminded Members about the Takeover Day which would be held on 21 November. The event was about giving children and young people the chance to work with adults for the day and get involved in decision making. It had been decided to organise a debate between the young people and councillors in the afternoon of 21 November, with the topics for the debate still to be decided. Members were asked to contact Chris Williams in the Communications Team if they wanted to take part.
- 2.5 The Leader announced that he had attended a meeting on Friday 17 October with Suffolk and Essex County Councils and Governor Lee of the Jiangsu Province to sign the new agreement between Essex, Suffolk and Norfolk and Jiangsu Province. The Leader said that he had presented a Kingfisher, carved out of local wood, to Governor Lee on behalf of the County Council as the Kingfisher was a symbol of peace and prosperity in China. Governor Lee had presented a carved plate to the Leader which he duly presented to the Chairman and which would be placed on display in an appropriate place.

3 Declarations of Interest

- 3.1 Ms E Corlett declared an other interest in item 9.2 Questions to Adult Social Committee Chair, relating to the question asked regarding return of a social care function from NSFT as she was employed by the Norfolk and Suffolk NHS Foundation Trust (NSFT).

4 Questions to the Leader of the Council

4.1 Question from Mr J Childs

Mr Childs asked for Council's assurance that the money granted to Save the Hemsby Coastline was secure. He also thanked ETD staff for their efforts in this respect.

The Leader replied that the money was safe and no funding would be withdrawn.

4.2 Question from Mr B Watkins

Over the next 10-20 years, it had been forecast that the elderly population in Norfolk would increase dramatically, something which would have a hugely significant impact on the Council's future resources. In view of this, would the Leader agree that it was now time to add the care of the elderly and other vulnerable groups to the Council's current list of priorities?

The Leader said that this was already a priority of this Council.

4.3 Question from Mr R Bearman

At the recent 'make your mark' ballot undertaken by Norfolk MYPs the top campaign identified by young people was that "Everyone should be paid at least the living wage of £7.65 per hour and anyone who worked, regardless of age, should have a decent standard of living". Could the Leader update full Council on the steps that Norfolk County Council was taking to support this aspiration for Council employees and Norfolk workers generally?

The Leader replied that discussions on this issue had taken place at the last Personnel Committee meeting, and officers had been asked to present a report on the implications of introducing a living wage to the Committee at its next meeting.

4.4 Question from Ms A Kemp

Would the Leader consider writing to the Highways Authority to ensure that greater priority was given to the A47 and the Hardwick roundabout upgrade as this was preventing proper development in King's Lynn?

The Leader replied that he would write to the Highways Authority as he felt the A47 was a priority route.

4.5 Question from Mr M Sands

Would the Leader comment on the effectiveness of the budget setting process so far?

The Leader replied that the budget setting process was progressing satisfactorily in most cases. The five service committees would produce their budget recommendations to the Policy and Resources Committee with the actual recommendations being presented to Council in February 2015.

4.6 Question from Mr E Seward

Since the referendum in Scotland on 18 September, we have heard about the Government's intention for a new constitutional settlement for England as well as Wales and Northern Ireland. This new devolution of power could take several forms but already the major cities in the north of England planned to develop far greater cooperation between them in order to maximise the likely economic benefits that may come their way from devolution. Did the Leader think this was a model that we should be looking to replicate here in East Anglia?

The Leader replied that he didn't think the Government's proposals to let District and County Councils decide what level of devolution they wanted was practical.

4.7 Question from Ms E Corlett

Did the Leader agree with Michael Wilshaw's recent comments that children were

unlucky to be born in Norfolk and in light of the story in the Observer on Sunday 19 October, did the Leader think there should be a properly independent inquiry into how certain people at an academy chain had prior warning of Ofsted inspections?

The Leader said that although Norfolk County Council had no control of academies, it was held accountable. The Chair of Children's Services Committee said that when the allegations were made, the Interim Director of Children's Services had written to Ofsted, who had carried out an internal investigation. On receipt of the results of the investigation, the action plan had been requested which had also been received. Once the Interim Director of Children's Services and the Chair of Children's Services Committee had considered the action plan they would respond.

4.8 Question from Mr B Bremner

Has the Leader any idea why my Members' expenses claims are being audited when I have not claimed any expenses?

The Leader replied that every Councillor was having their expenses audited to check that the system was working well and fairly and was not a reflection on any one individual.

5 Norfolk County Council Senior Management Review

5.1 Council received the report by the Managing Director, setting out the proposals to establish a new senior management structure for the County Council.

5.2 The following points were noted in response to questions from Members:

5.2.1 The intention of placing the role of Chief Fire Officer within the Environment, Transport and Development department was to strengthen the position and to utilise that emergency service in a more coherent way. The Chief Fire Officer had statutory duties which needed to be complied with and there was no intention to override those tasks. The arrangement would allow other County Council emergency and resilience services to benefit from the considerable operational knowledge and experience of the Chief Fire Officer.

5.2.2 Bringing the financial data and analytic functions into the Resources department, together with the public health role and procurement function, would enable timely and accurate financial reporting and would identify what the costs of services to individual departments were, rather than each department having a global budget.

5.2.3 Under the proposed structure there would be one Executive Director of Finance, who would be responsible for exercising the Section 151 function.

5.2.4 The wide nature of the work undertaken by Public Health, meant it could sit within any department of the County Council. Currently, the role reported to the Managing Director and it was considered that the Council was not benefiting from the many skills available. Various options had been considered, such as placing it in the Environment department who had a protection and regulatory role. Because of the varied nature of the role and the way they interacted with the community in a variety of ways, it was considered that this department should be placed at the heart of the Council within the Resources function. The suggestion had been discussed with the department as well as Public Health England and the regional public health teams and it had been considered that this option would allow the Public Health team to

make the greatest contribution to the Council overall.

- 5.2.5 The ICT department remaining within the Resources function would ensure that it was aligned with other central services and was a demand driven, rather than technology driven service. The DNA Project was progressing and was being overseen by the Head of ICT.
- 5.2.6 One senior post (Head of Communications and Customer Services) had been deleted from the structure and the structure below Chief Officer level would be reviewed continually to ensure the Council adapted and changed to future demands on services.
- 5.2.7 Placing the communications team within the Resources function would ensure that it remained a priority service.
- 5.3 Council **RESOLVED** to:
1. Approve the proposed management structure.
 2. Approve the deletion of the post of Head of Customer Service and Communications.

6 Review of Special Responsibility Allowances

- 6.1 Council received and approved the recommendations set out in the report by the Independent Remuneration Panel.

7 Notice of Motions

- 7.1 The following motion proposed by Mr T FitzPatrick and seconded by Mr T Garrod was moved:

This Council notes the continued the work of the Broadband, Mobile Phone & DAB Working Group and the recent announcement by Vodafone to offer some solutions to the problems people continue to face with mobile phone coverage.

It also recognises the excellent work of the Digital Divide East Anglia Steering Group, led by George Freeman MP, which made representations to the Minister for the Digital Economy in September.

This Council made bold steps in being among the first to sign the contract with BT and bring super-fast broadband to parts of Norfolk it would not otherwise have reached.

In rural and semi-rural areas across Norfolk, mobile phone coverage remains a challenge not just for members of the public, but people working in services and businesses as well.

Therefore, this Council **RESOLVES** to:

write to Norfolk's MPs to urge them to lobby the Government to enact legislation enabling mobile phone users to 'roam' across the signal provided by different mobile network operators.

- 7.1.1 Dr Strong proposed, seconded by Mr R Coke, the following amendment to the motion:

Delete all after “Therefore, this Council RESOLVES to”

Replace with:

“ask the Working Group to consider writing to Norfolk MPs to urge them to lobby the Government to enact legislation enabling mobile phone users to ‘roam’ across the signal provided by different mobile network operators and give consideration to inviting a member of the Digital Divide East Anglian Steering Group to attend one of its meetings in view of its intention to work with County Councils”

- 7.1.2 After a recorded vote (attached at Appendix A), with 38 votes in favour and 38 votes against, the Chairman exercised his casting vote in favour and the amendment was **CARRIED** to become the substantive motion.

- 7.1.3 After a recorded vote (attached at Appendix B), with 38 votes in favour, 26 votes against and 1 abstention, the motion was **CARRIED**.

- 7.2 The following motion proposed by Mr R Bearman and seconded by Mr A Dearnley was moved:

This Council agrees not to rule out the possibility of proposing a Council Tax increase in 2015/16 given the continuing and ongoing reduction in central Government funding. We therefore ask officers to work out the financial implications for a Council Tax increase of 1.99%* for both the 2015/16 and future year's budgets. *Assuming this level is below the threshold to trigger an automatic referendum.

- 7.2.1 Mr Nobbs proposed the following amendment, seconded by Mr B Bremner.

This Council agrees not to rule out the possibility of proposing a Council Tax increase in 2015/16 given the continuing and ongoing reduction in central Government funding. ~~We therefore ask officers to work out the financial implications for a Council Tax increase of 1.99%* for both the 2015/16 and future year's budgets. *Assuming this level is below the threshold to trigger an automatic referendum.~~

With 30 votes in favour, 41 votes against and 0 abstentions, the amendment was **LOST**.

- 7.2.2 Following a recorded vote (attached at Appendix C), with 24 votes in favour, 50 votes against and 1 abstention the substantive motion was **LOST**.

- 7.3 The following motion proposed by Mr J Dobson and seconded by Mr B Long was **WITHDRAWN**.

This Council regards as incongruous the fact that in its Waste Site Specification Allocations Development Plan Documents (DPD) the description of the allocation of the WAS 65 (Willows site) still includes provision for the construction of an industrial scale mass-burn incinerator (Energy from Waste plant). In order to discourage would-be developers from pursuing such schemes in the future, this Council instructs officers to process (exceptionally) an amendment to the stated Policy WAS 65 (Willows Site) as follows:

"The site is allocated for composting, recycling/processing, anaerobic digestion, thermal treatment and other forms of residual waste treatment (all excluding incineration with or without energy recovery)."

8 Recommendations from Service Committees

8.1 Children's Services – 16 September 2014

Mr J Joyce, Chair of Children's Services Committee moved the recommendations in the report.

Question from Mrs J Leggett.

Children's Services staff were to be congratulated for the improved figures for adoption and Mrs Leggett asked whether or not Norfolk County Council had reached the figures of a high performing local authority, or was there an increase in numbers expected next year. Attention was also drawn to the residential homes most of whom had received a good or outstanding rating by Ofsted.

The Chair of Children's Services Committee replied that there was always room for improvement, so even if the Council was at the level of a high performing council, it would not be good enough for Norfolk and we would need to do better.

Council **RESOLVED** to agree the recommendations in the report.

8.2 Communities – 17 September 2014

Mr P Smyth, Chair of Communities Committee moved the recommendations in the report.

Council **RESOLVED** to agree the recommendations in the report.

8.3 Environment, Development & Transport – 18 September 2014

Mr R Coke, Chair of EDT Committee, moved the recommendations in the report.

Council **RESOLVED** to agree the recommendations in the report.

8.4 Economic Development Sub-Committee – 12 September 2014

Mr B Spratt, Chair of Economic Development Sub-Committee, moved the recommendations in the report.

Council **RESOLVED** to agree the recommendations in the report.

9 Reports from Committees

9.1 Report of the Adult Social Care Committee meeting held on 22 September 2014

Ms S Whitaker, Chair of Adult Social Care Committee, moved the report.

9.1.1 Question from Ms D Gihawi

As the representative on the Mental Health Trust Board of Governors, could the

Chair tell us how the role complimented being the Chair of Adult Social Care Committee and give Councillors an update on the social care staff who were coming back into service?

The Chair replied that 55 members of staff had transferred back to Norfolk County Council from the Mental Health Trust on 1 October. In 2008 170 staff were transferred to the Mental Health Trust. Being one of the Partner Governors did compliment the role of Chair.

9.1.2 **Question from Mr B Watkins**

Friday 10 October marked World Mental Health Day. This year many leading employers had signed a pledge showing their commitment to tackling mental health issues in the workplace. Could the Chair of Adult Social Care confirm whether the County Council had signed the pledge?

The Chair said that Norfolk County Council had signed the mental health concordat issued by the Local Government Association (LGA).

9.1.3 **Question from Dr M Strong**

With the reduction in central government funding having a serious impact on social care, what was Norfolk County Council doing with charities and the voluntary sector to protect the interests of young paid carers, in particular did we have any initiatives for the 5000 young carers in the county?

The Chair said with the Carers Act coming into force in April 2015 the Council would have a specific responsibility to not only take account of, but to support carers in the county. The Chair asked Members to encourage carers, or anyone that knew a carer, particularly young carers, to apply for a grant. The grants were relatively small, with a maximum amount of £690 per year, but only about one third of the eligible people had applied. The Chair also praised the work of the Carers Agency Partnership, led by Maggie Williams, which was doing some sterling work as an umbrella organisation.

The Chair agreed to circulate a briefing note to Members about the availability of the grants.

9.1.4 **Question from Ms A Kemp**

Could the Chair give an update on the work being done to improve the HomeCare workforce which would help keep people out of care homes and hospitals and which would also raise the standard of the profession?

The Chair said that the Adult Social Care Committee had received a report at its meeting on 22 September and would receive an update at its meeting on 23 October, when the Committee would be considering the way that home care was provided in the county.

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

9.2 **Report of the Children's Services Committee meeting held on 16 September 2014**

Mr J Joyce, Chair of Children's Services Committee moved the report.

9.2.1 **Question from Mrs J Leggett**

Members were asked to congratulate the staff who had worked to improve the standards in Norfolk Schools. Although Sir Michael Wilshaw was quite stark in his speech to Headteachers and there was further work to do, congratulations were due to Children's Services duty staff who had enabled the county to achieve an effective rating.

The Chair endorsed the statement about how Children's Services staff had worked tirelessly to improve the levels of education in our schools. This had also been borne out by the recent inspections.

9.2.2 **Question from Mr J Mooney**

It was good to see that standards were improving in schools. He said he would like the County Council to get across the point that the responsibility for improving educational outcomes in schools rested with the headteachers and the governors of the schools. Councillors had a role to play in guiding them and helping them, and that should continue. Could the Chair give reassurance that the Council, in consultation with headteachers and governors, would not hesitate to remove poor teachers from schools if that was the way forward in increasing standards?

The Chair agreed with the statement and said that the responsibility for education at a school rested with the headteacher, senior management team, and the governing bodies. He added that all we could do was to help and advise them, be their critical friend and work with them to show best practice outside the county. Approximately 70% of Norfolk schools were now reported as being good which was moving in the right direction.

9.2.3 **Question from Mr B Watkins**

Could we have an update on how the Council was tackling the problem of troubled families across Norfolk?

Troubled Families was an initiative to identify troubled families in Norfolk and at the end of August the level of "satisfied" was approximately 20%. At the end of September the level was 47% and we were on track to hit the target of 70% by the end of January 2015.

9.2.4 Council **RESOLVED** to note the reports.

9.3 **Report of the Communities Committee meeting held on 17 September 2014**

Mr P Smyth, Chair of Communities Committee moved the report

9.3.1 **Question from Mr J Ward**

Last week, the Telegraph newspaper ranked Norfolk County Council number one in a list of the best councils to live under. This was due in no small part to our magnificent museums service which was a major tourist attraction. Just one example was the Gressenhall Rural Life Museum when thousands of visitors enjoyed themselves at the annual apple day. This museum had been shortlisted for the EDP Best Large Tourist Attraction Award. Would the Communities Chair join me in thanking all our museum staff for their sterling work?

The Chair said he was very pleased to endorse the comments.

9.3.2 **Question from Mr T Jermy**

Norfolk was blessed with great heritage, culture and diversity and as part of this the County Council had always been a strong supporter of Black History Month. With this in mind, would the Chair of Communities Committee support the comments of Cllr Baker on his Twitter account where he said "County are trying to fill a budget gap of £13m while funding Black History month. Diversity and political correctness gone mad". Would Cllr Smyth agree, and does he feel that this view is compatible with our public sector equality duties?

The Chair said he would not endorse those comments and would disassociate himself from them.

9.3.3 **Question from Mr D Roper**

There had been coverage in the media that collection boxes had been placed in some of our libraries. Could the Chair of Communities Committee outline what the origin of this decision was and whether there were any plans on how the money collected was going to be spent?

The Chair said that the idea appeared to come out of the Putting People First public consultation last year, and from comments by library staff at various libraries. Collection boxes were placed in five libraries at the beginning of August, principally in the north of the county where there were a lot of tourists, with collection boxes placed in the Millennium library at the beginning of September. A total of 13% of our libraries had these boxes. The boxes had now been collected and a grand total of £284.27 had been raised. There was no targeted spend for that money, but money collected locally should be spent locally so it would be up to the local libraries to decide how to spend the money.

9.3.4 **Question from Mr J Mooney**

Are there any revenue raising opportunities for the Fire Service? Also on the recent retirement of Derek Underwood, would his work with regard to the crucial crew continue?

The Chair responded that in the current budget consultation, the fire service was looking at ways to raise revenue including venue hire, ways of supporting the highways department, for example with the removal of fallen trees, and also some contractual opportunities regarding testing fire alarms, etc.

With regard to the crucial crew, The Chair agreed that Derek Underwood had carried out some sterling work from which a whole generation of school children had benefited and this work would continue.

9.3.5 **Question from Mr M Baker**

Regarding Cllr Jermy comments Mr Baker said he had simply asked the question "Is it a wise thing". He said he had made no other comments, but purely asked the question.

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

9.4 **Report of the Environment, Development and Transport Committee meeting held on 18 September 2014**

Mr R Coke, Chair of EDT Committee, moved the report.

9.4.1 **Question from Mr M Wilby**

Could the Chair of EDT please clarify in what capacity he was acting when he was writing to the Editor of the Eastern Daily Press? Was it as UKIP Group Leader, Chair of EDT or UKIP PPC?

The Chair replied that he had written a couple of articles which had been published as Chair of EDT. He said he also wrote numerous letters to the EDP as an individual.

9.4.2 **Question from Mr E Seward**

Could the Chair of the EDT Committee share his views on the progress of the Committee's proposed budget savings?

The Chair replied that EDT Committee was now in a position to put its proposals to the Policy & Resources Committee.

9.4.3 **Question from Mr B Long**

Members of the EDT Committee considered the hazardous waste amnesty a great success. Was turning people away on a Saturday and a Sunday considered a success?

The Chair said there were two instances of two recycling centres being overwhelmed during the amnesty which showed there was a demand for that service. As a result additional opening times had been arranged at both centres.

9.4.4 **Question from Ms E Morgan**

Given the major cuts across all departments of the Council and further savings having to be found, would the Chair agree to suspend any work on scoping the Wensum Valley link until the outcome of the Secretary of State's decision on the current NDR planning application? How could we justify to Norfolk people spending additional money on assessment work while money on essential services is being reduced or cut?

The Chair said that it had been agreed that no further investigation and feasibility studies would be undertaken until the Secretary of State had made his decision on whether the NDR was going ahead.

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

9.5 **Reports of the Economic Development Sub-Committee meetings held on 28 July and 12 September 2014**

Mr R Coke, Chair of EDT Committee moved the report.

9.5.1 **Question from Mrs J Chamberlin**

The Local Monitoring and Enforcement Protocol referred to a member being notified of events taking place in their constituency. Should this be Division? The word in-house was referred to, could it be clarified what that will involve? Had the tenants been

consulted with the proposed changes and if so, what was their opinion?

The Chair of the County Farms Advisory Board said that consideration was being given to whether it would be more cost effective to manage the county farms estate in-house.

The tenants had all been consulted at a meeting which was held in February and those tenants that had responded, were in favour of the proposal.

9.5.2 Question from Dr A Boswell

Would the Chair agree that opening one of the stations on the Norwich to Peterborough line around the Hethersett/Cringleford area would be good for economic development and would open up the whole area around the UEA and Norwich Research Park to Wymondham, Attleborough and Thetford?

The Chair said he would support opening up a station on that line, particularly with the number of houses being built in those towns.

9.5.3 Question from Mr T Jermy

Mr Jermy said he was sure that all Members would share concern at the recent news that up to 325 jobs would be lost at Lotus, Hethel and further potential job losses of 200+ at the Heinz factory, North Walsham particularly as we approach the Christmas period. Could the Chair outline what actions he had taken in relation to these two matters please?

The Chair agreed that it was very sad news and that everything would be done to try to minimise the job losses at both locations.

9.5.4 Question from Mr D Collis

Could the Chair confirm that there were currently no sub-tenancies and no intention of granting any sub-tenancies on the county farm estate?

The Chair of the County Farms Advisory Board confirmed that there were some sub-lettings and that some advice had been received about the best way to deal with them.

9.5.5 Council RESOLVED to note the report.

9.6 Reports of the Policy and Resources Committee meetings held on 5 and 29 September 2014

9.6.1 Council RESOLVED to note the report.

9.7 Other Committees

9.7.1 Report of the Audit Committee meeting held on 25 September 2014

9.7.2 Mr I Mackie, Chair of Audit Committee, moved the report and following a question, confirmed that a report on the Councillors expenses audit would be reported to a future Audit Committee meeting.

9.7.3 Council RESOLVED to note the report.

9.8 **Report of the Standards Committee meeting held on 1 October 2014**

Mr I Monson moved the report. Council **RESOLVED** to note the report.

9.9 **Reports of the Personnel Committee meetings held on 1 September and 8 October 2014.**

9.9.1 Mr G Nobbs moved the reports.

9.9.2 **Question from Ms E Corlett**

Miss Corlett said that she was pleased to hear that a report on Living Wages would be coming back to the Personnel Committee in December and asked if the Committee could look more broadly than just the living wage and consider the example of Liverpool City Council who were tackling issues of low wages, including zero hours contracts, with an employment charter, which sets out minimum standards for local employers to commit to with the aim of building a strong, prosperous and fair local economy.

The Leader replied that the Personnel Committee would be receiving a report about the living wage at its next meeting.

9.9.3 **Question from Ms A Kemp.**

82 councils around the country had already committed to introducing the living wage and it would be good for Norfolk to follow this example.

The Leader replied that, although it would be nice, it may not be possible.

9.9.4 Council **RESOLVED** to note the reports.

9.10 **Reports of the Norfolk Health Overview and Scrutiny Committee meetings held on 17 July and 4 September 2014**

Mr M Carttiss moved the reports. Council **RESOLVED** to note the reports.

9.11 **Reports of the Health and Wellbeing Board meetings held on 16 July and 10 September 2014**

Mr D Roper moved the reports. Council **RESOLVED** to note the reports.

9.12 **Reports of the Planning (Regulatory) Committee meetings held on 11 July and 19 September 2014.**

Mr D Collis moved the reports. Council **RESOLVED** to note the reports.

9.13 **Report of the Norfolk Highway Agency Committee meeting held on 24 July 2014**

Mr T Adams moved the report. Council **RESOLVED** to note the report.

10 **Appointments to Committees, Sub-Committees and Joint Committees**

10.1 The Council **noted** that Mr T Garrod had replaced Mr N Shaw on the Adult Social Care Committee.

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

There were none.

The meeting concluded at 1:20 pm

Chairman



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Norfolk County Council
20 October 2014

VOTING – ITEM NUMBER 7(i): - Marie Strong’s amendment to Tom FitzPatrick’s motion.

FOR	AGAINST.	ABST.		FOR	AGAINST	ABST	
	x		ADAMS Tony		x		KEMP Alexandra
x			AGNEW Stephen				KIDDLE-MORRIS Mark
x			ALDRED Colin		x		LAW Jason
	x		ASKEW Stephen		x		LEGGETT Judy
x			BAKER Michael		x		LONG Brian
x			BEARMAN Richard		x		MACKIE Ian
x			BIRD Richard		x		MONSON Ian
	x		BORRETT Bill		x		MOONEY Joe
x			BOSWELL Andrew	x			MORGAN Elizabeth
x			BREMNER Bert	x			MORPHEW Steve
x			BROCIK-COULTON Julie	x			NOBBS George
	x		BYRNE Alec		x		NORTHAM Wyndham
	x		CARTTISS Michael	x			PARKINSON-HARE Rex
x			CASTLE Mick	x			PERKINS Jim
	x		CHAMBERLIN Jenny		x		PROCTOR Andrew
	x		CHENERY OF HORSBRUGH Michael	x			RAMSBOTHAM David
x			CHILDS Jonathon		x		RICHMOND William
	x		CLANCY Stuart	x			ROPER Daniel
x			COKE Toby	x			SANDS Mike
x			COLLIS David	x			SEWARD Eric
x			CORLETT Emma		x		SHAW Nigel
	x		COX Hilary				SMITH Matthew
x			CRAWFORD Denis		x		SMITH Roger
x			DEARNLEY Adrian	x			SMYTH Paul
	x		DEWSBURY Margaret	ABSENT			SOMERVILLE Margaret
	x		DIXON Nigel		x		SPRATT Bev
	x		DOBSON John		x		STOREY Martin
ABSENT			EAST Tim	x			STRONG Marie
	x		FITZPATRICK Tom		x		THOMAS Alison
	x		FOULGER Colin	x			THOMAS David
	x		GARROD Tom	x			TIMEWELL John
x			GIHAWI Deborah		x		VIRGO Judith
ABSENT			GILMOUR Paul	x			WALKER Colleen
ABSENT			GREY Alan		x		WARD John
ABSENT			GUNSON Adrian	x			WATKINS Brian
	x		GURNEY Shelagh	x			WHITAKER Sue
ABSENT			HACON Pat		x		WHITE Tony
x			HANNAH Brian		x		WILBY Martin
x			HARRISON David	x			WILKINSON Margaret
x			HEBBORN Stan				
	x		HUMPHREY Harry				
	x		ILES Brian				
x			JERMY Terry				
	x		JORDAN Cliff				
x			JOYCE James				

With 38 votes in favour and 38 votes against the Chairman exercised his casting vote in favour and the amendment was **CARRIED**.

Norfolk County Council
20 October 2014

VOTING – ITEM NUMBER: 7(i) – Substantive Motion

FOR	AGAINST.	ABST.		FOR	AGAINST	ABST	
	x		ADAMS Tony		x		KEMP Alexandra
x			AGNEW Stephen				KIDDLE-MORRIS Mark
x			ALDRED Colin		x		LAW Jason
	x		ASKEW Stephen		x		LEGGETT Judy
x			BAKER Michael		x		LONG Brian
x			BEARMAN Richard		x		MACKIE Ian
x			BIRD Richard		x		MONSON Ian
			BORRETT Bill		x		MOONEY Joe
x			BOSWELL Andrew	x			MORGAN Elizabeth
x			BREMNER Bert	x			MORPHEW Steve
x			BROCIEK-COULTON Julie	x			NOBBS George
	x		BYRNE Alec		x		NORTHAM Wyndham
		x	CARTTISS Michael	x			PARKINSON-HARE Rex
x			CASTLE Mick	x			PERKINS Jim
	x		CHAMBERLIN Jenny		x		PROCTOR Andrew
	x		CHENERY OF HORSBRUGH Michael	x			RAMSBOTHAM David
x			CHILDS Jonathon		x		RICHMOND William
	x		CLANCY Stuart	x			ROPER Daniel
x			COKE Toby	x			SANDS Mike
x			COLLIS David	x			SEWARD Eric
x			CORLETT Emma		x		SHAW Nigel
	x		COX Hilary				SMITH Matthew
x			CRAWFORD Denis		x		SMITH Roger
x			DEARNLEY Adrian	x			SMYTH Paul
	x		DEWSBURY Margaret	ABSENT			SOMERVILLE Margaret
	x		DIXON Nigel		x		SPRATT Bev
	x		DOBSON John		x		STOREY Martin
ABSENT			EAST Tim	x			STRONG Marie
	x		FITZPATRICK Tom		x		THOMAS Alison
	x		FOULGER Colin	x			THOMAS David
	x		GARROD Tom	x			TIMEWELL John
x			GIHAWI Deborah		x		VIRGO Judith
ABSENT			GILMOUR Paul	x			WALKER Colleen
ABSENT			GREY Alan		x		WARD John
ABSENT			GUNSON Adrian	x			WATKINS Brian
	x		GURNEY Shelagh	x			WHITAKER Sue
ABSENT			HACON Pat		x		WHITE Tony
x			HANNAH Brian		x		WILBY Martin
x			HARRISON David	x			WILKINSON Margaret
x			HEBBORN Stan				
	x		HUMPHREY Harry				
	x		ILES Brian				
x			JERMY Terry				
	x		JORDAN Cliff				
x			JOYCE James				

With 38 votes in favour, 36 votes against and 1 abstention the motion was CARRIED.

Norfolk County Council
20 October 2014

VOTING – ITEM NUMBER 7(ii) – Motion by Richard Bearman

FOR	AGAINST.	ABST.		FOR	AGAINST	ABST	
	x		ADAMS Tony		x		KEMP Alexandra
	x		AGNEW Stephen				KIDDLE-MORRIS Mark
	x		ALDRED Colin		x		LAW Jason
	x		ASKEW Stephen		x		LEGGETT Judy
	x		BAKER Michael		x		LONG Brian
x			BEARMAN Richard		x		MACKIE Ian
	x		BIRD Richard		x		MONSON Ian
	x		BORRETT Bill		x		MOONEY Joe
x			BOSWELL Andrew	x			MORGAN Elizabeth
x			BREMNER Bert	x			MORPHEW Steve
x			BRODIEK-COULTON Julie	x			NOBBS George
	x		BYRNE Alec		x		NORTHAM Wyndham
	x		CARTTISS Michael		x		PARKINSON-HARE Rex
x			CASTLE Mick		x		PERKINS Jim
	x		CHAMBERLIN Jenny		x		PROCTOR Andrew
	x		CHENERY OF HORSBRUGH Michael		x		RAMSBOTHAM David
	x		CHILDS Jonathon		x		RICHMOND William
	x		CLANCY Stuart	x			ROPER Daniel
	x		COKE Toby	x			SANDS Mike
x			COLLIS David	x			SEWARD Eric
x			CORLETT Emma		x		SHAW Nigel
	x		COX Hilary				SMITH Matthew
	x		CRAWFORD Denis		x		SMITH Roger
x			DEARNLEY Adrian			x	SMYTH Paul
	x		DEWSBURY Margaret	ABSENT			SOMERVILLE Margaret
	x		DIXON Nigel		x		SPRATT Bev
	x		DOBSON John		x		STOREY Martin
ABSENT			EAST Tim				STRONG Marie
	x		FITZPATRICK Tom		x		THOMAS Alison
	x		FOULGER Colin	x			THOMAS David
	x		GARROD Tom	x			TIMEWELL John
x			GIHAWI Deborah		x		VIRGO Judith
ABSENT			GILMOUR Paul	x			WALKER Colleen
ABSENT			GREY Alan		x		WARD John
ABSENT			GUNSON Adrian	x			WATKINS Brian
	x		GURNEY Shelagh	x			WHITAKER Sue
ABSENT			HACON Pat		x		WHITE Tony
	x		HANNAH Brian		x		WILBY Martin
x			HARRISON David	x			WILKINSON Margaret
	x		HEBBORN Stan				
	x		HUMPHREY Harry				
	x		ILES Brian				
x			JERMY Terry				
	x		JORDAN Cliff				
x			JOYCE James				

With 24 votes in favour, 50 votes against and 1 abstention the motion was LOST.

Notice of Motions

Notices of the following motions have been given in accordance with Rule 9 of the Council Procedure Rules:-

(i) Proposed by Mr M. Castle, seconded by Mrs C Walker

This Council re-affirms its strong support for the dualling of the A47 Acle Straight between Great Yarmouth and Acle and pledges to do all in its power to ensure that this project is progressed into the Government's Highways Programme.

To this end the Council will seek to designate the narrow strip of grazing land between the existing roadway and the Yarmouth to Acle railway line as a "highways corridor" capable of accommodating the construction of this much-needed dual carriageway (and to provide space for any future upgrade to the rail line alongside) without undue detriment to the Broads landscape. Furthermore the Council will seek to engage with partner agencies to get an agreed road alignment at the Acle Roundabout end of the road to satisfy any concerns as to its proximity to the Damgate Marshes SSSI.

(ii) Proposed by Ms A. Kemp, seconded by Mr T Garrod

This Council, in clear recognition of its duty to the wellbeing of staff, finds it unacceptable to charge its workforce to park at County Hall in these straitened times of pay restraint and rising household costs and will therefore pursue other strategies to reduce pressure on the County Hall car park, such as more family-friendly policies such as working from home and car sharing.

(iii) Proposed by Mr A. Adams

Council agrees that an Independent Investigation be conducted into the £700,000 one off payment to Age Concern.

In particular to examine:-

- The circumstances that led to the one off payment of £700,000 being made.

- What legal advice, if any, was given to the legality of this payment?
- Why when the one off payment of £700,000 was agreed last November 2013 was the money according to BBC sources only transferred the week commencing 16th November 2014?
- What is the maximum amount of money an Officer is authorised to spend under delegated powers without first obtaining authority from the appropriate Chairman/Committee?
- What alternatives were considered, for example lending the money at 0% or a very low interest rate repayable over a period of time rather than a one off non-repayable payment

The Independent Investigation to take no longer than three months and their report and any recommendations to be debated above the line wherever possible.

(iv) Proposed by Ms A. Kemp

This Council recognises that the Secretary of State could grant planning permission for a mass burn incinerator on the Willows, King's Lynn site at any time in the future and this Council realises that the site being immediately upwind of King's Lynn is not a suitable site for thermal waste treatment in the short, medium or long term.

Therefore it is RESOLVED that this Council will request Policy and Resources Committee to consider at its next meeting on 26 January 2015 selling the site to the Borough Council of King's Lynn and West Norfolk for the consideration to be established by the District Valuer as fair value, as this Council understands that an undertaking from any organisation or individual not to build a mass burn incinerator is not necessarily capable of legal enforcement once the site is sold on to a third party.

(v) Proposed by Mr T. Coke

This Council recognises that the Secretary of State could grant planning permission for a mass burn incinerator on the Willows, King's Lynn site at some time in the future and that this Council may need this site for its own waste treatment plant.

Therefore it is RESOLVED that this Council asks Policy and Resources Committee to refrain from selling or disposing of this site in any way until such time it is established that it is surplus to any future waste strategy requirements and not to sell the site to any organisation or individual planning to build an incinerator

(vi) Proposed by Mr S. Morpew

Council recognises the important role that a well developed credit union can play in rural and urban communities. Reliable local access to smaller scale saving and borrowing services can help replace those no longer available through large institutions operating in communities. Credit unions can also help reduce the opportunities for the unscrupulous or expensive to exploit those problems.

Council therefore RESOLVES to work with credit unions and others to promote and assist the development of credit unions that serve Norfolk by asking Policy and Resources Committee to consider:

A) creating a revolving zero interest loan fund of £100k for five years to help support the development of credit union services in Norfolk

B) allowing credit unions to use appropriate council buildings and facilities as collection points free of charge

C) including an article promoting credit unions in Your Norfolk at least annually, including credit unions in all appropriate publications and adding information on credit unions to the county council web site

and

D) requests P&R committee to

1. oversee the provision of the preceding paragraphs of this resolution
2. commission a report on the current coverage and use of credit unions
3. annually review the position with a view to targeting more help if required.

Recommendations of the Policy and Resources Committee meeting held on 1 December 2014

1 Mid-Year Treasury Management Monitoring

- 1.1 The Committee **recommends** approval of the Mid Year Treasury Management Monitoring Report 2014-15 including changes to the credit rating criteria contained within the County Council's 2014-15 Investment Strategy, and detailed in Section 5 of the annex to this report.

George Nobbs
Chairman, Policy and Resources Committee

Mid Year Treasury Management Monitoring Report 2014-15

1. Introduction

- 1.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice for Treasury Management in the Public Sector (the Code), requires that the County Council receives a mid year review of treasury activities in addition to the forward looking annual investment and treasury strategy and backward looking annual treasury report. The Annual Investment and Treasury Strategy for the current year (2014-15) was approved by County Council on the 17th February 2014.
- 1.2 The County Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity, before considering maximising investment return.
- 1.3 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 1.4 As a consequence treasury management is defined as:

“The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
- 1.5 The County Council recognises the importance of monitoring treasury management activities, with regular reports being presented to Policy and Resources Committee throughout the year.
- 1.6 This mid year review provides commentary on economic conditions produced by Capita (the Council's external treasury consultants) and details treasury activities for the period 1st April 2014 to 30th September 2014 including; cash balances and cash flow management, investment performance, counterparty management, long term borrowing/debt management and prudential indicators.

2. Capita's Economic Overview - September 2014

2.1 Economic performance year to date

UK

- 2.1.1 It appears likely that positive UK domestic growth will continue through 2014 and into 2015. However, for this recovery to become more balanced and sustainable in the longer term, the recovery needs to move away from dependence on consumer expenditure and the housing market to exporting, and particularly of manufactured goods.
- 2.1.2 This overall growth has resulted in unemployment falling much faster through the initial threshold of 7%, set by the Monetary Policy Committee (MPC) last August, before it said it would consider any increases in Bank Rate. The MPC has, therefore, subsequently broadened its forward guidance by adopting five qualitative principles and looking at a much wider range of eighteen indicators in order to form a view on how much slack there is in the economy and how quickly slack is being used up. The MPC is particularly concerned that the current squeeze on the disposable income of consumers should be reversed by wage inflation rising back above the level of inflation in order to ensure that the recovery will be sustainable. There also needs to be a major improvement in labour productivity, which has languished at dismal levels since 2008, to support increases in pay rates.
- 2.1.3 Most economic forecasters are expecting growth to peak in 2014 and then to ease off a little in 2015 and 2016. However, the level of unemployment, the rate of growth in consumer expenditure and the buoyancy of the housing market, are areas that the Government will need to keep under regular review.
- 2.1.4 Also encouraging has been the sharp fall in inflation (CPI), reaching 1.5% in May and July, the lowest rate since 2009. Forward indications are that inflation is likely to fall further in 2014 to possibly near to 1%.

U.S.

- 2.1.5 The U.S. faces similar debt problems to those of the UK, but thanks to reasonable growth, cuts in government expenditure and tax rises, the annual government deficit has been halved from its peak without appearing to do too much damage to growth, although the weak labour force participation rate remains a matter of key concern for the Federal Reserve when considering the amount of slack in the economy and monetary policy decisions.

Eurozone

- 2.1.6 The Eurozone is facing an increasing threat from weak or negative growth and from deflation. In September, the inflation rate fell further, to reach a low of 0.3%. However, this is an average for all EZ countries and includes some countries with negative rates of inflation. Accordingly, the ECB took some rather limited action in June to loosen monetary policy in order to promote growth. In September it took further action to cut its benchmark rate to only 0.05%, its deposit rate to -0.2% and to start a programme of purchases of corporate debt. However, it has not embarked yet on full quantitative easing (purchase of sovereign debt).
- 2.1.7 Sovereign debt difficulties in the Eurozone have not gone away and major issues could return for of any countries that do not dynamically address fundamental issues of low growth, international uncompetitiveness and the need for overdue reforms of the economy, (as Ireland has done). It is, therefore, possible over the next few years that levels of government debt to GDP ratios could continue to rise for some countries. This could mean that sovereign debt concerns have not disappeared but, rather, have only been postponed.

2.2 UK Outlook for the next six months of 2014-15

- 2.2.1 Overall, markets are expecting that the MPC will be cautious in raising Bank Rate as it will want to protect heavily indebted consumers from too early an increase in Bank Rate at a time when inflationary pressures are also weak. A first increase in Bank Rate is therefore expected in Q1 or Q2 2015 and they expect increases after that to be at a slow pace to lower levels than prevailed before 2008 as increases in Bank Rate will have a much bigger effect on heavily indebted consumers than they did before 2008.

2.3 Capita Interest Rate Forecast

- 2.3.1 The tables below provide a mid year update in respect of forecast movement in interest rates over the medium term (Capita – October 2014). The first table forecasts investment rates for three, six and twelve month deposits. The second table details Public Works Loan Board (PWLB) rates for loan periods between five and fifty years.

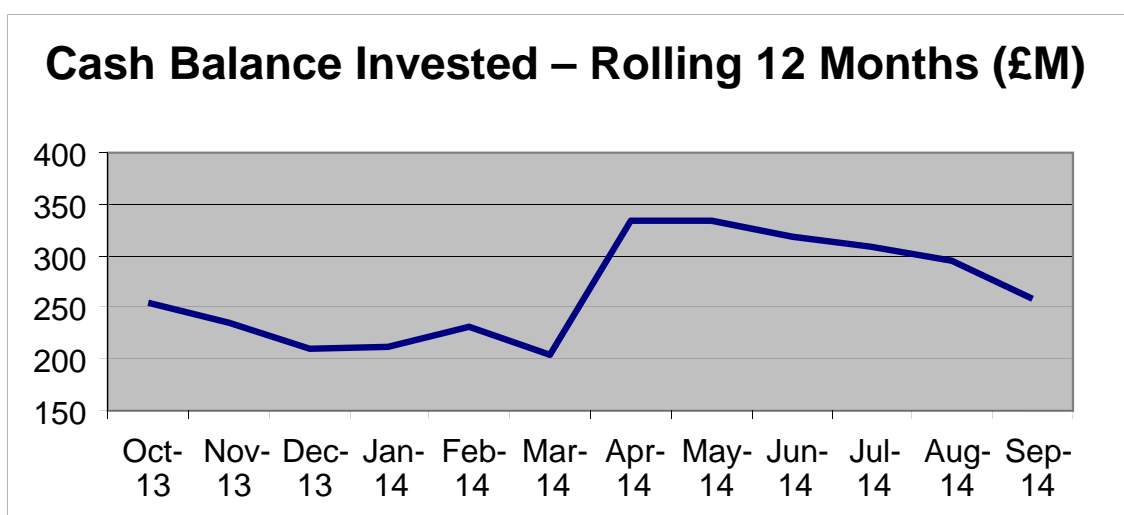
Bank Rate Forecasts (%)				
	Bank Rate	3 month LIBID	6 month LIBID	12 month LIBID
Sep-14	0.50	0.50	0.65	0.90
Dec-14	0.50	0.50	0.70	0.90
Mar-15	0.50	0.60	0.80	1.00
Jun-15	0.75	0.80	1.00	1.20
Sep-15	0.75	0.90	1.10	1.30
Dec-15	1.00	1.10	1.20	1.40
Mar-16	1.00	1.30	1.40	1.70
Jun-16	1.25	1.40	1.50	1.80
Sep-16	1.25	1.60	1.80	2.10
Dec-16	1.50	1.90	2.00	2.20
Mar-17	1.50	2.10	2.20	2.30

	5 year PWLB	10 year PWLB	25 year PWLB	50 year PWLB
Sep-14	2.40	3.00	3.70	3.70
Dec-14	2.50	3.20	3.90	3.90
Mar-15	2.70	3.40	4.00	4.00
Jun-15	2.70	3.50	4.10	4.10
Sep-15	2.80	3.60	4.30	4.30
Dec-15	2.90	3.70	4.40	4.40
Mar-16	3.00	3.80	4.50	4.50
Jun-16	3.10	3.90	4.60	4.60
Sep-16	3.20	4.00	4.70	4.70
Dec-16	3.30	4.10	4.70	4.70
Mar-17	3.40	4.10	4.80	4.80

3. Cash Balances and Cash Flow Management

- 3.1 The Council's cash balances comprise of revenue and capital resources, such as general balances, provisions and earmarked reserves and the timing differences between the receipt and payment of monies required to meet the cost of County Council services and its capital programme. The average level of cash balances year to date totals £298M.
- 3.2 Cash balances are managed internally and have been invested in accordance with the Council's approved Authorised Lending List.
- 3.3 A key objective of cash flow management is to minimise balances held in the Council's bank accounts in order to ensure that the maximum interest is earned.

- 3.4 Of the 550 bank accounts administered by the County Council, only 3 are principal accounts (one for income collection, general expenditure and salary payments). The remaining bank accounts are service specific, for example schools locally managing their devolved budgets. The corporate treasury management function ensures the efficient management of cash balances across all 550 accounts by aggregating and investing surplus cash balances on a daily basis. For the period 1st April 2014 to 30th September 2014 the total average balance across all these accounts was £0.012M in-hand. This is within the overall tolerance limit of plus/minus £0.025M across all accounts.
- 3.5 Year to date, income received amounts to £859M, while payments (including debt repayment) total £803M, resulting in an overall increase in cash balances of £56M. Cash balances available for investment have therefore increased from £203M at 1st April 2014 to £259M at the 30th September 2014. The table below shows the level of cash balances over the last 12 months. The spike in April 2014 reflects the front loading of Business Rates Retention and Revenue Support Grant (£124M of the £246M annual total received).



- 3.6 By continuing to delay borrowing for capital purposes (Section 6) while at the same time actively managing levels of liquid cash, the Council may on occasions be required to borrow short-term from the money market to cover daily liquidity. No short-term borrowing has been required year to date and none is currently forecast for the remainder of 2014-15.

4. Investment Performance

- 4.1 The key objective of the Council's investment strategy is to ensure security and liquidity and obtain an appropriate level of return consistent with the Council's approved Annual Investment and Treasury Strategy. With Bank Base rates at historic lows, it is a very difficult investment market in terms of earning anything like the level of interest rates commonly seen prior to the global financial crisis. Indeed, the Government's Funding for Lending Scheme has reduced market investment rates even further. The potential for a

prolonging of the Eurozone sovereign debt crisis and its impact on banks, prompts a low risk and short term investment strategy.

4.2 At the 30th September 2014, the Council held £259.5M of investments. The profile of these investments is shown in the table below.

Institutional Sector	Liquid £M	Up to 3 Months £M	Up to 6 Months £M	Up to 9 Months £M	Up to 12 Months £M
Part Nationalised Banks	0	10	0	70	10
UK Banks	116	0	0	0	0
Non-UK Banks	0	0	0	0	10
Building Societies	0	35	0	0	0
Other*	0	8.5	0	0	0
Total	116	53.5	0	70	20

*Includes: Other Local Authorities and Norse

4.3 A more detailed investment profile at 30th September 2014 is shown at Appendix A.

4.4 Some Business Call Accounts have continued to offer a sizable margin over Bank Base Rate paying the equivalent of a 3-6 month fixed term deposit while offering instant liquidity.

4.5 The average interest rate earned for the year to date is 0.71% compared with the average 7 day London Interbank Bid Rate (LIBID) of 0.35%. The table below gives a month by month and a cumulative year-to-date comparison against the LIBID benchmark.

2014/15	Interest for Month (%)	LIBID for Month (%)	Interest Year to Date (%)	LIBID Year to Date (%)
Apr 14	0.74	0.34	0.74	0.34
May 14	0.68	0.34	0.71	0.34
Jun 14	0.68	0.35	0.70	0.34
Jul 14	0.70	0.35	0.70	0.34
Aug 14	0.72	0.35	0.70	0.35
Sept 14	0.77	0.36	0.71	0.35

4.6 Gross interest earned for the period 1st April 2014 to 30th September 2014 is £1.064M and remains within forecast.

4.7 In addition, the County Council has undertaken daily treasury management activities on behalf of the Office of the Police and Crime Commissioner for Norfolk, Norfolk Pension Fund, Norse Commercial Services Ltd, Norse Care Ltd, NPS Property Consultants Ltd, Norfolk & Suffolk CRC, Norfolk and

Suffolk Probation Trust and Independence Matters. Average cash balances managed on behalf of these other bodies totalled £55M, earning interest of £0.182M between 1st April 2014 and 30th September 2014.

5. Counterparty Maintenance and Changes to Credit Rating Criteria

Counterparty Maintenance

- 5.1 The Head of Finance is responsible for maintaining an Approved Counterparty List in accordance with the criteria as set out in the approved Annual Investment and Treasury Strategy 2014-15. Credit rating information is supplied by our treasury consultants on all active counterparties. Any rating changes, rating watches (notification of a likely change) and rating outlooks (notification of a possible longer term change) are provided by our treasury consultants immediately they occur. The Approved Counterparty List is therefore actively managed on a day-to-day basis and when an institution no longer meets the Council approved counterparty criteria, it is immediately removed.
- 5.2 There has been no credit rating downgrades during the period 1st April 2014 to 30th September 2014 that have resulted in counterparties being removed from the approved counterparty list.

Changes required to 2014-15 Investment Strategy - Counterparty Criteria

- 5.3 The main rating agencies (Fitch, Moody's and Standard & Poor's) have, through much of the financial crisis, provided some institutions with a ratings "uplift" due to implied levels of sovereign support. More recently, in response to the evolving regulatory regime, the agencies have indicated they may remove these "uplifts", making the Support, Financial Strength and Viability ratings redundant.
- 5.4 While the actual timing of the changes is still subject to discussion, the process may commence during the later stages of this financial year. It is therefore sensible to pre-empt this change now and remove the Support, Financial strength and Viability ratings and amend as a consequence the Long Term rating criteria (UK banks only).
- 5.5 The following changes should be applied to the counterparty criteria contained within 2014-15 Investment Strategy, approved by County Council on the 17th February 2014:

- **UK Banks** – the Council will only use UK banks which have, as a minimum, the following Fitch, Moody's and Standard and Poor's credit ratings:

UK Banks	Fitch	Standard & Poors	Moody's
Short Term Ratings	F1	A-1	P-1
Long Term Ratings	from A to A-	from A to A-	from A2 to A3

Viability Ratings (Fitch)/ Financial Strength (Moody's)	removed	-	removed
Support Ratings	removed	-	-

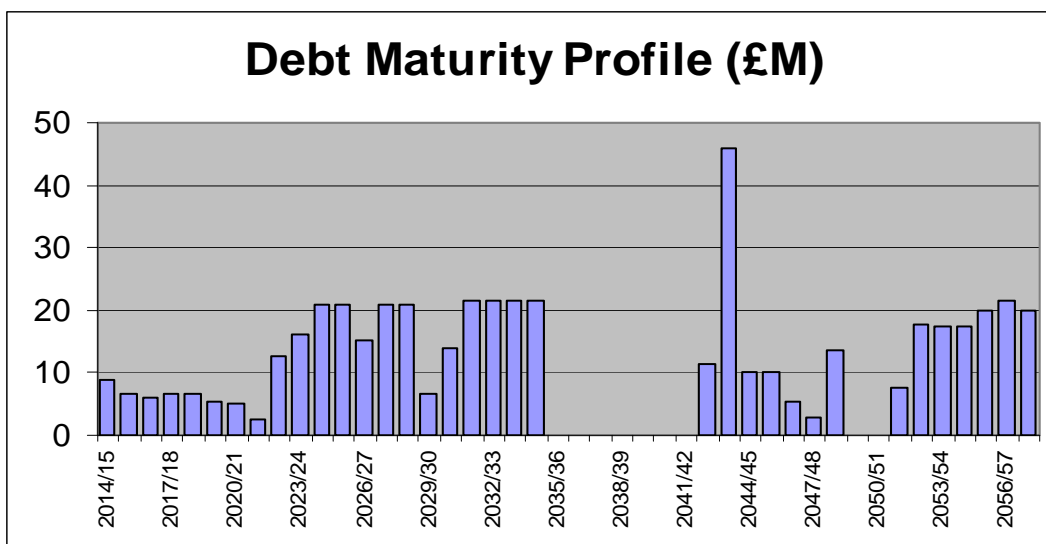
- **Non-UK Banks** – the Council will only use Non-UK banks which are domiciled in a country which has a minimum sovereign long term rating of AAA and have, as a minimum, the following Fitch, Moody's and Standard and Poor's credit ratings (where rated):

Non-UK Banks (option 2)	Fitch	Standard & Poors	Moody's
Short Term Ratings	F1+	A-1+	P-1
Long Term Ratings	AA-	AA-	Aa3
Viability Ratings (Fitch)/ Financial Strength (Moody's)	removed	-	removed
Support Ratings	removed	-	-

- 5.6 This change does not in any way reflect a deterioration in the credit environment, rather a change of method in response to regulatory changes. All other criteria remains as previously approved.

6. Long Term Borrowing/Debt Management

- 6.1 The County Council undertakes capital expenditure on long-term assets. This activity gives rise to the need to borrow which spreads the costs over the future generations who will use the asset. Part of the Council's treasury management activity is to address this borrowing need, either through long term borrowing from external bodies (PWLb or commercial banks) or utilising temporary cash resources within the County Council pending long term borrowing.
- 6.2 In accordance with the approved 2014-15 Investment and Treasury Strategy, the County Council continues to delay new borrowing for capital purposes, using cash balances on a temporary basis to avoid the cost of 'carrying' debt in the short term. Delaying borrowing and running down the level of investment balances also reduces the County Council's exposure to investment counterparty risk.
- 6.3 At the 30th September 2014, the Council's external borrowing (debt outstanding) totalled £498M. The re-payment profile for debt is shown below.



- 6.4 The Council's overall borrowing requirement in 2014-15 is approx. £115M. This represents past capital expenditure for which the approved borrowing has not yet been drawn down. The Head of Finance, under delegated powers, will take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into account the risks identified in the economic forecast (Section 2).
- 6.5 The Public Works Loans Board (PWLB) provides a facility to restructure debt, including early repayment of loans and encourages local authorities to do so when circumstances permit. This can result in net savings in overall interest charges. Prevailing PWLB interest rates continue to be monitored in order to identify repayment opportunities.
- 6.6 The Council continues to maintain its total gross borrowing level within its Authorised Limit of £678M for 2014-15. The Authorised Limit being the 'affordable borrowing limit' required by section 3 of the Local Government Act 2003.

7. Treasury Management Prudential Indicators

- 7.1 There are four treasury related indicators intended to restrict the activity of the treasury function to certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. The indicators are; variable interest rate exposure, fixed interest rate exposure, maturity profile of debt and investments greater than 364 days. Council approved the indicators as part of the Annual Investment and Treasury Strategy Report in February 2014.
- 7.2 The Prudential Code requires regular monitoring to be undertaken in-year against all key indicators. Monitoring is reported regularly to Policy and Resources Committee on an 'exception basis'. Monitoring of the 2014-15

treasury management approved indicators has highlighted no significant deviation from expectations as at 30th September 2014.

8. Benchmarking

- 8.1 The Council's treasury management activities are regularly benchmarked against those of other local authorities. The results tell us that the County Council has upper quartile investment performance, is cost effective, pays comparable rates of interest on its debt and is effective at managing risk. The 2013-14 CIPFA Treasury Management benchmarking results show that Norfolk's treasury performance remains well above club average (NCC investment return of 0.95% compared with club average of 0.81%) with costs (£k per £m Managed) below average (NCC costs £0.19 compared with club costs £0.24).

9. Corporate Banking Service

- 9.1 Following the Co-operative Bank's (Co-op) decision last year to withdraw its banking services to local authorities, the County Council has led a joint procurement exercise with Norfolk's district councils and the Police and Crime Commissioner (PCC) for Norfolk to appoint a new banking provider.
- 9.2 The procurement phase was successfully completed on schedule, with a seven-year contract being awarded to Barclays Bank in August 2014. Detailed scoping and planning for the transfer of 550 County Council bank accounts from the Co-op to Barclays is underway, with the transition likely to take 6 to 9 months to complete.

Outstanding Deposit Profile @ 30th September 2014				Appendix A
Counterparty Name	Deal Date	Maturity Date	Interest Rate %	Principal £M
Barclays Bank Group				
Barclays Bank Call Account	Instant	Liquidity	0.65*	70
				70
Commonwealth Bank of Australia	11-Jul-14	10-Jul-15	0.82	10
				10
HSBC Bank Group				
HSBC Call Account	Instant	Liquidity	0.50*	45.941
				45.941
Lloyds Banking Group				
Lloyds TSB	07-Apr-14	02-Apr-15	0.95	5
Lloyds TSB	11-Apr-14	10-Apr-15	0.95	5
Lloyds TSB	14-Apr-14	13-Apr-15	0.92	25
Lloyds TSB	14-Apr-14	14-May-15	0.93	25
Lloyds TSB	08-May-14	07-May-15	0.95	5
Lloyds TSB	05-Jun-14	04-Jun-15	0.95	5
Lloyds TSB	07-Jul-14	06-Jul-15	0.95	5
Lloyds TSB	07-Jul-14	06-Jul-15	0.95	5
				80
Nationwide Building Society	11-Jul-14	09-Jan-15	0.65	35
				35
Royal Bank of Scotland Group				
National Westminster Bank	04-Oct-13	03-Oct-14	0.69	10
				10
The Norse Group				
Norse Commercial Services	30-Sep-14	28-Oct-14	2.50	4
NPS Property Consultants	05-Sep-14	02-Oct-14	2.50	1
NPS Property Consultants	10-Sep-14	08-Oct-14	2.50	1
NPS Property Consultants	18-Sep-14	23-Oct-14	2.50	1
NPS Property Consultants	19-Sep-14	29-Oct-14	2.50	1
NPS Property Consultants	26-Sep-14	03-Nov-14	2.50	0.5
				8.5
Total Deposits				259.441
* Latest rates as at 30 th September 2014				
In addition deposits of £46.656m were held on behalf of other bodies:				
Office of the Police and Crime Commissioner for Norfolk, Norfolk Pension Fund, Norse Commercial Services Ltd, Norse Care Ltd, NPS Property Consultants Ltd, Norfolk & Suffolk CRC and Independence Matters.				

Recommendations of the Environment, Development and Transport Committee Meetings held on 16 October and 18 November 2014

A Items from the meeting of 16 October 2014

1. Highways Capital Programme 2015/16/17

- 1.1 The Committee received the report by the Interim Director of Environment, Transport and Development which summarised the Local Transport Plan (LTP) Settlement for 2015/16. The report detailed the main sources of funding and budget allocations, and described how these were allocated between the main types of scheme.
- 1.2 The Committee **RECOMMENDS** that the council approves the reallocation of £2.141m of integrated transport funding to structural maintenance and the proposed allocations and programme for 2015/16 and 2016/17.
- 1.3 The Committee **RECOMMENDS** that the council approves the delegation of authority to the Director of Environment, Transport and Development, after consultation with the Chair and Vice Chair and with local members, to manage the two year programme, including the possible virement of funds between the integrated transport and structural maintenance programmes in line with the financial delegation scheme to deal with any major scheme cost pressures, and to determine the allocation of County Council funding for highway improvements and Parish Partnership schemes.
- 1.4 The Committee **RECOMMENDS** that the council approves the funding for the Parish Partnership be pushed to £500,000 for 2016/17 and that small parishes with an income of less than £50,000, should have 75% of the cost supported by the council in 2016/17.

Note by Head of Democratic Services

A copy of the report considered by the Committee (at item 8 of the 16 October agenda) can be viewed on the committee papers pages of the County Council's website. A full copy will also be placed in the Members' Room.

B Items from the meeting of 18 November 2014

1. Waste Advisory Group Policy and Strategy Recommendations

- 1.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department which outlined the Waste Advisory Group's recommendations for waste policies and a strategy for securing

services to treat residual waste.

- 1.2 Mr M Wilby proposed and seconded by Mr I Mackie that item 1 of the policies recommended by the Waste Advisory Group was removed before the recommendation was agreed. The motion was carried with 10 votes in favour and 7 against.
- 1.3 Mr M Sands proposed and seconded by Dr A Boswell that another policy be added to the list in regards to emissions.
- ‘For emissions to be considered for any new proposals and a balance sheet to be provided to look at Norfolk’s contributions to emissions of heavy metals such as Cadmium and CO₂, CO and Methane.’ The motion was carried unanimously.
- 1.4 The Committee **RECOMMENDS** that the Council approves the policies 2-19 set out in paragraph 1.2 of the report (Appendix A) with the addition of the amended policy in paragraph 1.3 above.
- 1.5 The Committee **RECOMMENDS** that the Council approves the three phase strategy, as set out in paragraph 1.3 of the report (Appendix A).

2. Adoption of the Norfolk Coast AONB Management Plan 2014-19

- 2.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department which provided the revised management plan for the Norfolk Coast Area of Outstanding Natural Beauty covering the 5-year period 2014-19. The plan provides guidance for meeting a statutory duty of care towards the AONB for public bodies, including local authorities, as well as meeting a statutory duty to review and publish a management plan for the AONB.

The report sought approval to formally adopt the revised Norfolk Coast AONB Management Plan for the period 2014 to 2019 as recommended by the Norfolk Coast Partnership Core Management Group.

- 2.2 The Committee **RECOMMENDS** that the council approves adoption of the Norfolk Coast AONB Management Plan 2014-19 in discharge of its statutory duty under section 89 of the Countryside and Rights of Way Act 2000.

Note by Head of Democratic Services

A copy of the report considered by the Committee (at item 13 of the 18 November agenda) can be viewed on the committee papers pages of the County Council’s website. A full copy will also be placed in the Members’ Room

Toby Coke
Chairman, Environment, Development and Transport Committee

Environment, Development and Transport Committee

Item No 6

Report title:	Waste Advisory Group Policy and Strategy Recommendations
Date of meeting:	18 November 2014
Responsible Chief Officer:	Tom McCabe
Strategic impact To allow the County Council as a Waste Disposal Authority to establish: <ul style="list-style-type: none"> • Policies for dealing with household and commercial waste collected by Norfolk authorities. • A strategy for securing services for dealing with residual waste collected by Norfolk's local authorities. 	

Executive summary

<p>(a) The Waste Advisory Group has established waste policies and a strategy for this committee to consider. The Committee's recommendations on these will be reported to Full Council on 15 December 2014.</p> <p>(b) The policies listed in the report were developed by combining the Group's six core principles (as reported to Committee on 18 September 2014) with the Norfolk Waste Partnership's nine key objectives and include policies such as:</p> <ul style="list-style-type: none"> • No development of incineration in Norfolk for waste the County Council is responsible for as a Waste Disposal Authority. • Incineration of waste or fuel derived from waste is accepted outside Norfolk and any such arrangements should be reviewed by Committee on an annual basis. • The approach to the delivery of effective and affordable waste disposal and collection services in Norfolk should be reviewed with other local authorities. <p>(c) The Group suggests that the County Council's delivery of residual waste services splits in to three main phases:</p> <ul style="list-style-type: none"> • Phase 1: to 2016. Arrangements are already in place for this period. • Phase 2: 2016 to 2020. Arrangements would need to be secured during 2015. This phase is likely to rely on existing waste facilities, i.e. landfill or treatment. • Phase 3: beyond 2020 the appropriate approach for this phase would be determined by the County Council after 2015. <p>Recommendations:</p> <p>1. Committee approves the policy 1 – 19, as set out in paragraph 1.2, and</p>
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- recommends this to Full Council for approval.**
- 2. Committee approves the three phase strategy, as set out in paragraph 1.3, and recommends this to Full Council for approval.**

1. Proposal

1.1 Timetable

The Waste Advisory Group has now prepared its recommendations for waste policies and a strategy for securing services to treat residual waste. Subject to consideration by EDT Committee, this will be presented to Full Council on 15 December 2014 together for approval.

In early 2015 this Committee will receive a report to allow it to determine the detail of the approach to securing services in 2015.

1.2 Policies Recommended by the Waste Advisory Group

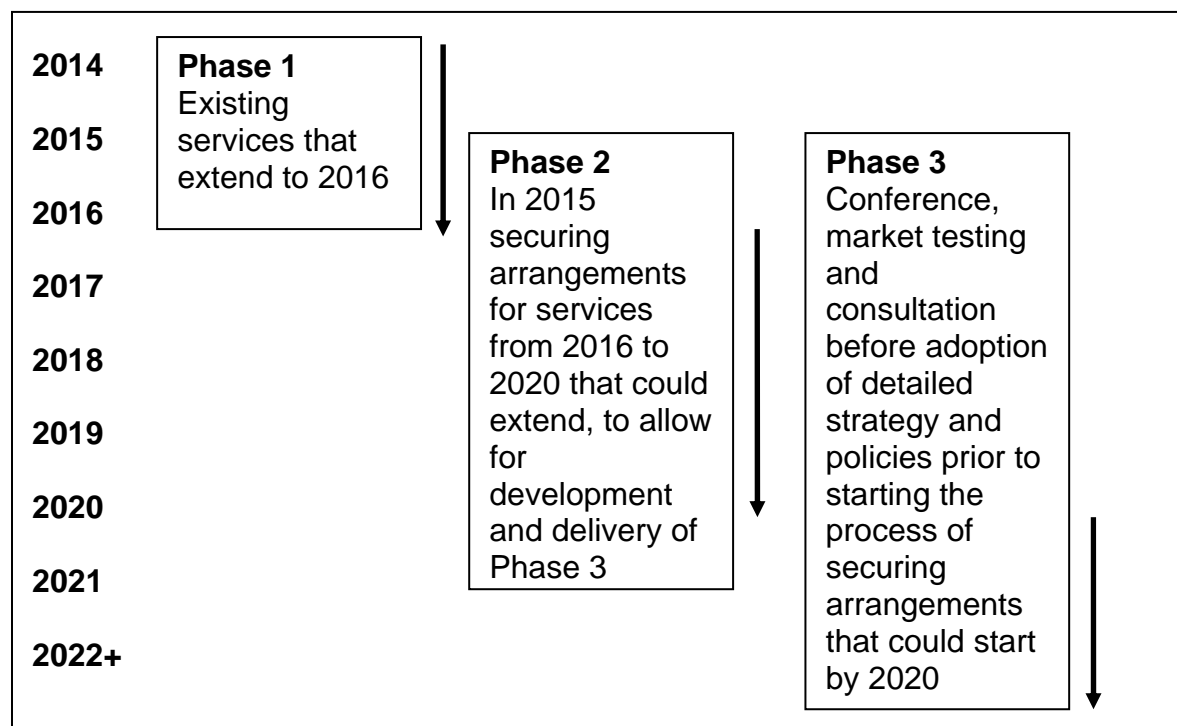
The Group's recommended policies, listed below, were established at its meeting on 30 September. They were developed by combining the Group's six core principles (as reported to the Committee on 18 September 2014) with the Norfolk Waste Partnership's nine key objectives.

1	No development of incineration in Norfolk for waste the County Council is responsible for as a Waste Disposal Authority
2	Incineration of waste or fuel derived from waste is accepted outside Norfolk and any such arrangements should be reviewed by Committee on an annual basis
3	The delivery of area treatment plants to be facilitated by any procurement for residual waste services. Proximity to services should be a part of evaluating solutions
4	Waste Collection Authorities should have appropriate local delivery points within or very close to their areas as far as is practical
5	Operators of local delivery points should be incentivized to recover material for reuse and recycling from left over rubbish delivered by Waste Collection Authorities
6	The approach to the delivery of effective and affordable waste disposal and collection services in Norfolk should be reviewed with other local authorities
7	The County Council, as a part of the Norfolk Waste Partnership, will work with it in the development of policy, strategy and procurement decisions relating to waste services before they are implemented
8	County Council services and contracts should be developed in a way that would facilitate working as a virtual or actual combined waste authority or authorities
9	Plans and strategies are to be developed using reliable data and robust evidence to ensure the delivery of an efficient, effective and affordable waste management service that promotes the implementation of the most practical, social, environmental and economically acceptable solutions
10	To minimise as far as possible the residual waste requiring disposal
11	Services to treat residual waste are to support and allow for an increase in repair, reduction, re-use and recycling of waste

12	Processes to treat residual waste are to divert high levels of waste from landfill
13	To improve and increase recycling of waste and support improving the effectiveness of recycling collection systems
14	To work on reducing the growth in municipal waste by promoting waste and food waste reduction and reuse initiatives and education programmes
15	To promote waste awareness through public education and awareness campaigns and to develop the understanding of the full range of options available for dealing with waste including County Council Recycling Centres
16	Food waste collections by Waste Collection Authorities linked to treatment by anaerobic digestion process to be supported
17	Processes to treat residual waste must deliver guaranteed reductions in the costs of dealing with left over rubbish
18	Residual waste processes, including innovative solutions, must satisfy due diligence processes and be capable of securing funding or already operational
19	The County Council should explore the full range of funding options for the delivery of waste treatment services

1.3 Strategy Recommended by the Waste Advisory Group

The Group suggests that the County Council's delivery of residual waste services splits in to three main phases with the associated indicative periods shown in the image below as arrows.



Phase 1: Existing Arrangements to 2016

This Committee agreed on 18 September to extend arrangements for dealing with waste that could end in March 2015 to March 2016 as required. This allows the County Council to develop strategies and policies for procurement of waste services to be delivered after 2016. The County Council has nine separate arrangements in place for accepting and dealing with waste from Waste Collection Authorities and left over

rubbish from its own Recycling Centres which were outlined in a report to this Committee on 18 September.

Phase 2: Medium Term Solutions 2016 to 2020

This is to replace services that end in 2016 and give a quick delivery to the County Council's key waste policies. It is expected to utilise capacity in existing waste facilities and secure improved value for money from 2016.

The process of securing services would have to start by March 2015 after Committee approval of the detail of the approach. The process would be overseen by the Waste Advisory Group as required and be undertaken by officers in Environment Transport and Development with guidance and support from corporate Procurement. A decision on the approach would have to be made by the council no later than December 2015 to allow a service to start by April 2016.

It is expected that this phase would utilise capacity in existing treatment facilities outside Norfolk, landfill in Norfolk or secure services to generate fuel from waste for use in facilities outside Norfolk.

Phase 3: Longer Term Solutions From 2020

The approach to this phase would be determined by the County Council after 2015. This allows time for full and detailed market testing, a waste conference focussing on processes, technologies and solutions, site visits and consultations with communities and partners to take place prior to establishing an approach to securing services, as well as other activities to help get the specifications and approach correct. For instance this phase would be informed by the outcome and insights from Phase Two.

This phase allows a view of forthcoming EU and national legislation and targets to be established, i.e. those expected to be relevant from 2025 onwards, and allows the approach to reflect updated waste trends and compositional analysis and the latest developments in waste processes and technologies.

2. Evidence

2.1 Information Gathering

To help the Group assess the suitability of future options it is gathering data about waste composition across Norfolk and financial information about the cost of delivering waste services by each authority in Norfolk. This is to help ensure that the business cases of any future strategies are as fully understood as possible before they are approved and implemented.

2.2 Waste Conference

The waste conference organised by the Group, held on 09 October at the John Innes Institute near Norwich, helped broaden the debate about securing the right approach for dealing with waste in Norfolk. It clearly identified the potential for considerable public sector savings through a partnership delivery of services rather than individual authorities delivering collection and disposal services in isolation. The conference also identified a wide range of considerations and lessons learnt elsewhere on approaches to dealing with waste.

A second conference is expected to be held in March 2015 and to focus on processes, technologies and solutions as well as the prospects for future European legislation on waste.

2.3 Norfolk Waste Partnership and Norse

Representatives of the Norfolk Waste Partnership and Norse attend the Group as invitees and have thereby helped establish the Group's policy and strategy recommendations.

3. Financial Implications

At this early stage the financial implications of future activities, with the exception of the delivery of a second waste conference, can not be identified but potential future heads of costs could be expected to include:

1. External advisors, for example legal, technical, financial specialists.
2. Development of studies and reports.
3. Procurement costs.
4. Internal staff resources.
5. Education and behavioural change activities.
6. Any land related issues.
7. Site visits.
8. Consultations.
9. Savings from suitable use of incentives for recycling and waste reduction.
10. Potential savings from delivery of improved value for money waste services.
11. Delivery of waste conference (estimated at £10,000).

These foreseeable financial implications and others that arise from the development and delivery of any policies are not all covered by existing budget provisions.

4. Issues, risks and innovation

Delay in the adoption of any suitable draft policies and strategies by the County Council will jeopardise its ability to fulfil all its obligations to deal with left over rubbish collected by local authorities in Norfolk in an efficient and integrated manner.

There is a waste sector preference for longer term arrangements to justify delivery of local treatment and processing infrastructure. It takes time to secure the appropriate permissions before a facility can be built and the construction period also takes time. This means that the approach for phase two of securing four year arrangements would have to rely on existing capacity, be that landfill in Norfolk or treatment capacity outside Norfolk, and this may come at a cost premium.

However, in the timeframe 2016 to 2020 there is expected to be available treatment capacity in the region, nationally and in parts of Europe that may prove viable alongside the delivery of local waste to fuel processing capacity and local disposal solutions.

The private sector may be wary of engaging in any procurement process unless the specification of the County Council's requirements is very clear and there is evidenced commitment to the process. This could affect the level of competition in any procurement which could be reflected in the price of a service. There is also a risk that any procurement could become protracted, fail or its start could be delayed. These risks need to be addressed through effective governance of any procurement process.

In looking at the approach to the delivery of waste services by all eight Norfolk authorities the Group expects to be able to identify innovation in how waste services in Norfolk could be delivered in a more efficient and cost effective manner.

5. Background

This Committee received an update report on the Waste Advisory Group's progress on 18 September 2014 which can be found on this link:

[EDT Committee 18 September 2014 Agenda](#)

Officer Contact

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

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Report of the Policy and Resources Committee meetings held on 27 October and 1 December 2014

A Items from the meeting of 27 October 2014

1 Workforce Profile 2013-14

- 1.1 The Committee received an annual report about the NCC Workforce.
- 1.2 The Committee **RESOLVED:**
- To note the trends relating to the current workforce, the work undertaken by the Council and the future skills and behaviours required across the organisation that were set out in the report.

2 2014-15 Revenue Monitoring Report –Month 5

- 2.1 The Committee received a report relating to the forecast outturn position for the 2014-15 Revenue Budget, General Balances, and the Council's Reserves at 31 March 2015, together with related financial information.
- 2.2 The Committee **RESOLVED:**
- To note Revenue expenditure was forecast to overspend by £0.025m on a net budget of £308.397m.
 - To note General Balances were forecast to be £19.000m at 31 March 2015, before taking into account the forecast overspend.
 - To note the improved income/debt reporting.
 - To note the inclusion of the Corporate Risk Register.

3 2014-15 Capital Monitoring Report –Month 5

- 3.1 The Committee received a report that provided an update on the progress towards the achievement of the capital programme set by the Council in February 2014.
- 3.2 The Committee **RESOLVED:**
- To note the revised expenditure and funding of the 2014-17 capital programme and the changes which had occurred following the position reported on 29 September 2014.
 - To note the progress towards the achievement of the 2014-15 programme.
 - To note the proposed changes to the disposals schedule and the impact on the capital receipts reserve.
 - To note the impact of using borrowing to finance the programme on future revenue budgets.
 - To approve the revised spend to save scheme in relation to the Oaks

site, Harvey Lane, Norwich.

4 Strategic and Financial Planning 2015-18: Shared Services

4.1 The Committee received a report that summarised the approach taken to efficiency and improvement and savings across shared services.

4.2 The Committee **RESOLVED:**

- To endorse the report's schedule of additional savings, and recommend individual savings set out in that schedule.
- To note the risks set out in the report relating to savings already consulted and agreed upon.
- To note the arrangements set out in the report to ensure tight control on revenue budgets and to highlight any issues or risks to Policy and Resources Committee.

5 Strategic and Financial Planning 2015-18

5.1 The Committee received a report that contained proposals that contributed towards the County Council setting a legal budget for 2015/16. The Committee also received on the table written feedback from Chairs of service committees on proposals to meet the predicated budget shortfall for 2015/16, and contribute to the shortfall in the two subsequent years (2016/17 and 2017/18). In addition, the Committee received an updated full list of savings proposals bringing together the outcome of all committee decisions.

5.2 The Committee noted the arrangements for consultation and the arrangements for assessing the impact of the savings that were set out in the report. The Committee took these matters into account in deciding on the course of action that they wished to take.

5.3 The Committee **RESOLVED:**

- To welcome the initiative of the County Farms Working Group in identifying and freeing up the additional sum of £385,000.
- To note concerns expressed by Members of the EDT Committee concerning the cumulative impact of budget cuts on highways maintenance.
- To note the concerns expressed by Members of the Children's Services Committee about the impact of the previously agreed changes to 16-19 Transport and the concerns expressed by Members of the Adult Social Care Committee in relation to the financial challenges facing our demand led services.
- That in the light of the significant challenges facing the Council it would be premature at this stage to commit the monies released by the County Farms Working Group. We therefore agree to defer any recommendation on the use of these monies pending further discussions in each Committee and feedback from the public consultation process.

6 Internal and External Appointments

- 6.1 The Committee received a report that set out the outside and internal appointments relevant to this Committee.
- 6.2 The Committee **RESOLVED**:
- To make appointments to various external and internal bodies and note the mechanisms for Member feedback from those external bodies on which they represented the Council.

B Items from the meeting of 1 December 2014

7 The Willows Termination Settlement

- 7.1 The Committee was informed that County Council had concluded a deal with Willows Power and Recycling Ltd (Cory Wheelabrator) that brought to an end the termination process of the Residual Waste Treatment Contract. A final payment was made which brought the total compensation paid to Cory Wheelabrator in line with the sum reported to Council in May.

8 Performance Monitoring Report

- 8.1 The Committee **RESOLVED**:
- To note the performance monitoring information contained in quarter two (April to September 2014) performance results for the Council as a whole and also for those specific service areas that were covered by this Committee. Overall performance was mixed, when judged against the indicators that made up the performance dashboard.

9 2014-15 Revenue Monitoring Reports –Months 6 and 7

- 9.1 The Committee **RESOLVED** (in respect of month 6)-
To note the following:
- Revenue expenditure was forecast to overspend by £2.852m on a net budget of £308.397m.
 - General Balances were forecast to be £19.000m at 31 March 2015, before taking into account the forecast overspend.
 - The inclusion of benchmark data in the income/debt report, at Appendix 11 of the report, was to be expanded as more information became available.
 - Norfolk County Council had one of the lowest levels of revenue reserves as a proportion of net expenditure when compared to other shire counties, as shown in Appendix 14 of the report.
- 9.2 The Committee **RESOLVED** (in respect of month 7)-
To note the following:
- Revenue expenditure was forecast to overspend by £2.673m on a net budget of £308.397m.

- General Balances were forecast to be £19.000m at 31 March 2015, before taking into account the forecast overspend.

10 **2014-15 Capital Monitoring Reports –Months 6 and 7**

10.1 The Committee **RESOLVED** (in respect of month 6)-

To note the following:

- The revised expenditure and funding of the 2014-17 capital programme and the changes which had occurred following the position reported on 27 October 2014, as set out in Section 1 of Annex A to the report.
- The progress towards the achievement of the 2014-15 programme, as set out in Section 2 of Annex A to the report.
- The proposed changes to the disposals schedule and the impact on the capital receipts reserve, summarised in Section 4 of Annex A and further detailed in Appendix 5 to the report.
- The impact of using borrowing to finance the programme on future revenue budgets, as identified in Appendix 2 of the report.

10.2 The Committee **RESOLVED** (in respect of month 7)-

To note the following:

- The revised expenditure and funding of the 2014-17 capital programme and the changes which had occurred following the position reported, as set out in Section 1 of Annex A to the report.
- The progress towards the achievement of the 2014-15 programme, as set out in Section 2 of Annex A to the report.
- The proposed changes to the disposals schedule and the impact on the capital receipts reserve, summarised in Section 4 of Annex A of the report and further detailed in Appendix 5 to the report.
- The impact of using borrowing to finance the programme on future revenue budgets, as identified in Appendix 2 to the report.
- And support and contribute to the development of the 2015-18 capital programme, as described in Annex B to the report.

11 **Mid-Year Treasury Management Monitoring**

11.1 The Committee **RESOLVED**:

- To endorse and recommend to County Council, the Mid Year Treasury Management Monitoring Report 2014-15 including changes to the credit rating criteria contained within the County Council's 2014-15 Investment Strategy, and detailed in Section 5 of the annex to the report.

12 **County Hall Maintenance Programme**

12.1 The Committee received an update on the County Hall Maintenance project. The end date for completion was expected to be Spring 2016. The project was currently on time and within budget. The report included information about funding, including ongoing funding for ongoing building maintenance

and additional funding being sought through the CERF fund to install a biomass boiler for offices outside of the main tower. The report also covered the issues experienced during the project and how these were solved. So far positive feedback had been received from staff that had moved in to the new offices.

12.2 The Committee **RESOLVED:**

- To receive a further update in six months time.

13 **Health, Safety and Well-being Mid Year Report**

13.1 The Committee was updated on the key performance data presented in the annual report presented in July 2014 as well as a comparison against national data.

13.2 The Committee **RESOLVED:**

To note the Health, Safety and Well-being Mid-Year report.

14 **Digital Norfolk Ambition Update Report**

14.1 The Digital Norfolk Ambition (DNA) programme is a key part of the Council's change and improvement activity. The programme will ensure the Council has a robust ICT infrastructure and support the introduction of a strong, evidence based and targeted approach to the way we commission and provide services.

14.2 The Committee **RESOLVED:**

- To note the progress in the delivery of the DNA programme
- To receive a further progress report in two months
- To agree to an interactive demonstration for members of the Information Hub

15 **Review of Governance Arrangements**

15.1 The review of the Council's decision making structures and systems is key to ensuring good governance and that the Council is best placed to deliver its strategic priorities.

15.2 The Committee **RESOLVED:**

- To agree the approach to the review set out in Part 1 of the report.
- To agree that the Group Leaders oversee the review of governance arrangements prior to the matter being decided by Full Council.
- Confirm that the costs of a Committee system should not exceed the costs of the previous Cabinet system and that the review should be mindful of this in developing any recommendations.

16 **Proposed ban on the release of floating sky lanterns and mass release of balloons on Norfolk County Council owned land**

16.1 Several local authorities have banned the releasing of sky lanterns and the

mass release of balloons on their land due to the fire risk caused to property and land, harm caused to livestock and wildlife and the draw on resources from the emergency services caused by unexpired lanterns.

- 16.2 The Committee **RESOLVED**:
- To ban the launching of sky lanterns and mass release of balloons from Norfolk County Council owned land.
- 17 **NAO reports on: The Financial sustainability of Local Authorities 2014, and the impact of funding reductions on local authorities.**
- 17.1 The National Audit Office (NAO) issued two reports on November 19, 2014, under its new powers, the Local Audit and Accountability Act 2014. It provided an insight into the system of funding reductions from 2010 to 2015 from the point of view of the DCLG (the Department), who were responsible for local authorities, Government departments, and local government. The NAO identified shortcomings in the system, which improved our understanding of the risks the Council faced and suggested lines of development to improve the Council's information to Government that would help mitigate the risks.
- 17.2 The Committee **RESOLVED** to note the following to mitigate the risks:
- Improved analysis of service data to better manage budgets over the medium to long term;
 - Engage with Government to develop a better understanding of local impacts;
 - Ensure financial reserves are adequate for the Councils risks.
- 18 **Workshop for Members of the Committee**
- 18.1 In the context of examining the Spending Review (Autumn Statement) a workshop will be arranged for Members of the Committee about ways in which budgetary savings can be identified.

George Nobbs
Chairman, Policy and Resources Committee

Report of the Adult Social Care Committee Meetings held on 23 October and 17 November 2014

A Items from the meeting of 23 October 2014

1 Recommissioning Homecare

1.1 The report by the Director of Community Services was received. The report set out proposals to change how the Council commissions the home care service with a clear emphasis on quality and sustainability. The Director of Integrated Commissioning gave a presentation which highlighted the main points of the report.

1.2 The Committee **RESOLVED**

- To approve the implementation of the new service model for home care services in Norfolk as set out in appendix 1 of the report.
- To approve the implementation of the proposed sourcing strategy to procure block contracted services from the market alongside the development of an arm's length Council home care provider to promote resilience, quality and workforce issues in the market.
- To confirm it's commitment to the care workforce through the Unison Ethical Care Charter stages 1 and 2 and that these are reinforced in future contracts and that stage 3, including payment of the living Wage, is scoped for future implementation.
- That the Officers bring back to this Committee the business case for the proposed increased investment in the quality assurance and monitoring of home care on an 'invest to save' basis. This was intended to come back to the Committee in January 2015.
- That officers were requested to further scope the potential to invest more in reablement in order to reduce demand on future services as an invest to save opportunity, and bring back to this Committee.

2. Strategic and Financial Planning 2015-18

2.1 The report by the Director of Community Services was received. The report set out proposals which would contribute towards the County Council setting a legal budget for the 2015/2016 which sees its total resources of £1.4billion spent on meeting the needs of residents.

2.2 The Committee **RESOLVED**

- To endorse the schedule of additional savings as set out in Appendix A of the report.
- To recommend the individual savings as set out in Appendix A of the report.
- To note any risks set out in section 7.1 which related to savings already consulted and agreed upon.
- To review arrangements to ensure tight control on revenue budgets and highlight any issues or risks to Policy and Resources Committee.
- To ask the Policy and Resources Committee to take a corporate approach to the council's budget to ensure that resources are directed to the demand led services that are needed by the community of Norfolk.

B Items from the meeting of 17 November 2014

1 Update from Members of the Committee regarding any internal and external bodies that they sit on.

1.1 Three members reported on meetings they had attended.

2. Director's Update

2.1 The Director of Community Services reported that the integrated management arrangements between Norfolk County Council and Norfolk Community Health and Care NHS Trust (NCH&C) were progressing with appointments having been made for the Assistant Director of Integrated Services.

2.2 It was also reported that the Better Care Fund had been approved 'with conditions' by the Department of Health.

3. Performance Monitoring Report

3.1 The report from the Director of Community Services was received. The report provided information on the quarter 2 performance results for Adult Social Care.

3.2 The Committee **RESOLVED**

- To review and comment on the performance information.
- To consider any areas of performance that required a more in-depth analysis.
- To continue to review whether the performance indicators that formed the basis of the report enabled a robust assessment of performance across the service areas covered by the Committee.

4. Finance Monitoring Report Period Six (September) 2014-15

4.1 The report from the Director of Community Services was received. The report provided the Committee with financial monitoring information, based on information to the end of September 2014. It provided a forecast for the full year, analysis of variations from the revised budget, with recovery actions to reduce the overspend and the forecast use of Adult Social Care (ASC) reserves.

- 4.2 The Committee **RESOLVED**
- To note the forecast revenue outturn position for 2014-15 as at Period six of an overspend of £6.48m.
 - To note the recovery actions being taken to reduce the overspend.
 - To note the current forecast for use of reserves, which reduces the projected overspend to £2.8m.
 - To note the forecast capital outturn position for the 2014-15 capital programme.
5. **Market Position Statement**
- 5.1 The report from the Director of Community Services was received. A Market Position Statement forms part of the Council's response to new statutory duties within the Care Act 2014 for development and shaping of the social care market.
- 5.2 The Committee **RESOLVED**
- To approve the proposed Market Position Statement for 2015-16 for publication, subject to amendments.
 - To support the proposal to develop future Market Position Statements annually on a rolling three year basis for Committee approval.
6. **The Norfolk Model of Social Work**
- 6.1 The report from the Director of Community Services was received. The report outlined the way in which a new model of social work will have a significant contribution to ensuring the council delivers an improved, more responsive, personalised and outcome-focused social work service in Norfolk.
- 6.2 The Committee **RESOLVED**
- To endorse the objectives and the approach being taken.
7. **Developing Norfolk's Carers Strategy: 2014-17**
- 7.1 The report from the Director of Community Services was received. The report provided information on the strategy that had been agreed by the Carers Council for Norfolk, the Carers Agency Partnership and each of the five Clinical Commissioning Groups.
- 7.2 The Committee **RESOLVED**
- To review, agree and endorse the commitments that carers have said are important to them outlined in the draft strategy.
 - To agree that the final Carers strategy be launched on 28th November 2014 – 'Carers Rights Day'.
8. **Internal and External Appointments**
- 8.1 The report from the Head of Democratic Services was received.
- 8.2 The Committee **RESOLVED**
- To make appointments to those internal and external bodies as set out in Appendix A of the report.
 - To agree a mechanism for member feedback from the external bodies on which they represent the Council.

9. **Working Protocol with Healthwatch Norfolk**

9.1 The report from the Director of Community Services was received. A new working protocol with Healthwatch Norfolk was required to reflect the committee system of governance at Norfolk County Council.

9.2 The Committee **RESOLVED**

- To agree the working protocol between the County Council and Healthwatch Norfolk.

Sue Whitaker
Chair, Adult Social Care Committee

Report of the Children's Services Committee Meetings held on 15 October and 20 November 2014

A Items from the meeting of 15 October 2014

1 Items of Urgent Business

- 1.1 The Committee was informed that Norfolk was one of ten authorities which had been successful in a £4.7m bid for a programme of work called Signs of Safety. The successful bid, in conjunction with 9 other Authorities had international recognition and worked on an asset based approach with families. The Committee was pleased to note that no additional money would need to be found as a result of the successful bid and that the project was expected to last for three years.

2 Strategic and Financial Planning 2015-18

- 2.1 The Committee received a report by the Interim Director of Children's Services setting out the additional savings proposals for the services under the remit of the Committee to close the projected shortfall for 2015/16.
- 2.2 The Committee **RESOLVED** to
- Endorse the schedule of additional savings set out in Appendix A of the report as a basis for further research and discussion.
 - Note the risks set out in section 2.5 of the report relating to savings already consulted and agreed upon.
 - Review arrangements to ensure tight control on revenue budgets and highlight any issues or risks to Policy and Resources Committee.

3 Internal and External Appointments

- 3.1 The Committee received a report by the Interim Director of Children's Services setting out the internal and external appointments relevant to Children's Services Committee.
- 3.2 The Committee **RESOLVED** to:
- Appoint the Members as set out in Appendix A of the minutes.
 - Ask that those Members appointed to the Committees keep the Committee informed by way of regular additions to the budget monitoring report.

4 Children's Services Involvement Strategy

- 4.1 The Committee received a report by the Interim Director of Children's Services

setting out the Involvement Strategy and received a presentation by Barry Moore and Thomas Lee who were representing the young people who had assisted in the development of the strategy.

- 4.2 The Committee **RESOLVED** to:
- Agree to the contents of the strategy.
 - Agree that elected members would become advocates for high quality involvement throughout the department and beyond.
 - Agree that elected members would scrutinise the quality and relevance of involvement processes used within matter brought to the Committee.
 - Ask the Director of liaison with Democratic Services about including a section in reports on involvement of young people.

B Items from the meeting of 20 November 2014

1 Children's Services Integrated Performance and Finance Monitoring Report for 2014-2015.

1.1 The Committee received a report by the Interim Director of Children's Services providing an update on performance and finance monitoring information for 2013/14 financial year. It set out the latest Children's Services performance information showing evidence of improvements and trends for a range of measures and indicators within the children's social care service; support for school improvement and children's services finances.

- 1.2 The Committee **noted** the information contained within the report, in particular:
- the improved standing of Norfolk schools in relation to validated GCSE results.
 - Ofsted inspection ratings continued to improve.
 - Increased system leadership within the school community and work to address performance differences across the county.
 - Improvements and further challenges on school attendance.
 - Improvements in most social care practice with continued challenges around LAC performance and the increased management attention being given to this.
 - The continued focus required on the Looked After Children reduction to deliver the budgeted savings.
 - The increased cost of Special Educational Needs transport.
 - The cost associated with the use of temporary social workers.
 - The re-profiled capital projects.
 - The disappointing outcome of the Pathway Plans Audit as detailed in the report.

2 Staff Wellbeing

- 2.1 The Committee received a report by the Interim Director of Children's Services explaining the staff sickness absence and turnover for the past 18 months and detailing the actions taken by the management of the service to improve the figures. The report also track turned the improvement in staff engagement over the last twelve months.
- 2.2 The Committee **noted** the content of the report and supported the actions being taken.

3 Multi-Agency Safeguarding Hub (MASH)

- 3.1 The Committee received a report by the Interim Director of Children's Services setting out details of the externally commissioned review of the Multi-Agency Safeguarding Hub (MASH).
- 3.2 The Committee **RESOLVED** to note the contents of the report and to receive a report at a future meeting after it had been considered by the MASH and Norfolk Safeguarding Children Board (NSCB).

4 Progress Report on Early Years Strategy

- 4.1 The Committee received a report by the Interim Director of Children's Services presenting an update on Early Years outcomes for Norfolk children and services to support those outcomes. The paper also outlined the key improvements in outcomes and some key aspects of the role of the local authority which should lead to the continued improvement of the quality of provision and outcomes for pupils.
- 4.2 The Committee **RESOLVED** to
- Note that outcomes for five-year olds were improving, but remained below the national average.
 - **Agree** the proposed changes to the Early Years Single Funding Formula as detailed in Appendix 3 of the report, for implementation in April 2015, subject to Secretary of State approval.
 - **Agree** the findings from the Childcare Sufficiency Assessment 2014 so that the Local Authority could meet its duty to secure sufficient childcare and publish the report.

5 Out of County Policy

- 5.1 The Committee received a report by the Interim Director of Children's Services detailing the proposed Policy aimed at significantly reducing the numbers of Looked After Children placed out of county and consequently enhancing the experience and improving the outcomes of having been in the authorities' care.
- 5.2 The Committee considered the content of the report and the policy at paragraphs 1.1 (Principles), 1.2 (Current out of county placements) and 1.3 (New out of county placements) and **RESOLVED** to approve the implementation.

6 ‘Make Your Mark’ Ballot – Presentation by Members of the Youth Parliament.

- 6.1 The Committee received and **noted** a presentation from Annie Baldwin, MYP for Broadland and Kieren Buxton, MYP for Norwich South about the Make Your Mark Ballot results.
- 6.2 The main issues identified in the ballot were
- The implementation of a minimum working wage.
 - Work experience.
 - Re-sitting exams in maths and english.
- 6.3 Members were invited to attend MYP meetings and details of the meeting dates and times would be circulated to Members.
- 6.4 The Committee asked for a briefing note on work experience and what was taking place in schools at the moment to be circulated. The Interim Assistant Director, Improvement advised that schools made their own decisions about whether or not to offer work experience to students and that there was no statutory responsibility for them to offer this initiative.

7 Children’s Equalities – issues and next steps

- 7.1 The Committee received a report by the Interim Director of Children’s Services setting out the proposals for promoting equality of opportunity and equality of access to services for children and young people, and **RESOLVED** to:
- 7.2 The Committee **RESOLVED** to
- Improve and extend the evidence and database to improve analysis and highlight differences in relation to outcomes for particular groups.
 - Strengthen the voice of children – promote a film produced by children from different groups in Norfolk to improve quality of practice.
 - Promote leadership in relation to equalities issues – hold a Children’s Services equality symposium to inspire, inform and promote a collective understanding of our future direction.
 - Focus on development of managers – their management of diverse teams and having the knowledge and tools to challenge attitudes, behaviour and language and monitor quality.
 - Deliver a targeted learning and development package.
 - Improved co-ordination of equalities related work.

8 Getting in Shape – Restructuring Children’s Services

- 8.1 The Committee received a report by the Interim Director of Children’s Services setting out the approach to developing a new model for Children’s Services for Norfolk, details of which are contained in the ‘Getting in Shape’ Business Case.
- 8.2 The Committee **RESOLVED** to
- Note the objectives set out in the Business Case and endorse the strategic

direction for services in Norfolk.

- Note the consultation and engagement exercise and the feedback received.
- Endorse the headlines in respect of the key elements of the structure going forward.
- Approve the indicative timetable set out and the proposals for future update reports including a report setting out any risks as a result of implementation and its impact on performance.
- Note that this will be delivered within the current financial envelope which takes into account the additional savings targets identified by Policy and Resources.

James Joyce
Chair, Children's Services Committee

Report of the Communities Committee Meetings held on 21 October and 19 November 2014

A Items from the meeting of 21 October 2014

- 1. To receive any items of business which the Chairman decides should be considered as a matter of urgency**
 - 1.1 The Chairman indicated he had asked for a briefing from the Interim Director of Public Health on Ebola. The Interim Director explained the background and current developments with regard to Ebola and wished to make it clear that in her view Norfolk was well prepared. The Chief Medical Officer had suggested that at least one case would be found in the UK in the next three months and if that occurred in Norfolk then she wished to reassure the committee that it would be transferred to a specialist centre.
- 2. Internal and External Appointments**
 - 2.1 The committee received a report by the Temporary Director of Strategy and Resources setting out the external and internal appointments which came within the remit of this committee. The committee reviewed these bodies and made decisions on whether to retain them and/or make appointments to them as set out in Appendix A of the report.
 - 2.2 **The Committee RESOLVED;**
 - To make appointments to those external and internal bodies as set out in Appendix A to the report.
 - To agree the above mechanism for member feedback from external bodies on which members represent the Council.
- 3. Financial and Strategic Planning 2015/18**
 - 3.1 The Director of ETD explained that the Council had already approved and implemented £69m of savings. There were an additional £40m of savings to be implemented which had been consulted on as part of the 2015/16 budget. Set out in Appendix A to the report was the Committee's schedule of additional savings to close the financial gap for 2015/16. Section 2 of the report set out service specific context and 2.3 set out specific proposals for services and gave more detail on individual savings. There were no material in-year savings pressures for this committee to address.
 - 3.2 **The Committee RESOLVED;**
 - To endorse the schedule of additional savings set out in Appendix A for consultation purposes;
 - To accept the individual savings as set out in the schedule, recognising that more work is required;

- To note any risks set out in section 2.5 relating to savings already consulted and agreed upon;
- To review arrangements to ensure tight control on revenue budgets, highlight any issues or risks to Policy and Resources Committee and seek further opportunities for further income.

4. Head of Communications and Customer Services

- 4.1 The Chairman informed the committee that this would be the last meeting attended by Joanna Hannam, Head of Communications and Customer Services who would shortly be leaving the authority. A number of members spoke of Mrs Hannam's contribution to the work of the authority and her commitment to serving the whole of the authority and speaking up for Norfolk. The Chairman thanked Mrs Hannam for all her work in terms of the Communities Committee.

B Items from the meeting of 19 November 2014

1. To receive any items of business which the Chairman decides should be considered as a matter of urgency

- 1.1 The Chairman agreed to accept an item of business regarding the appointment of the Theatre Royal Trust.

1.2 The Committee RESOLVED;

- To appoint Wyndham Northam as the representative to the Theatre Royal Trust.

2. Update on Key Service Issues and Activities

- 2.1 The Committee received the report from the Interim Executive Director Community and Environmental Services which provided Members with regular information about key service issues and activities which supported the Council's transparency agenda. The update enabled Members to discuss the latest position and identify any areas where the Committee would like to receive further information or update.

2.2 The Committee RESOLVED;

- To review the latest service updates at Appendices A and B and identify any areas where the Committee would like to receive further information or update.

3. 2013/14 Report on the Council's Mandatory Public Health Functions

- 3.1 The Committee received the report from the Interim Director of Public Health, which provided an overview for Members on performance of the five mandatory duties of Public Health for the year ending March 2014.

3.2 The Committee RESOLVED;

- To note the report

4. Establishment of Four New Member Working Groups

4.1 The Committee received the report from the Interim Executive Director Community and Environmental Services which proposed that four specific working groups were established with focused terms of reference which could then make recommendations to the Committee.

4.2 The Committee RESOLVED;

- To approve the establishment of a Libraries working group with the membership of John Ward, Hilary Cox, Margaret Wilkinson and Adrian Dearnley.
- To approve the establishment of a Fire and Rescue Working Group with the membership of Nigel Shaw, Nigel Dixon, Hilary Cox, Daniel Roper, Jonathan Childs and Emma Corlett.
- To approve the establishment of an Adult Education working group with the membership of Margaret Dewsbury, Richard Bearman, Margaret Wilkinson, and Jason Law.
- To establish the Public Health working group at the next Communities Committee.

5. Regulation of Investigatory Powers Act 2000 (RIPA)

5.1 The Committee received the report from the Practice Director nplaw, and the Interim Executive Director Community and Environmental Services. The report detailed the use of RIPA by the Council for 2013/14, the outcome of the inspection of the Council by the Office of Surveillance Commissioner and summarised the changes to the Council's Policy and Guidance.

5.2 The Committee RESOLVED;

- To note the use of RIPA by the Council for 2013/14
- To note the outcome of the Inspection of the Council by the Office of Surveillance Commissioners
- To approve the revised Policy and Guidance document for RIPA.

6. Enabling Communities

6.1 The Committee received the report from the Director of Community Services. The report provided information about the Council's approach to Enabling Communities, which is about co-ordinating and supporting new ways of working with communities across the authority in order to support Norfolk County Council's core functions.

6.2 The Committee RESOLVED;

- To note the Council's existing approach to Enabling Communities and that this approach is about co-ordinating and supporting new ways of working

with communities across the authority in order to support Norfolk County Council's core functions.

7. The Norfolk County Council Engagement Framework 2014-17

7.1 The Committee received the report from the Head of Business Intelligence and Performance Service & Corporate Planning & Partnerships Service. The report gave the context for engagement at the Council including examples of the different levels of activity undertaken. The report also contained an overview of the Framework's key strategic content.

7.2 The Committee RESOLVED;

- To agree the Norfolk County Council Engagement Framework 2014-17.

8. Compliments and Complaints Performance Review: April 2013 – March 2014

8.1 The Committee received the report from the Interim Executive Director Community and Environmental Services, which outlined the main activities of the Compliments and Complaints team for the financial year 2013-2014.

8.2 The Committee RESOLVED;

- To consider the compliments and complaints performance and information for the financial year 2013-2014.

9. Performance Monitoring and Risk Report

9.1 The Committee received the report from the Interim Executive Director Community and Environmental Services which reviewed quarter two (July to September 2014) performance results for the 13 different service areas that are covered by the Communities Committee.

9.2 The Committee RESOLVED;

- To review and comment on the performance indication
- To consider any areas of performance that required a more in-depth analysis.

10. Communities Committee Finance Monitoring Report at Period 06 2014-15

10.1 The Committee received the report from the Interim Executive Director Community and Environmental Services. The report provided the Committee with information on the financial position of the Service for 2014-15 and was the second financial monitoring information for the new financial year.

10.2 The Committee RESOLVED;

- To note the forecast revenue outturn position for 2014-15 as at Period 06 of a £0.140m underspend.

- To note the forecast capital outturn position for the 2014-15 capital programme.
- To note the current forecast for use of reserves.

11. Forward Plan for Communities Committee

11.1 The Committee received the report from the Interim Executive Director Community and Environmental Services. The plan set out the items and decisions programmed to be brought to the Committee for consideration.

11.2 The Committee RESOLVED;

- To review the Forward Plan and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.

Paul Smyth
Chairman, Communities Committee

Report of the Environment, Development and Transport Committee Meetings held on 16 October and 18 November 2014

A Items from the meeting of 16 October 2014

1. Items of Urgent Business

- 1.1 The Committee discussed the recent Waste Matters in Norfolk conference
- Members congratulated officers on the conference
 - The point was raised that good progress was being made but the focus needed to shift to waste prevention.
 - The results would be subject to discussion at the next Waste Advisory Group meeting.
- 1.2 The Committee agreed in the interests of openness and transparency that there should be a report at every committee meeting outlining the decisions taken under delegated authority in consultation with the Chairman and Vice Chairman.

2. Internal and External Appointments

- 2.1 The Committee received the report by the Head of Democratic Services which set out the external and internal appointments relevant to the EDT Committee.
- 2.2 The Committee **RESOLVED** to appoint the Members as set out in Appendix A of the minutes.
- 2.3 The Committee **agreed** to set up three additional working groups as follows:
- 1) The Northern Distributor Road (NDR)
 - 2) Inland Flood Group
 - 3) Strategic review

3. NCC Coastal Fund Award Decision Recommendations

- 3.1 The Committee received the report by the Interim Director of Environment, Transport and Development outlining the proposals put forward by the Coastal Working Group.
- 3.2 The Committee **RESOLVED** to accept the recommendations of the Coastal Working Group for the allocation of grant awards as set out in proposal 1.1 of the report.

4. Street Lighting Options for reducing energy use

- 4.1 The Committee received the report which provided more detail on the option of introducing a county wide computer management system (CMS) and introducing light emitting diode (LED) technology on a more widespread basis.

- 4.2
- The Committee **agreed** to ask the Director of Environment, Transport and Development to look into options for co-operation across Norfolk street lighting authorities.
 - The Committee **RESOLVED** to approve the investment of up to £4m from the Street Lighting PFI Fund in CMS and LED technology in order to reduce energy consumption, deliver cost savings and cut carbon emissions.
 - The Committee **RESOLVED** to receive a further report at a future committee meeting to confirm the savings made on completion of the Street Lighting PFI Fund in CMS and LED technology and make further recommendations about the upgrading of remaining street lights.
 - The Committee **agreed** that officers should de-illuminate redundant lighting on main roads using a risk-based approach.

5. Strategic and Financial Planning 2015-18

- 5.1 The Committee received the report by the Head of Finance which set out additional savings proposals for the services under the remit of the Committee to close the projected shortfall for 2015/16.
- 5.2 The Committee **RESOLVED** to:-
1. Endorse the schedule of additional savings set out in Appendix A of the report with the exception of £385k (share of £1.7m additional savings 2015-16)
 2. Recommend the individual savings as set out in the schedule, including the £385k (share of £1.7m additional savings 2015-16)
 3. Note the risks set out in section 2.5 of the report relating to savings already consulted and agreed upon
 4. Review arrangements to ensure tight control on revenue budgets and highlight any issues or risks to Policy and Resources Committee

6. Policy and Strategy Framework – Environment, Transport and Development Department

- 6.1 The Committee received the report by the Interim Director of Environment, Transport and Development which provided information on the policies and strategies that the Environment, Transport and Development Department was responsible for compiling and implementing and had been gathered into a policy and strategy framework to enable a complete view of activity across the Department.
- 6.2 The Committee **NOTED** the review schedule and **agreed** to receive an annual update on the ETD policy and strategy framework.

7. Sustainable Drainage Systems Consultation

- 7.1 The Committee received the report by the Interim Director of Environment, Transport and Development, which outlined the consultation questions from central government on the proposed use of the planning regime to attach conditions to permissions or legal agreements to ensure drainage systems are installed and properly maintained.
- 7.2 The Committee **NOTED** the contents of the report and **AGREED** that the director should respond to the consultation.

B Items from the meeting of 18 November 2014

1. Items of Urgent Business

1.1 The Autumn Statement – A47

The Chair raised the topic of the upcoming Autumn Statement to be announced by central government that would outline the possible investment in the A47.

- The Chair put forward the proposal that the Committee instruct the officers to develop a business plan to look into particular sections of the A47.
- Members debated which sections of the A47 should be included within this business plan.
- Members raised the point that the A47 Alliance had previously done a lot of work around this area and should be consulted.
- Mr B Borrett proposed the motion which was seconded by Mr J Mooney that officers should provide a scoping document to help identify different sections of the A47 that should be considered and this should be presented to the A47 Alliance for consultation before being brought back to the Committee. The motion was carried with 15 votes in favour and 2 abstentions.

1.2 Norfolk Railway Links

Member Mr B Spratt brought to the Committee's attention the issues that had been affecting the railway lines in Norfolk, in particular the Norwich to London Liverpool Street line.

The Committee raised the point that the rail services were not fit for purpose and how investment could positively affect the economic development of the county.

The Committee discussed the fact that, as the railways were not owned by Norfolk County Council, officers should keep gathering evidence and help the local MP's to lobby the government.

2. Broadband, Mobile Phone and Digital Members Working Group Update

2.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department that set out an update from the Member Working Group for Broadband, Mobile phones and Digital. It also proposed the Terms of Reference for the group and an addition to the group membership.

2.2 The Committee **AGREED** the Terms of Reference and the Group Membership for the Broadband, Mobile Phone and Digital Members Working Group.

3. Better Broadband for Norfolk – 6 Monthly Update

- 3.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department which outlined the progress made in the delivery of the first Better Broadband for Norfolk contract and outline the procurement for the second contract.
- 3.2 The Committee **AGREED** to note the report.

4. Unconventional Hydrocarbons (Fracking) Planning Policies

- 4.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department which outlined the specific policies to deal with potential applications for unconventional hydrocarbon extraction, that the Working Group on Fracking had considered the authority should adopt.
- 4.2 The Committee **AGREED** that the policies which specifically addressed the issues surrounding the extraction of unconventional hydrocarbons be included in the revised Minerals and Waste Core Strategy which would be adopted in September 2016.

5. Terms of reference for three new Member Working Groups

- 5.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department detailing the Terms of Reference for three new Member Working groups.
- 5.2 The Committee **AGREED** the memberships and the Terms of Reference of the three new working groups, NDR, Inland Flooding and Strategic Review.

6. Norfolk Parking Partnership: Annual Report

- 6.1 The Committee received and **noted** the report from the Interim Executive Director of the Community and Environmental Services Department which contained the Annual Report for Civil Parking Enforcement in Norfolk. The report contained information about the operation of on-street parking enforcement, responses to Government consultations and a summary of the financial accounts.

7. Highway Maintenance and Inspection Policies

- 7.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department which highlighted three areas of highway maintenance and inspection policies that had previously been raised by members. Rural grass cutting, inspection and supervision and insurance repudiation rate performance.
- 7.2 The Committee **RESOLVED** to remove the first recommendation 'That an option to undertake intermittent grass cutting be included in the Transport Asset Management Plan for 2015-16 if there was a business case established to deliver

it' and to **NOTE** the plans regarding the re-examination of the functions of inspection and supervision as part of continuous improvements and to note the plans for current analysis, review and future benchmarking of insurance repudiation rate performance.

8. Proposed Internal Procedures for responding to Consultations on: Local Plans; Neighbourhood Plans; and Marine Plans

8.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department that set out proposed internal procedures for responding to consultations on Local; Neighbourhood; and Marine Plans.

8.2 The Committee **AGREED** to the internal procedures.

9. Finance Monitoring Report

9.1 The Committee received and **noted** the report from the Interim Executive Director of the Community and Environmental Services Department which provided the Committee with information on the forecast outturn for the service for 2014-15.

10. Performance monitoring and risk report

10.1 The Committee received and **noted** the report from the Interim Executive Director of the Community and Environmental Services Department which reviewed the quarter two (July to September 2014) performance results for service areas that were covered by the EDT Committee.

11. Decisions taken under delegated authority –update

11.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department which outlined the decisions that had been taken under delegated authority by the Director in consultation with the Chairman and Vice Chairman since the last meeting.

11.2 The Committee **AGREED** to note the updates.

12. Forward Plan for Environment, Development and Transport Committee

12.1 The Committee received the report from the Interim Executive Director of the Community and Environmental Services Department which outlined the Forward Plan for the Environment, Development and Transport Committee for the next 12 months.

12.2 The Committee **AGREED** the Forward Plan

Toby Coke
Chairman, Environment, Development and Transport Committee

Report of the Economic Development Sub-Committee Meeting held on 24 November 2014

1 County Farms Member Working Group

- 1.1 The Committee received and **noted** a verbal update from the County Farms Member Working Group including the announcement that County Farms Board committee had worked on the financial figures and another £370,000 had been identified from County Farms and allocated for Council services.

2 RAF Coltishall – update and development of Business Plan and detailed Master Plan for the technical area

- 2.1 The Committee received a presentation from the Network Manager responsible for RAF Coltishall, Mr T Edmunds. A copy of which is attached at Appendix A to the minutes.
The presentation and report outlined two options for a 10 Year Business Plan for the former RAF Coltishall, acquired by the Council in January 2013. It set out capital investment and revenue impacts, costs/returns. Its strategic impact was to create jobs, increase the sustainability of the settlement of Badgersfield and contribute more widely to the Norfolk economy, including making a financial return to the Council on its investment in the site.
- 2.2 The Committee **RESOLVED** to support investing in the site to bring forward employment opportunities as early as possible in accordance with Option 1. Investment to improve the building stock will be phased, and will prioritise buildings that have the highest rate of return on investment. The actual rate the programme will be delivered at will reflect the market and the ability of the Council to secure tenants for the buildings it has improved before moving on to subsequent phases and underwrite the forecast revenue pressures in 2016/17 and 17/18 using the Norfolk Infrastructure Fund.
- 2.3 The Committee **RESOLVED** to cease referring to the site as the former RAF Coltishall site and take forward the new employment area as Scottow Enterprise Park, the new residential development off Lamas Road as New Batley Green. To refer to the heritage offer under the Spirit of Coltishall branding and note that the naming of the solar farm and Officer's Mess housing development are matters for the prospective developers.
- 2.4 The Committee **RESOLVED** that officers would provide the Terms of Reference for a member group which would have oversight of Coltishall to the next Economic Development Sub-Committee meeting.

3. Finance and Performance Monitoring report

- 3.1 The Committee received and **noted** the report from the Interim Executive Director of the Community and Environmental Services Department which updated the Committee with the Financial Position to the end of October. It provided the Committee with information on key areas of activity and details of any variances

from the original budget, emerging issues, impacts on performance and the planned use of reserves.

4. External Appointments

- 4.1 The Sub-Committee received the report by the Head of Democratic Services which set out the external appointments relevant to the Economic Development Sub-Committee.
- 4.2 The Committee **RESOLVED** to appoint the Members as set out in Appendix C of the minutes.

5. Discussion on the review of the Committee system – comments from Economic Development Sub-Committee to feed into the review

- 5.1 The Sub-Committee discussed the advantages and disadvantages to the Economic Development Sub-Committee becoming a full committee and what points they would like to feed back to the review discussion.
- 5.2 The Sub-Committee **RESOLVED** that this issue would be raised with the Policy and Resource committee in January 2015.

6. Forward Plan for Economic Development Sub-Committee

- 6.1 The Sub-Committee received the report from the Interim Executive Director of the Community and Environmental Services Department which outlined the Forward Plan.
- 6.2 The Sub-Committee **RESOLVED** to agree the Forward Plan.
- 6.3 The Sub-Committee **RESOLVED** that the visit for members to visit the offshore windfarm at Scroby Sands should be done at the cheapest cost possible.

Bev Spratt
Chairman, Economic Development Sub-Committee

Report of the Personnel Committee Meeting held on 13th November 2014

1. Grading of Senior Management Posts

- 1.1 The senior management structure of the Council was approved by the County Council on 20 October. In light of this decision the Committee received a report recommending that Members approve the grades of the agreed Executive Director posts.
- 1.2 The Committee noted that a decision on the grade of the Executive Director of Community and Environmental Services had been taken as a matter of particular urgency as the County Council was seeking to recruit as soon as possible. The Managing Director therefore exercised her delegated power to take urgent decisions within the terms of reference of the Personnel Committee, having first consulted with the Group leaders. She wrote to Group leaders proposing a grade of Scale S and the Committee noted that the grade had now been confirmed.
- 1.3 A decision was not required on the grade of the Executive Director of Children's Services as the only change was that of the job title. It was noted therefore that the existing grade of the post therefore remained appropriate.
- 1.4 Members noted that in determining the grades for the posts external advice had been received from Hay Group Consultants. Consideration had been given to the depth and range of skills and professional knowledge required for the posts, the complexity and creativity of problem-solving, the responsibilities for resources, and the direct and indirect impact on services across the Council.
- 1.5 The Committee RESOLVED to approve the grades outlined in the report as follows:
 - Executive Director of Adult Social Services Scale S
 - Executive Director of Resources Scale S
 - Executive Director of Finance Scale R

**George Nobbs
Chairman**

Report of the Personnel Committee Meeting held on 1st December 2014

1. National Pay Negotiations

- 1.1 A report was received from the Acting Head of Human Resources (HR) which summarised the present national position in pay negotiations, and the relevance to the local pay negotiations for senior management grades.
- 1.2 The Committee noted that the National Joint Council for Local Government Services staff had recently agreed a pay award which applied directly to Norfolk County Council employees on Scales A to O and was currently being implemented. Separate negotiations were however still taking place for more senior staff in the Joint Negotiating Committee for Local Authority Chief Officers (JNC). The Acting Head of HR informed the Committee that an offer had been made nationally for JNC staff of 2.2% but not for staff on a basic salary of over £99,999.
- 1.3 The Committee agreed that in light of the national position on pay there would be no pay increase to any staff working for the County Council of over 2.2% regardless of their grade.
- 1.4 The Committee RESOLVED:
 - to note the contents of the report.
 - That, subject to the outcome of the national pay settlement for Local Authority Chief Officers being the same as the recent employers' offer, the Committee authorises the Acting Head of HR to make the same proposal to the unions in relation to the Council's senior managers' pay review.

2. Pay Policy Statement 2015-16

- 2.1 The Committee noted that the County Council is required to publish a Pay Policy Statement every year and received a report providing an initial draft Statement for 2015/16. A revised version of the Statement will be prepared for the March meeting of the Committee at which Members will be invited to recommend the final version to full Council ready for publication.
- 2.2 The Committee reviewed and approved the draft Statement, with some minor textual changes, as a draft to consider at the March meeting for recommendation to County Council.

3. Living Wage

- 3.1 In September 2014 the Committee received an exempt report summarising the County Council's considerations to date to investigate the adoption of a Living Wage policy and agreed that the Acting Head of HR should undertake further work to research possible approaches and report back in December 2014.

- 3.2 The Committee received the exempt report from the Acting Head of HR updating the Committee on the progress to date. The Committee noted developments since September.
- 3.3 The Committee:
- Noted the progress made to date
 - Resolved that work should continue on the options outlined in the report.

George Nobbs
Chairman

Report of the Norfolk Health Overview and Scrutiny Committee meeting Held on 16 October 2014

1 Policing and Mental Health Services

- 1.1 The Committee received a briefing from the Democratic Support and Scrutiny Team Manager on recent developments regarding policing and mental health services in the county.
- 1.2 The Committee received evidence from Stephen Bett, Police and Crime Commissioner for Norfolk, Emma Hutchinson, Mental Health, Drugs & Alcohol Coordinator from the Office of the Police and Crime Commissioner and Veno Sunghuttee, Acting Associate Director of Operations Norfolk and Suffolk NHS Foundation Trust.
- 1.3 In the course of discussion the following key points were made:
 - A member of NSFT staff was available (on a rota basis) at the Police Control Room at Wymondham to give advice on mental health issues.
 - Norfolk County Council was the first County Council in the country to sign up to the Mental Health Crisis Care Concordat which was a national, joint statement published by the Government and signed by senior representatives from organisations committed to improving mental health care.
 - The street triage initiative that had been introduced on a trial basis in Suffolk, whereby mental health professionals accompanied the police car in a triage car and provided an initial point of contact for police officers on the beat to receive advice on mental health issues, was considered by Emma Hutchinson to be an excellent initiative that could be trialled in Norwich city centre during the evenings.
 - The Norfolk Constabulary was putting together a training programme about mental health issues that would be relevant to police officers at all stages in their police career. Emma Hutchinson said that she would let the Democratic Support and Scrutiny Team Manager have details about this training programme when it had been put in place.
 - Veno Sunghuttee, Acting Associate Director of Operations Norfolk and Suffolk NHS Foundation Trust, suggested that police officers could shadow some of the work that the NSFT undertook at Hellesdon Hospital so to increase their level of understanding of mental health issues.
- 1.4 The Committee agreed to receive an update in one year's time. The office of the Police and Crime Commissioner for Norfolk was asked to let the Democratic Support and Scrutiny Team Manager know the number of adults who remained in police custody under Section 136 of the Mental Health Act for more than 10 hours, as well the numbers of children and those with dementia who were detained in accordance with this Act. This information would then be made available to Members of the Committee.

2 Health and Wellbeing Strategy 2014-17

- 2.1 The Committee received a suggested approach from the Democratic Support and Scrutiny Team Manager to an update on progress with implementation of the Health and Wellbeing Strategy 2014 – 2017 agreed by Norfolk Health and Wellbeing Board on 6 May 2014. The Committee also received a detailed PowerPoint presentation about the Strategy from Cllr Dan Roper, Chairman of Norfolk Health and Wellbeing Board, and evidence from Lucy MacLeod, Interim Director of Public Health.
- 2.2 The Committee noted the presentation. The Interim Director of Public Health agreed to produce a briefing note for Members of the Committee on the work that was being done to support those with dementia and to put greater emphasis on their wellbeing as part of the Strategy.

3 NHS complaints handling in Norfolk

- 3.1 The Committee received a suggested approach from the Democratic Support and Scrutiny Team Manager to a report from Healthwatch Norfolk on NHS complaints handling in Norfolk with recommendations to NHS organisations for improvements to the process.
- 3.2 The Committee received evidence from Alex Stewart, Chief Executive of Healthwatch Norfolk, who drew Members attention to the recommendations that were contained in the report. The recommendations from Healthwatch were endorsed.

4 Delayed Discharge from hospitals in Norfolk

- 4.1 The Committee received a suggested approach from the Democratic Support and Scrutiny Team Manager to responses to recommendations made by the scrutiny task and finish group on Delayed Discharge from Hospitals in Norfolk.
- 4.2 Members asked for information to be included in the next Member Briefing about the current position regarding Clinks Care Farm and a similar farm at Acle that were being used by the NHS to improve the well-being and safeguarding of vulnerable patients and to increase their employment prospects.
- 4.3 The Committee noted the positive responses to the recommendations of the delayed discharge from hospitals in Norfolk report.

5 Forward work programme

- 5.1 The Committee agreed its current Forward Work Programme and requested information on the following items (to be included in the NHOSC Briefing):
- The future of elective surgical services at the Queen Elizabeth Hospital
 - The handling of day surgery cases at the Norfolk and Norwich hospital.
- 5.2 The Committee noted the following:
- The proposed task and finish group with Adult Social Care Committee on 'Transition of social workers from NSFT to Norfolk County Council social

care' would not proceed as Adult Social Care Committee would be monitoring this subject. The effect of the transfer of mental health social care to Norfolk County Council could be examined by NHOSC in forthcoming scrutiny of mental health service changes in west and central Norfolk.

- The 'NHS workforce planning for Norfolk' item scheduled for 27 November 2014 will include issues regarding GP workforce, which underline some of the difficulties that people have in getting appointments.

Michael Carttiss
Chairman

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

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

1 Improved Partnerships Between Health and Local Government Award

- 1.1 The Committee agreed to send a congratulatory letter to the Great Yarmouth and Waveney Clinical Commissioning Group on winning the Health Service Journal 2014 award for 'Improved Partnerships Between Health and Local Government'. The award was for the CCG's work with Norfolk and Suffolk County Council social care, the district councils, the voluntary sector and regional health bodies towards the development of a fully integrated care system. The judges praised 'strong leadership' and said that the area was 'on the cusp of a very complex but positive programme of change'. The CCG will formally consult the Great Yarmouth and Waveney Joint Health Scrutiny Committee on its plans for integration in 2015.

2 NHS workforce planning for Norfolk

- 2.1 The Committee received a report from the Democratic Support and Scrutiny Team Manager that examined regional and local action to address recruitment difficulties in general practice and other areas of the local NHS.
- 2.2 The Committee welcomed witnesses from the Central Norfolk System Resilience Group, NHS England East Anglia Area Team, Norfolk and Waveney Local Medical Committee and the Norfolk and Suffolk Workforce Partnership which is part of Health Education East of England.
- 2.3 In the course of discussion the following key points were made:
- A recent Breckland District Council scrutiny report had commented that NHOSC might wish to examine the issue of NHS workforce planning with particular regard to GP recruitment and retention practices in the county.
 - The branch of Health Education England that was responsible for healthcare education and workforce planning in this region was Health Education East of England. Within that organisation was the Norfolk and Suffolk Workforce Partnership which gave evidence to the Committee on a voluntary basis. Certain decisions, including the decision about the numbers of doctors required for the future, were taken at HEE national level. Other decisions, including the decision about future requirements for nurses and therapists, were taken regionally and locally, based on information from NHS provider organisations.
 - The Committee heard that each NHS organisation had responsibility for its own workforce planning, recruitment and training but all were dependent on the supply of suitably educated and qualified individuals.
 - The Committee heard about the difficulties that GP practices were experiencing in recruiting GPs to take up substantive positions, (with increasing numbers of trainees wanting to become locums), the action that could be taken to support GP practices and the demographics of the GP workforce in Norfolk.
 - The Committee was informed by the witnesses that in the past Norfolk's

stable GP workforce had helped to keep admissions to hospital down but the pressures on GP practices were leading to increasing pressures on the Norfolk and Norwich University Hospital. The witnesses commented that General Practice was not attractive enough to medical students, Norfolk needed to be marketed better as a place for doctors to live and work and medical schools were focusing more on those wanting to work in hospitals than those wanting to work in general practice. The witnesses also commented that the construction of large new care homes could significantly add to GP workloads, and it would be helpful for GP practices to be advised on such developments as part of the planning process.

- 2.4 The Committee agreed to establish a scrutiny task and finish group in 2015 (with draft terms of reference to be presented in January 2015) to examine the issue of NHS workforce planning for Norfolk in more detail and to consider the recommendations made by Breckland Council.

3 Stroke Services in Norfolk

- 3.1 The Committee received a suggested approach from the Democratic Support and Scrutiny Team Manager to the Norfolk and Waveney Stroke Network's response to the Committee's 21 recommendations for organisations involved in local stroke care. NHOSC noted the positive response from all the organisations to which recommendations were addressed.
- 3.2 The Committee welcomed witnesses from Great Yarmouth and Waveney Clinical Commissioning Group, Norfolk and Norwich University Hospital NHS Foundation Trust, Queen Elizabeth Hospital NHS Foundation Trust, James Paget University Hospitals NHS Foundation Trust, East of England Ambulance Service NHS Trust, and also heard from Mrs Joyce Bell , member of the public.
- 3.3 The Committee may return to the subject in 12 months to check on the progress that has been made in all areas of stroke care, including the Norfolk Stroke Network's review of the effectiveness of services for six month review, prevention, information and communication.

4 Wheelchair provision by the NHS – central and west Norfolk

- 4.1 The Committee received a suggested approach from the Democratic Support and Scrutiny Team Manager to an update report on NHS wheelchair services in central and west Norfolk.
- 4.2 The Committee received evidence from NHS West Norfolk Clinical Commission Group, Queen Elizabeth Hospital NHS Foundation Trust, Norwich Clinical Commissioning Group, NHS Anglia Commissioning Support Unit, NHS England (specialised wheelchair commissioning), Norfolk Community Health and Care NHS Trust also heard from Dr Trevor Wang, Family Voice and Cllr David Bradford, Norwich City Council.
- 4.3 The Committee noted Family Voice's view that there had been improvement in services and service user involvement. NHOSC asked that Family Voice and Cllr David Bradford be included in the wheelchair services' discussions with service users. It also advised that any future issues could be raised with Healthwatch, which can refer them to NHOSC for examination if they are not resolved with

commissioners / service providers.

5 Forward work programme

- 5.1 The Committee agreed its current Forward Work Programme and placed 'Ambulance response times and turnaround times in Norfolk' on its agenda for 26 February 2014. The committee also asked for information on cancer survival rates in Norfolk. It was noted that treatment of people with mental health issues in the county's A&E departments could potentially be added to the Committee's agenda in April 2015.

Michael Carttiss
Chairman

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

Report of the Health and Wellbeing Board Meeting held on 22 October 2014

1. Update on integration and the Norfolk Better Care Fund

- 1.1 The Board received the report which updated the Board on three areas which related to Integration; Better Care Fund plan for Norfolk, the agreement of funds from the NHS to the County Council under section 256 of the 2006 Health Act for 2014/15, and the recent significant operational changes in social care which related to integration.
- 1.2 The Board **RESOLVED**
- To note the submission of the Better Care Fund plan for Norfolk to the national assurance programme.
 - To note the s256 agreement for Norfolk for information.

2. JH&WBS 2014-17 Implementation Update

- 2.1 The Board received three presentations about the following priority areas of the Health and Wellbeing Board; Healthy Child Programme 0-9, Domestic violence and abuse needs assessment for children and young people in Norfolk, and Dementia Needs Assessment.
- 2.2 The Board **RESOLVED**;
- To note the presentations.
 - That an evaluation of the Norfolk Healthy Communities Programme would be brought to the next meeting of the HWB.

3. Children's Services Improvement – verbal update

- 3.1 The Health and Wellbeing Board were informed that the Improvement Board, chaired by an independent chair, had been dismantled. The improvement notice remained in place, and following discussion with the Department for Education, a programme of external challenge and assurance would be put in place.

4. Draft Emotional Wellbeing & Mental Health Strategy – Children and Young People

- 4.1 The Board received the report from the Interim Director of Children's Services. The report consulted and informed the Board on the draft Emotional Wellbeing and Mental Health Strategy which outlined the level of need in Norfolk, identified 6 strategic priorities and proposed new ways of working and outcomes to achieve improvement.

- 4.2 The Board **RESOLVED**;
- To note the information provided
 - To support consultation of the draft Emotional Wellbeing and Mental Health Strategy identifying any forums to take forward.
 - To provide feedback on draft Strategy (attached appendix 1 summary and appendix 2 full strategy)
 - To consider the resourcing implications that an expansion of work on mental health and wellbeing may have for physical health and wellbeing services
 - To inform on areas of good practice in relation to emotional wellbeing and Children and Adults Mental Health Service (CAMHS).
 - To identify key outcomes the Health and Wellbeing Board wish to achieve from strategic direction.

5. Norfolk's Child Poverty Strategy Task & Finish Group

- 5.1 The Board received the report by the Interim Director of Children's Services.
- 5.2 The Board **RESOLVED**;
- To approve the membership and draft Terms of Reference for the Group.

6. Draft Primary Care Strategy (paper and presentation)

- 6.1 The Board received the annexed report (item 11) by Katie Norton, Director of Commissioning, NHS England, East Anglia Area Team. The report provided an overview of the strategic framework for the development of primary care services in Norfolk, with a particular focus on general practice.
- 6.2 The Board **RESOLVED**
- To note the report.

7. Norfolk Mental Health Crisis Care Concordat

- 7.1 The Board received the report from the Office of the Police and Crime Commissioner for Norfolk, sponsored by Jenny McKibben, Deputy Police and Crime Commissioner. The Mental Health Crisis Care Concordat was a national, joint statement published by the Government and signed by senior representatives from organisations committed to improving mental health care.
- 7.2 The Board **RESOLVED**;
- To note and commit to the Norfolk Mental Health Crisis Care Concordat Declaration
 - To support the Norfolk Mental Health Strategic Board in developing a

comprehensive Mental Health Crisis Care Concordat Action Plan.

- To receive a report at the next meeting of the HWB to cover the funding of mental health and wellbeing and how it was going to be prioritised.

8. Central Norfolk Systems Leadership Group

8.1 The Board received the annexed report (item 13) by the Director of Community Services. The report explained that the Chief Executives and Chairs of the local NHS organisations, and Directors from the County Council had set up a central Norfolk systems leadership group which provided a forum for strategic discussions to take place.

8.2 The Board **RESOLVED**

- To endorse the draft terms of reference.
- To agree that the systems leadership group would be a sub-group of the Board and how it would feedback to the Board.

9. Norfolk Offender Health Profile

9.1 The Board received the report based on research commissioned by Lucy MacLeod, Director of Public Health, and Jenny McKibben, chair of the Norfolk Board for the Rehabilitation of Offenders. The report presented findings from an Offender Health profile co-commissioned by Norfolk Public Health and the Office of the Police and Crime Commissioner, which would be added to the Joint Strategic Needs Assessment (JSNA).

9.2 The Board **RESOLVED;**

- To note the report.
- To support the creation of an integrated offender health and social care commissioning board to take forward actions including the mapping of the offender health pathway and to report back to the Board.
- To request that local commissioning bodies take note of the report and recognise the service needs of the offenders and ex-offenders.
- To agree the Offender Health Board in principle and for the Chair and Vice Chairs to firm up the governance arrangements (how it relates to the HWB).

10. Liaison and Diversion provision for Norfolk & Suffolk (presentation)

10.1 The Board received a presentation from Neil McGuinness-Smith, Liaison and Diversion Commissioner, NHS England (East), which updated the Board on how there could be improved access to healthcare and support services for all vulnerable people within the criminal justice system, particularly in custody suites.

- 10.2 The Board **RESOLVED**;
- To endorse the report and the approach of the work being undertaken, and would receive an update at a future meeting of the Health and Wellbeing Board.
- 11. Norfolk Joint Road Casualty Reduction Partnership Board**
- 11.1 The Board were asked to appoint a member to the Joint Road Casualty Reduction Partnership Board. It was **AGREED** that this would be delegated to the Chair and Vice-Chairs.
- 12. Healthwatch Norfolk Annual Report 2013/14**
- 12.1 The Board received the report from Healthwatch Norfolk. This was the first annual report to be published in line with statutory requirements in June 2014.
- 12.2 The Board **RESOLVED**
- To note the report.
- 13. Healthwatch Norfolk minutes**
- 13.1 The Board received and **NOTED** the minutes of the meetings of Healthwatch Norfolk which took place on 19th May 2014 and 14th July 2014.
- 14. NHS England verbal update**
- 14.1 Tracy Dowling, Director of Operations and Delivery, East Anglia Area Team, NHS England reported to the Board that the Quarter 1 CCG Assurance meetings were held in September. Overall all CCGs were assured with some support in place regarding delivery of NHS Constitution standards at the Norfolk and Norwich Foundation Trust.
- 15. Norfolk Health and Overview Scrutiny Committee minutes**
- 15.1 The Board received and **NOTED** the minutes of the meeting of the Norfolk Health and Overview Scrutiny Committee meeting which took place on 17th July 2014.

Dan Roper
Chairman, Health and Wellbeing Board

Report of the Planning Regulatory Committee Meeting held on 24 October 2014

- 1 Y/3/2014/3006. Breckland District Council. Old Buckenham. Provide a new build 110 pupil SEN School to replace Chapel Road SEN, Attleborough. Director of Environment, Transport and Development.**
 - 1.1 The Committee received a report by the Interim Director of Environment, Transport and Development setting out the application for the construction of a Special Educational Needs school on a greenfield site in Old Buckenham, Norfolk.
 - 1.2 The Interim Director of Environment, Transport and Development was authorised to:
 - i) Grant planning permission subject to the conditions outlined in section 12 of the report.
 - ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers (after discussion with the Chairman and vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.
- 2 C/3/2014/3008: Breckland District: Bittering Quarry, Reed Lane, Bittering, Dereham, Norfolk. NR19 2QS. Variation of conditions 1, 2, 15, 18 & 34 of Planning Permission C/3/2007/3044 to allow extraction until 31 December 2030 and restoration until 31 December 2032, with revised phasing and restoration: McLeod Aggregates Limited.**
 - 2.1 The Committee received a report by the Interim Director of Environment, Transport and Development setting out the planning application for which permission was sought to vary five conditions of planning permission reference C/3/2007/3044 to extend the time period for extraction of the remaining reserves of sand and gravel at the quarry and for completion of restoration until 31 December 2030 and 31 December 2032, respectively, together with a revised phasing and restoration scheme.
 - 2.2 The Interim Director of Environment, Transport and Development was authorised to:
 - i) Grant planning permission subject to a Section 106 Legal Agreement in respect of vehicle routing and the conditions outlined in section 12 of the committee report.

- ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
- iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman) to deal with any non-material amendments to the application that may be submitted.

David Collis
Chairman, Planning (Regulatory) Committee

Report of the Planning Regulatory Committee Meeting held on 21 November 2014

- 1 Development by the County Council: Breckland District Council.
Y/3/2014/3007 Various Amendments to Planning Permission Y/3/2011/3009 at
Thetford Bus Interchange, St. Nicholas Street, Thetford, Norfolk. Interim Director of
Environment, Transport and Development**
- 1.1 The Director of Environment, Transport and Development was authorised to:
 - i) Grant planning permission subject to the conditions outlined in section 12 of the report.
 - ii) Discharge conditions (after discussion with the Chairman and Vice-Chairman of the Committee) where those detailed in the report required the submission and implementation of a scheme, or further details, either before development commenced, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers (after discussion with the Chairman and Vice-Chairman of the Committee) to deal with any non-material amendments to the application that may be submitted.

**David Collis
Chairman, Planning (Regulatory) Committee**

Report of the Norfolk Joint Museums Committee Meeting Held on 28 November 2014

- 1 **Norfolk Museums Service - Integrated Finance and Risk Monitoring Report for 2014/15**
 - 1.1 Members received a report that (based on budget out-turns as at 30 September 2014) covered progress with the NMS revenue budget for 2014/15, reserves and provisions and the capital programme, and savings applied to the revenue budget for 2015/16. The report also provided the Committee with an update on progress with the management of risk within the NMS.
 - 1.2 In the course of discussion, the following key points were noted:
 - The Joint Committee was pleased to note that there had been a surplus of £0.101m from Admissions Income in 2014/15 which reflected an overall 30% increase on Admissions Income compared to 2013/14. The reason for this was the move to a Cultural VAT exemption model, together with increased admissions over the summer months.
 - The savings targets included in the Approved Budget for 2014/15 totalled £0.491m. This figure included £0.140m from restructuring , renegotiating Joint Museums funding £0.050m, Gift Aid and Cultural Exemptions £0.200m, and Income Generation £0.101m.
 - While a number of budget savings were already agreed for 2015/16 and beyond, changes to the financial environment meant further savings were required for the next financial year. Those that were the subject of consultation included the introduction of car parking charges at Gressenhall and the re-introduction of admission charges at Ancient House Museum. The Service would also be undertaking a staffing restructure.
 - All risks within the NMS have been carefully assessed and are well managed.
 - Progress with NMS Revenue budgets and Reserves and Provisions indicated that the Service should achieve a break-even position at the year end.
 - 1.3 The Joint Committee **resolved** to note :
 - (a) Progress with the revenue budget, capital programme and reserves and provisions forecast out-turn positions for 2014/15.
 - (b) Progress with the management of risk within the NMS.
 - (c) The proposed savings for 2015/16 and beyond.

2 Norfolk Museums Service –Performance and Strategic Update Report

- 2.1 The Joint Committee received a report that provided progress with performance against the NMS agreed service plan for 2014/15, progress around the Accreditation of the Service's museum sites by Arts Council England, the submission of NMS's Arts Council England budgets for 2015-18 and an update on discussions concerning the renewal of the Joint Museums Agreement. In receiving the report, the Joint Committee noted progress with performance and future strategic planning for the NMS. The Joint Committee agreed to a renewal of the Joint Museums Agreement with details of the timescales to be confirmed.
- 2.2 During discussion, the following key points were noted:
- The overall 7.5% increase in museum visits across all 10 NMS sites for the period 1 April 2014 – 30 September 2014 was attributed primarily to the very positive performance of Norwich Castle, with strong increases also being seen at Lynn Museum and Gressenhall, driven by a very successful exhibitions and events programme, good school visit figures and a strong marketing performance.
 - The school visit figures represented a 6.5% increase for the year to 30 September 2014, a good result in view of the continuing pressure on the ability of schools to make external trips.
 - The Roman Empire: Power & People exhibition at Norwich Castle has won the Business Impact category of the EDP Visit Norfolk Tourism Awards 2014. Visits to the Roman Empire Exhibition were the highest for any exhibition at the museum in a similar period and 35% higher than average. The Rural Life Museum at Gressenhall came in the final three attractions in the Best Visitor Attraction category. Members placed on record their appreciation to all the curatorial and other NMS staff associated with these successes.
 - The admission prices for 2015-16 have been set with a view to meeting the NMS's vision for wide and fair access to its museums and collections as well as responding to its budgetary commitments.
 - Specific proposals for 2015/16 include bringing in parking charges at Gressenhall Farm & Workhouse and re-introducing winter admissions charging at Ancient House Museum, Thetford.
 - A report will also be brought to the Joint Committee in spring on the new charging structure for commercial enquiries of the NMS, while at the time retaining free access for those undertaking academic research.
 - Following the successful Stage 1 Heritage Lottery Fund pass for Gressenhall's 'Voices from the Workhouse' project the second round application was submitted and was successful.
 - Norfolk Museums Service submitted its applications ahead of the October deadline for continuing Accreditation for all of its sites except Lynn Museum, Cromer Museum and Ancient House Museum which were all Accredited in 2012.
 - NMS has been successful in its bid to continue leading on developing the museum sector in the East of England. The NMS is one of nine partners nationally to receive funding from Arts Council England to provide professional support, advice and guidance to museums to raise standards across the sector. NMS has been awarded £1,188,000 over the next three years for this important work.

2.3 The Joint Committee **resolved**:

To note progress with performance against 2014/15 Service Plans, especially commercial goals.

To authorise the Head of Museums, after consultation with the Chairman of the Joint Museums Committee, to submit the major partner museum and museum development grant activity plans for the NMS for 2015/18 to Arts Council England, and to review the draft funding agreement with Arts Council England. It was agreed that after the documentation has been submitted to the Arts Council a brief summary should be sent to Joint Museums Committee Members by email for information.

To approve the ongoing review and update of the Joint Museums Agreement as per previous reports following individual approval by all the partners. Updates on the renewal process will continue to be brought to future meetings of the Joint Committee.

3 **Area Museums Issues**

- 3.1 The Joint Committee approved proposals for museum storage and rationalisation in the Great Yarmouth area, as detailed in the Eastern Area Manager's report to the Great Yarmouth Area Museums Committee. The Joint Committee also approved a proposal from the Breckland Area Museums Committee for the dispersal of the Diss Pipe Hoard collection to the Diss Museum. A funding application has been submitted to the Heritage Lottery Fund for funding to develop the NMS Olive Edis collection profile that includes an enhanced display at Cromer Museum and a touring exhibition.

4 **The Development of the Medieval Keep at Norwich Castle**

- 4.1 The Joint Committee received a report and presentation by Dr John Davies, Chief Curator, about a proposal for the development and re-display of the medieval keep at Norwich. The project aims to make Norwich Castle the premier tourist destination in the Region and to substantially increase visitor numbers by at least 100,000 each year, in a sustainable way. The Joint Committee provided permission for an expression of interest in this project to be submitted to the Heritage Lottery Fund. Project funding will also be sought from other external trusts and foundations.

John Ward
Chairman

Report of the Norfolk Records Committee Meeting held on 28 November 2014

1. Norfolk Record Office Finance and Risk Report

- 1.1 The report from the Interim Executive Director of Community and Environmental Services Department was received. The report covered the forecast position and risk management for the Norfolk Records Committee in 2014/15 as at 30th September 2014.
- 1.2 The Committee **RESOLVED**;
- To consider the performance with the revenue budget and reserves and provisions for 2014/15.
 - To consider the management of risk for 2014/15.
 - To note the proposed budget savings for 2015/16 and beyond.

2. Norfolk Record Office Performance Report 1 April 2014 – 30 September 2014

- 2.1 The report from the Interim Executive Director of Community and Environmental Services Department was received. The report provided information on the activities of the Norfolk Record Office showing performance against the service plan for the period April to September 2014.
- 2.2 The Committee **RESOLVED**;
- To note the contents of this report.
 - To consider the performance against the 2014/15 service plan.

Dr C. J. Kemp, Chairman

Report of the Norwich Highways Agency Joint Committee meeting held on 23 October 2014

1 Push the Pedalways – Tombland and Palace Street

- 1.1 The Committee **RESOLVED**, unanimously, with all 4 voting members voting in favour, to defer consideration of the Push the Pedalways – Tombland and Palace Street scheme to provide an opportunity for officers to discuss the scheme with the Norwich School and consider the issues raised in late representations by parents of students at the school and other interested parties to the next meeting of the committee (Thursday, 27 November 2014 at 10:00).

2 Review of visitor parking permits

- 2.1 The Committee **RESOLVED**, unanimously, with all 4 voting members voting in favour, to:
- (1) note the consultation responses;
 - (2) agree to replace the current visitor parking scheme with:
 - (a) a new short stay visitor permit offering 4 hours of parking costing £19 per annum (free to low income households);
 - (b) city centre day permit scratch cards priced at £1 each and sold in multiples of 10, and outer areas day permit scratch cards priced at 50 and sold in multiples of 20, up to a maximum of 60 per household per year.
 - (3) agree the terms and conditions for the new visitor permit scheme as set out in appendix 4.
 - (4) ask the head of city development services to implement the new visitor permit arrangements when the new permit issuing software goes live early in 2015.

3 Push the Pedalways – Heathgate to Valley Drive

- 3.1 The Committee **RESOLVED**, unanimously, with all 4 voting members voting in favour, to:
- (1) note the consultation responses;
 - (2) ask the head of development services to arrange for the necessary statutory processes to implement the advertised proposal for a 20mph zone in Gurney Road, Britannia Road and Vincent Road.

4 Push the Pedalways - Programme Update

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

5 Major roadworks – regular monitoring

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

Tony Adams
Chairman, Norwich Highways Agency Committee

PROPORTIONAL ALLOCATION OF SEATS ON COMMITTEES

Report by Head of Democratic Services

1.0 Introduction

1.1 Sections 13 and 15 of the Local Government and Housing Act 1989 and subsequent regulations relate to the voting rights of members and regularise the pattern of political balance of local authority committees

1.2 Following recent changes to the political group arrangements, the political balance on the County Council has changed. There is now no Independent Group or UKIP Group and a new group has been established – the UKIP and Independent Group. The new political balance is now:-

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

1.3 Consequently it is necessary to review the allocation of committee places

2.0 Review of Allocation

2.1 The outcome of the review is a revised allocation of the 153 committee places as follows:-

Conservative -	75
Labour -	26
UKIP and Independent -	26
Liberal Democrats -	19
Green -	7
TOTAL -	153

2.2 The table below sets out the allocation of places to each committee when the new proportionality formula is applied to each committee individually.

Committee	Cons	Lab	UKIP and Ind.	Lib Dem	Green
Policy & Resources (17)	8	3	3	2	1
Adult Social Care (17)	8	3	3	2	1
Children's Services (17)	8	3	3	2	1
Communities (17)	8	3	3	2	1
Environment, Devt & Transport (17)	8	3	3	2	1
Planning Regulatory (17)	8	3	3	2	1
Economic Development Sub-Cttee (9)	4	2	2	1	0
Health Overview & Scrutiny (8)	4	1	1	1	1
Audit (7)	4	1	1	1	0
Standards (7)	4	1	1	1	0
Emergency (5)	2	1	1	1	0
General Purposes (5)	2	1	1	1	0
Pensions (5)	2	1	1	1	0
Personnel (5)	2	1	1	1	0
TOTAL ALLOCATED (153)	72	27	27	20	7
Overall number of places that each group should have	75	26	26	19	7

2.3 The table shows that there is a need to address the following discrepancies between the overall number of places to which each group is entitled (bottom row of table) and the overall number of places they have when the new proportionality is applied individually to each committee (penultimate row of table):-

Conservatives – Should have 75 but are only allocated 72 and therefore need to have 3 more places

Labour – Should have 26 but are allocated 27 and therefore need to lose 1 place

UKIP and - Should have 26 but are allocated 27 and therefore need to lose 1 place
Independent

Lib Dem – Should have 19 but are allocated 20 and therefore need to lose 1 place

Greens - Have 7 - No change required

2.4 With reference to the committee allocations in the table above:-

The 3 additional seats to which the Conservatives are most entitled are a 3rd place on 3 of the committees of 5 – Pensions, Personnel, Emergency, General Purposes

The seat to which the Lib Dems are least entitled is their place on 1 of the committees of 5.

The seats to which Labour and UKIP and Independent are least entitled are their 2nd places on the committee of 9 - Economic Development Sub-Committee

2.5 Therefore 1 of the additional Conservative places should be a Lib Dem place on one of the committees of 5.

2.6 The other 2 additional Conservative places should be either:-

- A Labour or UKIP and Independent place on 2 of the committees of 5 (but not the same committee as the one on which the Lib Dems give up their place), **OR**;
- A Labour or UKIP and Independent place on 1 of the committees of 5 (but not the same committee as the one on which the Lib Dems give up their place) and a Labour or UKIP and Independent place on the Economic Development Sub-Committee

3.0 **Recommendation**

3.1 The composition of committees is a matter reserved to Full Council, which is therefore asked to determine the allocation of committee places within the parameters set out in paragraph 2.6 of this report.

Officer Contact

If you have any questions about matters contained in this paper please contact Greg Insull, Assistant Head of Democratic Services on 01603 223100 or greg.insull@norfolk.gov.uk